TRANSMITTAL INFORMATION
For All Business Filings

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

<table>
<thead>
<tr>
<th>Service Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine</td>
<td></td>
</tr>
<tr>
<td>Expedite $30</td>
<td>24 hour processing</td>
</tr>
<tr>
<td>Priority Expedite $50</td>
<td>2-4 hour processing</td>
</tr>
</tbody>
</table>

☐ 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
Corporation Name: _____________________________________________

CHANGE OF LOCATION OF REGISTERED OFFICE

Notice is hereby given that the Board of Directors of the above named corporation has authorized a change in the location of the corporation’s registered office. The new registered office is located at:

___________________________________________________________

To be signed by an officer or a director Date

CHANGE OF REGISTERED AGENT(S)

Notice is hereby given that the Board of Directors of the above named corporation has authorized the change of the corporation’s registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

___________________________________________________________

___________________________________________________________

President, Vice President or Secretary Date

AGENT’S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named corporation.

___________________________________________________________

Sworn to and subscribed before me, the undersigned Notary Public, on this date: ________________________________

___________________________________________________________

Notary Signature, Printed Name and Notary/Bar Roll #
INSTRUCTIONS

1. This form is to be used when an existing domestic non profit corporation changes the location of its registered office or changes its registered agent(s), or both.

2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.

3. The Change of Registered Agent(s) must be signed by the corporation’s President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgment and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.

4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:205.1.

5. A duplicate original or certified copy of this form should be filed with the clerk of court of the parish in which the corporation's registered office is located (or with the recorder of mortgages in the Orleans Parish). If a change of registered office is from one parish to another, a duplicate original or certified copy of this form should be filed with the clerk of court (or with the recorder of mortgages in the Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.