STATE OF ALABAMA FOREIGN CORPORATION (BUSINESS OR NON-PROFIT) AMENDMENT TO REGISTRATION

PURPOSE: In order to amend the registration of a foreign entity (any entity formed outside of Alabama), the entity must deliver to the Secretary of State for filing an Amendment to Registration pursuant to Section 10A-1-7.06, <u>Code of Alabama 1975</u>.

INSTRUCTIONS: Mail (2) signed completed copies of the Amendment to Registration and the filing fee of \$25.00 (credit card, check, or money order) to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama, 36103-5616** or you may email your application to <u>foreign.entities@sos.alabama.gov</u>. **If you are sending this filing via email and paying the standard \$25.00 fee and would like an acknowledgement copy please mark the \$3.00**

Alabama Entity ID Nomban (Farmet, 000, 000).

(For SOS Office Use Only)

copy fee on the credit card payment form. If you elect expedited processing completed within approximately 24 hours after receipt by SOS, you may have the stamped copy emailed to you. Expedited processing is \$125.00 (a \$100.00 expedite fee plus the \$25.00 filing fee). If you are mailing/couriering the application and would like an acknowledgement include a copy and postage paid self-addressed envelope. The Amendment will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored (\$30 NSF fee). All processing instructions are complete in this form and Payment Option & Filing Instructions; cover letters are not necessary and will not be reviewed.

The information completing this form must be typed or laser printed. FAX submissions will not be acknowledged, processed, or returned.

1.	Alabama Entity ID Number (Format: 000-000): - Number is required for processing.
	INSTRUCTION TO OBTAIN ID NUMBER TO COMPLETE FORM: If you do not have this number immediately available (it is on the face of your original registration filing), you may obtain it on our website at www.sos.alabama.gov Records tab, Record Searches, Business Entity Records, click on Entity Name, enter the registered name of the entity in the appropriate box, and enter. The six (6) digit number containing a dash to the left of the name is the entity ID number. If you click on that number, you can check the details page to make certain that you have the correct entity – this verification step is strongly recommended .
2.	The name of the foreign entity as currently registered with the Alabama Secretary of State:
3.	If amending the name of the foreign entity for use in Alabama, a copy of the name reservation certificate from the Office of the Alabama Secretary of State must be attached (must be acquired prior to submitting Amendment).
4.	The name of the foreign entity has been legally changed to (insert 'no change' if not applicable)

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5.	* Fictitious names are only allowed if the legal name is not available or the entity identification required by Title 10A, Chapter 5 must be added. If entity name is different from the legal name of the entity in the jurisdiction of formation (other than adding an entity identifier such as Inc, Corp, etc.) a copy of a resolution of the entity's governing authority, certified by its Secretary, adopting the fictitious name for use in Alabama must be attached. *				
6.	Change Street (No PO Boxes) Address of principal office to: Change Mailing Address of principal office to (if different):				
7.	7. Change state/country of incorporation/formation to:				
8.	. If this amendment involves a name change or a jurisdiction change a copy of the foreign entity's amendment documents duly certified by the Secretary of State or other official having custody of corporate records in the state or other jurisdiction under whose law the entity is incorporated is attached.				
9.	Attach copies of any other amendmentsCopies attached.				
Da	te Typed Name <u>and</u> Title of Signature Below				
	Signature of Person Authorized to Sign per 10A-1-4.01, Alabama Code				
	In order to review the sections of the <i>Code of Alabama 1975</i> referred to in this filing form you may access www.sos.alabama.gov and Go to the Records tab. Choose the Code of Alabama link to review.				

Secretary of State Payment Option Sheet: If you do not send an acknowledgement copy and a preaddressed postage paid envelope with the filling, you will not receive a credit card or prepaid account receipt from the Secretary of State's Office. If you are expediting and opt for the email return of documents the credit card receipt will be emailed with the document. Hold for pickup request – we do not offer a call for pick-up feature - will have the receipt attached. Office personnel will not be able to search credit card or prepaid account transactions to help you balance your accounts. Please do not use these options if you have problems collecting receipts from your filing agents. The document of record will be stamped showing the receipt of the filing fee and expedite fee but no copy or convenience fees.

Information MUST be typed or laser printed on a computer.

Entity Name:						
Service Requested:\$25.00	Amendment filing fee					
\$3.00	Copy Fee (Acknowledgement Co	opy)				
	00 Expedited Processing fee (inc cessed with 24 hours after receip	* *)			
Hold at Front Desk for Pick-up for: (Service providers who i	run couriers for pick-up – we do not	t have a call for pic	k-up service)			
*Email filing to:						
(ONLY for expedited filings) 1-email No paper copy will be mailed						
Check is attached - Please make one check payable for the total amount of the fees (i.e., \$250 if you are requesting expedited service) to the Alabama Secretary of State.						
Charge fees to prepaid account: Account Number						
and Account Name						
Typed Name & Signature of A	Name & Signature of Authorized Individual on Account					
Credit Card Type:	(Visa, MC, D	viscover & AmEx)			
Card Number:	Expiration Mo	o/Yr:/	(MM/YY)			
Card Holder Name:	Card Holder Name:					
Complete Billing Address:	Complete Billing Address:					
•	Street or PO					
City	State	Zip				
Signature of Card Holder:	Signature of Card Holder: MUST be Signature of Card Holder					