TRANSMITTAL INFORMATION
For All Business Filings

Please indicate below the level of service requested, payment and contact information

☐ Routine

☐ Expedite $30
  24 hour processing

☐ Priority Expedite $50
  2-4 hour processing

☐ Check or Money Order Enclosed

*Do not put credit card information on this form. You may save payment information in your geauxBIZ profile under master account.

Business Name (List exactly as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Address

City                      State                      Zip Code

Daytime phone number      Fax number      Email address

NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.

Mailing Address:  P. O. Box 94125, Baton Rouge, LA * 70804-9125
Office Location:  8585 Archives Ave., Baton Rouge, LA * 70809
Web Site Address:  www.sos.la.gov
**CHANGE OF DIRECTORS AND/OR OFFICERS OF A CORPORATION**

Enclose $25 filing fee
Domestic Corporation (Business or Non Profit)
Make remittance payable to Secretary of State

*Do Not Send Cash*

Return to: Commercial Division
P.O. Box 94125
Baton Rouge, LA 70804-9125
(225) 925-4704
www.sos.la.gov

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**Corporation Name:**

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**REMOVAL OF DIRECTORS AND/OR OFFICERS**

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Name and Title</th>
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To be signed by an officer or a director [Date]

**ADDITION OF DIRECTORS AND/OR OFFICERS**

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Municipal Address</th>
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To be signed by an officer or a director [Date]
INSTRUCTIONS

1. This form is to be used when an existing domestic corporation changes the Director(s) and/or Officer(s).

2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.