INSTRUCTIONS TO FORM SCC760/922 - APPLICATION FOR AN AMENDED CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Required Documentation

Submit with this Commission-prescribed application a certified or otherwise authenticated copy of the corporation's amendment, merger or domestication instrument that changed the corporation's name or its jurisdiction of incorporation (redomestication), authenticated within the past 12 months by the Secretary of State or other public official with custody of corporate records. Certification must indicate that each document 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

Pay all fees and penalties before submitting this application to the Commission. If the Commission issues the amended certificate of

authority on or before the annual registration fee due date, payment of the registration fee for the current year is not required.							
Required Fees							
Filing Fee: \$25.00	AND	Additional Entrance Fee for Stock Corporations: 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.					
File Online Today		Paper Filing					
Visit https://cis.scc.virginia.gov to file an application for an amended certificate of authority to transact business in Virginia in real time.			Download from https://scc.virginia.gov/pages/Foreign-Corporations complete, print, and mail or deliver to below address:				
			State Corporation Commission	Courier Delivery Address			
Questions?			Clerk's Office	1300 E. Main St, 1 st floor			
Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help			P.O. Box 1197	Richmond, VA 23219			
for how-to guides, answers to frequently asked questions, and			Richmond, VA 23218-1197				
helpful videos.							
Pay online with a credit card or eCheck. No additional			Include a check payable to State Corporation Commission.				
processing fees apply for filing online.			DO NOT SEND CASH.				

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.

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://cis.scc.virginia.gov.

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.

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.

Important Information

Complete this form in English, type or print legibly in black, and use solid white paper with no visible watermarks or background logos.

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.



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

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.	Ac	according to the records of the Commission (prior to the filing of this application):						
	A.	The name of the corporation is						
	В.	The corporation adopted the following designation was not available): (Leave blank in	ated name for use in Virginia (because its real f no designated name was adopted.)	name				
	C.	The name of the state or other jurisdiction und incorporated is	·					
2. T	Th	he application is submitted for the purpose of amending the Commission's records as follows:						
	A.	The name of the corporation has been changed to						
	В.	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						
		Change its designated name for use in Vii	ginia to					
		☐ Abandon the use of its designated name in Virginia.						
	C.	The name of the state or other jurisdiction und has been changed to	·					
Się	gned	I 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.)