

Instructions: Statement of Change Changing Information Other Than Principal Office Address or Registered Agent Information

Use these instructions when completing a Statement of Change Changing Information Other Than Principal Office Address or Registered Agent Information pursuant to [§7-90-305.5](#) and, if applicable, [§7-90-604](#) or [§7-90-804](#) of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when submitting the document for filing. Information included in the document must be typewritten or machine printed and must be in English. Mistakes may have legal consequences: review the information provided carefully. The Colorado Secretary of State's Office cannot provide legal advice. Questions should be addressed to your legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Do not include personal identifying information, such as a social security number. All information entered in the form/cover sheet or included in an attachment will be made a matter of public record and immediately accessible on the Secretary of State's website. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our website, www.sos.state.co.us.

Instructions

ID Number: The ID Number is the 11 digit number assigned to the record by the Business Division of the Colorado Secretary of State's Office. This ID number is specific to the Business Division of the Colorado Secretary of State's Office. It is not a state or federal tax number. To locate the ID number, visit our website at www.sos.state.co.us. Click on "Business Center" and then on "Search Business Database" and search for the entity. The ID number is listed on the record's Summary page. This ID number must be indicated on all documents related to an existing record in the records of the Colorado Secretary of State.

Entity Name: State the name of the entity exactly as shown in the records of the Business Division of the Colorado Secretary of State's Office.

True Name: The true name may be the same name as the entity name. If the true name is different from the entity name, provide the true name. The true name, with respect to a foreign entity, is the name as used in the entity's jurisdiction of formation. The true name, with respect to a partnership, is the name under which it most commonly transacts business or conducts activities in Colorado. You may leave this field blank if it does not apply.

Document Number: State the 11 digit number of the document that is being changed. This document number is specific to the Business Division of the Colorado Secretary of State's Office. It is not a state or federal tax number. The document number is listed on the record's "History and Documents" page on the website. A record may be reviewed by visiting the website at www.sos.state.co.us, and clicking on "Business Center" then, "Search Business Database".

Change of Entity Name of Record: If a limited liability partnership's, Article 61 limited liability limited partnership's or foreign entity's name has changed, provide the new name. This form/cover sheet cannot be used to change the entity name for other forms of entity.

Change of True Name of Record: If the true name of a limited liability partnership, Article 61 limited liability limited partnership, general partnership or foreign entity has changed, provide the new true name. This form/cover sheet cannot be used to change the true name for other forms of entity.

Change of Jurisdiction of Formation of Record: If the jurisdiction of formation of a foreign entity has changed, provide the new jurisdiction of formation. This form/cover sheet cannot be used to change the jurisdiction of a domestic (Colorado) entity.

Change of Entity Form of Record: If the form of entity of a foreign entity has changed, provide the new form of entity. This form/cover sheet cannot be used to change the form of entity of a domestic (Colorado) entity.

Other Changes: If other information is being changed, mark the first box and include an attachment stating the information to be changed and each such change; or, if information is being added or deleted, mark the second box and include an attachment stating each addition or deletion.

Withdrawal of Statement of Registration of True Name: If the registration of the true name of a foreign entity is being withdrawn, mark the box.

Delayed Effective Date (optional): *Leave this field blank if you want the document to take effect immediately.* The effective date of this document may be delayed up to 90 days after filing with the Business Division of the Colorado Secretary of State's Office. If you do not want the document to become effective immediately, enter the date and, if appropriate, time that you want the document to become effective. If only a date is entered into the box, then the document will become effective at 11:59 p.m. on that date. Mountain Time controls the filing date and time. For legal authority, refer to [§ 2-4-109](#) and [§ 7-90-304](#), C.R.S.

Notice: This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

Individual Causing Delivery: Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes. Provide the last name, first name and address of at least one individual causing the document to be delivered for filing. A middle name or initial and a suffix are optional. The mailing address, including the city, state and ZIP/postal code, must be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John

123 N. Main St., Apt 101
Denver, Colorado 80122

Additional Individuals Causing Delivery: If only one individual is causing this document to be filed, "No" is the correct option. Click the "Yes" button to include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. A middle name or initial and a suffix are optional. Also provide the mailing address, including the city, state and ZIP/postal code. Any address outside of the United States must include the country and, if applicable, the province.

Disclaimer: These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's attorney.