# ARTICLES OF AMENDMENT

**FOR A**

# MARYLAND LIMITED LIABILITY COMPANY

## (1)

Insert full name of the Limited Liability Company (LLC) **exactly as it appears in SDAT’s records**.

1. The Charter of the Limited Liability Company is hereby amended as follows:
2. The undersigned acknowledges that this is an act of the above-named limited liability company, and verifies, under the penalties for perjury, that the matters and facts stated herein, which require such verification, are true and accurate, to the best of their knowledge, information, and belief.
3. **(5)** I hereby consent to serve as Resident Agent

for the above-named Limited Liability Company.

Signature of Authorized Person(s) Signature required only for **new** resident agents

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## INSTRUCTIONS FOR COMPLETING ARTICLES OF AMENDMENT

This amendment format is appropriate for most Maryland Limited Liability Companies. It may not be used for any non-Maryland Limited Liability Company. These instructions will aid you in meeting the legal requirements to amend a charter. Questions addressing the merits or wording of the changes you are making should be discussed with your lawyer, accountant, or other business or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department. You may complete the form above and submit it as your Articles of Amendment. **Please type or complete using a computer. Handwritten forms are much more likely to be rejected.**

Each list item below corresponds to a blank on the form.

1. Insert the exact name of the limited liability company, prior to any effects the amendment may have, as found in Departmental Records. Spelling, punctuation, abbreviation, spacing, etc. all must match.
2. State the change(s) to the charter. Since this document becomes part of the charter, the wording must be clear and unambiguous and must accurately express the limited liability company’s intentions. If a new company name is being adopted, be sure to include “Limited Liability Company”, “LLC”, “L.L.C.”, “L.C.”, or “LC” as part of the name. **SDAT encourages filers to use full and complete sentences when stating changes to the charter in the Articles of Amendment. This clarity will ensure that SDAT staff are able to determine what changes, if any, must be made to the LLC’s information kept in the SDAT database.**
3. Thoroughly read the statement. Proceed to section (4) if you agree with this statement.
4. At least one authorized person of the limited liability company must sign to acknowledge the statement in paragraph 3 and execute the Articles of Amendment by signing here.
5. If the Articles of Amendment purports to change the resident agent, the new resident agent must sign here to acknowledge his or her consent to serve as the limited liability company’s resident agent.

WHERE AND HOW DO I FILE MY DOCUMENTS? Articles of Amendment may be filed online through the Maryland Business Express online filing portal. The portal may be accessed by visiting the following link: <https://egov.maryland.gov/businessexpress>. Mailed submissions should be directed to: State Department of Assessments and Taxation Charter Division 301 W. Preston Street, Room 801, Baltimore, MD 21201-2395

FEES: The filing fee is $150 for expedited processing within 10 business days of receipt by SDAT. All filings submitted online will incur the expedited processing fee. Please make checks payable to the State Department of Assessments and Taxation. Standard processing of 6-8 weeks from receipt is available for

$100.

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