

Nancy Landry
SECRETARY OF STATE

STATE OF LOUISIANA
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: Business owners in the following parishes will be required to file all available business documents online through geauxBIZ: Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Livingston, Orleans, Ouachita, Rapides, St. Tammany, Tangipahoa and Terrebonne. Please visit our website at GeauxBiz.com.

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



**CHANGE OF DIRECTORS AND/OR OFFICERS
OF A CORPORATION**

Enclose \$25 filing fee
Domestic Corporation (Business or Non Profit)
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: _____

REMOVAL OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

To be signed by an officer or a director Date

ADDITION OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

Name and Title Municipal Address

Name and Title Municipal Address

Name and Title Municipal Address

Name and Title Municipal Address

To be signed by an officer or a director Date

INSTRUCTIONS

1. This form is to be used when an existing domestic corporation changes the Director(s) and/or Officer(s).
2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.