



Instructions C017i

General Information

Any corporation may change its officers, directors, or shareholders as reflected in the records of the Arizona Corporation Commission by filing an Officer/Director/Shareholder Change with the Arizona Corporation Commission. Use of the Officer/Director/Shareholder Change form is appropriate if officers, directors, or shareholders change during the year after the corporation's annual report has been filed.

What has to be filed? The Arizona Corporation Commission supplies a form for this purpose, the Officer/Director/Shareholder Change form. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, www.ecorp.azcc.gov

All addresses are public record. All addresses provided to the Arizona Corporation Commission are public record and are viewable by the public on the A.C.C.'s website, www.ecorp.azcc.gov
DO NOT provide personal identifying information such as birthdates or social security number.

Is publication required? No.

Filing fee. There is no filing fee for a corp. Officer/Director/Shareholder Change. 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. §§ 10-122 and 10-3122.

Processing time. Processing times are posted on our website each Monday at 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. §§ 10-122, 10-3122. 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 corporation as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and any corporate identifier (Inc. or Incorporated, etc.).

Number 2. Check the box beside number 2 if you are adding, removing, or changing officer information. To add an officer – put the new officer's name on the second line and provide the address and other information, then check the "add as officer" box. To remove an officer – list the officer's name on the first line and then enter the title, then check the "remove officer" box. To change or update information for an existing officer - list the officer's name on the first line, and then provide any new information below that. Check the appropriate box below the name and address for each officer to indicate the particular change being made. If the officer is one currently shown on Arizona Corporation Commission records, the name of the officer must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, www.ecorp.azcc.gov

Number 3. Check the box beside number 3 if you are adding, removing, or changing director information. To add a director – put the new director's name on the second line and provide the address and other information, then check the "add as director" box. To remove a director – list the director's name on the first line and then check the "remove director" box. To change or update information for an existing director - list the director's name on the first line, and then provide any new information below that. Check the appropriate box below the name and address for each director to indicate the particular change being made. If the director is one currently shown on Arizona Corporation Commission

records, the name of the director must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, www.ecorp.azcc.gov

Number 4. Check the box beside number 4 if you are adding, removing, or changing shareholder information. To add a shareholder– put the new shareholder's name on the second line, then check the "add as shareholder" box. To remove a shareholder– list the shareholder's name on the first line and then check the "remove shareholder" box. To change the name of an existing shareholder – list the shareholder's name on the first line, and then provide the new name on the second line. Check the "name change" box below the name. If the shareholder is one currently shown on Arizona Corporation Commission records, the name of the shareholder must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, www.ecorp.azcc.gov

Signature and Verification

The Officer/Director/Shareholder Change may be signed only by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary, or (4) an incorporator, if directors have not been selected or the corporation has not been formed. See A.R.S. §§ 10-120(F), 10-140, 10-3120(F), 10-3140(27).

The document is submitted under penalty of law, and the "I accept" box must be checked. Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. Fill in the date. Check the appropriate box underneath the signature line to indicate the capacity of the signer.

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

What to submit:

1. Cover Sheet
2. Officer/Director/Shareholder Change.

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.