

Instructions for Form LLC 1014N - Articles of Amendment Changing the Name of a Virginia Limited Liability Company by the Members

Filing Requirements			
Pay all fees and penalties before submitting these articles to the Commission. If these articles are filed with an effective date on or before the annual registration fee due date, payment of the registration fee for the current year is not required prior to filing the articles.			
Required Fees	Filing Fee: \$25.00		
File Online Today	Paper Filing		
Visit https://cis.scc.virginia.gov to file articles of amendment changing the name of a Virginia Limited Liability Company in real time.	Download from https://scc.virginia.gov/pages/Virginia-Limited-Liability-Companies complete, print, and mail or deliver to below address:		
Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 </td> <td style="width: 50%; vertical-align: top;"> Courier Delivery Address 1300 E. Main St, 1st floor Richmond, VA 23219 </td> </tr> </table>	State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219
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Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.		

Specific Instructions

Article I Current Name

State the current name of the limited liability company as it appears on record with the Commission.

Article II Name Change

State the proposed new limited liability company name. The limited liability company name must contain one of the following words or abbreviation:

- Limited Company
- Limited Liability Company
- L.C.
- LC
- L.L.C.
- LLC

The new name must be distinguishable from other business entity names on record with the Commission. To check the availability of a LLC name, visit <https://cis.scc.virginia.gov>, or contact the Clerk's Office.

Article III Approval

All members must approve the amendment, unless the articles of organization or a written operating agreement provides that the company's operating agreement may be approved by a lesser number or percentage of members, in which case the amendment shall be likewise approved.

Signature

One of the following officials with the right and power to manage the company's business and affairs must sign the articles:

- a manager or other selected person
- a member (e.g., an owner is a member), if there is no manager or other person selected
- an organizer, if the entity began without managers or members and no members exist
- a receiver, trustee, or other court-appointed fiduciary, if applicable

An officer (e.g., the president) cannot sign these articles unless they have the right and power to manage the entity's business affairs.

If signing on behalf of a manager or member that is a business entity, also include the business entity's name, and the capacity in which the business entity is signing on behalf of the LLC.

For each person signing, include the signature, printed name, position title (e.g., manager or member), and date signed. Providing an entity phone number or email address allows for quicker communication if there is an issue with the filing.

Note

To change the registered agent and/or registered office address, the company must file form LLC1016. Download the form from the website above.

To change the principal office address, the company must file a Statement of Change of Principal Office Address using form LLC1018.1. Download the form from the website above.

Important Information

The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- one-sided
- size 8 1/2" x 11"
- no visible watermarks or background logos
- minimum 1.25" top margin and 0.75" all other sides

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.



Articles of Amendment Changing the Name of a Virginia Limited Liability Company by the Members

Pursuant to § 13.1-1014 of the Code of Virginia, the undersigned, on behalf of the limited liability company set forth below, states as follows:

Article I The limited liability company's current name, as it appears on the records of the Commission:

Article II The limited liability company's name is changed to:

Article III The foregoing amendment was adopted by a vote of the members in accordance with the provisions of the Virginia Limited Liability Company Act on _____ (date).
(See Instructions for requisite vote.)

Signature

The person signing this document has been delegated the right and power to manage the company's business and affairs and affirms the above statements are true.

Signature Date Tel. # (optional)

Printed Name Title Email Address (optional)

LLC's SCC ID # Business Tel. # (optional) Business Email Address (optional)

Required Fes: \$25.00