

## CHECKLIST FOR CHANGE OF AGENT

APPLICABILITY: THIS CHECKLIST APPLIES TO THE FOLLOWING DOMESTIC BUSINESSES:

- CORPORATIONS
- PROFESSIONAL CORPORATIONS
- STATUTORY CLOSED CORPORATIONS
- NON-PROFIT CORPORATIONS
- LIMITED LIABILITY COMPANIES

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.

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### **Business Identification**

- Entity type
- Legal name of the existing business that is registered with the Secretary of State
- Date of Articles were filed

You will need the following information for foreign business:

- Date of Incorporation
- Date qualified to do business in South Carolina

You will need the following additional information:

- The street address of the current registered office in South Carolina
- If the registered agent address is being changed, the new physical address in South Carolina
- The name of the current Registered Agent of the corporation in South Carolina

- If the Registered Agent is being changed, the name of the new Registered Agent
- Officer name and title of the officer signing the signature form accompanying this request
- Print signature sheet, secure signature, scan and upload 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](http://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.