

Amended Application for Registration as a Foreign Limited Liability Company Instructions

Filing Requirements	
Required Documentation	
Pay all fees and penalties before submitting this amended application to the Commission. If this amended application is <u>filed</u> on or before the annual registration fee due date, payment of the registration fee for the current year is not required.	
Submit with the application a certified or otherwise authenticated copy of any of the LLC's instruments of amendment, correction, or merger filed in the jurisdiction of organization, authenticated within the past 12 months by the Secretary of State or other public official with custody of company records. Certification must indicate that each document is a "true and correct copy" of the official records, or words to that effect.	
Required Fees	Filing Fee: \$25.00
File Online Today	Paper Filing
Visit https://cis.scc.virginia.gov to submit for filing an Amended Application for Registration as a Foreign Limited Liability Company in real time. Questions? Visit the CIS help page at www.scc.virginia.gov/clk/pinfaqs.aspx for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Foreign-Limited-Liability-Companies complete, print, and mail or deliver to below address: 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
Pay online with a credit card or eCheck.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.

Specific Instructions

I Name and Organization Details

State the company's name exactly as it appears in its articles of organization. If the company adopted a designated name for use in Virginia because its real name was not available, state the company's designated name.

II Amendments

If the LLC has changed its name, it must adopt a designated name required for use in Virginia if:

- The limited liability company's name does not contain the abbreviation L.C., LC, L.L.C., or LLC, or the words Limited Company or Limited Liability Company
- The name of the company is unavailable in Virginia

To check the availability of a LLC name or a designated name, visit <https://cis.scc.virginia.gov>, or contact the Clerk's Office.

The company can abandon a designated name that it previously adopted for use in Virginia because its real name is now distinguishable on the Commission's records.

Additional Instructions for Amendments

Regarding Foreign Series LLCs

If the LLC is currently not registered as a foreign series LLC, the application can be amended to indicate it is a foreign series LLC. An attachment providing the name and jurisdiction of each foreign protected series established by the foreign series LLC must be included. If a foreign series LLC is changing its name, all registered foreign protected series must also file an amended application.

A foreign series LLC can amend the list of foreign protected series in an attachment.

If the foreign series LLC is no longer a foreign series LLC, mark the appropriate box. Note: All registered foreign protected series of the foreign series LLC must be inactive on the Commission's records to make this change.

Signature

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

- a manager
- a person delegated the right and power to manage the LLC's business and affairs
- a member, if there is no manager or other such person selected
- a person authorized to sign post-formation documents on behalf of the LLC

Include the date, printed name, and position title next to the signature. If a manager or member of the LLC is signing on behalf of a business entity, then include the following: the business entity's name, the capacity in which the business entity is signing on behalf of the LLC, the individual's printed name, and the individual's business entity-related title. 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 or change the principal office address visit <https://cis.scc.virginia.gov>.

Important Information

Complete this application using the following guidelines:

- complete in the English language
- type or print legibly in black
- use solid white paper with no visible watermarks or background logos

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.



Amended Application for Registration as a Foreign Limited Liability Company

Pursuant to § 13.1-1055 of the Code of Virginia, the undersigned, on behalf of the foreign limited liability company named below, states as follows:

I A. The limited liability company's name on record with the Commission (prior to filing this application):

B. The LLC's designated name (if required):

C. The name of the state or other jurisdiction of formation of the LLC:

II This application is submitted for the purpose of amending the Commission's records as follows:

A. The name of the LLC has been changed to:

B. The LLC desires to: **(Mark appropriate box, if applicable.)**

Adopt the following designated name for use in Virginia:

Change its designated name for use in Virginia to:

Abandon the use of its designated name in Virginia.

C. The name of the state or other jurisdiction of formation has been changed to:

D. Other statements or facts in the application for registration should be amended or corrected as follows:

E. The LLC is a foreign series LLC and desires to do the following: (Mark appropriate box, if applicable.)

The application is being amended to indicate the LLC is a foreign series LLC, and the name and jurisdiction of each foreign protected series established by the foreign series LLC is listed in an attachment. **(See Instructions for important information.)**

The LLC is currently registered as a foreign series LLC and it is amending the list of foreign protected series in an attachment. **(See Instructions for important information.)**

The LLC is currently registered as a foreign series LLC, but is no longer a foreign series LLC. **(See Instructions for important information.)**

Signature

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

Signed in the name of the foreign limited liability company by:

Signature

Date

Tel. # (optional)

Printed Name

Title

Email Address (optional)

SCC Entity ID #

Business Tel. # (optional)

Business Email Address (optional)

Required Fee: \$25.00