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## California Limited Liability Company Dissolution Package

### 1. An LLC in California Dissolution Services and Fees

Our fees for handling the dissolution of an LLC in California is USD 650, including the following services:

- (1) Kaizen professional service fee;
- (2) Prepare and submit document to dissolve the LLC;
- (3) Pay dissolution filing fee to California Secretary of State.

#### Notes:

- (1) Kaizen fees quoted above do not include any document delivery fee during the business dissolution process, if any.
- (2) Kaizen fees quoted above exclude the taxes. If client requests tax invoice, value-added tax at the prevailing rate may be charged and collected.

### 2. Other Relevant Services

- (1) Final year tax returns for Federal & California State

The LLC must file the final/current year tax return and pay tax balances. Kaizen can prepare and file the final/current year tax return for Federal & California State on your behalf. The service fee to file the final year tax return is at least USD 1300; service fee will be charged from the client if the tax return is complicated than expected.

- (2) Final Franchise Tax

The LLC must pay the final franchise tax which at least USD 800. Kaizen can prepare and file the final Franchise tax without extra service fee.

### 3. Payment Time and Method

Kaizen requires to collect the full-service fee before starting the dissolution process. Kaizen accepts cash, bank transfer and wire transfer, check, and PayPal. The client is responsible for the service fee if any. For example, Kaizen will charge an extra 5% for the transaction fee when PayPal method applied.

#### 4. Documents Required to Dissolve an LLC in California

The client should provide the following documents to Kaizen:

- (1) Articles of Organization sealed by California Secretary of State;
- (2) Operating Agreement;
- (3) Passport copy in respect of each member, director, and officer (and secretary, if requested) of the LLC. If the member is a legal entity, please provide the entity's registration documents;
- (4) Registered capital and each member's share of profits and losses (if more than one member);
- (5) Minutes book, including register of directors, member list, share transfer ledger, if applied;
- (6) The reason or circumstances to dissolve the LLC;
- (7) The percentage of members in the LLC voted to dissolve the LLC.

The identification mentioned in (3), should be certified or notarized by Kaizen, local notary at the place of the member and manager, lawyer, CPA, or bank manager.

#### 5. Dissolution Procedures of an LLC in California

The dissolution procedures for an LLC in California are listed as follows:

- (1) Kaizen was entrusted to handle the LLC dissolution in California; the client should prepare all the documents (listed in part 4), then E-mail the whole package to Kaizen. Meanwhile, Kaizen service fees should be paid at this point;
- (2) Kaizen will prepare and file dissolution documents to California Secretary of State. The officer will review the documents, and mail to Kaizen the Sealed Certificate of Cancellation/ Dissolution within 5 business days if approved;
- (3) After all the above procedures are completed, Kaizen will email the Certificate of Cancellation/ Dissolution to the client.

#### 6. Time Frame of Dissolution

The LLC in California dissolution takes around 5 business days after Kaizen collected all the required documents. Expedited service is unavailable.

*Kaizen U.S. office is a professional CPA firm, offers complete compliance services and business support, such as bookkeeping, financial statement audit, filing tax return, making payroll, etc. Please consult with Kaizen consultants for more details.*

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following and talk to our professionals:*

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