

## Instructions for completing Form CD 930 (Amended Annual Registration)

**Important – Please Read.** A foreign limited liability partnership (LLP) that has already filed an annual registration in the current calendar year may file an amended annual registration to update one or more of the following information on record with the Secretary of State: registered agent's address; registered agent's name; mailing address of LLP's principal office; the name and business address of a partner who has substantial responsibility for managing the entity's business activities ("managing partner"); and/or the address of the office at which is kept a list of the names and addresses of the partners and owners of the entity ("records address"). Form CD 930 may be used for this purpose. Use of this form is optional. An amended annual registration may also be drafted pursuant to O.C.G.A. §§ 14-8-46. Form CD 930 is not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary to successfully file an amended annual registration or to complete this form. Filers may wish to seek competent legal counsel in this matter.

**Note: An annual registration must have already been filed for the entity in the current calendar year prior to the filing of an amended annual registration in the same calendar year. If an annual registration has not been filed in the current calendar year, then a submitted amended annual registration will be rejected and the filer will be directed to file an annual registration.**

Sections #1 – 3: Provide the LLC's information (i.e. name, control number, and entity type), and its current registered agent's name and address. This information should be consistent with the information currently on record with the Secretary of State.

Sections #4 – 8: Use these sections to make changes to the LLP's registered agent's address, registered agent's name, principal office address, managing partner information, and/or records address. Complete only those section(s) for which you are making changes or updates. If no changes are being made in a particular section, then leave that section blank.

Section #9: The amended annual registration must be signed by an authorized person. The signer must state the capacity in which he or she is signing. Print the name of the signer.

Please mail or deliver the completed form along with a **\$20.00** filing fee payable to "Secretary of State" to:

Corporations Division  
2 Martin Luther King Jr. Dr. SE  
Suite 313 West Tower  
Atlanta, Georgia 30334.



**OFFICE OF SECRETARY OF STATE  
CORPORATIONS DIVISION**  
2 Martin Luther King Jr. Dr. SE  
Suite 313 West Tower  
Atlanta, Georgia 30334  
(404) 656-2817

Brian P. Kemp  
Secretary of State

**AMENDED ANNUAL REGISTRATION  
FOR FOREIGN LIMITED LIABILITY PARTNERSHIP**

**Note:** In order to use this amended annual registration form, an annual registration must have already been filed for the foreign limited liability partnership in this calendar year. Amended annual registration filing fee is \$20.00.

**1. Entity Information:**

Entity Name: \_\_\_\_\_

Entity Control Number: \_\_\_\_\_ Entity Type: Foreign Limited Liability Partnership

**2. Name of current registered agent on file with the Secretary of State:**

\_\_\_\_\_

**3. Current street address and county of registered office on file with the Secretary of State:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: GA Zip Code: \_\_\_\_\_

**4. If applicable, name of new registered agent:** \_\_\_\_\_

Email address of new registered agent: \_\_\_\_\_

**5. If applicable, new street address and county of registered office:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: GA Zip Code: \_\_\_\_\_

**6. If applicable, new mailing address of entity's principal office:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**7. If applicable, the name and business address of a partner who has substantial responsibility for managing the entity's business activities is updated as follows:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**8. If applicable, the address of the office at which is kept a list of the names and addresses of the partners and owners of the entity is updated as follows:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**9. I hereby certify, under penalty of law, that the above information is true and correct.**

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title