Articles of Amendment of a Virginia Limited Liability Company Instructions

Filing Requirements	
Pay all fees and penalties before submitting these articles to the Commission. If these articles are filed with an effective date on or before the annual registration fee due date, payment of the registration fee for the current year is not required prior to filing the articles.	
Required Fees	**Filing Fee: $25.00**

File Online Today	Paper Filing
Visit https://cis.scc.virginia.gov to file articles of amendment of a Virginia Limited Liability Company in real time. **Questions?** Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Virginia-Limited-Liability-Companies complete, print, and mail or deliver to below address: **State Corporation Commission** Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 **Courier Delivery Address** 1300 E. Main St, 1st floor Richmond, VA 23219
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. **DO NOT SEND CASH**.

Specific Instructions

Article I Name
If the amendment changes the name of the limited liability company, state the current name in the caption.

Article II Amendment(s)
If the amendment changes the name of the limited liability company, set forth the new name in this section.

Article III Adoption Date(s)
If the LLC did not adopt all amendments on the same date, provide the date of each amendment's adoption.

Article IV Approval
If the limited liability company has members, **all** members must approve the amendment, unless the articles of organization or a written operating agreement provides that the company's operating agreement may be approved by a lesser number or percentage of members, in which case the amendment shall be likewise approved. Other methods of approval are provided for in Option B and Option C.

Signature
One of the following officials with the right and power to manage the company's business and affairs must sign the articles:

- a manager or other selected person
- a member (e.g., an owner is a member), if there is no manager or other person selected
- an organizer, if the entity began without managers or members and no members exist
- a receiver, trustee, or other court-appointed fiduciary, if applicable

An officer (e.g., the president) cannot sign these articles unless that individual has the right and power to manage the company's business and affairs. If so empowered, state this fact in the signature area.

If signing on behalf of a manager or member that is a business entity, also include the business entity's name, and the capacity in which the business entity is signing on behalf of the LLC.

For each person signing, include the signature, printed name, position title (e.g., manager or member), and date signed. Providing an entity phone number or email address allows for quicker communication if there is an issue with the filing.

Note
To change the registered agent and/or registered office address, the company must file form LLC1016. Download the form from the website above.

To change the principal office address, the company must file a Statement of Change of Principal Office Address using form LLC1018.1. Download the form from the website above.

Important Information
The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- size 8 1/2" x 11"
- one-sided
- no visible watermarks or background logos
- minimum 1.25" top margin and 0.75" all other sides

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.

The Commission produced this guide to help you prepare the limited liability company's articles of amendment.

Form
LLC1014
(Rev. 09/21)

State Corporation Commission

Guide for Articles of Amendment of a Virginia Limited Liability Company

You *must* prepare your articles as a separate document, using this form as a guide only, inserting appropriate information and omitting all inapplicable text (like the header, seal of the Commission, and the italicized portions).

NOTE: A marked-up version of this guide **will not** be accepted.

ARTICLES OF AMENDMENT OF

(limited liability company's name as currently on record with the SCC)

Pursuant to Title 13.1, Chapter 12, Article 2 of the Code of Virginia, the undersigned, on behalf of the limited liability company set forth below, states as follows:

Article I The limited liability company's name: *(name currently on record with the SCC)*

Article II *(State the text of each amendment adopted.)*

Article III The foregoing amendment(s) was (were) adopted by the limited liability company on *(date)*. *(If all of the amendments were not adopted on the same date, list the date of each amendment's adoption.)*

Article IV *(State how the amendment(s) was (were) adopted on behalf of the limited liability company; choose the applicable option listed below and use only that text.)*

The amendment(s) to the articles of organization was (were) approved:

Option A: By a vote of the members in accordance with the provisions of the Virginia Limited Liability Company Act. *(See Instructions for requisite vote.)*

Option B: By a majority of the persons named as a manager in the articles of organization. Member action was not required because the limited liability company was formed without any members and no members have been admitted.

Option C: By a majority of the organizers of the limited liability company. Neither manager nor member action was required because the limited liability company was formed without any managers or members, and no members have been admitted.

Signature

(If applicable, include) *The person signing this document has been delegated the right and power to manage the company's business and affairs and affirms the above statements are true.*

(signature)	*(date)*	*(tel. # (optional))*
(printed name)	*(title)*	*(email address (optional))*
(LLC's SCC ID #)	*(business tel. # (optional))*	*(business email address (optional))*