

STATE OF LOUISIANA  
SECRETARY OF STATE

Nancy Landry  
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

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](http://www.sos.la.gov)

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**STATEMENT OF CHANGE OF REGISTERED OFFICE,  
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS  
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign  
Limited Liability Company  
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  
Phone (225) 925-4704  
www.sos.la.gov

STATE OF \_\_\_\_\_

PARISH/COUNTY \_\_\_\_\_

Notice is given that the below named corporation/limited liability company has changed its registered office,  
registered agent and/or principal business establishment.

Company Name: \_\_\_\_\_

Complete the following sections, where applicable:

New Registered Office address: \_\_\_\_\_

New Registered Agent and address: \_\_\_\_\_

\_\_\_\_\_  
(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

\_\_\_\_\_

\_\_\_\_\_  
President or Vice President/Manager or Member  
(Registered agent if only registered office is changed)

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

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I acknowledge and accept my appointment as agent for the above named corporation/limited liability  
company.

\_\_\_\_\_  
Agent

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

\_\_\_\_\_  
Notary

## INSTRUCTIONS

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the secretary of state. This form should be filed (in duplicate) with the Secretary of State's Office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgment of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.