NEW YORK STATE OF OPPORTUNITY.

Division of Corporations, State Records and Uniform Commercial Code

New York State
Department of State
DIVISION OF CORPORATIONS, STATE RECORDS AND UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
https://dos.ny.gov

DOCUMENT AND CERTIFICATE COVER SHEET

Contact Information

Name: _____

Mailing Address:_____

_____

Email Address: _____

Phone Number: _____

Request for Filing of Document

Exact Name of Entity: _____

_____

Document Type:_____
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

Request for Copies or Certificates of Status (Check the appropriate box)

Exact Name of Entity: _____

☐ Certified Copies of all Documents on File ($10 per document)

☐ Plain Copies of all Documents on File ($5 per document)

☐ Certified Copy of _____ ($10 per document)
(specify document)

☐ Plain Copy of _____ ($5 per document)
(specify document)

☐ Certificate of Status - Long Form ($25 per document)

☐ Certificate of Status - Short Form ($25 per document)

Method of Delivery of Filing Receipt or Other Document

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.

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CERTIFICATE OF AMENDMENT OF THE CERTIFICATE OF INCORPORATION OF

_____

(*Name of Domestic Corporation*)

Under Section 803 of the Not-for-Profit Corporation Law

FIRST: The name of the corporation is:

_____

If the name of the corporation has been changed, the name under which it was formed is:

_____

SECOND: The certificate of incorporation was filed by the Department of State on:

_____

THIRD: The corporation was formed under the following law: *(Choose one)*

☐ Not-for-Profit Corporation Law

☐ *Specify other law*: _____.

FOURTH: The corporation is a corporation as defined in subparagraph (5) of paragraph (a) of Section 102 of the Not-for-Profit Corporation Law.

FIFTH: The certificate of incorporation is amended as follows:

Paragraph_____ of the Certificate of Incorporation is hereby: *(check appropriate box)*

☐ added ☐ amended ☐ deleted

The subject matter of the amendment is: (*Provide a brief description of the subject matter of this amendment e.g., the purposes of the corporation are being amended*)

The full text of the amended or added paragraph is: (*Provide the entire text of the paragraph added or amended, including the paragraph number*)

Use additional pages, if necessary, describing each amendment to the certificate of incorporation and providing the entire text of each paragraph added or amended.

SIXTH: The Secretary of State is designated as agent of the corporation upon whom process against the corporation may be served.

The post office address to which the Secretary of State shall mail a copy of any process against the corporation served upon the Secretary of State by personal delivery is:

_____

_____.

(Optional) The email address to which the Secretary of State shall email a notice of the fact that process against the corporation has been served electronically upon the Secretary of State is:

_____.

SEVENTH: The certificate of amendment was authorized by: (*Check the appropriate box*)

☐ a vote of a majority of the members at a meeting.

☐ the unanimous written consent of the members entitled to vote thereon.

☐ a vote of a majority of the entire board of directors. The corporation has no members.

X _____

(*Signature*)

_____

(*Print or Type Signer's Name*)

Capacity of Signer *(Check appropriate box)*:

☐ Officer

☐ Director

☐ Authorized Person

CERTIFICATE OF AMENDMENT
OF THE
CERTIFICATE OF INCORPORATION
OF

_____

(*Name of Domestic Corporation*)

Under Section 803 of the Not-for-Profit Corporation Law

Filer's Name _____

Address _____

City, State and Zip Code _____

NOTES:

1. The name of the corporation and its date of incorporation provided on this certificate must exactly match the records of the Department of State. This information should be verified on the Department of State's website at https://dos.ny.gov.
2. **The certificate must be submitted with a $30 filing fee.**
3. This form was prepared by the New York State Department of State. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
4. The Department of State recommends that all documents be prepared under the guidance of an attorney.
5. **Please be sure to review Section 804 and Section 404 of the Not-for-Profit Corporation Law to determine if any consents or approvals are required to be attached to this certificate of amendment.**

_____

For Office Use Only