

STATE OF LOUISIANA
SECRETARY OF STATE

R. Kyle Ardoin
SECRETARY OF STATE



Commercial Division
(225) 925-4704

Fax Numbers
(225) 932-5314 Corporations
(225) 932-5317 Legal Services
(225) 932-5318 UCC

**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
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Daytime phone number	Fax number	Email address
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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

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**STATEMENT OF CHANGE OF REGISTERED OFFICE, PRINCIPAL OFFICE,
AND/OR CHANGE OF REGISTERED AGENT
(BY CORPORATION)**

R.S. 12:1-502(A)

Domestic Business Corporation
Enclose \$25 filing fee
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

*** Mandatory Field**

***Corporation Name:** _____

***Current Registered Office Address:** _____

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's registered office to:

***Current Principal Office Address:** _____

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's principal office to:

***Current Registered Agent's Name and Address:** _____

Notice is hereby given that the above named corporation has authorized a change in the name and address of the registered agent to:

Notice is hereby given that the above named corporation has authorized a change in the **address ONLY** of the current registered agent to:

_____ To be signed by the Chairman of the Board, the President, or another of its officers

_____ Date

WRITTEN CONSENT TO APPOINTMENT

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

Registered agent(s) signature(s):

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

Notary Signature, Printed Name, and Notary/Bar Roll Number

INSTRUCTIONS

1. This form is to be used when an existing domestic business corporation changes the location of its registered office, principal office, registered agent, registered agent address or any combination thereof.
2. This form must be signed by the Chairman of the Board of Directors, the President or another of the corporation's officers. If a new registered agent is being appointed, he must sign the Written Consent to Appointment before a notary public.
3. The changes made on this form may also be made on the annual report, if due, as required by R.S. 12:1-1621.
4. 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 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 Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.