

Please  
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Staple



KANSAS SECRETARY OF STATE  
**Business Entity Certificate  
of Amendment**

All information on this form **must be complete** and accompanied by the **correct filing fee** or the document will **not** be accepted for filing.

# GENERAL FILING INSTRUCTIONS

<input type="checkbox"/> <b>Filing fee</b>	The filing fee for this document is <b>\$35 (for-profit entities)</b> or <b>\$20 (not-for-profit corporations)</b> .
<input type="checkbox"/> <b>Payment</b>	<p>Please submit payment by check, money order, or credit card. Checks and money orders need to be made payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. <b>Please do not send cash.</b></p> <p>Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:</p> <p><b>Credit card number</b> _____</p> <p><b>Billing zip code</b> _____ <b>Expiration date</b> _____</p> <p><b>NOTICE: There is a \$25 service fee for all returned checks.</b></p>
<input type="checkbox"/> <b>Daytime phone and contact person</b>	_____
<input type="checkbox"/> <b>Fax filing available</b>	<p>Documents may be fax filed for a processing fee of <b>\$20</b> in addition to the normal filing fee. Include contact name, daytime phone number, credit card number, credit card expiration date and billing zip code.</p> <p>Fax documents and payment information to Business Services, 785-296-4570. Faxed documents that are without errors and received prior to 4:00 p.m. CT will receive that day's file date. Faxed documents received after 4:00 pm CT cannot be guaranteed to receive that day's filing date.</p> <p>Filed documents will be returned by mail. You may request a file-stamped copy be faxed for an additional <b>\$1 per page</b>. Fax filing does not guarantee same day return faxing.</p>
<input type="checkbox"/> <b>No duplicate copies</b>	Please do not send duplicate copies of documents. The original is processed, file stamped and returned by mail to the address provided.
<input type="checkbox"/> <b>No email</b>	Filings are not accepted by email.
<input type="checkbox"/> <b>No filing by phone</b>	No documents or reports can be filed with our office by phone.
<input type="checkbox"/> <b>Public Information</b>	All information filed with our office is available to the public, and much of it may be viewed online without cost. Please consider this when providing information on our forms.

**Please proceed to form.**

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**BEA FORM  
INSTRUCTIONS**

**Note:** This form may be used by any *active* Kansas or foreign covered entity to amend its formation documents or registration for authority. Covered entities include corporations, limited liability companies, limited liability partnerships, limited partnerships and general partnerships.

**Question on Form**

**3a. Document to be amended**

Indicate the document being amended. This form may be used to amend the following documents:

- Kansas For-Profit Articles of Incorporation
- Kansas Not-for-Profit Articles of Incorporation
- Kansas Limited Liability Company Articles of Organization
- Kansas Limited Partnership Certificate
- Kansas Limited Liability Partnership Statement of Qualification
- General Partnership Statement of Partnership Authority
- Foreign Covered Entity Application for Registration  
(Corporations, limited liability companies, limited liability partnerships and limited partnerships)

**3b. Amendment(s) to be made**

Indicate in the space provided the specific amendment(s) to the formation document or application for registration. **Multiple amendments may be listed together on this form (e.g., name change, change of resident agent/registered office, stock change, purpose change, etc.).** An attachment may be provided if additional space is needed.

**Requirements for certain amendments:**

**Organizers (Kansas limited liability companies only):** An amendment to amend or delete an organizer cannot be filed.

**Incorporators (Kansas corporations only):** An amendment can only be filed to delete an incorporator.

**Correcting an organizer or incorporator:** If an organizer or incorporator was filed in error, you may submit a form COR with a corrected organic document or a form CC that states and corrects the error (see forms for more details).

**Name change amendments (Kansas and foreign covered entities):** In Item 1, list the name of the entity exactly as it is currently on file with the Kansas Secretary of State. In Item 3b, indicate the name is changing/has changed and provide the new name.

Kansas professional limited liability companies and professional associations that are changing their name or amending their professional purpose must include a certificate from the appropriate Kansas regulatory board approving the new name (if the name is changing) and listing the individual(s) who are licensed in the professional practice.

**Foreign covered entity amendments:** The Kansas Secretary of State does not accept certified copies of amendments filed in the foreign entity's home state; however, certificates of fact of amendments are accepted and may be filed in lieu of this form.

Foreign covered entities that are amending their registration to reflect a change in their state of domestication must include a statement in the amendment indicating the change and include a certificate of good standing or existence issued by their new state of domestication.

**4. General partnerships**

Only general partnerships are required to complete this section. The partnership should identify the statement in the partnership agreement that is to be amended and indicate the amendment to be made.

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Topeka, KS 66612-1594

(785) 296-4564  
kssos@sos.ks.gov  
https://sos.ks.gov

For-Profit 53-14  
Not-for-profit 53-13  
  
THIS SPACE FOR OFFICE USE ONLY.

**1. Business entity ID/file number:**  
Not Federal Employer ID Number (FEIN).

**2. Name of business entity:**  
Must match name on record with Secretary of State.

**3a. Indicate the type of document to be amended:**

<input type="checkbox"/> Kansas For-Profit Articles of Incorporation (fee \$35)	<input type="checkbox"/> Kansas Limited Liability Partnership Statement of Qualification (fee \$35)
<input type="checkbox"/> Kansas Not-for-Profit Articles of Incorporation (fee \$20)	<input type="checkbox"/> General Partnership Statement of Partnership Authority (fee \$35) (Skip to Question 4.)
<input type="checkbox"/> Kansas Limited Liability Company Articles of Organization (fee \$35)	<input type="checkbox"/> Foreign Entity Application for Registration (fee \$35 for-profit; \$20 not-for-profit)
<input type="checkbox"/> Kansas Limited Partnership Certificate (fee \$35)	

**3b. The document indicated above is amended as follows:**  
(If additional space is needed please provide an attachment.)

**4. For general partnerships only — Identify the statement to be amended and indicate the amendment to be made:**

5. **Effective date:**

Upon filing with the  
Kansas Secretary  
of State

Future effective date:  
(Cannot be later than 90 days after  
the date this certificate is filed.)

Month

Day

Year

6. **Signature(s): Sign in the appropriate section below according to the type of business entity for which the amendment is being filed.**

**For Kansas corporations, limited liability companies and limited liability partnerships, general partnerships, and all foreign covered entities:**

(See below for required signature.)\*

**I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.**

Signature

Name of Signer (Printed or Typed)

**\*Kansas entities:** Requires the signature of an authorized officer of a corporation, authorized person of a limited liability company or limited liability partnership, or a partner of a general partnership.

**\*Foreign covered entities:** Requires the signature of an officer, director, authorized person or partner with authority according to the organic documents of the entity in its home state.

**For Kansas limited partnerships only:**

(See below for required signature(s).)\*\*

**I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.**

Signature of General Partner

Name of Signer (Printed or Typed)

Signature of new General Partner (if amendment adds a new general partner)

Name of Signer (Printed or Typed)

**\*\*Kansas limited partnerships:** Requires the signature of at least one general partner and by each other general partner who is designated in the certificate of amendment as a new general partner.