



**DEPARTMENT OF BANKING AND CONSUMER FINANCE  
State of Mississippi**

Mailing Address:  
Post Office Box 12129  
Jackson, Mississippi 39236-2129

Telephone: (601) 321-6901  
Fax: (601) 321-6933  
Toll Free: 1-800-844-2499

**July 25, 2014**

**Procedures to Do Business in Mississippi**

Procedures to transact business in Mississippi are outlined in Mississippi Code, Annotated 79-4-15.01, Authority to Transact Business Required and 79-4-15.03, Application for Certificate of Authority (COA). Specifically, section 79-4-15.01 delineates the requirement of foreign corporations to obtain a COA prior to transacting business in Mississippi. The statute also outlines activities that do not constitute as transacting business. If a foreign corporation engages in any activity listed, a COA is not required.

Pursuant to 79-4-15.03 foreign corporations must apply for a COA. Out of state credit unions that do not now have a physical presence in Mississippi and wish to pursue a specific activity in Mississippi, not exempted by 79-4-15.01 must follow these guidelines:

- File a letter format application with the Department of Banking and Consumer Finance stating the limited purpose for which the bank wishes to conduct business in Mississippi. Along with the letter complete the following two applications:

An Application for Certificate of Authority and an Application for Appointment of Registered Agent. These applications may be located on the Mississippi Secretary of State's website, [www.sos.state.ms.us](http://www.sos.state.ms.us).

- Forward letter and completed applications to the Department of Banking and Consumer Finance with two checks, one payable to the Secretary of State, State of Mississippi for \$125.00 and one payable to the Department of Banking and Consumer Finance for \$50 to cover the fees associated with processing and filing the application.
- Upon verification of application, the Department of Banking and Consumer Finance will authorize the filing and then forward to the Secretary of State to be filed.
- Confirmation will be sent by the Secretary of State's office to the applicant.