

## Secretary of State Changing Information FAQs

### Q1 -- How can I submit changes about my business to the Secretary of State?

Here are the types of changes that can currently be filed with the Secretary of State on line in SCBOS:

- Articles of Amendment – Domestic & Foreign Corporations
- Articles of Amendment – Domestic Non-Profit Corporations
- Amended Articles of Organization – Domestic LLC
- Articles of Dissolution – Domestic Corporations
- Renewal Application – Domestic LLP
- Resignation of Registered Agent and Discontinuance of Registered Office - Domestic & Foreign Corporations
- Notice of Change of Registered Office or Registered Agent - Domestic & Foreign Corporations
- Notice of Change of Designated Office, Agent for Service of Process, or Address of Agent - Domestic & Foreign LLC's
- Notice of Change of Registered Office or Registered Agent or Both - Domestic & Foreign Non-Profit Corporations

### Q2 -- We're going out of business, and I need to dissolve our corporation. Can I file this on line through SCBOS?

Yes, if it's a South Carolina business, you can do this by submitting the following filing online:

- Articles of Dissolution – Domestic Corporations only

### Q3 -- Why must I upload all change documents required by the Secretary of State?

Uploading documents is required primarily because many users failed to send in the required documents to the Secretary of State, thinking that their changes were approved once they checked out. Please scan in black and white and use one of the following three formats: (1) PDF, (2) JPEG, and (3) GIF. Until the Secretary of State approves the change, no credit/debit card or electronic funds withdrawal will be processed.

**Q4 -- I need to renew the registration of my LLP with the Secretary of State. Can I do this on line through SCBOS?**

Yes, if it's a South Carolina business, you can do this by submitting the following filing on line:

- Secretary of State Renewal LLP

**Q5 -- The registered agent for my business has moved. Can I update Secretary of State records through SCBOS to reflect the new address?**

Yes, you can do this by submitting one of the following filings on line, depending on the entity type of your business (Corporation, Non-profit Corporation or LLC).

The same filing can also be used to indicate that a new agent has replaced a preceding agent.

- Change Agent or Office Registered with the Secretary of State
  - Domestic & Foreign Corporations
  - Domestic & Foreign Non-Profit Corporations
  - Domestic & Foreign LLC's

**Q6 -- My business just officially adopted some changes to its articles of incorporation, and I need to register these changes with the Secretary of State. Can I do this online?**

Yes. For example, you can change your company name, add new provisions, or add new shareholders (or members, if your business is an LLC). To update the articles of your corporation (or organization, if LLC), you can use SCBOS to submit one of the following filings. The SCBOS processes also allow you to provide supporting documentation electronically by direct upload while on line, or later by email or fax:

- Articles of Amendment – Domestic & Foreign Corporations
- Articles of Amendment – Domestic Non-Profit Corporations
- Amended Articles of Organization – Domestic LLC

**Q7 -- The registered agent for my corporation is resigning, and the agent's office is ceasing operation. Can I update Secretary of State records on line to indicate this?**

Yes, the following filing is available on line in SCBOS:

- Resignation of Registered Agent and Discontinuance of Registered Office - Domestic & Foreign Corporations

### **Q8 -- What happens when you successfully check out?**

Each application that is successfully checked out is assigned a Transaction Reference Number. This number can be found in your Workspace and on your receipt.

Secretary of State Registrations and change applications require approval by the Secretary of State and may take a few business hours.