Instructions to Form UPA-136 – Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership

Filing Requirements	
This statement may not be filed with the Commission by a registered limited liability partnership until all required annual continuation reports have been filed with the Commission. See § 50-73.134 G of the Code of Virginia	
Required Fees	**Filing Fee: $25.00**
File Online Today	**Paper Filing**
Visit https://cis.scc.virginia.gov to file the statement of amendment of registration of a Virginia or Foreign registered limited liability partnership in real time. **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.	Download from https://scc.virginia.gov/pages/Virginia-Registered-Limited-Liability-Partnerships OR https://scc.virginia.gov/pages/Foreign-Registered-Limited-Liability-Partnerships 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, 1st floor Richmond, VA 23219
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**.

An amendment to the statement of registration of a Virginia or foreign registered limited liability partnership is to be filed with the Commission not later than thirty days after (i) a change in the name of the partnership or (ii) the partnership has knowledge that a material statement in the statement of registration was false or inaccurate when made or that any facts described therein have changed, making the statement of registration inaccurate in any material respect. An amendment to the statement of registration may be filed for any other proper purpose. See § 50-73.136 D of the Code of Virginia.

If the amendment provides for a change in the address of the principal office, the address must include a street and number, if any. A rural route and box number may only be used if no street address is associated with the principal office's location. A post office box is only acceptable for towns/cities that have a population of 2,000 or less when no street address or rural route and box number is associated with the principal office's location.

The person who files this statement must promptly send a copy of the statement to every nonfiling partner and to any other person named as a partner in the statement. See § 50-73.83 E of the Code of Virginia.

Each person signing this statement must set forth his or her printed name next to or beneath his or her signature. A person signing on behalf of a partner that is a business entity should set forth the business entity's name, his or her printed name, and the capacity in which he or she is signing on behalf of the business entity. Any person may execute a statement by an attorney-in-fact. See § 50-73.83 C of the Code of Virginia.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with the intent that the document be delivered to the Commission for filing. See § 50-73.83 C of the Code of Virginia.

NOTE

The registered office and/or registered agent cannot be changed by amending a statement of registration. This change may only be accomplished by filing a certificate or statement of change of a registered office and/or registered agent on form UPA-135 for a partnership or form LPA-73.5 for a limited partnership. This form can be completed and filed electronically online through the Clerk's Information System at https://cis.scc.virginia.gov A paper form can also be requested on the Commission's website at https://scc.virginia.gov/pages/Online-Forms-Request

Important Information

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

- use solid white paper
- size 8 1/2" x 11"
- one-sided
- 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.

Form
UPA-136
(Rev. 08/20)

State Corporation Commission

Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership

The undersigned, on behalf of the registered limited liability limited partnership set forth below, pursuant to Title 50, Chapter 2.2, Article 9.1 of the Code of Virginia, state(s) as follows:

1. The name of the registered limited liability partnership, as it appears on the records of the State Corporation Commission, is

_____

_____.

2. The initial statement of registration was filed with the Commission on _____.
(month, day, year)

3. **(Foreign only)** The jurisdiction in which the foreign registered limited liability partnership is registered as a limited liability partnership is _____.
(state or other jurisdiction)

4. The statement of registration of the registered limited liability partnership is amended as follows:

   A. The name is changed to _____

   _____.

   B. The principal office address, including the street and number, if any, is changed to

   _____.
   (number/street) (city or town) (state) (zip)

   C. A material statement in the statement of registration was false or inaccurate when made and is corrected as follows: _____

   _____

   D. One or more facts described in the statement of registration that have changed making the statement inaccurate and is (are) corrected as follows: _____

   _____

   E. The statement of registration is amended for any other proper purpose as follows:

   _____

Signatures of at least two partners of a partnership or one or more authorized general partners of a limited partnership:

_____	_____	_____	_____
(signature)	(printed name)	(title)	(date)
_____	_____	_____	_____
(signature)	(printed name)	(title)	(date)

_____ (registered limited liability partnership's SCC ID no.)

_____ (telephone number (optional))