Nancy Landry SECRETARY OF STATE

STATE OF LOUISIANA SECRETARY OF STATE



Commercial Division (225) 925-4704

<u>Fax Numbers</u> (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 request | ed, payment and contact information |
|---|---|--|
| Routine Expedi | te \$30 Priority Expedite processing 2-4 hour processing | |
| Check or Money Order En | closed | |
| Oo not put credit card informatior | on this form. You may save payment in | nformation in your geauxBIZ profile under master account. |
| Business Name (List exactly as it a | ppears in documents) | |
| Name of person filing document (ev | idence of filing will be mailed to this person, a | t address below) |
| | | |
| Address | | |
| City | State | Zip Code |
| Daytime phone number | Fax number | Email address |
| documents online t Rouge, Jefferson, L | the following parishes will be requirough geauxBIZ: Ascension, Bosafayette, Livingston, Orleans, Ouarebonne. Please visit our website | sier, Caddo, Calcasieu, East Baton chita, Rapides, St. Tammany, |
| NOTE: Louisiana Law requ | ires all Louisiana notaries to print | or type their name and notary or |
| bar roll number on | the document. | |
| | Address: P. O. Box 94125, Bator Location: 8585 Archives Ave., B Web Site Address: www | aton Rouge, LA * 70809 |

SS984 Rev. 01/25

Nancy Landry Secretary of State



NOTICE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF REGISTERED AGENT

(R.S. 12:236)

Enclose \$25 filing fee
Domestic Non Profit Corporation
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

| Corporation Name: | | | | |
|---|---|--|---|---|
| | | | | |
| | CHANGE OF LOCAT | TION OF REGISTE | RED OFFICE | |
| Notice is hereby given the location of the corporation | | | - | authorized a change in the |
| | | To be signed by as | officer or a director | Data |
| | | To be signed by ar | i officer or a director | Date |
| | | | | |
| | CHANGE OF | REGISTERED A | GENT(S) | |
| Notice is hereby given the the corporation's registe follows: | eat the Board of Direct red agent(s). The na | tors of the above r me(s) and address | amed corporation has (es) of the new registe | authorized the change of ered agent(s) is/are as |
| | | | | |
| | | | | |
| | | President, Vice Pre | esident or Secretary | Date |
| AGENT | 'S ACCEPTANCE AI | ND ACKNOWLED | GEMENT OF APPOIN | ITMENT |
| I hereby acknowledge as corporation. | nd accept the appoint | ment of registered | agent(s) for and on be | ehalf of the above named |
| | | | | |
| | | | | |
| Sworn to and subscribed | I before me, the unde | rsigned Notary Pu | blic, on this date: | |
| | | | | |
| | Notary Signature | , Printed Name and | Notary/Bar Roll # | |

SS354 Rev. 01/24 (See instructions on back)

INSTRUCTIONS

- 1. This form is to be used when an existing domestic non profit corporation changes the location of its registered office or changes its registered agent(s), or both.
- 2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.
- 3. The Change of Registered Agent(s) must be signed by the corporation's President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgment and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.
- 4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:205.1.
- 5. 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 the 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 the Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.