Instructions for Completing the Certificate of Amendment of Articles of Incorporation – *Name Change Only - Stock* (Form AMDT-STK-NA)

To change the name of a domestic (formed in California) stock corporation, the corporation must file a Certificate of Amendment of Articles of Incorporation that meets the requirements of California Corporations Code sections 173, 193 and 900-908. Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs. Note: Form AMDT-STK-NA has been created for ease in filing, however, any format may be used that meets statutory requirements.

Form AMDT-STK-NA can be used:

- If the name change amendment is the only amendment being made by the corporation.
- If the name change amendment has been approved by at least a majority of the board of directors.
- If the corporation has issued only a single class of shares.
- If the name change amendment has been approved by at least a majority of the shareholders.
- If the name change amendment is verified, dated, and signed by two corporate officers, as described in the instructions for Item 5 below.

If the corporation does not meet all of the requirements listed above, Form AMDT-STK-NA cannot be used. Instead, you must compose a Certificate of Amendment that meets the statutory requirements of Sections 173, 193 and 900-907.

Fees:

- **Required Filing Fee:** A **$30.00** filing fee is required to file a Certificate of Amendment of Articles of Incorporation.
- **Faster Service Fee:**
  - **Counter Drop Off:** A separate, non-refundable **$15.00** counter drop off fee is required if you deliver in person (drop off) your completed document at our Sacramento office. The $15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
  - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee in lieu of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to www.sos.ca.gov/business/be/service-options.
  - Counter and guaranteed expedite services are available only for documents delivered in person (drop off) to our Sacramento office.

Copies: Upon filing, we will return one (1) plain copy of your filed document for free, and will certify the copy upon request and payment of a $5 certification fee. To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Additional copy fees are $1.00 for the first page and $.50 for each attachment page. For certified copies, there is an additional $5.00 certification fee, per document.

Payment Type: Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or MasterCard).

Processing Times: For current processing times, go to www.sos.ca.gov/business/be/processing-times.

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Certificate of Amendment of Articles of Incorporation (Form AMDT-STK-NC) as follows:**

Item	Instruction	Tips
1.	Enter the name of the corporation **exactly** as it currently appears on file with the California Secretary of State, including the entity ending, if any (ex: "ABC Corporation" or "Friends of Yosemite Center").	Enter the name of the corporation before the name change. That is the name currently of record with the California Secretary of State.
2.	If known, enter the 7-digit corporate file number issued to the corporation by the California Secretary of State. If not known, leave Item 2 blank and proceed to Item 3a.	• The 7-digit corporate file number is provided by the California Secretary of State above the file stamp at the top of the corporation's registration document filed with the California Secretary of State. • To ensure you have the correct file number and exact name of the corporation, look to your registration document filed with the California Secretary of State and any name change amendments. • Secretary of State Records can be accessed online through our Business Search at kepler.sos.ca.gov. While using the Business Search, be sure to identify your corporation correctly including the jurisdiction that matches your corporation. Active corporations, inactive corporations and corporations from foreign jurisdictions registered with our office may have the same or similar name.
3a.	Enter the specific provision being amended by the number, letter, or other designation assigned to the provision in the Articles of Incorporation being amended (i.e., "I," "FIRST" or "A").	• If the article provision being amended **was not** assigned a designation, write "see attached" in Item 3 and on only one side of a standard letter-sized piece of paper (8 ½" x 11") clearly marked as an attachment to Item 3 of Form AMDT-STK-NA, quote the present language of the existing provision **AND** the provision as amended by this filing. The provision as amended by this filing should read as follows: The article provision setting forth the name of the corporation is amended to read as follows: The name of the corporation is_____ • All attachments are part of Form AMDT-STK-NA.
3b.	Enter the proposed new corporation name.	• For general corporate name requirements and restrictions or for information on reserving a corporation name prior to submitting Form AMDT-STK-NA, go to www.sos.ca.gov/business/be/name-availability. • A name reservation is not required to submit Form AMDT-STK-NA. • A preliminary search of corporation names already of record can be made online through our Business Search at kepler.sos.ca.gov. Please note: The Business Search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to the name availability link above.

4a.	This statement should not be altered.	• This certificate must be approved by at least a majority of the corporation's directors.
4b.	Check the box next to the applicable statement. **Only one box may be checked.** If the first box is checked, enter the total number of the corporation's outstanding shares.	• If the first box is checked, the amendment must be approved by the affirmative vote of a majority of the outstanding shares or such greater proportion as may be required by the corporation's articles of incorporation or bylaws.
5.	The name change amendment must be dated, signed and verified by two corporate officers as provided in Section 173 and 193. Generally, the corporation's president and secretary sign.	• Verification requires a statement under penalty of perjury that the information is true and correct of the signor's own knowledge. • If the name change amendment will be signed by officers other than the President and Secretary, you may alter the officer titles on the form. • Pursuant to Section 173, the name change amendment must be dated, signed and verified by the corporation's chairperson of the board, president or any vice president **and** by the secretary, chief financial officer, treasurer or any assistant secretary or assistant treasurer.

Mail Submission Cover Sheet (Optional): To make it easier to receive communication related to **this document**, including receipt of the copy of the filed document, complete the Mail Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Please note the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

Where to File: Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Business Entities Filings Unit, P.O. Box 944260, Sacramento, CA 94244-2600 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

Legal Authority: General statutory filing provisions are found in Sections 900-908. All statutory references are to the California Corporations Code, unless otherwise stated.

Secretary of State
Business Programs Division
Business Entities, P.O. Box 944260, Sacramento, CA 94244-2600

Mail Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission**. This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Do not include a $15 counter fee when submitting documents by mail.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, visit www.*sos.ca.gov/business/be/processing-times*.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Contact Person: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone (optional): _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

_____

_____

_____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name:

Company:

Address:

City/State/Zip:

Secretary of State Use Only	
T/TR:	
AMT REC'D:	$

Clear Form Print Form

Secretary of State Certificate of Amendment of Articles of Incorporation

Name Change Only - Stock

AMDT-STK-NA

IMPORTANT — Read Instructions before completing this form.

Filing Fee – $30.00

Copy Fees – First Page $1.00 & .50 for each attachment page;
Certification Fee – $5.00

This Space For Office Use Only

1. Corporation Name (Enter the exact name of the corporation as it currently is recorded with the California Secretary of State.)

2. 7-Digit Secretary of State File Number

3. New Corporation Name

Item 3a: Enter the number, letter or other designation assigned to the provision in the Articles of Incorporation being amended (e.g., "I," "First," or "A"). **See Instructions** if the provision in the Articles of Incorporation being amended does not include a number, letter, or other designation. Any attachment is made part of this document.

Item 3b: Enter the new corporate name.

3a. Article _____ of the Articles of Incorporation is amended to read as shown in Item 3b below:

3b. The name of the corporation is _____

_____

4. Approval Statements

4a. The Board of Directors has approved the amendment of the Articles of Incorporation.

4b. Shareholder approval was (**check one**):

☐ By the required vote of shareholders in accordance with California Corporations Code section 902. The total number of outstanding shares of the corporation is _____. The number of shares voting in favor of the amendment equaled or exceeded the vote required. The percentage vote required was more than 50%.

☐ Not required because the corporation has no outstanding shares.

5. Read, sign and date below (see instructions for signature requirements)

We declare under penalty of perjury under the laws of the State of California that the matters set forth herein are true and correct of our own knowledge and we are authorized by California law to sign.

Date	Signature	Type or Print Name of President
Date	Signature	Type or Print Name of Secretary

Clear Form Print Form

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