

**STATE OF ALABAMA
FOREIGN LIMITED LIABILITY COMPANY (LLC)
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, Code of Alabama 1975.

INSTRUCTIONS: Mail two (2) copies of this completed 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 the filing to foreign.entities@sos.alabama.gov **If you are submitting this filing via email and paying the standard \$25.00 fee**

you may purchase a copy of the filing on our website after the filing has been processed or mark \$4.00 copy fee on the credit card payment form – www.sos.alabama.gov Business Services, Business Entity Record Copies. If you elect expedited processing (completed within twenty four hours (24hrs.) 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 processed if the credit card does not authorize and will be removed from the index if the check is dishonored (\$30 fee). **All processing instructions are complete in the form and Payment Option Sheet & Filing Instructions; cover letters are not necessary and will not be reviewed.**

(For SOS Office Use Only)

This form must be typed or laser printed.

1. Alabama Entity ID Number (Format: 000-000): _____ - _____

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 Business Services (below picture), Business Entity Search, 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 legal 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. The name of the foreign entity for use in Alabama only if different from the legal name* :

*A fictitious name may be used **only** if the legal name is not available for use in Alabama or the name does not contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC" (10A-1-5.06).

6. If a fictitious name is used the undersigned certifies the resolution of the LLC's governing authority to adopt the fictitious name for use in Alabama and affirms the authority to make such a certification under 10A-1-7.07.

7. The undersigned certifies that the foreign entity exists as a valid Limited Liability Company under the laws of the entity's jurisdiction of formation.

8. Change Street (**No PO Boxes**) Address of principal office to:_____

Change Mailing Address of principal office to (if different from street address):_____

9. Change state/country of formation to:_____

10. Attach copies of any other amendments. _____Copies attached.

Date

Typed Name and 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 *Code of Alabama 1975* referred to in this filing form you may access www.sos.alabama.gov and go to Records. Choose the Code of Alabama link to review.

Secretary of State Payment Option Sheet: If you do not send an acknowledgement copy and a pre-addressed postage paid envelope with the filing, 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 – acknowledgement copy will have the receipt attached. The document of record will be stamped showing the receipt of the filing fee and expedite fee but will not show convenience fees which will be charged; (generally these fees are between 2% and 5% of the total charge).

Information MUST be typed or laser printed on a computer.

Entity Name: _____

Service Requested: _____ \$25.00 Amendment filing fee
_____ \$4.00 Copy Fee (Acknowledgement Copy if submitted by email and Copy desired.) Sent by standard mail.
_____ \$100.00 Expedited Processing fee (includes email copy)
(Processed with 24 hours after receipt of filing)

Hold at Front Desk for Pick-up for: _____
(Service providers who run couriers for pick-up – we do not have a call for pick-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., \$125. 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 Authorized Individual on Account

_____ Credit Card Type: _____ (Visa, MC, Discover & AmEx)

Card Number: _____ Expiration Mo/Yr: ____/____ (MM/YY)

Card Holder Name: _____

Complete Billing Address: _____
Street or PO

City State Zip

Signature of Card Holder: _____
MUST be Signature of Card Holder