

Instructions for completing Form CD 100 (Articles of Amendment)

Important – Please Read. A profit corporation’s name is changed by filing an amendment to the articles of incorporation. Form CD 100 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. § 14-2-1006. Form CD 100 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 corporation’s name or to complete this form. Filers are strongly urged to seek competent legal counsel in this matter.

Article One	Name of the corporation Control number	Provide the current name of the corporation. Provide the control number of the corporation.
Article Two	State the amendment	Provide the proposed name of the corporation.
Article Three	Method of adoption	O.C.G.A. § 14-2-1002 through 14-2-1006 requires specific disclosures about the details of the approval of the amendment. Choose only one of the methods identified on the form.
Article Four	Date of adoption	Provide actual date amendment was approved by one of the methods identified in article three.
Article Five	Certificate of publication	Filer must provide a written statement, which may appear in the articles of amendment, certifying that notice of change of corporate name along with payment thereof has been or will be forward to the official organ of the county where the registered office is located. Filer may satisfy the statutory requirement for publication certification by signing this form. Do not forward the publication notice to the Secretary of State.
Article Six	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. Please be advised that the delayed effective date may not be later than 90 days after the filing date of the articles of amendment.
Signature	The form is properly executed when signed and dated by filer. Filer must indicate the capacity in which signing (i.e. chairperson board of directors, officer, attorney in fact, etc.). Print the legal name* of the signer.	

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

OFFICE OF SECRETARY OF STATE
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Articles of Amendment
of Articles of Incorporation

Article One

The name of the corporation ("corporation") is:

_____.

The control number is: _____.

Article Two

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

_____.

Article Three

The amendment was duly adopted by the following method (choose one statement only):

- The amendment was adopted by the incorporators prior to the issuance of shares.
The amendment was adopted by a sufficient vote of the shareholders.
The amendment was adopted by the board of directors without shareholder action as shareholder action was not required.

Article Four

The date of the adoption of the amendment was: _____.

Article Five

The undersigned does hereby certify that a request for publication of a notice of the filing of articles of amendment to change the corporation's name along with the publication fee of \$40.00 has been forwarded to the legal organ of the county of the registered office as required by O.C.G.A. §14-2-1006.1.

Article Six

(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): [] Incorporator [] Officer [] Attorney In Fact
[] Court-Appointed Fiduciary [] Chairperson of Board of Directors

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.