



DOMESTIC LLC AMENDMENT

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SECRETARY OF STATE
CORPORATIONS BUREAU
CHARTERED DOCUMENTS DIVISION
325 DON GASPAR, SUITE 300
SANTA FE, NEW MEXICO 87501
(800) 477-3632

REQUIREMENTS FOR AMENDING THE ARTICLES OF ORGANIZATION
OF A LIMITED LIABILITY COMPANY (53-19-11 NMSA 1978)

FILING FEES: Articles of Amendment to the Articles of Organization, \$50 (submit a signed original of the articles, together with a duplicate copy which may be either signed or photocopied; the duplicate copy and a Certificate of Amendment will be returned for the company's records). **The following fees apply only if you want an additional copy or copies to be certified: \$25** per certified copy; if you do not provide the extra copy, a reproduction fee of **\$1** per page, minimum **\$10** is charged in addition to the \$25 certification fee. Payment of fees must be made by **check or money order**, made payable to the New Mexico Secretary of State. The New Mexico Secretary of State does not accept cash payment for any fees.

PURPOSE OF FILING: The Articles of Organization must be amended to reflect any change in the name of the limited liability company, or to reflect a change in whether the company is managed by members or managers. The Articles of Organization may be amended in any respect desired, so long as the Articles of Organization as amended contain only provisions that may be lawfully contained in Articles of Organization at the time of making the amendment. It is not necessary to file Articles of Amendment for the purpose of changing the registered office address or registered agent. A statement pursuant to section 53-19-5 of the Limited Liability Company Act, with a filing fee of \$20, should be filed with the Secretary of State to record these changes (form can be obtained from website). To change the principal place of business and/or mailing address, simply submit a written request, signed by a member or manager (no fee).

FILING: The member(s) or manager(s) of the limited liability company shall file with the Secretary of State: **(1) the signed original of the Articles of Amendment to the Articles of Organization, together with a duplicate copy** which may be either signed or photocopied; and **(2) \$50** filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Limited Liability Company Act, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return the duplicate together with a Certificate of Amendment.

EXECUTION OF DOCUMENTS: The Articles of Amendment to the Articles of Organization shall be

executed (signed) by a manager (if management of the limited liability company is vested in one or more managers), or by a member (if management is reserved to the members). The printed name and title of manager or member must appear next to the signature. The person executing the document may do so as an attorney-in fact. Powers of attorney relating to the execution of the document need not be shown to or filed with the Secretary of State.

NOTE: Please refer to the New Mexico Limited Liability Company Act (53-19-1 to 53-19-74, NMSA 1978) for the complete statutes governing a limited liability company. The Corporations Bureau can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant if you have any legal questions concerning your limited liability company.

INCLUDED IN THIS PACKET ARE INSTRUCTIONS FOR COMPLETING OUR FORMS. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

Please visit our website at: www.sos.state.nm.us

DOCUMENTS MUST BE TYPED OR PRINTED LEGIBLY

Instructions For Completing Form DLLC-AM (Articles of Amendment to the Articles of Organization)

Article One: Enter the complete name of the limited liability company, as it currently appears on the records of the Secretary of State, and the NM CORP# (charter ID number found on the Certificate of Organization). NOTE: If amending to change the limited liability company name, do not enter the proposed new name in Article One. The proposed new name must be set forth only in Article Three, where it must be identified as an amended article.

Article Two: Enter the date the original Articles of Organization were filed with the Secretary of State. This is the date that appears on the Certificate of Organization.

Article Three: Enter the amended articles. Provide the text of only the particular articles that are being amended. Identify each amended article with its corresponding article number as set forth in the original Articles of Organization (example: “amended Article # ____ (text of amended article would follow)”. If new articles are being added, provide the text of the new article with an identifying article number (example: “adding new Article #____(text of new article would follow)”. If articles are being deleted from the Articles of Organization, identify the deleted article number (example: “deleting Article # ____”).

Article Four: The Articles of Amendment will be effective on the Secretary of State’s file date, or at any later date if specified.

Date and Execution: Enter the date the document was executed (signed). In the blanks provided enter the name of the limited liability company as it appears in Article One of the Articles of Amendment; the signature of the member or manager of the limited liability company; and the printed name and title of the person signing.