



## **Conversion Questionnaire INSTRUCTIONS**

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**THIS QUESTIONNAIRE IS TO DETERMINE IF A CHANGE IN OWNERSHIP OR CONTROL HAS OCCURRED WHEN A LICENSED CEMETERY AUTHORITY CONVERTS FROM A CORPORATION TO A LIMITED LIABILITY COMPANY (LLC). IF IT IS DETERMINED THAT A CHANGE IN OWNERSHIP OR CONTROL HAS OCCURRED, A NEW APPLICATION FOR CERTIFICATE OF AUTHORITY WILL HAVE TO BE COMPLETED AS PROVIDED FOR BY R.S. 8:76.**

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1. Questionnaire must be completed in full and executed by each member owning 10% or more.
  2. Attach a certified copy of the Conversion Application filed with Louisiana Secretary of State.
  3. Attach a certified copy of Certificate of Conversion issued by the Louisiana Secretary of State.
  4. Attach a certified copy of the Articles of Organization for the Limited Liability Company (LLC), if any.
  5. Attach a copy of the Operating Agreement for the Limited Liability Company (LLC), if any.
  6. There shall be submitted to the Board such additional information and/or documentation the Board may deem necessary.
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**IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF THE CONVERSION QUESTIONNAIRE, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.**

**IMPORTANT: THE LOUISIANA CEMETERY BOARD HAS JURISDICTION OVER THE PROVISIONS OF TITLE 8. COMPLETION OF THIS QUESTIONNAIRE DOES NOT INDICATE CEMETERY AUTHORITY IS IN COMPLIANCE WITH OTHER FEDERAL AND/OR STATE LAWS.**

**THIS QUESTIONNAIRE AND ATTACHMENTS ARE PUBLIC RECORD EXCEPT TO THE EXTENT THEY ARE EXCEPTED, EXEMPTED, OR LIMITED BY LAW; AND THEY WILL BE FURNISHED TO PERSONS, FIRMS, ASSOCIATIONS, CORPORATIONS, ETC., MAKING A WRITTEN PUBLIC RECORDS REQUEST PURSUANT TO TITLE 44. IF APPLICANT CONSIDERS ANY SUBMISSIONS OF INFORMATION CONFIDENTIAL AND EXCEPTED, EXEMPTED OR LIMITED BY LAW, PLEASE MARK SAME ACCORDINGLY.**

**Louisiana Cemetery Board  
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