

CHECKLIST FOR ARTICLES OF AMENDMENT WITH THE SECRETARY OF STATE – DOMESTIC ONLY

APPLICABILITY: THIS CHECKLIST APPLIES TO THE FOLLOWING DOMESTIC BUSINESSES:

- CORPORATIONS
- NON-PROFIT CORPORATIONS
- PROFESSIONAL CORPORATIONS
- STATUTORY CLOSED CORPORATIONS

THE SECRETARY OF STATE IS NOW REQUIRING ALL ATTACHMENTS (SIGNATURE SHEET AND FOR FOREIGN BUSINESSES, THE CERTIFICATE OF EXISTENCE) TO BE SCANNED AND ATTACHED TO THE APPLICATION. UNTIL THE SECRETARY OF STATE APPROVES THE REGISTRATION, NO CREDIT/DEBIT CARD OR ELECTRONIC FUNDS WITHDRAWAL WILL BE PROCESSED.

Introduction

The amendment application provides for a number of changes:

- Change of name of the business
- Add one or more provisions
- Change the class/number of shares
- Change Agent and/or Address Registered with the Secretary of State
- Other (for example the officers that are officially registered with the Secretary of State)

Note that if the intent is to change only the agent or agent address, the user must select Change Agent/Agent Address application.

Also note that the amendment for corporations must either be officially adopted by the shareholders or incorporators or by the board of directors.

Business Identification

- Entity type (Corporation, Non-Profit, Professional Corporation, Statutory Close)
- Legal name of the existing business that is registered with the Secretary of State
- Date of Incorporation

- Current Registered Agent
- Current Registered Agent address

Change the name of the business

- Name of the existing business.
- Indicate whether: (1) there is no supporting information available, (2) text entry, or (3) attachment.
- Provide information as indicated above.

Add one or more provisions

- Indicate whether: (1) text entry, or (2) attachment.
- Provide information as indicated above.

Change the class/number of shares

- Indicate whether: (1) text entry, or (2) attachment.
- Provide information as indicated above.

Change Agent and/or Address Registered with the Secretary of State

- Indicate information that is to be changed: (1) Agent name and/or (2) agent address (agent address must be a physical address in South Carolina).
- Provide information as indicated above.

Other (for example the officers that are officially registered with the Secretary of State)

- Indicate whether: (1) text entry, or (2) attachment.
- Provide information as indicated above.

Finish (applies to all changes – corporations only; applies to each change – LLCs only)

- The date the amendment to the Articles was adopted.
- The name and title of the officer that is signing the Signature Page accompanying this request.
- Print, sign, scan, and upload the Signature Page to SCBOS



You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through various topics associated with the SCBOS Web site.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.sc.gov and create a new user account by selecting the "Sign Up" link located in the top-right of the Home page. You must have a user account to apply, file, or pay.

Remember, you can always select the "Save and Stop" button to save your application and resume it later.

