



SCC760/922
(08/16)

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

APPLICATION FOR AN AMENDED CERTIFICATE
OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

FILING
FEE:
\$25.00

The undersigned, on behalf of the foreign corporation named below, pursuant to § 13.1-760 or § 13.1-922 of the Code of Virginia, hereby makes this application for an amended certificate of authority to transact business in Virginia and states as follows:

1. According to the records of the Commission (prior to the filing of this application):
 - A. The name of the corporation is _____.
 - B. The corporation adopted the following designated name for use in Virginia (because its real name was not available): _____ (Leave blank if no designated name was adopted.)
 - C. The name of the state or other jurisdiction under whose law the corporation is incorporated is _____.
2. The application is submitted for the purpose of amending the Commission's records as follows:
 - A. The name of the corporation has been changed to _____.
 - B. The corporation desires to _____ (Mark appropriate box and complete, if appropriate.)
 - Adopt the following designated name for use in Virginia (because its new name is not available): _____.
 - Change its designated name for use in Virginia to _____.
 - Abandon the use of its designated name in Virginia.
 - C. The name of the state or other jurisdiction under whose law the corporation is incorporated has been changed to _____.

Signed in the name of the corporation by:

_____	_____
(signature)	(date)
_____	_____
(printed name)	(corporate title)
_____	_____
(corporation's SCC ID no.)	(telephone number (optional))

(The application must be signed by the chairman or any vice-chairman of the board of directors, the president, or any officer who is authorized to act on behalf of the corporation.)

Personal Information, such as a social security number, should NOT be included in a business entity document submitted to the Office of the Clerk for filing with the Commission. For more information, see Notice Regarding Personal Identifiable Information at www.scc.virginia.gov/clk.

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.

INSTRUCTIONS TO FORM 760/922

This application, which has been prescribed by the Commission, must be used whenever a foreign corporation that is authorized to transact business in Virginia changes its name or jurisdiction of incorporation, or adopts, changes or abandons a designated name for use in Virginia.

The application must be in the English language, typewritten or printed in black, legible and reproducible, and it must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

This form can be downloaded from our website in PDF-fillable format at www.scc.virginia.gov/clk/for_corp.aspx.

IMPORTANT: The application must be submitted to the State Corporation Commission with a certified or otherwise authenticated copy of the amendment, merger or domestication instrument that changed the corporation's name or its jurisdiction of incorporation (redomestication), authenticated **within the past 12 months** under the original signature and seal of the Secretary of State or other official having custody of corporate records in the state or other jurisdiction under whose law the corporation is incorporated. The certificate of the Secretary of State or other public official having custody of corporate records **must indicate that the attached instrument is a "true and correct copy" of the official records, or words to that effect.** A Certificate of Existence/Fact/Good Standing is **not** acceptable. See §§ 13.1-760 C and 13.1-922 C of the Code of Virginia.

If the corporation has changed its name and its present name is not distinguishable upon the records of the Commission, the corporation will need to adopt a designated name for use in Virginia that is distinguishable upon the records of the Commission. See §§ 13.1-762 and 13.1-924 of the Code of Virginia. To check the availability of a corporate name, including a designated name, visit <https://sccefile.scc.virginia.gov/NameAvailability> or contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

If the corporation is a stock corporation and its name does not contain the word "corporation," "company," "incorporated" or "limited," or an abbreviation of one of such words, the corporation **must** adopt a designated name for use in Virginia that **adds** one of such words or abbreviations to its name. See § 13.1-762 of the Code of Virginia.

This form is to be used by a corporation that wants to **abandon a designated name** that it previously adopted for use in Virginia because its real name is now distinguishable on the Commission's records.

The application must be **signed** in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any officer authorized to act on behalf of the corporation.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See §§ 13.1-612 and 13.1-811 of the Code of Virginia.

This application may not be filed with the Commission until all fees and penalties to be collected by the Commission under the Virginia Stock Corporation Act or the Virginia Nonstock Corporation Act have been paid by or on behalf of the corporation, provided that an assessed annual registration fee does not have to be paid if the application is **filed** on or before the due date of the annual registration fee payment. See §§ 13.1-615 and 13.1-815 of the Code of Virginia.

Submit the signed application and an authenticated copy of any instrument of amendment, merger or domestication to State Corporation Commission, Office of the Clerk, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with **one** check for the fee(s) specified below, payable to State Corporation Commission. **DO NOT SEND CASH.** If you have any questions, contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

Stock Corporation: Filing fee: \$25.00. See § 13.1-616 of the Code of Virginia. **Additional entrance fee:** If an amendment, merger or domestication has increased the number of shares the corporation is authorized to issue, payment of an additional entrance fee may be required. See § 13.1-615.1 B of the Code of Virginia. Contact the Clerk's Office for a fee quote if this has occurred.

Nonstock Corporation: Filing fee: \$25.00. See § 13.1-816 of the Code of Virginia.

NOTE

Whenever a foreign corporation that is authorized to transact business in Virginia files any amendment, merger or domestication in the jurisdiction of its incorporation, it must file with the Clerk of the State Corporation Commission within 30 days of the instrument's effective date, a copy of the instrument duly certified or otherwise authenticated by the Secretary of State or other official having custody of the corporate records in the state or country under whose law it is incorporated. See §§ 13.1-760 and 13.1-766.1 of the Code of Virginia for stock corporations, and §§ 13.1-922 and 13.1-928.1 of the Code for nonstock corporations.