

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.). Provide only information required or permitted to be included in the document by Colorado law. The form must be completed on a computer or typewriter. Handwritten forms will not be accepted. The completed form must be in English and must state the name(s) and address(es) of at least one individual causing the document to be delivered for filing.

The required form/cover sheet must be used when filing the document. For legal authority, refer to § 7-90-301 and § 7-90-302, C.R.S. You may include additional information in an attachment to the form/cover sheet. Any attachment becomes part of the document. If there is a conflict between information in the attachment and the form/cover sheet, the information in the form/cover sheet controls. Information provided in a case-sensitive format will be retrieved and displayed in the same format. Visit our Web site at www.sos.state.co.us and click “Businesses, trademarks, trade names” for a copy of a document after filing, Certificates of Good Standing, other electronic services, and other information. For answers to general filing questions consult the *Frequently Asked Questions (FAQs)*, also on our Web site.

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

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.

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. Or, if the document was delivered to the Secretary of State's Office in error, 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.