

# Articles of Amendment to Foreign Registration Statement

## ARIZONA CORPORATION COMMISSION

Corporations Division  
1300 West Washington Street  
Phoenix, Arizona 85007

[www.azcc.gov](http://www.azcc.gov)  
(602) 542-3026



## Instructions L017i

### General Information

#### When are amendments required?

Foreign LLCs are required by law to amend their Foreign Registration Statement if any statement in the application was false or erroneous when it was made or if any arrangements or facts have changed making the application inaccurate in any respect. See A.R.S. § 29-3904.

In addition, the foreign LLC is required to provide to the Arizona Corporation Commission copies of any amendments or restatements to its articles of organization within 60 days of the effective date of the amendment or restatement. See A.R.S. § 29-3904.

Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes. Failure to make a required amendment will subject the foreign LLC to being administratively terminated. See A.R.S. § 29-3910.

#### What must be filed with the Arizona Corporation Commission?

The foreign LLC should submit Articles of Amendment to Foreign Registration Statement. The Arizona Corporation Commission has a form for this, although its use is not required. Forms are available on the A.C.C. website, [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov)

#### What are the requirements for changing the foreign LLC name?

The examiner will determine if the LLC name to be used complies with the statutory requirements, but you can review the name criteria, check for name availability and, if desired, submit a name reservation application by using our website at [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov). Reserving the name is not required. Web access is available to the public at our Phoenix and Tucson offices.

The LLC name must satisfy the requirements of A.R.S. § 29-3112. The professional LLC name must satisfy the requirements of A.R.S. § 29-4106. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov),

by following the link for Arizona Revised Statutes.

The minimum requirements under Arizona law for the name of a limited liability company are that it:

shall contain the words "limited liability company" or "limited company" or the abbreviations "L.L.C.", "L.C.", "LLC", or "LC"

AND

shall not contain the words "association", "corporation", "incorporated", or an abbreviation of those words.

If the name contains any of the following words, prior written approval must be obtained from the Arizona Department of Financial Institutions before registration is allowed: Bank; Banker; Banking; Banc; Banco; Banque; Credit Union; Deposit; Savings Association; Building Association; Savings and Loan Association; Building and Loan Association; Savings Bank; Thrift; Trust; or Trust Company. See A.R.S. §§ 29-3112.

A professional limited liability company name shall not conflict with any of the above, and shall contain the words "professional limited liability company" or one of the following abbreviations: "P.L.L.C.", "P.L.C.", "PLLC", or "PLC", in upper or lower case letters.

Fictitious name. If a foreign LLC's name is not available or does not satisfy the LLC name requirements, it may use a fictitious name if it attaches to the Foreign Registration Statement a company resolution adopting a fictitious name. See A.R.S. § 29-3906.

Trade name – if the entity name you wish to use has an identical existing trade name registered with the Secretary of State's office, the owner of the trade name must be listed within the document as one of the following: member, manager, officer, director, or statutory agent.

**Is publication required?** No.

**Filing fee.** The filing fee is \$25.00. For Expedited processing, add \$35.00. For Two-Hour Service, add \$400.00. For Same Day Service, add \$200.00. For Next Day Service, add \$100.00. For questions, contact our Call Center at 602-542-3026. All fees are nonrefundable. See A.R.S. § 29-3213.

**Processing time.** Processing times are posted on our website each Monday at [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov). For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. § 29-3213. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. Same Day/Next Day Service fees, See Decision No. 77503, December 17, 2019, as amended on January 15, 2020. Docket No. ACC-00000A-19-0213.

### Instructions

**Number 1.** List the exact name of the foreign LLC as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and the LLC identifier such as Limited Liability Company or LLC, etc. For name changes, please refer to "What are the requirements for changing the foreign LLC name" under the General Information section above.

**Number 2.** If the foreign LLC changed its name in its state or country of formation or organization, check the box next to number 2 and put the exact NEW name in the blank. Please refer to "What are the requirements for changing the foreign LLC name" under the General Information section above. If the new name listed in number 2 will also be used in Arizona, number 3 must also be completed – do not write "see above" in number 3. NOTE: If you are a Foreign Series LLC, the NEW name must have "series" in it. If the foreign LLC did not change its name in its state or country of formation, do not check the box or fill in that blank.

**Number 3.** If the foreign LLC is changing the name it uses in Arizona, check the box next to number 3 and put the exact NEW name to be used in Arizona in the blank. The exact name must be provided even if it is the same name as listed in number 2 – do not write “see above.” Please refer to “What are the requirements for changing the foreign LLC name” under the General Information section above.

**Number 4.** Check the box next to number 4 if the foreign LLC has changed from a regular LLC to a professional one or vice versa, or if this information was erroneous on the original application for registration. Then check the applicable box under number 4 indicating the specific change in entity type. Note – if the LLC is changing to a professional LLC, number 5 must also be completed. You may not change to or from a Series LLC.

**Number 5.** If the professional foreign LLC is changing the type of professional services it renders, or if the foreign LLC is changing to be a professional LLC as indicated in number 4, check the box next to number 5, then give a brief description of the NEW type of professional services in the blank (for example: law firm, medical, accounting).

**Number 6.** Check the box next to number 6 if the foreign LLC changed its domicile, for example, if the LLC changed from being a Delaware LLC to a Texas LLC. Provide the NEW domicile state or country in the blank.

**Number 7.** Check the box next to number 7 if the foreign LLC is changing its purpose or character of business, then provide a brief description of the NEW purpose or character of business.

**Number 8.** Check the box next to number 8 if a change is being made with respect to one or more members. The Amendment Attachment For Members form L044 must be also be completed and attached. If the box beside number 9 is checked and the document is submitted without the attachment, the Articles of Amendment will be rejected.

**Number 9.** Check the box next to number 9 if a change is being made with respect to one or more managers. The Amendment Attachment For Managers form L043 must be also be completed and attached. If the box beside number 9 is checked and the document is submitted without the attachment, the Articles of Amendment will be rejected.

**Number 10.** Check the box next to number 10 if you are changing the management structure of the foreign LLC, for example, a member-managed LLC is becoming a manager-managed LLC, or vice versa. Then check the appropriate box under number 10 to indicate the specific change. Any change in management structure will require an attachment – either the Manager Structure Attachment or the Member Structure Attachment. If the appropriate attachment is not submitted with the Articles of Amendment, the amendment will be rejected.

**Number 11.** If a NEW statutory agent is being appointed, check the box next to number 11 and complete 11.1. and 11.2. A Statutory Agent Acceptance form M002 will be required (number 11.3) and should be submitted at the same time as the Articles of Amendment form.

**Number 12.** If you are not appointing a new statutory agent but you are changing the existing agent’s address, check the box next to number 12 and complete 12.1 and/or 12.2.

**Number 13.** If the principal address (the LLC’s mailing address) is being changed, check the box next to number 13 and provide the complete NEW address. The principal address is not required to, but can be in Arizona. The principal address can be a P.O. Box.

**Number 14.1.** If you are changing the foreign LLC street address in the jurisdiction of formation, provide the complete address.

**Number 14.2.** If you are changing the statutory agent name, in the jurisdiction of formation, provide the name of the new statutory agent. If you are changing the statutory agent, addresses, provide the complete street and mailing addresses.

**Number 15.** If the LLC has amended its Articles in the foreign domicile, then it must attach a certified copy of that amendment, and the certified copy must be dated not more than 60 days prior to its delivery to the Arizona Corporation Commission.

## *Signature and Verification*

Any authorized person may sign the document under penalty of law. The “I accept” box must be checked.

Sign on the line underneath the “I accept” box. Print the name of the individual next to the signature.

Fill in the date.

Check the appropriate box underneath the signature line to indicate whether the person signing is an authorized individual or signing on behalf of an entity authorized to sign the document. If the signer is an entity, fill in the entity name underneath the appropriate check box.

## *Submit the document*

**Cover Sheet.** All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov)

### **What to submit:**

1. Cover Sheet
2. Articles of Amendment to Foreign Registration Statement
3. Attachment for change in members, if applicable
4. Attachment for change in managers, if applicable
5. Attachment for change in management structure, if applicable
6. Attachment for the LLC’s own amendment form, if applicable
7. Statutory Agent Acceptance
8. Certified copies of amendment in foreign jurisdiction
9. Payment.

**By Mail.** Mail the completed paper document, cover sheet, and payment (see below for payment information) to:  
Arizona Corporation Commission  
Corporations Division - Examination Section  
1300 W. Washington St.  
Phoenix, Arizona 85007

**In Person.** Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission  
Corporations Division - Examination Section  
1300 W. Washington St.  
Phoenix, Arizona 85007

## *Payment Methods*

**Credit card.** If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa or MasterCard.

**Check.** If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. We will not accept checks drawn on non-U.S. banks.

**Money order.** If submitting the document by mail or in person, payment by money order is acceptable.

**Cash.** If submitting the document in person, cash payments are acceptable at the Phoenix office ONLY (Tucson does not accept cash). Do not mail cash. NOTE: No bills larger than \$20.00 will be accepted.

## *Questions*

For questions, contact Customer Service at 602-542-3026, or, within Arizona only, 800-345-5819.