

## Instructions for completing Form CD 115 (Articles of Amendment)

**Important – Please Read.** A limited liability company’s name is changed by filing articles of amendment to the articles of organization. Form CD 115 may be used for this specific purpose. Use of this form is optional. Articles of amendment may also be drafted pursuant O.C.G.A. 14-11-210. Form CD 115 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 change a limited liability company’s name or to complete this form. Filers are strongly urged to seek competent legal counsel in this matter.

Article One	Name of the company Control number	Provide the current name of the LLC. Enter the control number of the LLC.
Article Two	Provide date of organization	Provide the date articles of organization were filed. Date may be located on certificate of organization.
Article Three	Provide new name of LLC	New name must satisfy statutory requirements as outlined in O.C.G.A. §14-11-207.
Article Four	Effective date/time	Check the appropriate statement regarding the effective date and time of the articles of amendment. If the articles of amendment are to be effective on the date of filing, check the first statement. If the articles of amendment are to become effective later than the date of filing, check the second statement and enter the effective date and time in the space provided. <b>Please be advised that the delayed effective date may not be later than 90 days after the filing date of the articles of amendment.</b>
Signature	The articles of amendment must be signed by a member, a manager, an organizer if the LLC has no members or managers, a court-appointed fiduciary, or an attorney-in-fact. The signer must state the capacity in which he or she is signing. Print the legal name* of the signer.	

There is no requirement for limited liability companies to publish a notice of change of name.

The fee to file articles of amendment is \$20.00. Articles of amendment may be filed online at <https://ecorp.sos.ga.gov/> or filed by paper by submitting this completed form to our office. There is a \$10.00 service charge for filing by paper.

If filing by paper, please mail or deliver the completed form along with a **\$30.00** payment (\$20.00 filing fee + \$10.00 paper filing service charge) payable to “Secretary of State” to: **Corporations Division, 2 Martin Luther King Jr. Dr. SE, Suite 313 West Tower, Atlanta, Georgia 30334.**

\* Legal name is an individual’s first and last name without use of initials or nicknames. Middle names or initials may be included.



Secretary of State

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Articles of Amendment
to Articles of Organization

Article One

The name of the limited liability company ("company") is:

\_\_\_\_\_.

The control number is: \_\_\_\_\_.

Article Two

The date the original articles of organization were filed was: \_\_\_\_\_.

Article Three

The company hereby adopts the following amendment to change the name of the company. The new name of the company is:

\_\_\_\_\_.

Article Four

(Check, and if applicable complete, one of the following)

[ ] The articles of amendment shall be effective upon the filing with the Secretary of State.

[ ] The articles of amendment shall be effective on: \_\_\_\_\_ at \_\_\_\_\_.
(Date) (Time)

IN WITNESS WHEREOF, the undersigned has executed these Articles of Amendment on

\_\_\_\_\_.
(Date)

\_\_\_\_\_.
Signature

\_\_\_\_\_.
Print Name\*

- Capacity (choose one option only): [ ] Organizer
[ ] Member
[ ] Manager
[ ] Court-Appointed Fiduciary
[ ] Attorney-in-fact

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

\* Enter individual's legal name, i.e. first and last name without use of initials or nicknames. Middle names or initials may be included.