TOM SCHEDLER SECRETARY OF STATE

STATE OF LOUISIANA SECRETARY OF STATE



Commercial Division (225) 925-4704

<u>Fax Numbers</u> (225) 932-5317 Administrative Services (225) 932-5314 Corporations (225) 932-5318 UCC

TRANSMITTAL INFORMATION For All Business Filings

	our processing Credit Card	ney Order Enclosed Number: ion Date:	
usiness Name (List <i>exactly</i> as it app			
Name of person filing document (evid	dence of filing will be mailed to this person,	at address below)	
Sity	State	Zip Code	
aytime phone number	Fax number	Email address	
		nt or type their name and notary or	
NOTE: Louisiana Law requi bar roll number on th		nt or type their name and notary or	

Tom Schedler Secretary of State



NOTICE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF REGISTERED AGENT

(R.S. 12:104 & 12:236)

Enclose \$25 Filing Fee Domestic Corporation (Business or Non Profit) Make remittance payable to Secretary of State

Do Not Send Cash

Return to: Commercial Division

P. O. Box 94125

Baton Rouge, LA 70804-9125 Phone (225) 925-4704 Web Site: www.sos.la.gov

Corporation Name: CHANGE OF LOCATION OF REGISTERED OFFICE Notice is hereby given that the Board of Directors of the above named corporation has authorized a change in the location of the corporation's registered office. The new registered office is located at: To be signed by an officer or a director CHANGE OF REGISTERED AGENT(S) Notice is hereby given that the Board of Directors of the above named corporation has authorized the change of the corporation's registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows: President, Vice President or Secretary AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named corporation. Sworn to and subscribed before me, the undersigned Notary Public, on this date: NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY # Notary Signature

SS354 Rev. 09/11 (See instructions on back)

INSTRUCTIONS

- 1. This form is to be used when an existing domestic corporation changes the location of its registered office or changes its registered agent(s), or both.
- 2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.
- 3. The Change of Registered Agent(s) must be signed by the corporation's President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.
- 4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:102 and R.S. 12:205.1.
- 5. A duplicate original or certified copy of this form should be filed with the recorder of mortgages of the parish in which the corporation's registered office is located. If a change of registered office is from one parish to another, a duplicate original or certified copy of this form should be filed with the recorder of mortgages of the parish in which the new registered office is located, as well as in the office of the recorder of mortgages of the parish from which the registered office is changed.