

CHECKLIST FOR REGISTERED AGENT RESIGNATION WITH THE SECRETARY OF STATE

APPLICABILITY: THIS CHECKLIST APPLIES TO THE FOLLOWING DOMESTIC BUSINESSES:

- 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:

- Resignation of Registered Agent
- Discontinuance of Registered Office

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
- Legal name of the existing business that is registered with the Secretary of State
- Date of Incorporation

You will need the following information:

- Date of Incorporation
- The current Registered Agent of the corporation

- Indicate all that applies:
 - The undersigned resigns as the registered agent of the corporation
 - The business office of the registered agent is discontinued
- Print signature sheet, secure signatures, 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 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.