TRANSMITTAL INFORMATION
For All Business Filings

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

☐ Routine
☐ Expedite $30
☐ Priority Expedite $50

☐ 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
Nancy Landry  
Secretary of State  

NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT  
(R.S. 12:1308)

Enclose $25 Filing Fee  
Return to: Commercial Division  
Domestic Limited Liability Company  
Make remittance payable to  
Secretary of State  
Do Not Send Cash  

Limited Liability Company Name:

CHANGE OF LOCATION OF REGISTERED OFFICE  
Notice is hereby given that the above named limited liability company has authorized a change in the location of its registered office. The new registered office is located at:

To be signed by a member or manager  
Date

CHANGE OF REGISTERED AGENT(S)  
Notice is hereby given that the above named limited liability company has authorized the change of its registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

To be signed by a manager or member  
Date

AGENT AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE  
I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named limited liability company.

Registered Agent(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: ____________________________  
NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #

Notary Signature
INSTRUCTIONS

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

2. The Change of Location of Registered Office or Change of Registered Agent(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.

3. The new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public.

4. A registered agent may change his address in this state by signing a statement which includes the following:
   a. The name of the limited liability company for which the change is effective.
   b. The new address of the registered agent.

If the old and new addresses of the registered agent are the same as the old and new addresses of the registered office, the statement may include a change of address of the registered office if:
   a. The registered agent notifies the company in writing.
   b. The statement recites that the registered agent has done so.