

Instructions: Statement of Correction Correcting Information Other Than Principal Office Address or Registered Agent Information

Use these instructions when completing a Statement of Correction Correcting Information Other Than Principal Office Address or Registered Agent Information pursuant to [§7-90-305](#) 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

Document Number: State the 11 digit number of the document that is being corrected. 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".

ID Number: The ID Number is the number 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.

Complete the following sections as applicable. Leave sections blank that do not apply.

Intention for Corrections: Mark the applicable box depending on whether the corrections made in this statement of correction are intended to update the entity's current information or are for historical purposes only, and not to update the current information.

Correction of Entity Name of Record: If the entity's name is being corrected, provide the correct name.

Correction of True Name of Record: If the entity's true name is being corrected, provide the correct true name.

Correction of Entity Form of Record: If the entity's form is being corrected, provide the correct form of entity.

Correction of Jurisdiction of Formation of Record: If the jurisdiction of formation is being corrected, provide the correct jurisdiction of formation.

Correction of Delayed Effective Date of Record: If the delayed effective date is being corrected, indicate the correct delayed effective date. This only applies to documents that have not become effective

Correction of Period of Duration of Record: Mark the box if the duration of the entity is being corrected to be perpetual. If the duration is being corrected to be less than perpetual, state the expiration date.

Other Changes: If other information is being corrected, mark the box and include an attachment stating which information is being corrected and the correct information.

Correction Regarding Unauthorized Filed Document: If a document was filed that should not have been filed, mark the box. This applies to documents that have already become effective.

Other Records: If any correction made in this statement of correction affects another record or records on file with the secretary of state, mark the box and include an attachment stating the entity name, true name, trade name, or trademark and the ID number of each such record.

Entity's Status: If any correction in this statement of correction affects the status of the entity identified at the beginning of this form/cover sheet, mark the box.

Revocation of Document Filed With Delayed Effective Date: If this statement of correction is being filed to revoke a document that has already been delivered for filing, but which states a delayed effective date that has not yet passed, mark the box.

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.