



**Nancy Landry**  
**Secretary of State**



# ARTICLES OF INCORPORATION

**R.S. 12:1-202**

**Domestic Business Corporation**  
**Enclose \$75 Filing Fee**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**  
**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

1. The name of this corporation is: \_\_\_\_\_
2. The corporation is formed for the purpose of: (check one)
  - a. ☐ Engaging in any lawful business or activity for which corporations may be formed under this Chapter.
  - b. ☐ \_\_\_\_\_  
(use for limited corporate activity)
3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_
4. The number of shares which the corporation shall have authority to issue is: \_\_\_\_\_
5. The name and address of each incorporator is: \_\_\_\_\_  
\_\_\_\_\_
6. The street address, not a post office box only, of the corporation's initial registered office is: \_\_\_\_\_  
\_\_\_\_\_
7. The street address, not a post office box only, of the corporation's initial principal office is: \_\_\_\_\_  
\_\_\_\_\_
8. The name and street address, not a post office box only, of the corporation's initial registered agent is: \_\_\_\_\_  
\_\_\_\_\_
9. The names and street addresses of the corporation's initial directors are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. The protection against liability of directors and officers that is provided by R.S. 12:1-832 is accepted unless, otherwise, specified below:
  - a. ☐ rejected \_\_\_\_\_  
(statement of rejection)
  - b. ☐ limited \_\_\_\_\_  
(statement of limitations)
11. Other provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incorporator Signature: \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **WRITTEN CONSENT TO APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

**NOTE:** A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney, and tax and other business advice from an accountant.

1. File the Articles of Incorporation, which contains a Written Consent to Appointment (both portions signed before a notary), and the requisite \$75 filing fee with the Secretary of State's office.
2. The Articles of Incorporation may be delivered to the Secretary of State's office in advance, for filing as of any specified date (and any given time on such date) within 90 days after the date of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation.
3. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number.
4. If the Articles of Incorporation are filed within five (5) working days (exclusive of legal holidays) after acknowledgement, the corporate existence shall begin as of the time of such acknowledgement.





**Nancy Landry  
Secretary of State**



**ARTICLES OF INCORPORATION**

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**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

1. The name of this corporation is: \_\_\_\_\_
2. The corporation is formed for the purpose of: (check one)
  - a. ☐ Engaging in any lawful business or activity for which corporations may be formed under this Chapter.
  - b. ☐ \_\_\_\_\_  
(use for limited corporate activity)
3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_
4. The number of shares which the corporation shall have authority to issue is: \_\_\_\_\_
5. The name and address of each incorporator is: \_\_\_\_\_  
\_\_\_\_\_
6. The street address, not a post office box only, of the corporation's initial registered office is: \_\_\_\_\_  
\_\_\_\_\_
7. The street address, not a post office box only, of the corporation's initial principal office is: \_\_\_\_\_  
\_\_\_\_\_
8. The name and street address, not a post office box only, of the corporation's initial registered agent is: \_\_\_\_\_  
\_\_\_\_\_
9. The names and street addresses of the corporation's initial directors are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. The protection against liability of directors and officers that is provided by R.S. 12:1-832 is accepted unless, otherwise, specified below:
  - a. ☐ rejected \_\_\_\_\_  
(statement of rejection)
  - b. ☐ limited \_\_\_\_\_  
(statement of limitations)
11. Other provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incorporator Signature: \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **WRITTEN CONSENT TO APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

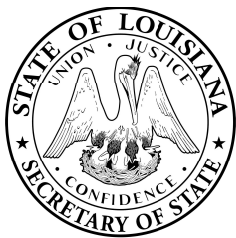
\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

**NOTE:** A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney, and tax and other business advice from an accountant.

1. File the Articles of Incorporation, which contains a Written Consent to Appointment (both portions signed before a notary), and the requisite \$75 filing fee with the Secretary of State's office.
2. The Articles of Incorporation may be delivered to the Secretary of State's office in advance, for filing as of any specified date (and any given time on such date) within 90 days after the date of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation.
3. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number.
4. If the Articles of Incorporation are filed within five (5) working days (exclusive of legal holidays) after acknowledgement, the corporate existence shall begin as of the time of such acknowledgement.





## ARTICLES OF INCORPORATION

(R.S. 12:203)

**Domestic Non-Profit Corporation  
Non-Stock Corporations Only  
Enclose \$75 filing fee  
Make remittance payable to  
Secretary of State  
*Do not send cash***

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

### STATE OF LOUISIANA

#### PARISH OF \_\_\_\_\_

1. The name of this corporation is: \_\_\_\_\_
2. This corporation is formed for the purpose of : (check one)  
☐ Engaging in any lawful activity for which corporations may be formed under Chapter 2, Title 12, of the La. Revised Statutes (Non-Profit Corporation Law)  
☐ \_\_\_\_\_  
(Use for limiting corporation activity)
3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_
4. This corporation is a nonprofit corporation.
5. The location and municipal address (not a P.O. Box only) of this corporation's registered office is:  
\_\_\_\_\_
6. The full name and municipal address (not a P.O. Box only) of each of this corporation's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
7. The full name and address of each incorporator of this corporation is:  
\_\_\_\_\_  
\_\_\_\_\_
8. The corporation's initial board of directors, municipal addresses (not a P.O. Box only) and term of office are:  

Name(s)/Address(es)	Term of Office
_____	_____
_____	_____
_____	_____
9. This corporation is to be organized on a non-stock basis.
10. Other Provisions: \_\_\_\_\_

Incorporator(s) Signature(s):

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On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary

**AGENT’S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

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Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

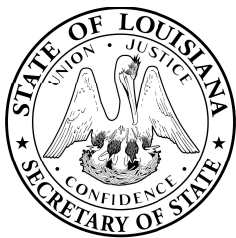
\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

- NOTE: A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Those corporations intending to apply for a tax exempt status with the Internal Revenue Service may be required to add information not included on this form. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.
1. File the Articles of Incorporation, along with an affidavit of registered agent, and the requisite \$75 filing fee with the secretary of state.
  2. The Articles of Incorporation may be delivered to the secretary of state in advance, for filing as of any specified date (and any given time on such date) within 30 days after the time of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation.
  3. Upon filing with our office, you will receive a certified copy of the Articles and a Certificate of Incorporation. Within 30 days after filing the Articles of Incorporation with the Secretary of State's Office, a copy of the Articles of Incorporation certified by the secretary of state and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages in the parish where the corporation's registered office is located.
  4. If the Articles of Incorporation are filed within five working days (exclusive of legal holidays) after acknowledgment, the corporate existence shall begin as of the time of such acknowledgment.







## ARTICLES OF INCORPORATION

(R.S. 12:203)

**Domestic Non-Profit Corporation  
Non-Stock Corporations Only  
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### STATE OF LOUISIANA

#### PARISH OF \_\_\_\_\_

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2. This corporation is formed for the purpose of : (check one)  
☐ Engaging in any lawful activity for which corporations may be formed under Chapter 2, Title 12, of the La. Revised Statutes (Non-Profit Corporation Law)  
☐ \_\_\_\_\_  
(Use for limiting corporation activity)
3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_
4. This corporation is a nonprofit corporation.
5. The location and municipal address (not a P.O. Box only) of this corporation's registered office is:  
\_\_\_\_\_
6. The full name and municipal address (not a P.O. Box only) of each of this corporation's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
7. The full name and address of each incorporator of this corporation is:  
\_\_\_\_\_  
\_\_\_\_\_
8. The corporation's initial board of directors, municipal addresses (not a P.O. Box only) and term of office are:  

Name(s)/Address(es)	Term of Office
_____	_____
_____	_____
_____	_____
9. This corporation is to be organized on a non-stock basis.
10. Other Provisions: \_\_\_\_\_

Incorporator(s) Signature(s):

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On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary

**AGENT’S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

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Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

- NOTE: A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Those corporations intending to apply for a tax exempt status with the Internal Revenue Service may be required to add information not included on this form. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.
1. File the Articles of Incorporation, along with an affidavit of registered agent, and the requisite \$75 filing fee with the secretary of state.
  2. The Articles of Incorporation may be delivered to the secretary of state in advance, for filing as of any specified date (and any given time on such date) within 30 days after the time of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation.
  3. Upon filing with our office, you will receive a certified copy of the Articles and a Certificate of Incorporation. Within 30 days after filing the Articles of Incorporation with the Secretary of State's Office, a copy of the Articles of Incorporation certified by the secretary of state and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages in the parish where the corporation's registered office is located.
  4. If the Articles of Incorporation are filed within five working days (exclusive of legal holidays) after acknowledgment, the corporate existence shall begin as of the time of such acknowledgment.



Nancy Landry  
Secretary of State



**NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT**

(R.S. 12:236)

Enclose \$25 filing fee  
Domestic Non Profit Corporation  
Make remittance payable to Secretary of State

*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Corporation Name: \_\_\_\_\_

**CHANGE OF LOCATION OF REGISTERED OFFICE**

Notice is hereby given that the Board of Directors of the above named corporation has authorized a change in the location of the corporation's registered office. The new registered office is located at:

\_\_\_\_\_

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

**CHANGE OF REGISTERED AGENT(S)**

Notice is hereby given that the Board of Directors of the above named corporation has authorized the change of the corporation's registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President, Vice President or Secretary

\_\_\_\_\_  
Date

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named corporation.

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date:

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name and Notary/Bar Roll #

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic non profit corporation changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.
3. The Change of Registered Agent(s) must be signed by the corporation's President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgment and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.
4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:205.1.
5. A duplicate original or certified copy of this form should be filed with the clerk of court of the parish in which the corporation's registered office is located (or with the recorder of mortgages in the Orleans Parish). If a change of registered office is from one parish to another, a duplicate original or certified copy of this form should be filed with the clerk of court (or with the recorder of mortgages in the Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.





Nancy Landry  
Secretary of State



**NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT**

(R.S. 12:236)

Enclose \$25 filing fee  
Domestic Non Profit Corporation  
Make remittance payable to Secretary of State

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P.O. Box 94125  
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(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Corporation Name: \_\_\_\_\_

**CHANGE OF LOCATION OF REGISTERED OFFICE**

Notice is hereby given that the Board of Directors of the above named corporation has authorized a change in the location of the corporation's registered office. The new registered office is located at:

\_\_\_\_\_

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

**CHANGE OF REGISTERED AGENT(S)**

Notice is hereby given that the Board of Directors of the above named corporation has authorized the change of the corporation's registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President, Vice President or Secretary

\_\_\_\_\_  
Date

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named corporation.

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date:

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name and Notary/Bar Roll #

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic non profit corporation changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.
3. The Change of Registered Agent(s) must be signed by the corporation's President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgment and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.
4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:205.1.
5. A duplicate original or certified copy of this form should be filed with the clerk of court of the parish in which the corporation's registered office is located (or with the recorder of mortgages in the Orleans Parish). If a change of registered office is from one parish to another, a duplicate original or certified copy of this form should be filed with the clerk of court (or with the recorder of mortgages in the Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE, PRINCIPAL OFFICE,  
AND/OR CHANGE OF REGISTERED AGENT  
(BY CORPORATION)**

**R.S. 12:1-502(A)**

**Domestic Business Corporation**  
**Enclose \$25 Filing Fee**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**  
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**Baton Rouge, LA 70804-9125**  
**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

**\* Mandatory Field**

**\*Corporation Name:** \_\_\_\_\_

**\*Current Registered Office Address:** \_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's registered office to:

\_\_\_\_\_

**\*Current Principal Office Address:** \_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's principal office to:

\_\_\_\_\_

**\*Current Registered Agent's Name and Address:** \_\_\_\_\_

\_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the name and address of the registered agent to:

\_\_\_\_\_

\_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the ***address ONLY*** of the current registered agent to:

\_\_\_\_\_

\_\_\_\_\_  
To be signed by the Chairman of the Board, the President, or another of its officers

\_\_\_\_\_  
Date

**WRITTEN CONSENT TO APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic business corporation changes the location of its registered office, principal office, registered agent, registered agent address, or any combination thereof.
2. This form must be signed by the Chairman of the Board of Directors, the President, or another of the corporation's officers. If a new registered agent is being appointed, he must sign the Written Consent to Appointment before a notary public.
3. The changes made on this form may also be made on the annual report, if due, as required by R.S. 12:1-1621.



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE, PRINCIPAL OFFICE,  
AND/OR CHANGE OF REGISTERED AGENT  
(BY CORPORATION)**

**R.S. 12:1-502(A)**

**Domestic Business Corporation**  
**Enclose \$25 Filing Fee**  
**Make remittance payable to Secretary of State**  
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**P.O. Box 94125**  
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**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

**\* Mandatory Field**

**\*Corporation Name:** \_\_\_\_\_

**\*Current Registered Office Address:** \_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's registered office to:

\_\_\_\_\_

**\*Current Principal Office Address:** \_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the location of the corporation's principal office to:

\_\_\_\_\_

**\*Current Registered Agent's Name and Address:** \_\_\_\_\_

\_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the name and address of the registered agent to:

\_\_\_\_\_

\_\_\_\_\_

Notice is hereby given that the above named corporation has authorized a change in the **address ONLY** of the current registered agent to:

\_\_\_\_\_

\_\_\_\_\_  
To be signed by the Chairman of the Board, the President, or another of its officers

\_\_\_\_\_  
Date

**WRITTEN CONSENT TO APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

Registered agent(s) signature(s):

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic business corporation changes the location of its registered office, principal office, registered agent, registered agent address, or any combination thereof.
2. This form must be signed by the Chairman of the Board of Directors, the President, or another of the corporation's officers. If a new registered agent is being appointed, he must sign the Written Consent to Appointment before a notary public.
3. The changes made on this form may also be made on the annual report, if due, as required by R.S. 12:1-1621.





Nancy Landry  
Secretary of State



## CHANGE OF DIRECTORS AND/OR OFFICERS OF A CORPORATION

Enclose \$25 filing fee  
Domestic Corporation (Business or Non Profit)  
Make remittance payable to Secretary of State

***Do Not Send Cash***

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Corporation Name:** \_\_\_\_\_

### REMOVAL OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

### ADDITION OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic corporation changes the Director(s) and/or Officer(s).
2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.



Nancy Landry  
Secretary of State



## CHANGE OF DIRECTORS AND/OR OFFICERS OF A CORPORATION

Enclose \$25 filing fee  
Domestic Corporation (Business or Non Profit)  
Make remittance payable to Secretary of State

*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Corporation Name:** \_\_\_\_\_

### REMOVAL OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

### ADDITION OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic corporation changes the Director(s) and/or Officer(s).
2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.



Nancy Landry  
Secretary of State



## DISCLOSURE OF OWNERSHIP

(R.S. 12:1-1622, 12:205 E and 12:304 A (11))

Enclose \$20 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

State of \_\_\_\_\_ Parish/County of \_\_\_\_\_

**BEFORE ME**, the undersigned Notary in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

Corporation Name \_\_\_\_\_

is contracting with the state and listed below are the names and addresses of all persons or corporate entities who hold ownership interest of five percent or more in the corporation or who hold by proxy the voting power of five percent or more in the corporation and, if anyone is holding stock in his own name that actually belongs to another, the name of the person for whom held, including stock held pursuant to a counter letter.

1. Persons or corporate entities owning 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

2. Persons or corporate entities who hold by proxy the voting power of 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

3. Stock held for others and for whom held:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Corporation Representative

\_\_\_\_\_  
Notary Signature, Printed Name and Notary /Bar Roll #



## **INSTRUCTIONS**

1. This form is be used when an existing corporation intends to contract with the state. This requirement does not apply to non profit corporations organized on a "non stock" basis, any agreement entered between the state and a corporation for electric or gas service, publicly traded corporations, or state chartered banks.
2. You will receive a copy marked "received and filed" by the secretary of state. You may furnish a photostatic copy of the "filed" form to the appropriate state agency.



Nancy Landry  
Secretary of State



**DISCLOSURE OF OWNERSHIP**

(R.S. 12:1-1622, 12:205 E and 12:304 A (11))

**Enclose \$20 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

**State of \_\_\_\_\_ Parish/County of \_\_\_\_\_**

**BEFORE ME**, the undersigned Notary in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

is contracting with the state and listed below are the names and addresses of all persons or corporate entities who hold ownership interest of five percent or more in the corporation or who hold by proxy the voting power of five percent or more in the corporation and, if anyone is holding stock in his own name that actually belongs to another, the name of the person for whom held, including stock held pursuant to a counter letter.

1. Persons or corporate entities owning 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

2. Persons or corporate entities who hold by proxy the voting power of 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

3. Stock held for others and for whom held:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Corporation Representative

\_\_\_\_\_  
Notary Signature, Printed Name and Notary /Bar Roll #

## **INSTRUCTIONS**

1. This form is be used when an existing corporation intends to contract with the state. This requirement does not apply to non profit corporations organized on a "non stock" basis, any agreement entered between the state and a corporation for electric or gas service, publicly traded corporations, or state chartered banks.
2. You will receive a copy marked "received and filed" by the secretary of state. You may furnish a photostatic copy of the "filed" form to the appropriate state agency.



**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.





**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

---

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.



**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

SS402 Rev.05/25

## INSTRUCTIONS

1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.
2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.
3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.



**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

SS402 Rev.05/25

## INSTRUCTIONS

1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.
2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.
3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.





**Nancy Landry**  
**Secretary of State**



## **SIMPLIFIED ARTICLES OF TERMINATION**

**R.S. 12:1-1441(C)**

**Domestic Business Corporation**  
**Enclose \$75 filing fee**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

Before me, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

(Check One)

( ) Has not issued shares, and

1. No debt of the corporation remains unpaid;
2. The corporation owns no immovable property;
3. The termination was authorized by a majority of the directors.

**OR**

( ) Is not doing business, and

1. No debt of the corporation remains unpaid;
2. The corporation owns no immovable property;
3. The net assets of the corporation remaining after winding up have been distributed to the shareholders;
4. The termination was authorized by unanimous written consent of the shareholders.

\_\_\_\_\_  
Signed by the Chairman of the Board, the President, or another of its officers

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's Office.
2. You will receive a Certificate of Termination, of which should be kept within the company's records.



**Nancy Landry**  
**Secretary of State**



## **SIMPLIFIED ARTICLES OF TERMINATION**

**R.S. 12:1-1441(C)**

**Domestic Business Corporation**  
**Enclose \$75 filing fee**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

Before me, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

(Check One)

( ) Has not issued shares, and

1. No debt of the corporation remains unpaid;
2. The corporation owns no immovable property;
3. The termination was authorized by a majority of the directors.

**OR**

( ) Is not doing business, and

1. No debt of the corporation remains unpaid;
2. The corporation owns no immovable property;
3. The net assets of the corporation remaining after winding up have been distributed to the shareholders;
4. The termination was authorized by unanimous written consent of the shareholders.

\_\_\_\_\_  
Signed by the Chairman of the Board, the President, or another of its officers

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's Office.
2. You will receive a Certificate of Termination, of which should be kept within the company's records.



Nancy Landry  
Secretary of State



## AFFIDAVIT TO DISSOLVE CORPORATION

(R.S. 12:250.1)

**Domestic Non Profit Corporation**

**Enclose \$75 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

is no longer doing business and owes no debts is dissolved by filing this affidavit with the Secretary of State, executed by the shareholder(s), or incorporator(s) attesting to such facts.

The undersigned further declared that they are: (check one)

- ( ) The shareholders of the above named corporation.
- ( ) The incorporators of the above named corporation and no shares have been issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Incorporator(s) or Shareholder(s) Signature(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed name and Notary/Bar Roll #



## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's office.
2. You will receive a Certificate of Dissolution, a copy of which should be filed with the clerk of court where the corporation maintains its registered office. If the corporation's registered office is located in Orleans Parish, a Certificate of Dissolution must be filed with the recorder of mortgages.



Nancy Landry  
Secretary of State



## AFFIDAVIT TO DISSOLVE CORPORATION

(R.S. 12:250.1)

**Domestic Non Profit Corporation**

**Enclose \$75 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

is no longer doing business and owes no debts is dissolved by filing this affidavit with the Secretary of State, executed by the shareholder(s), or incorporator(s) attesting to such facts.

The undersigned further declared that they are: (check one)

- ( ) The shareholders of the above named corporation.
- ( ) The incorporators of the above named corporation and no shares have been issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Incorporator(s) or Shareholder(s) Signature(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date:

\_\_\_\_\_  
Notary Signature, Printed name and Notary/Bar Roll #

## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's office.
2. You will receive a Certificate of Dissolution, a copy of which should be filed with the clerk of court where the corporation maintains its registered office. If the corporation's registered office is located in Orleans Parish, a Certificate of Dissolution must be filed with the recorder of mortgages.



**Nancy Landry**  
**Secretary of State**



## ARTICLES OF REINSTATEMENT

**R.S. 12:1-1444(E)**

**Domestic Business Corporation**  
**Enclose \$75 Reinstatement Filing Fee, Plus \$30 for each**  
**Annual Report Fee between the last Annual Report and**  
**Reinstatement**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

1. The name of the corporation to be reinstated is: \_\_\_\_\_
2. The reinstatement was approved by (check one):
  - a. ☐ a director or officer in accordance with R.S. 12:1-1444(B).  
(For corporations administratively terminated)
  - b. ☐ unanimous consent of the shareholders. The directors and officers listed in the annual report or written statement accompanying these Articles of Reinstatement were elected in accordance with R.S. 12:1-1444(C).  
(For corporations voluntarily terminated)
3. The corporation is reinstated, effective retroactively as if it had never been terminated.

To be signed by an officer or director authorized to approve the reinstatement

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

1. File the Articles of Reinstatement, along with the most current annual report, with the Secretary of State's office. If the corporation is reinstating in accordance with R.S. 12:1-1444(C) [option b on the Articles of Reinstatement form], and the annual report is not yet due, a separate written statement listing the names and addresses of the elected directors and officers must accompany this form. The filing fee shall be \$75 for the reinstatement, plus \$30 for the most current annual report, plus \$30 for each annual report not filed between the last annual report and reinstatement (the prior annual report forms do not have to be submitted).
2. The corporation may be reinstated up to five (5) years after the effective date of the termination. If the five year window has expired, the corporation cannot be reinstated.





**Nancy Landry**  
**Secretary of State**



## ARTICLES OF REINSTATEMENT

**R.S. 12:1-1444(E)**

**Domestic Business Corporation**  
**Enclose \$75 Reinstatement Filing Fee, Plus \$30 for each**  
**Annual Report Fee between the last Annual Report and**  
**Reinstatement**  
**Make remittance payable to Secretary of State**  
***Do Not Send Cash***

**Return to:**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

1. The name of the corporation to be reinstated is: \_\_\_\_\_
2. The reinstatement was approved by (check one):
  - a. ☐ a director or officer in accordance with R.S. 12:1-1444(B).  
(For corporations administratively terminated)
  - b. ☐ unanimous consent of the shareholders. The directors and officers listed in the annual report or written statement accompanying these Articles of Reinstatement were elected in accordance with R.S. 12:1-1444(C).  
(For corporations voluntarily terminated)
3. The corporation is reinstated, effective retroactively as if it had never been terminated.

To be signed by an officer or director authorized to approve the reinstatement

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

1. File the Articles of Reinstatement, along with the most current annual report, with the Secretary of State's office. If the corporation is reinstating in accordance with R.S. 12:1-1444(C) [option b on the Articles of Reinstatement form], and the annual report is not yet due, a separate written statement listing the names and addresses of the elected directors and officers must accompany this form. The filing fee shall be \$75 for the reinstatement, plus \$30 for the most current annual report, plus \$30 for each annual report not filed between the last annual report and reinstatement (the prior annual report forms do not have to be submitted).
2. The corporation may be reinstated up to five (5) years after the effective date of the termination. If the five year window has expired, the corporation cannot be reinstated.



Nancy Landry  
Secretary of State



## ARTICLES OF ORGANIZATION

(R.S. 12:1301)

Domestic Limited Liability Company  
Enclose \$100 filing fee  
Make remittance payable to  
Secretary of State  
*Do not send cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

1. The name of this limited liability company is : \_\_\_\_\_

2. This company is formed for the purpose of: (check one)

( ) Engaging in any lawful activity for which limited liability companies may be formed.

( ) \_\_\_\_\_  
(use for limiting activity)

3. The duration of this limited liability company is : (may be perpetual) \_\_\_\_\_

4. This limited liability company is: (check one) ( ) Member-managed  
( ) Manager-managed

5. Other Provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared

\_\_\_\_\_, to me known to be the person described in and who  
executed the foregoing instrument, and acknowledged that he/she executed it as his/her free act and deed.

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

**NOTE:** This form contains only the minimum provisions required by law to be set forth in Articles of Organization. Additional provisions may be advisable or necessary, depending on the specific needs of each company. Consideration should be given to the advantages and disadvantages of forming a limited liability company, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.

1. File the Articles of Organization, and the domestic limited liability company Initial Report (Form 973) which contains an agent affidavit and the requisite \$100 filing fee with the Secretary of State's Office.
2. The Articles of Organization and the Initial Report may be delivered to the Secretary of State's Office in advance, for filing as of any specified date (and any given time on such date) within 30 days after the date of delivery. Request should be made in writing and must be submitted along with the Articles of Organization and the Initial Report.
3. The Articles of Organization cannot be accepted for filing unless an Initial Report (Form 973) is also filed. Upon filing with our office, you will receive a certificate of organization. Certified copies are available at a cost of \$15 each. Additional certificates are \$20 each.
4. If the Articles of Organization are filed within five working days (exclusive of legal holidays) after acknowledgment, the existence shall begin as of the time of such acknowledgment.



**LIMITED LIABILITY COMPANY INITIAL REPORT**  
(R.S. 12:1305 (E))

1. The name of this limited liability company is: \_\_\_\_\_
2. The location and municipal address, not a post office box only, of this limited liability company's registered office:  
\_\_\_\_\_
3. The full name and municipal address, not a post office box only, of each of this limited liability company's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal addresses, not a post office box only, of the first managers, or the members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by each person who signed the articles of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named limited liability company.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## **INSTRUCTIONS**

1. An Initial Report must be completed and filed with the Articles of Organization of a Limited Liability Company.
2. The name shall contain the words "limited liability company," the abbreviation "L.L.C." or the abbreviation "L.C."
3. If managers or members have been selected and the management is vested in managers, at least one manager should be provided, or if management is vested in the members, at least one member should be provided. If no first managers or members have been selected when the Initial Report and Articles of Organization are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:1305 (E)4.
4. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.





Nancy Landry  
Secretary of State



## ARTICLES OF ORGANIZATION

(R.S. 12:1301)

Domestic Limited Liability Company  
Enclose \$100 filing fee  
Make remittance payable to  
Secretary of State  
*Do not send cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

1. The name of this limited liability company is : \_\_\_\_\_

2. This company is formed for the purpose of: (check one)

( ) Engaging in any lawful activity for which limited liability companies may be formed.

( ) \_\_\_\_\_  
(use for limiting activity)

3. The duration of this limited liability company is : (may be perpetual) \_\_\_\_\_

4. This limited liability company is: (check one) ( ) Member-managed  
( ) Manager-managed

5. Other Provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared

\_\_\_\_\_, to me known to be the person described in and who  
executed the foregoing instrument, and acknowledged that he/she executed it as his/her free act and deed.

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

**NOTE:** This form contains only the minimum provisions required by law to be set forth in Articles of Organization. Additional provisions may be advisable or necessary, depending on the specific needs of each company. Consideration should be given to the advantages and disadvantages of forming a limited liability company, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.

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**LIMITED LIABILITY COMPANY INITIAL REPORT**  
(R.S. 12:1305 (E))

1. The name of this limited liability company is: \_\_\_\_\_
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\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal addresses, not a post office box only, of the first managers, or the members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by each person who signed the articles of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named limited liability company.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## **INSTRUCTIONS**

1. An Initial Report must be completed and filed with the Articles of Organization of a Limited Liability Company.
2. The name shall contain the words "limited liability company," the abbreviation "L.L.C." or the abbreviation "L.C."
3. If managers or members have been selected and the management is vested in managers, at least one manager should be provided, or if management is vested in the members, at least one member should be provided. If no first managers or members have been selected when the Initial Report and Articles of Organization are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:1305 (E)4.
4. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.



**(R.S. 12:1301)**

**Enclose \$100 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do not send cash***

**P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

PARISH/COUNTY OF \_\_\_\_\_

- 

5. Other provisions: \_\_\_\_\_

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---

Notary Signature

## INSTRUCTIONS

**NOTE:** This form contains only the minimum provisions required by law to be set forth in Articles of Organization. Additional provisions may be advisable or necessary, depending on the specific needs of each company. Consideration should be given to the advantages and disadvantages of forming a limited liability company, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.

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**LIMITED LIABILITY COMPANY INITIAL REPORT**  
(R.S. 12:1305 (E))

1. The name of this limited liability company is: \_\_\_\_\_
2. The location and municipal address, not a post office box only, of this limited liability company's registered office:  
\_\_\_\_\_
3. The full name and municipal address, not a post office box only, of each of this limited liability company's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal addresses, not a post office box only, of the first managers, or the members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by each person who signed the articles of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named limited liability company.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature



## **INSTRUCTIONS**

1. An Initial Report must be completed and filed with the Articles of Organization of a Limited Liability Company.
2. The name shall contain the words "low-profit limited liability company", the abbreviation "L3C", or the abbreviation "l3c".
3. If managers or members have been selected and the management is vested in managers, at least one manager should be provided, or if management is vested in the members, at least one member should be provided. If no first managers or members have been selected when the Initial Report and Articles of Organization are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:1305 (E)4.
4. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.



**(R.S. 12:1301)**

**Enclose \$100 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do not send cash***

**P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

PARISH/COUNTY OF \_\_\_\_\_

- 

5. Other provisions: \_\_\_\_\_

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Notary Signature

## INSTRUCTIONS

**NOTE:** This form contains only the minimum provisions required by law to be set forth in Articles of Organization. Additional provisions may be advisable or necessary, depending on the specific needs of each company. Consideration should be given to the advantages and disadvantages of forming a limited liability company, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.

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**LIMITED LIABILITY COMPANY INITIAL REPORT**  
(R.S. 12:1305 (E))

1. The name of this limited liability company is: \_\_\_\_\_
2. The location and municipal address, not a post office box only, of this limited liability company's registered office:  
\_\_\_\_\_
3. The full name and municipal address, not a post office box only, of each of this limited liability company's registered agent(s) is/are:  
\_\_\_\_\_  
\_\_\_\_\_
4. The names and municipal addresses, not a post office box only, of the first managers, or the members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by each person who signed the articles of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named limited liability company.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## INSTRUCTIONS

1. An Initial Report must be completed and filed with the Articles of Organization of a Limited Liability Company.
2. The name shall contain the words "low-profit limited liability company", the abbreviation "L3C", or the abbreviation "l3c".
3. If managers or members have been selected and the management is vested in managers, at least one manager should be provided, or if management is vested in the members, at least one member should be provided. If no first managers or members have been selected when the Initial Report and Articles of Organization are filed, a Supplemental Report, setting forth their names and addresses must be filed in accordance with R.S. 12:1305 (E)4.
4. The Affidavit of Acknowledgement and Acceptance contained on the bottom of this form must be signed by each registered agent before a notary public.



Nancy Landry  
Secretary of State



**NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT**

(R.S. 12:1308)

Enclose \$25 Filing Fee

Domestic Limited Liability Company

Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division

P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Limited Liability Company Name:

**CHANGE OF LOCATION OF REGISTERED OFFICE**

Notice is hereby given that the above named limited liability company has authorized a change in the location of its registered office. The new registered office is located at:

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

**CHANGE OF REGISTERED AGENT(S)**

Notice is hereby given that the above named limited liability company has authorized the change of its registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

\_\_\_\_\_  
To be signed by a manager or member

\_\_\_\_\_  
Date

**AGENT AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named limited liability company.

\_\_\_\_\_  
Registered Agent(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature



## INSTRUCTIONS

1. This form is to be used when an existing domestic limited liability company changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office or Change of Registered Agent(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.
3. The new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public.
4. A registered agent may change his address in this state by signing a statement which includes the following:
  - a. The name of the limited liability company for which the change is effective.
  - b. The new address of the registered agent.

If the old and new addresses of the registered agent are the same as the old and new addresses of the registered office, the statement may include a change of address of the registered office if:

- a. The registered agent notifies the company in writing.
- b. The statement recites that the registered agent has done so.



Nancy Landry  
Secretary of State



**NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT**

(R.S. 12:1308)

Enclose \$25 Filing Fee

Domestic Limited Liability Company

Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division

P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Limited Liability Company Name:

---

**CHANGE OF LOCATION OF REGISTERED OFFICE**

Notice is hereby given that the above named limited liability company has authorized a change in the location of its registered office. The new registered office is located at:

---

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

**CHANGE OF REGISTERED AGENT(S)**

Notice is hereby given that the above named limited liability company has authorized the change of its registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

---

---

\_\_\_\_\_  
To be signed by a manager or member

\_\_\_\_\_  
Date

**AGENT AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named limited liability company.

\_\_\_\_\_

\_\_\_\_\_  
Registered Agent(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_

Notary Signature

## INSTRUCTIONS

1. This form is to be used when an existing domestic limited liability company changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office or Change of Registered Agent(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.
3. The new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public.
4. A registered agent may change his address in this state by signing a statement which includes the following:
  - a. The name of the limited liability company for which the change is effective.
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- a. The registered agent notifies the company in writing.
- b. The statement recites that the registered agent has done so.



Nancy Landry  
Secretary of State



## NOTICE OF CHANGE OF MEMBERS AND/OR MANAGERS OF A LIMITED LIABILITY COMPANY

Enclose \$25 filing fee  
Domestic Limited Liability Company  
Make remittance payable to Secretary of State

*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Limited Liability Company Name:** \_\_\_\_\_

### REMOVAL OF MEMBERS AND/OR MANAGERS

Notice is hereby given that the above named limited liability company authorized the removal of the following:  
*Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

### ADDITION OF MEMBERS AND/OR MANAGERS

Notice is hereby given that the above named limited liability company has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic limited liability company changes the Member(s) and/or Manager(s).
2. The Change of Member(s) and/or Manager(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.





Nancy Landry  
Secretary of State



## NOTICE OF CHANGE OF MEMBERS AND/OR MANAGERS OF A LIMITED LIABILITY COMPANY

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Make remittance payable to Secretary of State

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Return to: Commercial Division  
P.O. Box 94125  
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(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Limited Liability Company Name:** \_\_\_\_\_

### REMOVAL OF MEMBERS AND/OR MANAGERS

Notice is hereby given that the above named limited liability company authorized the removal of the following:  
*Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

### ADDITION OF MEMBERS AND/OR MANAGERS

Notice is hereby given that the above named limited liability company has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

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STATE OF LOUISIANA  
SECRETARY OF STATE



**Fax Numbers**  
 (225) 932-5314 Corporations  
 (225) 932-5317 Legal Services  
 (225) 932-5318 UCC

**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.

STATE OF LOUISIANA  
SECRETARY OF STATE



**Fax Numbers**  
 (225) 932-5314 Corporations  
 (225) 932-5317 Legal Services  
 (225) 932-5318 UCC

**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
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**Return to: Commercial Division  
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\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.





**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

SS402 Rev.05/25

## INSTRUCTIONS

1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.
2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.
3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.



**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

Date

## INSTRUCTIONS

1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.
2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.
3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.



Nancy Landry  
Secretary of State



## LIMITED LIABILITY COMPANY SUPPLEMENTAL INITIAL REPORT

(R.S. 12:1305)

Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

1. The name of this company is:

\_\_\_\_\_

2. The names and municipal addresses (not a P.O. Box only) of the first managers or members are:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

LLC: To be signed by each person who signed the Articles of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date



## **INSTRUCTIONS**

1. If a limited liability company's initial managers or members are not named in the Initial Report, a Supplemental Report must be filed after they are selected. The Supplemental Report shall set forth the name and address of each manager or member
2. The Supplemental Report shall be signed by each person who signed the Articles of Organization.



Nancy Landry  
Secretary of State



## LIMITED LIABILITY COMPANY SUPPLEMENTAL INITIAL REPORT

(R.S. 12:1305)

Enclose \$25 filing fee  
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Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

1. The name of this company is:

\_\_\_\_\_

2. The names and municipal addresses (not a P.O. Box only) of the first managers or members are:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

LLC: To be signed by each person who signed the Articles of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

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Nancy Landry  
Secretary of State



**AFFIDAVIT TO DISSOLVE LIMITED LIABILITY COMPANY**  
(R.S. 12:1335.1)

**Domestic Limited Liability Company**  
**Enclose \$100 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to: Commercial Division**  
**P. O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Limited Liability Company Name

is no longer doing business, owes no debts and owns no immovable property is dissolved by filing this affidavit with the Secretary of State, executed by the member(s) or organizer(s) if no membership interests have been issued, attesting to such facts.

The undersigned further declared that they are: (check one)

- ☐ All of the members of the above named limited liability company.
- ☐ All of the organizers of the above named limited liability company,  
and no membership interests have been issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member(s) or Organizer(s) Signature(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's Office.
2. You will receive a Certificate of Dissolution.





Nancy Landry  
Secretary of State



**AFFIDAVIT TO DISSOLVE LIMITED LIABILITY COMPANY**  
(R.S. 12:1335.1)

**Domestic Limited Liability Company**  
**Enclose \$100 filing fee**  
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STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Limited Liability Company Name

is no longer doing business, owes no debts and owns no immovable property is dissolved by filing this affidavit with the Secretary of State, executed by the member(s) or organizer(s) if no membership interests have been issued, attesting to such facts.

The undersigned further declared that they are: (check one)

- ☐ All of the members of the above named limited liability company.
- ☐ All of the organizers of the above named limited liability company,  
and no membership interests have been issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member(s) or Organizer(s) Signature(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #**

\_\_\_\_\_  
Notary Signature

## **INSTRUCTIONS**

1. File this form, along with the appropriate filing fee with the Secretary of State's Office.
2. You will receive a Certificate of Dissolution.



Nancy Landry  
Secretary of State



**LOUISIANA PARTNERSHIP REGISTRATION FORM**  
**(R.S. 9:3401)**

Enclose \$100.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE:      ( ) Original Filing    ( ) Amendment

Current Partnership Name: \_\_\_\_\_

Previous Partnership Name: \_\_\_\_\_

Louisiana municipal address of principal place of business:

\_\_\_\_\_

Effective date of contract: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Month, Day, Year

Name and municipal address of each partner: (Attach addendum if needed)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature, Title and Telephone of person completing form

\_\_\_\_\_  
Date

## **INSTRUCTIONS AND LOUISIANA PARTNERSHIP REGISTRY LAW**

1. Attach a multiple original signed by all partners or a notarized copy of the partnership contract or amendment.
2. A copy of the contract of partnership certified by the secretary of state, shall be filed with recorder of mortgages of the parish in which the partnership maintains its principal place of business.
3. This registration does not serve as a trade name registration.

### **3402. Filing**

The contract of partnership or a multiple original thereof, duly executed by the partners, or a certified copy thereof, or statements submitted by foreign partnerships in accordance with R.S. 9:3421, et seq. shall be filed for registry with the Secretary of State in accordance with the provisions of this Chapter to affect third persons as provided by Civil Code Articles 2806 and 2841 or when the parties choose to comply with the provisions of this Chapter.

### **3403. Contract of Partnership: required content**

A contract of partnership filed for registry with the secretary of state shall contain the name of the partnership, the municipal address of its principal place of business in this state, and the name and municipal address of each partner, including partners in commendam, if any.

### **3404. Contract amendment**

An amendment to a contract of partnership shall be filed for registry in the same manner as an original contract of partnership. Until filed for registry, such amendment shall not be effective as to third persons. An amendment to a contract of partnership that is not registered with the secretary of state shall be accompanied by an original copy of the contract of partnership or a certified copy, and all previous amendments.

### **3405. Registration; endorsement; issuance of certificate; effect**

When all fees have been paid, the secretary of state shall register the contract of partnership, or multiple original, or a certified copy or the statement of a foreign partnership, in the Central Registry for Contracts of Partnership created for that purpose, endorse on all documents delivered the month, day, year and hour of filing, and shall issue a certificate of registry certifying that the contract of partnership or statement of the partnership is filed and registered. The certificate of registry shall be conclusive evidence of due registration. A contract, statement or amendment that is duly registered is deemed registered as of the time of filing.

### **3406. Recorder of mortgages; filings**

A multiple original of the contract of partnership or a copy certified by the secretary of state and a copy of the certificate of registry shall be filed for registry with the recorder of mortgages of the parish in which the partnership maintains its principal place of business. Failure to file these documents with the recorder of mortgages as provided by this Section shall not affect the title of immovable property as being in the partnership or the status of a partner in commendam or a limited partner.

### **3407. Delivery in advance of effective date**

Prior to its effective date, a contract of partnership or a statement of a foreign partnership may be delivered to the secretary of state for filing and registration on any specified month, day, year and hour on or before the thirtieth day after the day of delivery.

### **3408. Filing within five days of execution; effect**

A contract of partnership or a statement of a foreign partnership filed for registry with the secretary of state within five days of execution exclusive of legal holidays, is deemed filed for registry on the month, day, year and hour of execution.

Section 2. The provisions of the Act shall not divest already vested rights or impair the obligation of contracts in existence on the effective date of this Act.

The provisions of this Act shall apply to all partnerships, whether created prior to, on, or subsequent to the effective date of this Act; provided that the lack of compliance with the provisions of this Act shall not affect the ownership of immovable property owned by the partnership on the effective date of this Act or limitations in existence on the effective date of this Act on the liability of partners in commendam, or limited partners.



Nancy Landry  
Secretary of State



**LOUISIANA PARTNERSHIP REGISTRATION FORM**  
**(R.S. 9:3401)**

Enclose \$100.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
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Phone (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE:      ( ) Original Filing    ( ) Amendment

Current Partnership Name: \_\_\_\_\_

Previous Partnership Name: \_\_\_\_\_

Louisiana municipal address of principal place of business:

\_\_\_\_\_

Effective date of contract: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Month, Day, Year

Name and municipal address of each partner: (Attach addendum if needed)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature, Title and Telephone of person completing form

\_\_\_\_\_  
Date

## **INSTRUCTIONS AND LOUISIANA PARTNERSHIP REGISTRY LAW**

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### **3405. Registration; endorsement; issuance of certificate; effect**

When all fees have been paid, the secretary of state shall register the contract of partnership, or multiple original, or a certified copy or the statement of a foreign partnership, in the Central Registry for Contracts of Partnership created for that purpose, endorse on all documents delivered the month, day, year and hour of filing, and shall issue a certificate of registry certifying that the contract of partnership or statement of the partnership is filed and registered. The certificate of registry shall be conclusive evidence of due registration. A contract, statement or amendment that is duly registered is deemed registered as of the time of filing.

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Prior to its effective date, a contract of partnership or a statement of a foreign partnership may be delivered to the secretary of state for filing and registration on any specified month, day, year and hour on or before the thirtieth day after the day of delivery.

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The provisions of this Act shall apply to all partnerships, whether created prior to, on, or subsequent to the effective date of this Act; provided that the lack of compliance with the provisions of this Act shall not affect the ownership of immovable property owned by the partnership on the effective date of this Act or limitations in existence on the effective date of this Act on the liability of partners in commendam, or limited partners.



June 12, 2025

### LOUISIANA SECRETARY OF STATE'S OFFICE ISSUES CALL FOR VOTING SYSTEM AND COMPONENT CERTIFICATION

**BATON ROUGE, La.**— Louisiana Secretary of State Nancy Landry invites all parties seeking to have a voting system or system component certified by the State of Louisiana per recently issued standards, [viewable here](#), to apply for upcoming certification opportunities.

According to Act 480 of the 2021 Regular Legislative Session, certification of a voting system or system component is a required step in order to be eligible to receive a procurement contract for Louisiana's voting system.

Certification will take place at the Louisiana Old Governor's Mansion, located at 502 North Blvd. in Baton Rouge, during the following periods:

- July 28-Aug. 1
- Aug. 25-27
- Sept. 8-12
- Sept. 15-19

Interested parties must apply using [this link](#) no later than July 11, 2025. Once the application, documentation, and application fee are received, the Secretary of State's Office will contact the applicant to arrange certification testing dates, based on availability. The fee is \$7,000 for system certification or \$3,500 for a single system component.

Vendors with questions should contact [electionvendors@sos.la.gov](mailto:electionvendors@sos.la.gov). Members of the public will have the opportunity to view the certification testing.

###



# Louisiana SECRETARY OF STATE

## NANCY LANDRY


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\(Corporate Transparency Act\)](#)
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### Schedule a Commercial Appointment

(related to commercial filings only, we do not handle FinCEN filings)

FinCEN issues interim final rule removing U.S. companies and persons from the Beneficial Ownership Information (BOI) reporting requirement.

Our office is aware of fraudulent mailers being mailed to business owners from a non-government entity. These letters are not affiliated with our office and should be discarded.

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### FREQUENTLY ASKED QUESTIONS

- ▶ [How do I incorporate my business?](#)
- ▶ [Where can I get advice about starting a business?](#)
- ▶ [Can you check for name availability?](#)
- ▶ [How do I reserve a name and is it necessary?](#)
- ▶ [I am qualified in another state. What forms do I need to qualify in Louisiana?](#)
- ▶ [What is a Trade Name and/or what is the difference between a Trade Name and a Doing Business As \(DBA\)?](#)
- ▶ [What is a registered agent and why do I need one?](#)
- ▶ [How do I get a federal tax identification number?](#)
- ▶ [How do I get a state sales tax identification number?](#)
- ▶ [How do I get a Certificate of Good Standing?](#)
- ▶ [Did you receive my fax?](#)
- ▶ [How do I add or delete someone from my company?](#)
- ▶ [How do I print an Annual Report form from your website?](#)
- ▶ [Do I have to send my Annual Report back even if there are no changes?](#)
- ▶ [I just received the revocation notice in the mail. What do I need to do?](#)
- ▶ [I need to get copies of my original paperwork, how do I do this?](#)
- ▶ [How do I dissolve my company?](#)
- ▶ [Do you have my tax ID number?](#)
- ▶ [How do I get to your building?](#)
- ▶ [Where should I send my documents?](#)
- ▶ [How do I know what industry type my business is under?](#)
- ▶ [How do I get a business license checklist if my business type is not listed in the drop down menu?](#)
- ▶ [What if I don't know where I plan on doing business?](#)
- ▶ [Who is the agent for service of process for an insurance company?](#)

► **Why doesn't my checklist appear when I click the submit request button?**

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Get Election Forms & Brochures  
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Beneficial Ownership Reporting  
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# Louisiana SECRETARY OF STATE

NANCY LANDRY


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## INFORMATION ON VOTING SYSTEM AND COMPONENT CERTIFICATION

Our office is aware of fraudulent mailers being mailed to business owners from a non-government entity. These letters are not affiliated with our office and should be discarded.



How do I register to vote?

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## NEWS & EVENTS

- Louisiana Old Governor's Mansion to partner with East Baton Rouge Parish Library for First Free Sunday event
- Qualifying procedures for the Oct. 11 Open Primary/Orleans Municipal Parochial Primary Election
- Secretary Landry announces passage of voter protection bills

[See all news and events](#)



## CONNECT WITH US



225.922.2880

8585 Archives Ave.  
Baton Rouge, LA 70809

P.O. Box 94125  
Baton Rouge, LA 70804-9125

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- Beneficial Ownership Reporting
- Contact Us

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- Research Historical Records
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# Louisiana SECRETARY OF STATE

NANCY LANDRY


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### Schedule a Commercial Appointment

(related to commercial filings only, we do not handle FinCEN filings)

FinCEN issues interim final rule removing U.S. companies and persons from the Beneficial Ownership Information (BOI) reporting requirement.

Our office is aware of fraudulent mailers being mailed to business owners from a non-government entity. These letters are not affiliated with our office and should be discarded.

[Home](#) > [Business Services](#)
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The Commercial Division encompasses Corporations, geauxBIZ, Administrative Services and Uniform Commercial Code. This page is a clearinghouse for all business-related information, from searching our database to filing a business online. Access is also available to Administrative Services for service of process information and UCC.



### ARE YOU STARTING A BUSINESS?

- [File Online](#)
- [Forms](#)
- [Fee Schedule](#)
- [Business License Checklist](#)

### Visit geauxBIZ for the following business start-up services:

- Find resources to help plan, make key financial decisions, and complete legal activities necessary to start a business
- Produce a list of possible federal, state and local licenses and permits required for your business
- Reserve a new business name

**DO YOU NEED TRAINING?**

We are excited to offer geauxBIZ training sessions tailored for groups interested in learning how to effectively start and manage businesses using geauxBIZ, Louisiana's online business registration and licensing tool. These sessions will provide participants with comprehensive guidance on navigating the geauxBIZ portal and completing business filings. Whether your group consists of aspiring entrepreneurs, small business owners, or students, our training is designed to empower individuals with the knowledge and skills necessary to effectively register and maintain a business in Louisiana. We can customize the sessions to fit the specific needs and interests of your group and can conduct them either virtually or in person.

Contact us today to schedule a session and take the first step toward entrepreneurial success with geauxBIZ!

**ARE YOU UPDATING OR RESEARCHING A BUSINESS?**

- Order Copies or Certificates Online
- Commercial Database
- Forms
- File Annual Report
- File Amendments
- Fee Schedule

**DO YOU NEED OTHER COMMERCIAL SERVICES?**

- Political Subdivisions
- Certificate Validation
- Corporation Newsletters
- Notary & Certifications
- Administrative Services
- Uniform Commercial Code
- Notary Database

**ELECTIONS & VOTING**

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Vote  
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Become a Candidate  
Find Public Officials  
Information for Public Officials  
Get Involved  
Review Administration & History  
Get Bond, Debt or Tax Costs  
Task Forces & Study Groups  
Get Election Forms & Brochures  
Contact Us

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Service of Process  
Uniform Commercial Code  
Small BIZ Protection  
Beneficial Ownership Reporting  
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Certifications  
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Find Administrative Rules  
Obtain Publications  
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SOS Policy Against Sexual Harassment

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Louisiana

SECRETARY  
OF STATE

NANCY LANDRY



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## BUSINESS SERVICES

## + Start a Business

## + Search for Louisiana Business Filings

## - File Business Documents

File Original Documents

File Annual Report

File Amendments

Register Public Opinion Polls

Managed Service Providers

Get Forms &amp; Fee Schedule

Frequently Asked Questions

## + Service of Process

## + Uniform Commercial Code

## Small BIZ Protection

Beneficial Ownership Reporting  
(Corporate Transparency Act)

## Contact Us

## Schedule a Commercial Appointment

(related to commercial filings only, we do not handle FinCEN filings)

FinCEN issues interim final rule removing U.S. companies and persons from the Beneficial Ownership Information (BOI) reporting requirement.

Our office is aware of fraudulent mailers being mailed to business owners from a non-government entity. These letters are not affiliated with our office and should be discarded.

Home &gt; Business Services &gt; File Business Documents

Print

## FILE BUSINESS DOCUMENTS

The Secretary of State is aware that many transactions in the business and financial world are time sensitive. To better serve the public, GeauxBiz.com provides online filings; forms for downloading; accepts filings by regular mail, express mail and fax; expedited filings; online certificate validation and a range of payment methods.

## Online Filing

The Commercial Division offers online document filings for all original filings, several amendments and annual report filings for all entity types. Please visit our website as directed below:

- [File Original Documents](#)
- [File Amendments](#)
- [File Annual Reports](#)

## Visit geauxBIZ

The Louisiana Secretary of State, Louisiana Department of Revenue, and Louisiana Workforce Commission are working to make it easy for you to manage your Louisiana business filings and tax account registrations from one location—the Louisiana geauxBIZ portal. geauxBIZ can help you find resources to help plan, make key financial decisions, and complete legal activities necessary to start your business. You can also use geauxBIZ to produce a list of possible federal, state and local licenses and permits required for your business, to reserve your new business name, and to complete your new business filing. If you want to do business in Louisiana, [visit geauxBIZ to get started!](#)

## Walk-in Customer Service

[Schedule An Appointment](#)

The Secretary of State offers customers the convenience of walk-in service. Documents may be processed while the customer waits for a \$50 priority expedite fee or processed in 24 hours for a \$30 expedite fee. All expedite fees are in addition to the required filing fee. The forms furnished by the Secretary of State, and the publications which are compiled by the Secretary of State are available. Documents may be delivered for processing on a non-expedited basis. The customer may leave a mailing address or a telephone number for notification when processing is complete.

The office is at 8585 Archives Avenue, Baton Rouge, LA 70809 and is located in the building behind the Louisiana State Archives. Hours of operation are Monday through Friday from 8 a.m. to 4:30 p.m. Please try to arrive by 4 p.m. to give the employees enough time to complete the filing.

## Fax Filing

The Commercial Division accepts facsimile filings for business entities. The original document must comply with the appropriate statutes, including signature requirements. A cover sheet or letter must be included containing the name and contact person, their phone number, the mailing address, and special instructions, if any. Fax filings for business entities should specify whether expedited handling is requested. The following fax number can be used for transmitting Business organization filings 225.932.5314.

### **Expedited Filing**

The Secretary of State expedites the filing of business organization documents as well as the issuance of certified copies and certificates relating to those documents. Expedited service means that the documents are processed before other documents received the same day.

### **Payment Methods**

- Check (personal or business) All checks should be made payable to the Secretary of State
- Money order
- Cash (Cash should not be sent in the mail)
- Credit Card (Visa, Master Card, Discover and American Express)\*

\*Credit card payments are subject to an additional statutory convenience fee of \$5

### **Document Compliance**

Prior to submitting documents to the Secretary of State for filing, check that the following are complied with, if applicable. The document must meet all requirements:

- contain the correct entity name;
- be dated;
- have all the required signatures;
- be notarized (when required by statute);
- contain municipal street addresses, not post office box numbers (mailing purpose only);
- have the required adjustment in the corporate name such as Inc., Corp., Ltd., or Co., Incorporated, Corporation, Limited, Company;
- have the required adjustment in the Limited Liability Company name such as L.L.C., L.C. or Limited Liability Company;
- have the required adjustment in the partnership name such as Registered Limited Liability Partnership or L.L.P. when applicable;
- be accompanied by the required filing fee;
- be accompanied by the certificate of good standing or existence when qualifying a foreign corporation or Limited Liability Company;
- be accompanied by an affidavit of registered agent if a registered agent is being appointed;
- be accompanied by a description of the logo if a logo is attached to a trade name registration; and
- contain the notary number and printed or typed names of the notary and witnesses.

Before submitting articles of incorporation, articles of organization and trade names, a preliminary check of the name is advisable. Preliminary checks may be made by phone by calling 225.925.4704, by fax 225.932.5314, or by mail to P.O. Box 94125, Baton Rouge, LA 70804-9125. Reservation of names are available for a fee of \$25. The name may be reserved for a period of 60 days. Two 30 day extensions are available upon request.

### **Name Availability**

Corporate, limited liability company, trade names, trademarks and service marks must be checked for availability. A preliminary check may be made by phone at 225.925.4704, by fax to 225.932.5314, or by mail to P.O. Box 94125, Baton Rouge, LA 70804.

Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the Secretary of State. If you are reserving a trade mark or service mark, they must be reserved under a class number. The class numbers are listed on the back of the reservation application. The fee is \$25 per class.

Names checked for availability must be distinguishable from corporate, limited liability company and trade names already on file, or reserved, in the Secretary of State's office. In addition to checking names by various spellings (Cajun vs. Kajun), names are checked phonetically (excellent vs. x e lent). (Partnership names do not conflict and are not considered when checking name availability for the above listed entities. Trademarks and service marks are only conflicted with other trademarks and service marks registered in the same class.) No corporate or limited liability company name shall contain the phrase "doing business as" or the abbreviation "d/b/a". The names of revoked Louisiana corporations and limited liability companies are not available for a three year period after the date of revocation.

### **Louisiana Business Corporations**

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The following are words which are prohibited from use in Louisiana business corporate names, except for bank holding companies: bank, banker, banking, savings, safe deposit, trust, trustee, building and/or loan, homestead, insurance, casualty, redevelopment corporation, electric cooperative, and credit union. No corporation shall use the word insurance in its name except for an independent insurance agency or brokerage.

Written waivers from two state boards are required for use of certain words in corporate names. If "engineer", "engineering", "surveyor" or "surveying" will be part of the corporate name, a waiver must be obtained from the [Louisiana Professional Engineering & Land Surveying Board](#), 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809-1443, 225.925.6291. In order to include "architect," "architectural" or "architecture," a waiver must be obtained from the [Louisiana State Board of Architectural Examiners](#), 8017 Jefferson Highway, Suite B2, Baton Rouge, LA 70809, 225.925.4802. In order to include the form of the words "bank" or "trust," a waiver must be obtained from the Office of Financial Institutions, P.O. Box 94095, Baton Rouge, LA 70804, 225.925.4548.

### **Louisiana Nonprofit Corporations**

The corporate name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. It shall not contain any of the following words: bank, banking, banker, savings, trust, deposit, insurance, mutual, assurance, indemnity, casualty, fiduciary, homestead, building and loan, surety, security, guarantee, cooperative, state, parish, redevelopment corporation, electric cooperative or credit union.

If you are forming a nonprofit corporation and intend to apply to the Internal Revenue Service for tax exempt status, additional information will be required in the articles of incorporation. Exemption information must be obtained from the [Internal Revenue Service](#) website or call toll free at 877.829.5500. If the required information is not included in the articles of incorporation the Internal Revenue Service will direct you to amend the articles. This office, as well as the Clerks of Court's offices, will require an additional fee to file an amendment to the articles of incorporation.

### **Foreign Business and Nonprofit Corporations**

If the corporation applying for a Certificate of Authority contains the word "engineer", "engineering", "surveyor" or "surveying" in its name, a waiver must be obtained from the [Louisiana Professional Engineering & Land Surveying Board](#), 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809-1443, 225.925.6291.

### **Louisiana Limited Liability Companies**

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The LLC name shall not contain any word or phrase which indicates or implies that it is organized for any purpose not lawful for a limited liability company or contrary to its articles of organization. A limited liability company shall not be formed for the purpose of banking or insurance underwriting in all of their several forms or for the purpose of operating homesteads or building and loan associations.

### **Conversion of Business Entities**

Business corporations, limited liability companies and general and limited partnerships can convert to another type of business entity by filing a conversion application with the Secretary of State. The requirements of the application vary according to the type of organizational form of the converted entity. A thorough reading of the statute is suggested ([Louisiana R.S. 12:1601](#)). Please call the Commercial Division for additional information at 225.925.4704.

### **Collection Agency Registration**

Collection agencies that do business in Louisiana are registered with the Secretary of State. Registered Agencies will be listed alphabetically in the [Commercial Database](#).

### **Trade Names, Trademarks and Service Marks**

The laws governing registration of trade names, trademarks and service marks are extensive. A thorough reading of [Louisiana Trade and Commerce Law](#) is advisable.

### **Louisiana Professional Corporations**

A business corporation may be formed in compliance with the laws governing several types of professions. The professional corporations generally are limited to their particular type of business, and may hold property for investment or in connection with their practice. The following professional corporations must contain the full or last name or names of one or more voting shareholders, former voting shareholders or members of a predecessor firm: law, dental, accounting, chiropractic, nursing and optometry. The following professional corporation names may comply with the above, or may consist of any name approved by the Secretary of State:

- [medical](#)
- [architectural](#)
- [psychology](#)
- [veterinary](#)
- [architectural-engineering](#)
- [occupational therapy](#)
- [social work](#)

With the exception of architectural-engineering, all professional corporation names must end with a "professional" ending.

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**OUR OFFICE**

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- [Department Overview](#)
- [Find Administrative Rules](#)
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- [Government Entity Registries](#)
- [View Solicitations](#)
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**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.





**Nancy Landry**  
Secretary of State



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
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4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.



**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

SS402 Rev.05/25

## INSTRUCTIONS

1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.
2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.
3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.



**R.S. 12:1-402(B)**

**Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

SS402 Rev.05/25

## INSTRUCTIONS

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3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite \$25 filing fee with the secretary of state.
4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.





**Nancy Landry  
Secretary of State**



**APPLICATION FOR AUTHORITY  
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:304)

**Foreign Corporation  
Enclose \$125 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

**STATE OF** \_\_\_\_\_

Check one: ☐ Non Profit  
☐ Business

Check one: ☐ Original Application  
☐ Amended Application

**PARISH/COUNTY OF** \_\_\_\_\_

1. Corporation name: \_\_\_\_\_

2. Previous name: \_\_\_\_\_

3. Principal office address in state or country of incorporation: \_\_\_\_\_

4. Federal tax identification number: \_\_\_\_\_

5. Principal business office address: \_\_\_\_\_

**PLEASE INCLUDE COMPLETE STREET ADDRESSES FOR THE FOLLOWING**

6. Principal business establishment in Louisiana: \_\_\_\_\_

7. Registered office address in Louisiana: \_\_\_\_\_

8. Registered agent's name and address in Louisiana: \_\_\_\_\_

9. Nature of business to be transacted in Louisiana: \_\_\_\_\_

10. Names and addresses of directors and officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be signed by any officer

\_\_\_\_\_

Title and Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_

Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

\_\_\_\_\_

Registered Agent

Sworn to and subscribed before me on this date: \_\_\_\_\_

\_\_\_\_\_

Notary

**STATE OF LOUISIANA**  
**SECRETARY OF STATE**

Nancy Landry  
Secretary of State



**IMPORTANT NOTICE**

The instructions from the Secretary of State's Office in order to qualify a foreign corporation to do business in the state of Louisiana are the following:

1. The name must be identical to the name on certificate of existence or good standing from incorporating jurisdiction. The certificate must be dated within 90 days of its submission. (In the states of Texas and Alabama, obtain a certificate of existence from the Secretary of State, not a good standing from the Comptroller/Department of Revenue.)
2. The name must be identical to the name on the certificate of fact evidencing the name change issued by the proper official of the incorporating jurisdiction.
3. The street address of the principal office of the corporation in the state or country under the laws of which it is incorporated.
4. The failure to include the federal taxpayer identification number of the corporation shall not invalidate nor cause the Secretary of State to reject the application.
5. The street address or intended street address of its principal business office wherever located. If you do not have one, write none in this space.
6. If none, registered agent's address is deemed to be the principal business establishment.
7. This address shall be the street address of your registered agent if the agent is an individual or corporation.
8. The agent must be an individual resident in Louisiana, an individual attorney or a partnership which is authorized to practice law in Louisiana or a domestic or foreign corporation authorized to act as registered agent for other corporations.
9. To be completed only if the corporation proposes to limit its authority in Louisiana.
10. Attach addendum if needed for additional officers and directors.

**NOTE:** If the corporation includes in its name the words "engineer," "engineering," "surveyor," or "surveying," please contact the Louisiana Professional Engineering and Land Surveying Board prior to submitting the application for authority. They can be contacted by phone (225) 925-6291, by mail at 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809 or online at [www.lapels.com](http://www.lapels.com).



**Nancy Landry  
Secretary of State**



**APPLICATION FOR AUTHORITY  
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:304)

**Foreign Corporation  
Enclose \$125 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

**STATE OF** \_\_\_\_\_

Check one: ☐ Non Profit  
☐ Business

Check one: ☐ Original Application  
☐ Amended Application

**PARISH/COUNTY OF** \_\_\_\_\_

1. Corporation name: \_\_\_\_\_

2. Previous name: \_\_\_\_\_

3. Principal office address in state or country of incorporation: \_\_\_\_\_

4. Federal tax identification number: \_\_\_\_\_

5. Principal business office address: \_\_\_\_\_

**PLEASE INCLUDE COMPLETE STREET ADDRESSES FOR THE FOLLOWING**

6. Principal business establishment in Louisiana: \_\_\_\_\_

7. Registered office address in Louisiana: \_\_\_\_\_

8. Registered agent's name and address in Louisiana: \_\_\_\_\_

9. Nature of business to be transacted in Louisiana: \_\_\_\_\_

10. Names and addresses of directors and officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be signed by any officer

\_\_\_\_\_

Title and Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_

Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

\_\_\_\_\_

Registered Agent

Sworn to and subscribed before me on this date: \_\_\_\_\_

\_\_\_\_\_

Notary

**STATE OF LOUISIANA**  
**SECRETARY OF STATE**

Nancy Landry  
Secretary of State



**IMPORTANT NOTICE**

The instructions from the Secretary of State's Office in order to qualify a foreign corporation to do business in the state of Louisiana are the following:

1. The name must be identical to the name on certificate of existence or good standing from incorporating jurisdiction. The certificate must be dated within 90 days of its submission. (In the states of Texas and Alabama, obtain a certificate of existence from the Secretary of State, not a good standing from the Comptroller/Department of Revenue.)
2. The name must be identical to the name on the certificate of fact evidencing the name change issued by the proper official of the incorporating jurisdiction.
3. The street address of the principal office of the corporation in the state or country under the laws of which it is incorporated.
4. The failure to include the federal taxpayer identification number of the corporation shall not invalidate nor cause the Secretary of State to reject the application.
5. The street address or intended street address of its principal business office wherever located. If you do not have one, write none in this space.
6. If none, registered agent's address is deemed to be the principal business establishment.
7. This address shall be the street address of your registered agent if the agent is an individual or corporation.
8. The agent must be an individual resident in Louisiana, an individual attorney or a partnership which is authorized to practice law in Louisiana or a domestic or foreign corporation authorized to act as registered agent for other corporations.
9. To be completed only if the corporation proposes to limit its authority in Louisiana.
10. Attach addendum if needed for additional officers and directors.

**NOTE:** If the corporation includes in its name the words "engineer," "engineering," "surveyor," or "surveying," please contact the Louisiana Professional Engineering and Land Surveying Board prior to submitting the application for authority. They can be contacted by phone (225) 925-6291, by mail at 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809 or online at [www.lapels.com](http://www.lapels.com).



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE,  
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS  
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign  
Limited Liability Company  
Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY \_\_\_\_\_

Notice is given that the below named corporation/limited liability company has changed its registered office,  
registered agent and/or principal business establishment.

Company Name: \_\_\_\_\_

Complete the following sections, where applicable:

New Registered Office address: \_\_\_\_\_

New Registered Agent and address: \_\_\_\_\_

\_\_\_\_\_  
(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

\_\_\_\_\_

\_\_\_\_\_  
President or Vice President/Manager or Member  
(Registered agent if only registered office is changed)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I acknowledge and accept my appointment as agent for the above named corporation/limited liability  
company.

\_\_\_\_\_  
Agent

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary



## **INSTRUCTIONS**

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the secretary of state. This form should be filed (in duplicate) with the Secretary of State's Office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgment of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE,  
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS  
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign  
Limited Liability Company  
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STATE OF \_\_\_\_\_

PARISH/COUNTY \_\_\_\_\_

Notice is given that the below named corporation/limited liability company has changed its registered office,  
registered agent and/or principal business establishment.

Company Name: \_\_\_\_\_

Complete the following sections, where applicable:

New Registered Office address: \_\_\_\_\_

New Registered Agent and address: \_\_\_\_\_

\_\_\_\_\_  
(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

\_\_\_\_\_

\_\_\_\_\_  
President or Vice President/Manager or Member  
(Registered agent if only registered office is changed)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I acknowledge and accept my appointment as agent for the above named corporation/limited liability  
company.

\_\_\_\_\_  
Agent

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## INSTRUCTIONS

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the secretary of state. This form should be filed (in duplicate) with the Secretary of State's Office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgment of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.



Nancy Landry  
Secretary of State



## STATEMENT OF CHANGE OF DIRECTORS AND/OR OFFICERS OF A FOREIGN CORPORATION

Enclose \$25 filing fee  
Foreign Corporation  
Make remittance payable to Secretary of State

***Do Not Send Cash***

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Corporation Name:** \_\_\_\_\_

### REMOVAL OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

### ADDITION OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing foreign corporation changes the Director(s) and/or Officer(s).
2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.





Nancy Landry  
Secretary of State



## STATEMENT OF CHANGE OF DIRECTORS AND/OR OFFICERS OF A FOREIGN CORPORATION

Enclose \$25 filing fee  
Foreign Corporation  
Make remittance payable to Secretary of State

***Do Not Send Cash***

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

**Corporation Name:** \_\_\_\_\_

### REMOVAL OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

### ADDITION OF DIRECTORS AND/OR OFFICERS

Notice is hereby given that the Board of Directors of the above named corporation has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by an officer or a director

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing foreign corporation changes the Director(s) and/or Officer(s).
2. The Change of Director(s) and/or Officer(s) must be authorized by the Board of Directors of the corporation, and signed by an officer or director.



Nancy Landry  
Secretary of State



**APPLICATION FOR WITHDRAWAL OF A FOREIGN CORPORATION/  
LIMITED LIABILITY COMPANY FROM THE STATE OF LOUISIANA  
(R.S. 12:312 & 12:1351)**

Enclose \$125 (Corporation) filing fee  
\$150 (Limited Liability Company) filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Company Name

organized under the laws of the state/country of \_\_\_\_\_ is no longer transacting business in the State of Louisiana, effective \_\_\_\_\_  
Date  
surrenders its authority to transact business in the state of Louisiana; revokes the authority of its registered agent to accept service of process, and consents that service of process in any action or proceeding based on any cause of action arising out of or resulting from or connected with any business transacted by it in this State during the time the company was authorized to transact business in this State, be made on the company by service thereof on the Secretary of State, or on a person in his office designated to receive service of process; such service, if made on the Secretary of State.

**Service of Process address:** \_\_\_\_\_

\_\_\_\_\_  
Officer/Manager or Member

\_\_\_\_\_  
Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. A foreign corporation or limited liability company authorized to transact business in this state may withdraw from this state upon procuring from the Secretary of State a Certificate of Withdrawal.
2. In order to obtain a Certificate of Withdrawal, this application must be executed in duplicate by any officer for a corporation, or by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company. The application must be acknowledged by the signing party before a notary public. (If the withdrawal is for a corporation which is in the hands of a receiver or a trustee, this form shall be executed on behalf of the corporation by such receiver or trustee and acknowledged by him.)
3. A Certificate of Withdrawal shall be issued when all fees, charges, taxes, unemployment compensation, distributions and interest have been paid as required by law and evidenced by certificates of the Collector of Revenue and the Administrator of the Division of Employment Security of the Department of Labor. (The Secretary of State's Office requests these certificates from the above offices.)
4. Upon the issuance of a Certificate of Withdrawal, the authority of the company to transact business in Louisiana shall cease.



Nancy Landry  
Secretary of State



**APPLICATION FOR WITHDRAWAL OF A FOREIGN CORPORATION/  
LIMITED LIABILITY COMPANY FROM THE STATE OF LOUISIANA  
(R.S. 12:312 & 12:1351)**

Enclose \$125 (Corporation) filing fee  
\$150 (Limited Liability Company) filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Company Name

organized under the laws of the state/country of \_\_\_\_\_ is no longer transacting business in the State of Louisiana, effective \_\_\_\_\_  
Date  
surrenders its authority to transact business in the state of Louisiana; revokes the authority of its registered agent to accept service of process, and consents that service of process in any action or proceeding based on any cause of action arising out of or resulting from or connected with any business transacted by it in this State during the time the company was authorized to transact business in this State, be made on the company by service thereof on the Secretary of State, or on a person in his office designated to receive service of process; such service, if made on the Secretary of State.

**Service of Process address:** \_\_\_\_\_

\_\_\_\_\_  
Officer/Manager or Member

\_\_\_\_\_  
Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. A foreign corporation or limited liability company authorized to transact business in this state may withdraw from this state upon procuring from the Secretary of State a Certificate of Withdrawal.
2. In order to obtain a Certificate of Withdrawal, this application must be executed in duplicate by any officer for a corporation, or by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company. The application must be acknowledged by the signing party before a notary public. (If the withdrawal is for a corporation which is in the hands of a receiver or a trustee, this form shall be executed on behalf of the corporation by such receiver or trustee and acknowledged by him.)
3. A Certificate of Withdrawal shall be issued when all fees, charges, taxes, unemployment compensation, distributions and interest have been paid as required by law and evidenced by certificates of the Collector of Revenue and the Administrator of the Division of Employment Security of the Department of Labor. (The Secretary of State's Office requests these certificates from the above offices.)
4. Upon the issuance of a Certificate of Withdrawal, the authority of the company to transact business in Louisiana shall cease.





**Nancy Landry**  
**Secretary of State**



## FOREIGN CORPORATION NAME REGISTRATION

**R.S. 12:1-403**

Enclose \$25 filing fee  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to:      **Commercial Division**  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Check one:                      (   )   Original                      (   )   Renewal

1. Foreign Corporation Name: \_\_\_\_\_

2. State (or Country) of Incorporation: \_\_\_\_\_

3. Date of Incorporation: \_\_\_\_\_

4. Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Submitted by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## INSTRUCTIONS

1. A foreign corporation may register its corporate name by filing a Foreign Corporation Name Registration form, a certificate of good standing or existence from the incorporating jurisdiction dated within 90 days of its receipt to our office, along with the requisite \$25 filing fee with the Secretary of State's Office.
2. The name must be identical to the name on the certificate of good standing or existence from the incorporating jurisdiction.
3. Corporate names must end with or include the words "Corporation," "Incorporated," "Company," or "Limited," or the abbreviation of any of these words.
4. The Foreign Corporation Name Registration is renewable every year between Oct. 1 and Dec. 31, regardless of the date of registration, by filing the Foreign Corporation Name Registration form marked "renewal" along with the requisite \$25 filing fee.
5. Filing a Foreign Corporation Name Registration is not equivalent to filing the Application for Certificate of Authority to Transact Business. In the event that the corporation wishes to authorize to transact business in Louisiana, an Application for Certificate of Authority to Transact Business (Form SS326) must be filed.



**Nancy Landry**  
**Secretary of State**



## FOREIGN CORPORATION NAME REGISTRATION

**R.S. 12:1-403**

Enclose \$25 filing fee  
Make remittance payable to Secretary of State  
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Return to:      **Commercial Division**  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

Check one:                      (   )   Original                      (   )   Renewal

1. Foreign Corporation Name: \_\_\_\_\_

2. State (or Country) of Incorporation: \_\_\_\_\_

3. Date of Incorporation: \_\_\_\_\_

4. Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Submitted by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## INSTRUCTIONS

1. A foreign corporation may register its corporate name by filing a Foreign Corporation Name Registration form, a certificate of good standing or existence from the incorporating jurisdiction dated within 90 days of its receipt to our office, along with the requisite \$25 filing fee with the Secretary of State's Office.
2. The name must be identical to the name on the certificate of good standing or existence from the incorporating jurisdiction.
3. Corporate names must end with or include the words "Corporation," "Incorporated," "Company," or "Limited," or the abbreviation of any of these words.
4. The Foreign Corporation Name Registration is renewable every year between Oct. 1 and Dec. 31, regardless of the date of registration, by filing the Foreign Corporation Name Registration form marked "renewal" along with the requisite \$25 filing fee.
5. Filing a Foreign Corporation Name Registration is not equivalent to filing the Application for Certificate of Authority to Transact Business. In the event that the corporation wishes to authorize to transact business in Louisiana, an Application for Certificate of Authority to Transact Business (Form SS326) must be filed.



**STATE OF LOUISIANA**  
**SECRETARY OF STATE**

Nancy Landry  
Secretary of State



Commercial Division  
(225) 925-4704

Fax Numbers  
(225) 932-5317 Administrative Services  
(225) 932-5314 Corporations  
(225) 922-0452 UCC

**IMPORTANT NOTICE**

The instructions from the Secretary of State's Office in order to qualify a foreign limited liability company to do business in the State of Louisiana are the following:

1. The name must be identical to the name on certificate of existence or good standing from organizing jurisdiction. The certificate must be dated within 90 days of its submission. (In the states of Texas and Alabama, obtain a certificate of existence from the secretary of state, not a good standing from the Comptroller/Department of Revenue.)
2. The name must be identical to the name on the certificate of fact evidencing the name change issued by the proper official of the organizing jurisdiction.
3. The date organized in your state or country and period of duration, if any.
4. The street address of the principal office of the organization in the state or country under the laws of which it is organized.
5. The street address or intended street address of its principal business office wherever located. If you do not have one, write none in this space.
6. The address of the principal business establishment in this state.
7. This address shall be the street address of your registered agent if the agent is an individual or corporation.
8. The agent must be an individual resident in Louisiana, an individual attorney or a partnership which is authorized to practice law in Louisiana or a domestic or foreign corporation authorized to act as registered agent for other organizations.
9. The nature of business that the limited liability company proposes to transact in this state and a statement that it is empowered to transact such business under the laws under which it is organized.

NOTE: If the company includes in its name the words "engineer," "engineering," "surveyor," or "surveying," please contact the Louisiana Professional Engineering and Land Surveying Board prior to submitting the application for authority. They can be contacted by phone at (225) 925-6291, by mail at 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809 or [www.lapels.com](http://www.lapels.com).

10. The name and addresses of the company's members and managers. Attached addendum if needed for additional members and managers.



**Nancy Landry**  
**Secretary of State**



**APPLICATION FOR AUTHORITY  
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:1345)

**Foreign Limited Liability Company**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
**Do Not Send Cash**

**Return to: Commercial Division**  
**P. O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**www.sos.la.gov**

**STATE OF** \_\_\_\_\_

Check one: ☐ Non Profit  
☐ Business

Check one: ☐ Original Application  
☐ Amended Application

**PARISH/COUNTY OF** \_\_\_\_\_

1. Limited liability company name: \_\_\_\_\_
2. Previous name: \_\_\_\_\_
3. Date of organization: \_\_\_\_\_ Period of duration: \_\_\_\_\_
4. Principal office address in state or country of organization: \_\_\_\_\_
5. Principal business office address: \_\_\_\_\_

**PLEASE INCLUDE COMPLETE STREET ADDRESSES FOR THE FOLLOWING**

6. Principal business establishment in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
7. Registered office address in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
8. Registered agent's name and address in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
9. Nature of business to be transacted in Louisiana: \_\_\_\_\_
10. Names and addresses of members and managers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
To be signed by a Member/Manager

\_\_\_\_\_  
Title and Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

\_\_\_\_\_  
Registered Agent

Sworn to and subscribed before me on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary



**STATE OF LOUISIANA**  
**SECRETARY OF STATE**

Nancy Landry  
Secretary of State



Commercial Division  
(225) 925-4704

Fax Numbers  
(225) 932-5317 Administrative Services  
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(225) 922-0452 UCC

**IMPORTANT NOTICE**

The instructions from the Secretary of State's Office in order to qualify a foreign limited liability company to do business in the State of Louisiana are the following:

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2. The name must be identical to the name on the certificate of fact evidencing the name change issued by the proper official of the organizing jurisdiction.
3. The date organized in your state or country and period of duration, if any.
4. The street address of the principal office of the organization in the state or country under the laws of which it is organized.
5. The street address or intended street address of its principal business office wherever located. If you do not have one, write none in this space.
6. The address of the principal business establishment in this state.
7. This address shall be the street address of your registered agent if the agent is an individual or corporation.
8. The agent must be an individual resident in Louisiana, an individual attorney or a partnership which is authorized to practice law in Louisiana or a domestic or foreign corporation authorized to act as registered agent for other organizations.
9. The nature of business that the limited liability company proposes to transact in this state and a statement that it is empowered to transact such business under the laws under which it is organized.

NOTE: If the company includes in its name the words "engineer," "engineering," "surveyor," or "surveying," please contact the Louisiana Professional Engineering and Land Surveying Board prior to submitting the application for authority. They can be contacted by phone at (225) 925-6291, by mail at 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809 or [www.lapels.com](http://www.lapels.com).

10. The name and addresses of the company's members and managers. Attached addendum if needed for additional members and managers.

**Nancy Landry**  
**Secretary of State**



**APPLICATION FOR AUTHORITY  
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:1345)

**Foreign Limited Liability Company**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
**Do Not Send Cash**

**Return to: Commercial Division**  
**P. O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**www.sos.la.gov**

**STATE OF** \_\_\_\_\_

Check one: ☐ Non Profit  
☐ Business

Check one: ☐ Original Application  
☐ Amended Application

**PARISH/COUNTY OF** \_\_\_\_\_

1. Limited liability company name: \_\_\_\_\_
2. Previous name: \_\_\_\_\_
3. Date of organization: \_\_\_\_\_ Period of duration: \_\_\_\_\_
4. Principal office address in state or country of organization: \_\_\_\_\_
5. Principal business office address: \_\_\_\_\_

**PLEASE INCLUDE COMPLETE STREET ADDRESSES FOR THE FOLLOWING**

6. Principal business establishment in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
7. Registered office address in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
8. Registered agent's name and address in Louisiana: \_\_\_\_\_  
\_\_\_\_\_
9. Nature of business to be transacted in Louisiana: \_\_\_\_\_
10. Names and addresses of members and managers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
To be signed by a Member/Manager

\_\_\_\_\_  
Title and Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

\_\_\_\_\_  
Registered Agent

Sworn to and subscribed before me on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE,  
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS  
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign  
Limited Liability Company  
Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY \_\_\_\_\_

Notice is given that the below named corporation/limited liability company has changed its registered office,  
registered agent and/or principal business establishment.

Company Name: \_\_\_\_\_

Complete the following sections, where applicable:

New Registered Office address: \_\_\_\_\_

New Registered Agent and address: \_\_\_\_\_

\_\_\_\_\_  
(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

\_\_\_\_\_

\_\_\_\_\_  
President or Vice President/Manager or Member  
(Registered agent if only registered office is changed)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I acknowledge and accept my appointment as agent for the above named corporation/limited liability  
company.

\_\_\_\_\_  
Agent

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the secretary of state. This form should be filed (in duplicate) with the Secretary of State's Office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgment of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.





Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE,  
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS  
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign  
Limited Liability Company  
Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY \_\_\_\_\_

Notice is given that the below named corporation/limited liability company has changed its registered office,  
registered agent and/or principal business establishment.

Company Name: \_\_\_\_\_

Complete the following sections, where applicable:

New Registered Office address: \_\_\_\_\_

New Registered Agent and address: \_\_\_\_\_

\_\_\_\_\_  
(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

\_\_\_\_\_

\_\_\_\_\_  
President or Vice President/Manager or Member  
(Registered agent if only registered office is changed)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I acknowledge and accept my appointment as agent for the above named corporation/limited liability  
company.

\_\_\_\_\_  
Agent

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## INSTRUCTIONS

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the secretary of state. This form should be filed (in duplicate) with the Secretary of State's Office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgment of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.



Nancy Landry  
Secretary of State



**APPLICATION FOR WITHDRAWAL OF A FOREIGN CORPORATION/  
LIMITED LIABILITY COMPANY FROM THE STATE OF LOUISIANA  
(R.S. 12:312 & 12:1351)**

Enclose \$125 (Corporation) filing fee  
\$150 (Limited Liability Company) filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Company Name

organized under the laws of the state/country of \_\_\_\_\_ is no longer transacting business in the State of Louisiana, effective \_\_\_\_\_  
Date  
surrenders its authority to transact business in the state of Louisiana; revokes the authority of its registered agent to accept service of process, and consents that service of process in any action or proceeding based on any cause of action arising out of or resulting from or connected with any business transacted by it in this State during the time the company was authorized to transact business in this State, be made on the company by service thereof on the Secretary of State, or on a person in his office designated to receive service of process; such service, if made on the Secretary of State.

**Service of Process address:** \_\_\_\_\_

\_\_\_\_\_  
Officer/Manager or Member

\_\_\_\_\_  
Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. A foreign corporation or limited liability company authorized to transact business in this state may withdraw from this state upon procuring from the Secretary of State a Certificate of Withdrawal.
2. In order to obtain a Certificate of Withdrawal, this application must be executed in duplicate by any officer for a corporation, or by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company. The application must be acknowledged by the signing party before a notary public. (If the withdrawal is for a corporation which is in the hands of a receiver or a trustee, this form shall be executed on behalf of the corporation by such receiver or trustee and acknowledged by him.)
3. A Certificate of Withdrawal shall be issued when all fees, charges, taxes, unemployment compensation, distributions and interest have been paid as required by law and evidenced by certificates of the Collector of Revenue and the Administrator of the Division of Employment Security of the Department of Labor. (The Secretary of State's Office requests these certificates from the above offices.)
4. Upon the issuance of a Certificate of Withdrawal, the authority of the company to transact business in Louisiana shall cease.



Nancy Landry  
Secretary of State



**APPLICATION FOR WITHDRAWAL OF A FOREIGN CORPORATION/  
LIMITED LIABILITY COMPANY FROM THE STATE OF LOUISIANA  
(R.S. 12:312 & 12:1351)**

Enclose \$125 (Corporation) filing fee  
\$150 (Limited Liability Company) filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Company Name

organized under the laws of the state/country of \_\_\_\_\_ is no longer transacting business in the State of Louisiana, effective \_\_\_\_\_  
Date  
surrenders its authority to transact business in the state of Louisiana; revokes the authority of its registered agent to accept service of process, and consents that service of process in any action or proceeding based on any cause of action arising out of or resulting from or connected with any business transacted by it in this State during the time the company was authorized to transact business in this State, be made on the company by service thereof on the Secretary of State, or on a person in his office designated to receive service of process; such service, if made on the Secretary of State.

**Service of Process address:** \_\_\_\_\_

\_\_\_\_\_  
Officer/Manager or Member

\_\_\_\_\_  
Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. A foreign corporation or limited liability company authorized to transact business in this state may withdraw from this state upon procuring from the Secretary of State a Certificate of Withdrawal.
2. In order to obtain a Certificate of Withdrawal, this application must be executed in duplicate by any officer for a corporation, or by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company. The application must be acknowledged by the signing party before a notary public. (If the withdrawal is for a corporation which is in the hands of a receiver or a trustee, this form shall be executed on behalf of the corporation by such receiver or trustee and acknowledged by him.)
3. A Certificate of Withdrawal shall be issued when all fees, charges, taxes, unemployment compensation, distributions and interest have been paid as required by law and evidenced by certificates of the Collector of Revenue and the Administrator of the Division of Employment Security of the Department of Labor. (The Secretary of State's Office requests these certificates from the above offices.)
4. Upon the issuance of a Certificate of Withdrawal, the authority of the company to transact business in Louisiana shall cease.





**Nancy Landry**  
**Secretary of State**



**STATEMENT OF CHANGE OF MEMBERS AND/OR MANAGERS OF A  
FOREIGN LIMITED LIABILITY COMPANY**

**Foreign Limited Liability Company**  
**Enclose \$25 filing fee**  
**Make remittance payable to Secretary of State**  
  
*Do Not Send Cash*

**Return to:** **Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**www.sos.la.gov**

**Limited Liability Company Name:** \_\_\_\_\_

**REMOVAL OF MEMBERS AND/OR MANAGERS**

Notice is hereby given that the above named limited liability company authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

**ADDITION OF MEMBERS AND/OR MANAGERS**

Notice is hereby given that the above named limited liability company has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing foreign limited liability company changes the managers and/or members.
2. The Statement of Change of Members and/or Managers must be signed by a manager or member authorized to sign on behalf of the company.



Nancy Landry  
Secretary of State



**STATEMENT OF CHANGE OF MEMBERS AND/OR MANAGERS OF A  
FOREIGN LIMITED LIABILITY COMPANY**

**Foreign Limited Liability Company**  
**Enclose \$25 filing fee**  
**Make remittance payable to Secretary of State**  
  
*Do Not Send Cash*

**Return to:** **Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**www.sos.la.gov**

**Limited Liability Company Name:** \_\_\_\_\_

**REMOVAL OF MEMBERS AND/OR MANAGERS**

Notice is hereby given that the above named limited liability company authorized the removal of the following: *Only the titles indicated will be removed.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

**ADDITION OF MEMBERS AND/OR MANAGERS**

Notice is hereby given that the above named limited liability company has authorized the addition of the following: *Only the titles indicated will be added.*

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
To be signed by a member or manager

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. This form is to be used when an existing foreign limited liability company changes the managers and/or members.
2. The Statement of Change of Members and/or Managers must be signed by a manager or member authorized to sign on behalf of the company.



Nancy Landry  
Secretary of State



**STATEMENT AND AFFIDAVIT OF REGISTRATION  
OF FOREIGN PARTNERSHIP**

(R.S. 9:3422)

**Foreign Partnership**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to: Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

CHECK ONE:      ( ) Original Filing      ( ) Amendment      ( ) Conversion

Current Name of Partnership: \_\_\_\_\_  
\_\_\_\_\_

Previous Name of Partnership: \_\_\_\_\_  
\_\_\_\_\_

Organized under the laws of: \_\_\_\_\_  
State, County, Territory, Province or Commonwealth

Municipal address of principal place of business outside Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Municipal address of principal place of business in Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Name and municipal address of agent for service of process who must reside in Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Names and municipal addresss of partners (at least one must be a general partner): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the partnership intend to own immovable property in Louisiana in the partnership name?      ( ) Yes      ( ) No

Are any of the partners to have limited liability recognized in Louisiana?      ( ) Yes      ( ) No

The Partnership's federal tax identification number: \_\_\_\_\_

Before me, undersigned Notary Public in and for \_\_\_\_\_ personally  
State Parish/County

came and appeared \_\_\_\_\_ who after being duly sworn, did depose and say  
that he is a general partner in the above named partnership, that the information stated herein is true and correct  
and that he has the authority to certify the information in this statement.

\_\_\_\_\_  
Signature of General Partner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

Pursuant to R.S. 9:3422 the articles of partnership/amendment shall not be filed with the registration statement.  
However, by registering the partnership, the partnership agrees to furnish a true copy of its articles of partnership  
to the secretary of state within 30 days of his written request.



## **INSTRUCTIONS**

1. In order to enjoy the rights, privileges and juridical status of a Louisiana partnership, and in order to own immovable property in this state or to have the limited liability of any partners of a limited partnership recognized, a foreign partnership must file a statement and affidavit of Registration with the secretary of state.
2. This form can also be used to amend a foreign partnership's filing in this state, if the information contained in an original filing changes or was inaccurate when made. Until an (amended) registration form is filed, changes and amendments are not effective as to third persons.
3. Please call the Internal Revenue Service at (901) 546-3920 for information on how to obtain a Partnership's Federal Tax Identification number.



Nancy Landry  
Secretary of State



**STATEMENT AND AFFIDAVIT OF REGISTRATION  
OF FOREIGN PARTNERSHIP**

(R.S. 9:3422)

**Foreign Partnership**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to: Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

CHECK ONE:            ☐ Original Filing            ☐ Amendment            ☐ Conversion

Current Name of Partnership: \_\_\_\_\_  
\_\_\_\_\_

Previous Name of Partnership: \_\_\_\_\_  
\_\_\_\_\_

Organized under the laws of: \_\_\_\_\_  
State, County, Territory, Province or Commonwealth

Municipal address of principal place of business outside Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Municipal address of principal place of business in Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Name and municipal address of agent for service of process who must reside in Louisiana: \_\_\_\_\_  
\_\_\_\_\_

Names and municipal addresss of partners (at least one must be a general partner): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the partnership intend to own immovable property in Louisiana in the partnership name?    ☐ Yes    ☐ No

Are any of the partners to have limited liability recognized in Louisiana?    ☐ Yes    ☐ No

The Partnership's federal tax identification number: \_\_\_\_\_

Before me, undersigned Notary Public in and for \_\_\_\_\_ personally  
State Parish/County

came and appeared \_\_\_\_\_ who after being duly sworn, did depose and say  
that he is a general partner in the above named partnership, that the information stated herein is true and correct  
and that he has the authority to certify the information in this statement.

\_\_\_\_\_  
Signature of General Partner

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

Pursuant to R.S. 9:3422 the articles of partnership/amendment shall not be filed with the registration statement.  
However, by registering the partnership, the partnership agrees to furnish a true copy of its articles of partnership  
to the secretary of state within 30 days of his written request.

## **INSTRUCTIONS**

1. In order to enjoy the rights, privileges and juridical status of a Louisiana partnership, and in order to own immovable property in this state or to have the limited liability of any partners of a limited partnership recognized, a foreign partnership must file a statement and affidavit of Registration with the secretary of state.
2. This form can also be used to amend a foreign partnership's filing in this state, if the information contained in an original filing changes or was inaccurate when made. Until an (amended) registration form is filed, changes and amendments are not effective as to third persons.
3. Please call the Internal Revenue Service at (901) 546-3920 for information on how to obtain a Partnership's Federal Tax Identification number.



**Nancy Landry**  
**Secretary of State**



## **TERMINATION OF REGISTRATION**

**(R.S. 9:3427)**

**Foreign Partnership**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to: Commercial Division**  
**P. O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State's Office is hereby notified that it is the intention of the following named Foreign Partnership to terminate its registration in the State of Louisiana.

Name of Foreign Partnership: \_\_\_\_\_

Organized under the laws of: \_\_\_\_\_  
State, Country, Territory, Province or Commonwealth

Municipal address of principal place of business outside Louisiana:

\_\_\_\_\_

Municipal address of principal place of business in Louisiana:

\_\_\_\_\_

The undersigned certifies that he/she is a partner of the above named partnership and that he/she has the authority to terminate said partnership registration.

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Date

## **INSTRUCTIONS**

1. A duly registered foreign partnership may terminate its registration by written notification to the secretary of state by a person who certifies that he is a partner of the partnership and has the authority to terminate the registration.





**Nancy Landry**  
**Secretary of State**



## **TERMINATION OF REGISTRATION**

**(R.S. 9:3427)**

**Foreign Partnership**  
**Enclose \$150 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to: Commercial Division**  
**P. O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State's Office is hereby notified that it is the intention of the following named Foreign Partnership to terminate its registration in the State of Louisiana.

Name of Foreign Partnership: \_\_\_\_\_

Organized under the laws of: \_\_\_\_\_  
State, Country, Territory, Province or Commonwealth

Municipal address of principal place of business outside Louisiana:

\_\_\_\_\_

Municipal address of principal place of business in Louisiana:

\_\_\_\_\_

The undersigned certifies that he/she is a partner of the above named partnership and that he/she has the authority to terminate said partnership registration.

\_\_\_\_\_  
Partner Date

## **INSTRUCTIONS**

1. A duly registered foreign partnership may terminate its registration by written notification to the secretary of state by a person who certifies that he is a partner of the partnership and has the authority to terminate the registration.



Nancy Landry  
Secretary of State



## APPLICATION OF A REGISTERED LIMITED LIABILITY PARTNERSHIP

(R.S. 9:3432)

Enclose \$125 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE: ☐ Original Filing ☐ Renewal ☐ Name Change

Current Partnership Name:

\_\_\_\_\_

(The name must include the words "registered limited liability partnership" or the abbreviation "L.L.P." as the last word or letters in its name.)

Previous Partnership Name:

\_\_\_\_\_

Is the partnership's agreement on file with the Secretary of State's Office? ☐ Yes  
☐ No

Street address of principal office in Louisiana:

\_\_\_\_\_

Number of partners: \_\_\_\_\_

Names and municipal addresses of partners (at least two):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The partnership engages in the business specified below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

## **INSTRUCTIONS**

1. The application must be executed by a majority in interest of the partners or by one or more partners authorized by a majority in interest of the partners.
2. Please submit two executed copies of the application.
3. A registration is effective for a term of one year from the date the application is filed with the secretary of state unless voluntarily withdrawn by filing a written withdrawal notice. A partnership may renew a registration by filing an application for renewal prior to the expiration of the term of registration.
4. If the application is properly completed and submitted with the correct filing fee, the secretary of state will file the application and send a letter acknowledging filing. If duplicate copies are submitted, the duplicate copy will be stamped "filed" and returned with the acknowledgement letter.



Nancy Landry  
Secretary of State



## APPLICATION OF A REGISTERED LIMITED LIABILITY PARTNERSHIP

(R.S. 9:3432)

Enclose \$125 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE: ☐ Original Filing ☐ Renewal ☐ Name Change

Current Partnership Name:

\_\_\_\_\_

(The name must include the words "registered limited liability partnership" or the abbreviation "L.L.P." as the last word or letters in its name.)

Previous Partnership Name:

\_\_\_\_\_

Is the partnership's agreement on file with the Secretary of State's Office? ☐ Yes  
☐ No

Street address of principal office in Louisiana:

\_\_\_\_\_

Number of partners: \_\_\_\_\_

Names and municipal addresses of partners (at least two):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The partnership engages in the business specified below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

## INSTRUCTIONS

1. The application must be executed by a majority in interest of the partners or by one or more partners authorized by a majority in interest of the partners.
2. Please submit two executed copies of the application.
3. A registration is effective for a term of one year from the date the application is filed with the secretary of state unless voluntarily withdrawn by filing a written withdrawal notice. A partnership may renew a registration by filing an application for renewal prior to the expiration of the term of registration.
4. If the application is properly completed and submitted with the correct filing fee, the secretary of state will file the application and send a letter acknowledging filing. If duplicate copies are submitted, the duplicate copy will be stamped "filed" and returned with the acknowledgement letter.





Nancy Landry  
Secretary of State



**APPLICATION TO REGISTER TRADE NAME  
TRADEMARK OR SERVICE MARK**  
(Pursuant to R.S. of 1950, Title 51, Chapter 1, Part VI as amended)

**Enclose \$75 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

Check One:    ☐ Trade Name    ☐ Trademark    ☐ Service Mark

Check One:    ☐ Original Filing    ☐ Renewal

1. Name of person(s), Corporation, Limited Liability Company or Partnership applying for registration:

\_\_\_\_\_

2. If applicant is a corporation, list state of incorporation: \_\_\_\_\_

3. Full street address and P.O. Box address, city, state, and zip of applicant:

\_\_\_\_\_

4. Name of trade name, trademark or service mark to be registered. If logo is included, please describe. If the LOGO of your trade name, trademark or service mark is part of your registration, attach two copies of design.

\_\_\_\_\_

\_\_\_\_\_

5. Type of business or list of goods or services to which the trade name, trademark or service mark is applied:

\_\_\_\_\_

6. Enter class(es) in which trademark or service mark is registered:

(Class list on reverse side. There is a \$75 registration fee for each class number registered.)

\_\_\_\_\_

7. Date trade name, trademark or service mark first used by applicant \_\_\_\_\_

Month, Day, Year

8. Date trade name, trademark or service mark first used in Louisiana \_\_\_\_\_

Month, Day, Year

I, the applicant, am the owner of the trade name, trademark or service mark sought to be registered and no other person, firm, association, union or corporation has the right to such use in such class, either in the identical form hereinabove described, or in any such resemblance thereto as may be calculated to deceive, and the facsimiles or counterparts herein filed are true and correct.

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

The below named person swears that he is the applicant, or an authorized representative of the applicant, named in the foregoing application, and that the facts alleged in said application are true.

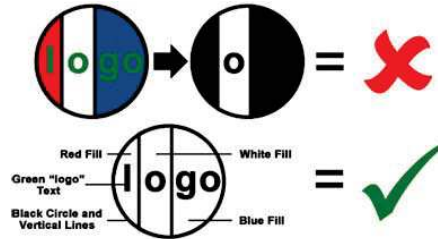
\_\_\_\_\_  
Notary Signature, Printed Name and Notary/Bar Roll Number

\_\_\_\_\_  
Applicant or Authorized Representative Signature and Title

## INSTRUCTIONS

1. Trade Name - a word or group of words, name, symbol, device or any combination thereof used by a person to identify his business, vocation or occupation and distinguish it from the business, vocation or occupation of others. Trademark - any word, name, symbol, device or any combination thereof adopted and used by a person to identify goods, made or sold, and to distinguish them from goods made or sold by others. Service Mark - a mark used in the sale or advertising of services to identify the services of one person and distinguish them from the services of others.
2. Fill in the full name of the individual(s), corporation, partnership or limited liability company who is the owner of the trade name, trademark or service mark being registered.
3. Give full municipal and mailing address of the person(s) listed in No. 2.
4. List the trade name, trademark or service mark exactly as you intend to use it in your business. If a logo is included, please describe.

NOTE: Our System stores logo registration documents in black-and-white only. Registrations submitted with full-color or grayscale logo graphics will be rejected. You must provide a black-and-white PDF of the logo with supporting text that sufficiently describes the unique elements of the logo.



5. Describe the type of business, such as "restaurant" or "retail grocery store" etc. If you are registering a trademark or service mark, list goods or services to which the name is applied, such as "cosmetics", "baker goods", "fishing equipment", etc.
6. No. 6 applies only to trademarks and service marks. Write the class number(s) under item 6. Check the list of classes set out below which describe the category of goods (trademarks only) or services (service marks only) being registered. If goods or services are registered in more than one class, you must pay a registration fee of \$75 for each class registered.
7. List the month, day and year when you first started using the trade name, trademark or service mark in business.
8. List the month, day and year when you first started using the trade name, trademark or service mark in Louisiana. The trade name, trademark or service mark must actually be in use on the date of this application. If you have not started actual use of the trade name, trademark or service mark, you can reserve the trade name, trademark or service mark for 120 days by sending a letter and \$25 fee to the Secretary of State asking that it be reserved.
9. The affidavit must be notarized. Show the name of the applicant, the name of the person authorized to make the application and his title. The application must be signed by the applicant or the designated authorized representative.

NOTE: The certificate of registration shall be issued if the Secretary of State finds that the trade name is distinguishable from or not the same as a trade name, limited liability company name, or corporate name already in use in this state, or that the trademark or service mark is distinguishable from or not the same as a trademark or service mark already in use in this state which is registered in the same class.

The said classes are as follows:

### **A. Goods (Trade Marks)**

- |                                      |   |
|--------------------------------------|---|
| 1. Chemicals                         | 16. Paper goods & printed matter                  |
| 2. Paints                            | 17. Rubber goods                                  |
| 3. Cosmetics & cleaning preparations | 18. Leather goods                                 |
| 4. Lubricants & fuels                | 19. Nonmetallic building materials                |
| 5. Pharmaceuticals                   | 20. Furniture & articles not otherwise classified |
| 6. Metal goods                       | 21. House wares & glass                           |
| 7. Machinery                         | 22. Cordage & fibers                              |
| 8. Hand tools                        | 23. Yarns & threads                               |
| 9. Electrical & scientific apparatus | 24. Fabrics                                       |
| 10. Medical apparatus                | 25. Clothing                                      |
| 11. Environmental control apparatus  | 26. Fancy goods                                   |
| 12. Vehicles                         | 27. Floor coverings                               |
| 13. Firearms                         | 28. Toys & sporting goods                         |
| 14. Jewelry                          | 29. Meats & processed foods                       |
| 15. Musical instruments              | 30. Staple foods                                  |

31. Natural agricultural products
32. Light beverages
33. Wines and spirits
34. Smokers' articles
35. Miscellaneous

### **B. Services (Service Marks)**

36. Insurance & financial
37. Construction & repair
38. Communication
39. Transportation & storage
40. Material treatment
41. Education & entertainment
42. Miscellaneous
43. Advertising and business



Nancy Landry  
Secretary of State



**APPLICATION TO REGISTER TRADE NAME  
TRADEMARK OR SERVICE MARK**  
(Pursuant to R.S. of 1950, Title 51, Chapter 1, Part VI as amended)

**Enclose \$75 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

Check One:    ☐ Trade Name    ☐ Trademark    ☐ Service Mark

Check One:    ☐ Original Filing    ☐ Renewal

1. Name of person(s), Corporation, Limited Liability Company or Partnership applying for registration:

\_\_\_\_\_

2. If applicant is a corporation, list state of incorporation: \_\_\_\_\_

3. Full street address and P.O. Box address, city, state, and zip of applicant:

\_\_\_\_\_

4. Name of trade name, trademark or service mark to be registered. If logo is included, please describe. If the LOGO of your trade name, trademark or service mark is part of your registration, attach two copies of design.

\_\_\_\_\_

\_\_\_\_\_

5. Type of business or list of goods or services to which the trade name, trademark or service mark is applied:

\_\_\_\_\_

6. Enter class(es) in which trademark or service mark is registered:

(Class list on reverse side. There is a \$75 registration fee for each class number registered.)

\_\_\_\_\_

7. Date trade name, trademark or service mark first used by applicant \_\_\_\_\_

Month, Day, Year

8. Date trade name, trademark or service mark first used in Louisiana \_\_\_\_\_

Month, Day, Year

I, the applicant, am the owner of the trade name, trademark or service mark sought to be registered and no other person, firm, association, union or corporation has the right to such use in such class, either in the identical form hereinabove described, or in any such resemblance thereto as may be calculated to deceive, and the facsimiles or counterparts herein filed are true and correct.

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

The below named person swears that he is the applicant, or an authorized representative of the applicant, named in the foregoing application, and that the facts alleged in said application are true.

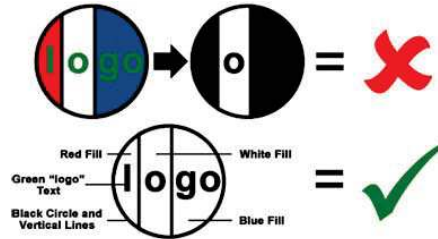
\_\_\_\_\_  
Notary Signature, Printed Name and Notary/Bar Roll Number

\_\_\_\_\_  
Applicant or Authorized Representative Signature and Title

## INSTRUCTIONS

1. Trade Name - a word or group of words, name, symbol, device or any combination thereof used by a person to identify his business, vocation or occupation and distinguish it from the business, vocation or occupation of others. Trademark - any word, name, symbol, device or any combination thereof adopted and used by a person to identify goods, made or sold, and to distinguish them from goods made or sold by others. Service Mark - a mark used in the sale or advertising of services to identify the services of one person and distinguish them from the services of others.
2. Fill in the full name of the individual(s), corporation, partnership or limited liability company who is the owner of the trade name, trademark or service mark being registered.
3. Give full municipal and mailing address of the person(s) listed in No. 2.
4. List the trade name, trademark or service mark exactly as you intend to use it in your business. If a logo is included, please describe.

NOTE: Our System stores logo registration documents in black-and-white only. Registrations submitted with full-color or grayscale logo graphics will be rejected. You must provide a black-and-white PDF of the logo with supporting text that sufficiently describes the unique elements of the logo.



5. Describe the type of business, such as "restaurant" or "retail grocery store" etc. If you are registering a trademark or service mark, list goods or services to which the name is applied, such as "cosmetics", "baker goods", "fishing equipment", etc.
6. No. 6 applies only to trademarks and service marks. Write the class number(s) under item 6. Check the list of classes set out below which describe the category of goods (trademarks only) or services (service marks only) being registered. If goods or services are registered in more than one class, you must pay a registration fee of \$75 for each class registered.
7. List the month, day and year when you first started using the trade name, trademark or service mark in business.
8. List the month, day and year when you first started using the trade name, trademark or service mark in Louisiana. The trade name, trademark or service mark must actually be in use on the date of this application. If you have not started actual use of the trade name, trademark or service mark, you can reserve the trade name, trademark or service mark for 120 days by sending a letter and \$25 fee to the Secretary of State asking that it be reserved.
9. The affidavit must be notarized. Show the name of the applicant, the name of the person authorized to make the application and his title. The application must be signed by the applicant or the designated authorized representative.

NOTE: The certificate of registration shall be issued if the Secretary of State finds that the trade name is distinguishable from or not the same as a trade name, limited liability company name, or corporate name already in use in this state, or that the trademark or service mark is distinguishable from or not the same as a trademark or service mark already in use in this state which is registered in the same class.

The said classes are as follows:

### **A. Goods (Trade Marks)**

1. Chemicals
2. Paints
3. Cosmetics & cleaning preparations
4. Lubricants & fuels
5. Pharmaceuticals
6. Metal goods
7. Machinery
8. Hand tools
9. Electrical & scientific apparatus
10. Medical apparatus
11. Environmental control apparatus
12. Vehicles
13. Firearms
14. Jewelry
15. Musical instruments

16. Paper goods & printed matter
17. Rubber goods
18. Leather goods
19. Nonmetallic building materials
20. Furniture & articles not otherwise classified
21. House wares & glass
22. Cordage & fibers
23. Yarns & threads
24. Fabrics
25. Clothing
26. Fancy goods
27. Floor coverings
28. Toys & sporting goods
29. Meats & processed foods
30. Staple foods

31. Natural agricultural products
32. Light beverages
33. Wines and spirits
34. Smokers' articles
35. Miscellaneous

### **B. Services (Service Marks)**

36. Insurance & financial
37. Construction & repair
38. Communication
39. Transportation & storage
40. Material treatment
41. Education & entertainment
42. Miscellaneous
43. Advertising and business



Nancy Landry  
Secretary of State



APPLICATION FOR RESERVATION OF TRADE NAME  
TRADEMARK OR SERVICE MARK  
(R.S. 51:213)

Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

The Secretary of State, State of Louisiana is requested to reserve the following for use as a:  
(check the appropriate box) (\$25 fee for each class)

- ( ) Trade Name  
( ) Trademark (class no(s). \_\_\_\_\_)  
( ) Service Mark (class no(s). \_\_\_\_\_)

Name: \_\_\_\_\_

Said trade name or mark is requested to be reserved on behalf of

\_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Area code/phone number

Submitted by:

\_\_\_\_\_  
Date

If the requested trade name or mark is not available for use, please return the filing fee to the above.



## INSTRUCTIONS

1. Trade names, trademarks and service marks can be reserved for 120 days by filing an Application for Reservation of Trade Name, Trademark or Service Mark and the requisite filing fee of \$25 with the secretary of state.
2. The availability of a trade name can be preliminarily checked by calling the Secretary of State's Office; however, telephone trade name searches are preliminary checks only and should not be relied upon.
3. A trade name, trademark or service mark cannot deceptively or falsely suggest that the organization so denoted is of a charitable or nonprofit nature when the organization is in fact of a profit making nature.
4. Filing an Application for Name Reservation does not formally adopt the Trade Name, Trademark or Service Mark.

### A. Goods

1. Chemicals
2. Paints
3. Cosmetics & cleaning preparations
4. Lubricants & fuels
5. Pharmaceuticals
6. Metal goods
7. Machinery
8. Hand tools
9. Electrical & scientific apparatus
10. Medical apparatus
11. Environmental control apparatus
12. Vehicles
13. Firearms
14. Jewelry
15. Musical instruments
16. Paper goods & printed matter
17. Rubber goods
18. Leather goods
19. Non-metallic building materials
20. Furniture & articles not otherwise classified
21. Housewares & glass
22. Cordage & fibers
23. Yarns & threads

24. Fabrics
25. Clothing
26. Fancy goods
27. Floor coverings
28. Toys & sporting goods
29. Meats & processed foods
30. Staple foods
31. Natural agricultural products
32. Light beverages
33. Wines & spirits
34. Smokers' articles
35. Miscellaneous

### B. Services

36. Insurance & financial
37. Construction & repair
38. Communication
39. Transportation & storage
40. Material treatment
41. Education & entertainment
42. Miscellaneous
43. Advertising & business



Nancy Landry  
Secretary of State



APPLICATION FOR RESERVATION OF TRADE NAME  
TRADEMARK OR SERVICE MARK  
(R.S. 51:213)

Enclose \$25 filing fee  
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Return to: Commercial Division  
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Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

The Secretary of State, State of Louisiana is requested to reserve the following for use as a:  
(check the appropriate box) (\$25 fee for each class)

- ( ) Trade Name
- ( ) Trademark (class no(s). \_\_\_\_\_)
- ( ) Service Mark (class no(s). \_\_\_\_\_)

Name: \_\_\_\_\_

Said trade name or mark is requested to be reserved on behalf of

\_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Area code/phone number

Submitted by:

\_\_\_\_\_  
Date

If the requested trade name or mark is not available for use, please return the filing fee to the above.

## INSTRUCTIONS

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27. Floor coverings
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30. Staple foods
31. Natural agricultural products
32. Light beverages
33. Wines & spirits
34. Smokers' articles
35. Miscellaneous

### B. Services

36. Insurance & financial
37. Construction & repair
38. Communication
39. Transportation & storage
40. Material treatment
41. Education & entertainment
42. Miscellaneous
43. Advertising & business



**Nancy Landry**  
**Secretary of State**



**ASSIGNMENT OF TRADE NAME, TRADEMARK  
OR SERVICE MARK**  
(R.S. 51:217)

**Enclose \$75 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to:** **Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

1. Name of registrant/assignor: \_\_\_\_\_

Address: \_\_\_\_\_

2. Check applicable box(es) of name or mark being assigned:

☐ Trade Name

☐ Trademark

☐ Service Mark

3. Class Number(s): \_\_\_\_\_

4. Name and/or description of name or mark:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date of Registration with the secretary of state: \_\_\_\_\_

6. Name of assignee, and state of incorporation if assignee is a corporation:

\_\_\_\_\_

Address: \_\_\_\_\_

Assignor also transfers to Assignee that part of the good will of Assignor's business which is connected with the use of or symbolized by the Trade name, Trademark or Service Mark.

\_\_\_\_\_  
Assignor and Title

\_\_\_\_\_  
Date

## **Instructions**

1. The current registrant of a tradename, trademark or service mark can assign same by completing and signing this form.
2. Upon filing of an assignment, the secretary of state shall issue to the Assignee a new certificate of registration for the remainder of the term of the registration or of the last renewal thereof.
3. If registration of a mark is in more than one class, a filing fee of \$75 for each class is required.





**Nancy Landry**  
**Secretary of State**



**ASSIGNMENT OF TRADE NAME, TRADEMARK  
OR SERVICE MARK**  
(R.S. 51:217)

**Enclose \$75 filing fee**  
**Make remittance payable to**  
**Secretary of State**  
***Do Not Send Cash***

**Return to:** **Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**(225) 925-4704**  
**[www.sos.la.gov](http://www.sos.la.gov)**

1. Name of registrant/assignor: \_\_\_\_\_

Address: \_\_\_\_\_

2. Check applicable box(es) of name or mark being assigned:

☐ Trade Name

☐ Trademark

☐ Service Mark

3. Class Number(s): \_\_\_\_\_

4. Name and/or description of name or mark:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date of Registration with the secretary of state: \_\_\_\_\_

6. Name of assignee, and state of incorporation if assignee is a corporation:

\_\_\_\_\_

Address: \_\_\_\_\_

Assignor also transfers to Assignee that part of the good will of Assignor's business which is connected with the use of or symbolized by the Trade name, Trademark or Service Mark.

\_\_\_\_\_  
Assignor and Title

\_\_\_\_\_  
Date

## **Instructions**

1. The current registrant of a tradename, trademark or service mark can assign same by completing and signing this form.
2. Upon filing of an assignment, the secretary of state shall issue to the Assignee a new certificate of registration for the remainder of the term of the registration or of the last renewal thereof.
3. If registration of a mark is in more than one class, a filing fee of \$75 for each class is required.



Nancy Landry  
Secretary of State



**COLLECTION AGENCY/DEBT COLLECTOR REGISTRATION FORM**

(Pursuant to R.S. 9:3534.1 B)

Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

( ) Original Filing

( ) Amendment

( ) Name Change

The full legal name of the collection agency or debt collector is

---

Previous name of the collection agency or debt collector is

---

Jurisdiction of organization if collector is a company

---

Address where legal process may be served

---

Name of employer if collector is an individual

---

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. File this form along with the \$25 filing fee with the Secretary of State's Office.
2. You will receive a copy marked "Received and Filed" by the secretary of state.



Nancy Landry  
Secretary of State



**COLLECTION AGENCY/DEBT COLLECTOR REGISTRATION FORM**

(Pursuant to R.S. 9:3534.1 B)

Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

( ) Original Filing

( ) Amendment

( ) Name Change

The full legal name of the collection agency or debt collector is

---

Previous name of the collection agency or debt collector is

---

Jurisdiction of organization if collector is a company

---

Address where legal process may be served

---

Name of employer if collector is an individual

---

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. File this form along with the \$25 filing fee with the Secretary of State's Office.
2. You will receive a copy marked "Received and Filed" by the secretary of state.



Nancy Landry  
Secretary of State



## APPLICATION FOR A STATE CABLE & VIDEO FRANCHISE

(La. R.S. 45:1361)

Enclose \$60 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE: ( ) Original Filing ( ) Renewal ( ) Amendment

\_\_\_\_\_  
Company/Applicant Name

organized under the laws of the state of \_\_\_\_\_, county/parish of \_\_\_\_\_

hereby agrees to maintain insurance in an amount not less than \$1 million either through a policy of public liability insurance or through self-insurance. The applicant agrees to comply with all applicable federal and state laws and regulations.

Street address of principal place of business: \_\_\_\_\_

Names of the principal executive officers: \_\_\_\_\_

List of municipalities and/or parishes to be served:

(An addendum may be attached for additional municipalities/parishes.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
To be signed by an officer or general partner

\_\_\_\_\_  
Title and Date

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that  
he/she executed it as his/her free act and deed.

\_\_\_\_\_  
Notary Signature





Nancy Landry  
Secretary of State



## APPLICATION FOR A STATE CABLE & VIDEO FRANCHISE

(La. R.S. 45:1361)

Enclose \$60 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)

CHECK ONE: ( ) Original Filing ( ) Renewal ( ) Amendment

\_\_\_\_\_  
Company/Applicant Name

organized under the laws of the state of \_\_\_\_\_, county/parish of \_\_\_\_\_  
hereby agrees to maintain insurance in an amount not less than \$1 million either through a policy of public liability insurance or through self-insurance. The applicant agrees to comply with all applicable federal and state laws and regulations.

Street address of principal place of business: \_\_\_\_\_  
\_\_\_\_\_

Names of the principal executive officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of municipalities and/or parishes to be served:  
(An addendum may be attached for additional municipalities/parishes.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
To be signed by an officer or general partner

\_\_\_\_\_  
Title and Date

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that  
he/she executed it as his/her free act and deed.

\_\_\_\_\_  
Notary Signature



Nancy Landry  
Secretary of State



# HOME SERVICE CONTRACT PROVIDER APPLICATION

**R.S. 51:3143**

Enclose filing fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

( ) Initial Registration

( ) Renewal Registration

( ) Amended Registration

## HOME SERVICE CONTRACT PROVIDER'S INFORMATION:

Applicant Name: \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

Address: \_\_\_\_\_  
*Principal Office in state of organization  
(Include City, State and Zip Code)*

Mailing Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_  
*(Include Area Code) (Include Area Code)*

## CONTACT PERSON'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_  
*(Include Area Code) (Include Area Code)*

## REGISTERED AGENT'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10 percent or more of the business, as required by R.S. 51:3143B. Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

5. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

6. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

7. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

1. The initial registration form must be completely filled out and submitted to the Secretary of State's Office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement), a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000 and the filing fee of \$600.
2. The provider must be registered with the Louisiana Secretary of State's Office and must be in good standing.
3. The registration is effective for two years. The renewal application must be submitted to the Secretary of State's Office, along with a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000, 90 days prior to the expiration of the registration. The renewal registration fee is \$250.
4. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State's Office within 60 days of the effective date of the change. If the amendment is not due to any changes to the organizational documents, a statement to the fact can be submitted. There is no fee to amend the registration.





Nancy Landry  
Secretary of State



# HOME SERVICE CONTRACT PROVIDER APPLICATION

**R.S. 51:3143**

Enclose filing fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

( ) Initial Registration

( ) Renewal Registration

( ) Amended Registration

## HOME SERVICE CONTRACT PROVIDER'S INFORMATION:

Applicant Name: \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

Address: \_\_\_\_\_  
*Principal Office in state of organization  
(Include City, State and Zip Code)*

Mailing Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_  
*(Include Area Code) (Include Area Code)*

## CONTACT PERSON'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_  
*(Include Area Code) (Include Area Code)*

## REGISTERED AGENT'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10 percent or more of the business, as required by R.S. 51:3143B. Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

5. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

6. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

7. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Include City, State and Zip Code)

Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

1. The initial registration form must be completely filled out and submitted to the Secretary of State's Office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement), a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000 and the filing fee of \$600.
2. The provider must be registered with the Louisiana Secretary of State's Office and must be in good standing.
3. The registration is effective for two years. The renewal application must be submitted to the Secretary of State's Office, along with a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000, 90 days prior to the expiration of the registration. The renewal registration fee is \$250.
4. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State's Office within 60 days of the effective date of the change. If the amendment is not due to any changes to the organizational documents, a statement to the fact can be submitted. There is no fee to amend the registration.



**Nancy Landry**  
**Secretary of State**



**MOTOR VEHICLE SERVICE CONTRACT PROVIDER APPLICATION**

**R.S. 51:3163**

Enclose Filing Fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone: (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

☐ Initial Registration

☐ Renewal Registration

☐ Amended Registration

**MOTOR VEHICLE SERVICE CONTRACT PROVIDER'S INFORMATION:**

Applicant Name: \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

Address: \_\_\_\_\_  
*Principal Office in state of organization  
(Include City, State and Zip Code)*

Mailing Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

**CONTACT PERSON'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

**REGISTERED AGENT'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10% or more of the business, as required by R.S. 51:3163(B). Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number



## **INSTRUCTIONS**

1. The initial registration form must be completely filled out and submitted to the Secretary of State's office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement), a reimbursement insurance policy issued by a company licensed to do business in Louisiana, and the filing fee of \$600.
2. The provider must be registered with the Louisiana Secretary of State's office and must be in good standing.
3. The registration is effective for two years. The renewal application must be submitted to the Secretary of State's office, along with the reimbursement insurance policy, ninety days prior to the expiration of the registration. The renewal registration fee is \$250.
4. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State's office within 60 days of the effective date of the change. If the amendment is not due to any changes to the organizational documents, a statement to the fact can be submitted. There is no fee to amend the registration.



**Nancy Landry**  
**Secretary of State**



**MOTOR VEHICLE SERVICE CONTRACT PROVIDER APPLICATION**

**R.S. 51:3163**

Enclose Filing Fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to:      Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone: (225) 925-4704  
Web Site: [www.sos.la.gov](http://www.sos.la.gov)

STATE OF \_\_\_\_\_

( ) Initial Registration

PARISH/COUNTY OF \_\_\_\_\_

( ) Renewal Registration

( ) Amended Registration

**MOTOR VEHICLE SERVICE CONTRACT PROVIDER'S INFORMATION:**

Applicant Name: \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

Address: \_\_\_\_\_  
*Principal Office in state of organization  
(Include City, State and Zip Code)*

Mailing Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

**CONTACT PERSON'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

**REGISTERED AGENT'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10% or more of the business, as required by R.S. 51:3163(B). Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

## INSTRUCTIONS

1. The initial registration form must be completely filled out and submitted to the Secretary of State's office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement), a reimbursement insurance policy issued by a company licensed to do business in Louisiana, and the filing fee of \$600.
2. The provider must be registered with the Louisiana Secretary of State's office and must be in good standing.
3. The registration is effective for two years. The renewal application must be submitted to the Secretary of State's office, along with the reimbursement insurance policy, ninety days prior to the expiration of the registration. The renewal registration fee is \$250.
4. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State's office within 60 days of the effective date of the change. If the amendment is not due to any changes to the organizational documents, a statement to the fact can be submitted. There is no fee to amend the registration.



Nancy Landry  
Secretary of State



**STRUCTURED SETTLEMENT PURCHASE COMPANY REGISTRATION**

**R.S. 9:2713.2**

Enclose Filing Fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
Phone: [www.sos.la.gov](http://www.sos.la.gov)  
Website: [www.geauxbiz.com](http://www.geauxbiz.com)

STATE OF \_\_\_\_\_

( ) Initial Registration

PARISH/COUNTY OF \_\_\_\_\_

( ) Renewal Registration

( ) Amended Registration

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Applicant Previous Name (in case of name change)*

located at \_\_\_\_\_

*Domicile Address of Applicant  
(Include City, State and Zip Code)*

has secured a surety bond, has been issued a letter of credit, or has posted a cash bond in the amount of fifty thousand dollars, relative to its business as a structured settlement purchase company in this state. The surety bond, letter of credit, or cash bond is intended to protect payees who do business with a structured settlement purchase company. The applicant will comply with all of the provisions of the Louisiana Structured Settlement Protection Act when acting as a structured settlement purchase company and filing structured settlement transfer proceedings in this state.

If the applicant is an entity, please provide the name and address of the contact person for the entity below:

\_\_\_\_\_  
*Contact Person's Name and Address (Include City, State, and Zip Code)*

\_\_\_\_\_  
*Signature of Applicant  
(authorized representative if applicant is a company)*

\_\_\_\_\_  
*Title  
(Authorized Representative for Company)*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his  
free act and deed.

\_\_\_\_\_  
*Notary Signature, Printed Name, and Notary/Bar Roll Number*



## **INSTRUCTIONS**

1. The initial registration form must be completed and submitted to the Secretary of State's office along with a surety bond, letter of credit, or cash bond (effective for the life of the registration) in the amount of \$50,000 and the filing fee of \$600.
2. The full name and physical (street) address of the applicant must be provided. A post office address only is not sufficient.
3. If the applicant is an entity, a contact person's name and address must be provided.
4. The registration form must be signed by the applicant and notarized. If the applicant is an entity, the registration form must be signed by an authorized representative of the entity.
5. The registration is renewable annually. The renewal application must be submitted to the Secretary of State's office, along with a surety bond, letter of credit, or cash bond (effective for the life of the registration) in the amount of \$50,000 prior to the expiration of the registration. The renewal registration fee is \$250.



Nancy Landry  
Secretary of State



**STRUCTURED SETTLEMENT PURCHASE COMPANY REGISTRATION**

**R.S. 9:2713.2**

Enclose Filing Fee  
\$600 Initial Registration  
\$250 Renewal Registration  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
Phone: [www.sos.la.gov](http://www.sos.la.gov)  
Website: [www.geauxbiz.com](http://www.geauxbiz.com)

STATE OF \_\_\_\_\_

( ) Initial Registration

PARISH/COUNTY OF \_\_\_\_\_

( ) Renewal Registration

( ) Amended Registration

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Applicant Previous Name (in case of name change)*

located at \_\_\_\_\_

*Domicile Address of Applicant  
(Include City, State and Zip Code)*

has secured a surety bond, has been issued a letter of credit, or has posted a cash bond in the amount of fifty thousand dollars, relative to its business as a structured settlement purchase company in this state. The surety bond, letter of credit, or cash bond is intended to protect payees who do business with a structured settlement purchase company. The applicant will comply with all of the provisions of the Louisiana Structured Settlement Protection Act when acting as a structured settlement purchase company and filing structured settlement transfer proceedings in this state.

If the applicant is an entity, please provide the name and address of the contact person for the entity below:

\_\_\_\_\_  
*Contact Person's Name and Address (Include City, State, and Zip Code)*

\_\_\_\_\_  
*Signature of Applicant  
(authorized representative if applicant is a company)*

\_\_\_\_\_  
*Title  
(Authorized Representative for Company)*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his  
free act and deed.

\_\_\_\_\_  
*Notary Signature, Printed Name, and Notary/Bar Roll Number*

## **INSTRUCTIONS**

1. The initial registration form must be completed and submitted to the Secretary of State's office along with a surety bond, letter of credit, or cash bond (effective for the life of the registration) in the amount of \$50,000 and the filing fee of \$600.
2. The full name and physical (street) address of the applicant must be provided. A post office address only is not sufficient.
3. If the applicant is an entity, a contact person's name and address must be provided.
4. The registration form must be signed by the applicant and notarized. If the applicant is an entity, the registration form must be signed by an authorized representative of the entity.
5. The registration is renewable annually. The renewal application must be submitted to the Secretary of State's office, along with a surety bond, letter of credit, or cash bond (effective for the life of the registration) in the amount of \$50,000 prior to the expiration of the registration. The renewal registration fee is \$250.



Nancy Landry  
Secretary of State



**MANAGED SERVICE/MANAGED SECURITY SERVICE PROVIDERS**

**R.S. 51:2113**

☐ **Managed Service Provider**

☐ **Managed Security Service Provider**

**Return to:**

**Commercial Division**

**P.O. Box 94125**

**Baton Rouge, LA 70804-9125**

**Phone: (225) 925-4704**

**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

STATE OF \_\_\_\_\_

☐ **Initial Registration**

PARISH/COUNTY OF \_\_\_\_\_

☐ **Renewal Registration**

☐ **Amended Registration**

**MANAGED SERVICE/MANAGED SECURITY PROVIDER'S INFORMATION:**

**Applicant Name:** \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

**Address:** \_\_\_\_\_  
*Principal Office in state of organization  
(Include City, State and Zip Code)*

**Mailing Address:** \_\_\_\_\_  
*(Include City, State and Zip Code)*

**Phone Number:** ( ) \_\_\_\_\_ **Alternate Phone Number:** ( ) \_\_\_\_\_

**CONTACT PERSON'S INFORMATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*(Include City, State and Zip Code)*

**Phone Number:** ( ) \_\_\_\_\_ **Alternate Phone Number:** ( ) \_\_\_\_\_

**REGISTERED AGENT'S INFORMATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10% or more of the business, as required by R.S. 51:2113(B). Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number



## INSTRUCTIONS

1. “Managed Service Provider” means an individual, partnership, corporation, incorporated or unincorporated association, joint stock company, reciprocal, syndicated, or any similar entity or combination of entities that manages a public body’s information technology infrastructure or end-user systems. The term shall not include any entity providing communications services subject to regulation or oversight by the Louisiana Public Service Commission or the Federal Communications Commission.  
  
“Managed Security Service Provider” means an individual, partnership, corporation, incorporated or unincorporated association, joint stock company, reciprocal, syndicated, or any similar entity or combination of entities that provides a managed security service for a public body.
2. The initial registration form must be completely filled out and submitted to the Secretary of State’s office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement).
3. The provider must be registered with the Louisiana Secretary of State’s office and must be in good standing.
4. The registration is effective for two years. The renewal application must be submitted to the Secretary of State’s office at least ninety days prior to the expiration of the registration.
5. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State’s office within 60 days of the effective date of the change.



Nancy Landry  
Secretary of State



**MANAGED SERVICE/MANAGED SECURITY SERVICE PROVIDERS**

**R.S. 51:2113**

- ☐ **Managed Service Provider**
- ☐ **Managed Security Service Provider**

Return to: **Commercial Division**  
**P.O. Box 94125**  
**Baton Rouge, LA 70804-9125**  
**Phone: (225) 925-4704**  
**Web Site: [www.sos.la.gov](http://www.sos.la.gov)**

STATE OF \_\_\_\_\_

☐ **Initial Registration**

PARISH/COUNTY OF \_\_\_\_\_

☐ **Renewal Registration**

☐ **Amended Registration**

**MANAGED SERVICE/MANAGED SECURITY PROVIDER'S INFORMATION:**

Applicant Name: \_\_\_\_\_  
*As registered with Louisiana Secretary of State*

Address: \_\_\_\_\_  
*Principal Office in state of organization*  
*(Include City, State and Zip Code)*

Mailing Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Phone Number: ( ) \_\_\_\_\_ Alternate Phone Number: ( ) \_\_\_\_\_

**CONTACT PERSON'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

Phone Number: ( ) \_\_\_\_\_ Alternate Phone Number: ( ) \_\_\_\_\_

**REGISTERED AGENT'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Include City, State and Zip Code)*

## OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10% or more of the business, as required by R.S. 51:2113(B). Provide an addendum if additional space is needed.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Include City, State and Zip Code)  
Position: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, personally appeared \_\_\_\_\_,  
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

### **AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature, Printed Name, and Notary/Bar Roll Number

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