

**Changing the corporation's registered office or registered agent**

**PREVIEW**

1. A corporation may change its registered office and/or agent by filing a statement to that effect.
2. Forms for the change are available from the Secretary of State. The statement is only sufficient to change the registered office and/or agent of the corporation and cannot be used to alter any other provisions of the Certificate of Formation.
3. The change should be signed by the president or Vice-President and verified by the signing officer. The original and a copy must be submitted to the Secretary of State with a filing fee for a profit corporation.
4. **PLEASE DO NOT COPY** If the registered agent has changed address, the registered agent may submit a statement to that effect. The statement must be signed and verified by the registered agent. Submit an original and one copy of the statement to the Secretary of State along with a filing fee. Note that the contents of this filing differ from that of the change of registered office and/or agent..
5. A registered agent may resign by giving written notice to the corporation at its known address and written notice in duplicate to the Secretary of State. No fee is required for the filing of resignation. The resignation will be effective 30 days after receipt of the notice by the Secretary of State.
6. Whenever any document is required to be filed with in the Office of the Secretary of State, the document must be filed with reasonable promptness.

**THIS DOCUMENT**

**THANK YOU**

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Statement of change of registered office or agent

**PREVIEW**

**STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT, OR BOTH, BY A TEXAS DOMESTIC CORPORATION**

- 1. The name of the corporation is .
- 2. The address, including street and number, of its present registered office as shown in the records of the Secretary of State of Texas prior to filing this statement is \_\_\_\_\_, \_\_\_\_\_ County, Texas.
- 3. The address, including street and number, to which its registered office is to be changed is \_\_\_\_\_
- 4. The name of its present registered agent, as shown in the records of the Secretary of State of the State of Texas, prior to filing this statement is [name].
- 5. The name of its new registered agent is: [name].
- 6. The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
- 7. Such change was authorized by its Board of Directors at a validly held meeting on \_\_\_\_\_

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Signed on \_\_\_\_\_ **THIS DOCUMENT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

[Notarization is optional]  
State of Texas  
County of \_\_\_\_\_

**THANK YOU**

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_

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Signature of officer  
**PREVIEW** \_\_\_\_\_  
Notary's typed or printed name

My commission expires:

\_\_\_\_\_  
[or Notary's Stamp]

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