

DO NOT WRITE ABOVE THIS LINE; RESERVED FOR ACC USE ONLY.

## OFFICER/DIRECTOR/SHAREHOLDER CHANGE

Read the Instructions [C017i](#)

1. **ENTITY NAME** – give the exact name of the corporation as currently shown in A.C.C. records:

2. **A.C.C. FILE NUMBER:** \_\_\_\_\_

Find A.C.C. file number on the upper corner of filed documents OR on our website at: <http://www.azcc.gov/Divisions/Corporations>

**CHECK THE BOX NEXT TO EACH CHANGE BEING MADE AND COMPLETE THE REQUESTED INFORMATION FOR THAT CHANGE.**

3.  **OFFICER CHANGE** – FOR OFFICERS CURRENTLY SHOWN IN A.C.C. RECORDS - list the name of each officer being changed as it is currently shown in A.C.C. records, and below that provide any new information for that officer (new name and/or address), then check all boxes that apply to indicate the change being made for that officer. FOR NEW OFFICERS – list the name in the NEW Name blank, list the address, and check the appropriate box. If more space is needed, use another Officer/Director/Shareholder Change form.

Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer	
Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer	

**Officers continued**

Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as officer	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove officer	

**4.  DIRECTOR CHANGE – FOR DIRECTORS CURRENTLY SHOWN IN A.C.C. RECORDS** - list the name of each director being changed as it is currently shown in A.C.C. records, and below that provide any new information for that director (new name and/or address), then check all boxes that apply to indicate the change being made for that director. **FOR NEW DIRECTORS** - list the name in the NEW Name blank, list the address, and check the appropriate box. If more space is needed, use another Officer/Director/Shareholder Change form.

Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director	

Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director	

**Directors continued**

Name currently shown in ACC records			Name currently shown in ACC records		
NEW Name			NEW Name		
Address 1			Address 1		
Address 2 (optional)			Address 2 (optional)		
City	State or Province	Zip	City	State or Province	Zip
Country			Country		
Date taking office (optional)		Officer title	Date taking office (optional)		Officer title
<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director		<input type="checkbox"/> Address change	<input type="checkbox"/> Add as director	
<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director		<input type="checkbox"/> Name change	<input type="checkbox"/> Remove director	

**5.  SHAREHOLDER CHANGE – FOR SHAREHOLDERS CURRENTLY SHOWN IN A.C.C. RECORDS –** list the name of each shareholder being changed as it is currently shown in A.C.C. records, and below that provide the new name, if any, for that shareholder, then check a box to indicate the change being made for that shareholder. **FOR NEW SHAREHOLDERS –** list the name in the NEW Name blank and check the appropriate box. If more space is needed, use another Officer/Director/Shareholder Change form.

Name currently shown in ACC records		Name currently shown in ACC records	
NEW Name		NEW Name	
<input type="checkbox"/> Name change	<input type="checkbox"/> Add as shareholder	<input type="checkbox"/> Name change	<input type="checkbox"/> Add as shareholder
	<input type="checkbox"/> Remove shareholder		<input type="checkbox"/> Remove shareholder
Name currently shown in ACC records		Name currently shown in ACC records	
NEW Name		NEW Name	
<input type="checkbox"/> Name change	<input type="checkbox"/> Add as shareholder	<input type="checkbox"/> Name change	<input type="checkbox"/> Add as shareholder
	<input type="checkbox"/> Remove shareholder		<input type="checkbox"/> Remove shareholder

**SIGNATURE – see Instructions C017i for who is authorized to make changes:**

By checking the box marked "I accept" below, I acknowledge *under penalty of perjury* that this document together with any attachments is submitted in compliance with Arizona law.

I ACCEPT

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED – check only one:**

<input type="checkbox"/> I am the <b>Chairman of the Board of Directors</b> of the corporation filing this document.	<input type="checkbox"/> I am a duly-authorized <b>Officer</b> of the corporation filing this document.	<input type="checkbox"/> I am a duly authorized <b>bankruptcy trustee</b> , receiver, or other court-appointed fiduciary for the corporation filing this document.
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Filing Fee: None (regular processing) Expedited processing – add \$35.00 to filing fee. All fees are nonrefundable - see Instructions.	Mail: Arizona Corporation Commission - Corporate Filings Section 1300 W. Washington St., Phoenix, Arizona 85007 Fax: 602-542-4100
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Please be advised that A.C.C. forms reflect only the **minimum** provisions required by statute. You should seek private legal counsel for those matters that may pertain to the individual needs of your business.  
 All documents filed with the Arizona Corporation Commission are **public record** and are open for public inspection.  
 If you have questions after reading the Instructions, please call 602-542-3026 or (within Arizona only) 800-345-5819.

# Instructions C017i

## Officer/Director/Shareholder Change

### ARIZONA CORPORATION COMMISSION

Corporations Division  
1300 West Washington Street  
Phoenix, Arizona 85007  
[www.azcc.gov](http://www.azcc.gov)  
(602) 542-3026



## General Information

Any corporation may change its officers, directors, or shareholders as reflected in the records of the Arizona Corporation Commission by filing an Officer/Director/Shareholder Change with the Arizona Corporation Commission. Use of the Officer/Director/Shareholder Change form is appropriate if officers, directors, or shareholders change during the year after the corporation's annual report has been filed.

**What has to be filed?** The Arizona Corporation Commission supplies a form for this purpose, the Officer/Director/Shareholder Change form. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

**All addresses are public record.** All addresses provided to the Arizona Corporation Commission are public record and are viewable by the public on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). DO NOT provide personal identifying information such as birthdates or social security number.

**Is publication required?** No.

**Filing fee.** There is no filing fee for a corporation Officer/Director/Shareholder Change. If expedited processing is desired (read the next paragraph), payment of the expedite fee of \$35.00 must be submitted with the form. All fees are nonrefundable. See A.R.S. §§ 10-122, 10-3122.

**Processing time.** Processing times are posted on our website each Monday at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. §§ 10-122, 10-3122. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does

not currently offer same day or next day service.

## Instructions

**Number 1.** List the exact name of the corporation as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and any corporate identifier (Inc. or Incorporated, etc.).

**Number 2.** A.C.C. file number – list the corporation's file number given to it by the Arizona Corporation Commission. Find the file number on our website at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 3.** Check the box beside number 3 if you are adding, removing, or changing officer information. To add an officer – put the new officer's name on the second line and provide the address and other information, then check the "add as officer" box. To remove an officer – list the officer's name on the first line and then check the "remove officer" box. To change or update information for an existing officer - list the officer's name on the first line, and then provide any new information below that. Check the appropriate box below the name and address for each officer to indicate the particular change being made. If the officer is one currently shown on Arizona Corporation Commission records, the name of the officer must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 4.** Check the box beside number 4 if you are adding, removing, or changing director information. To add a director – put the new director's name on the second line and provide the address and other information, then check the "add as director" box. To remove a director – list the director's name on the first line and then check the "remove director" box. To change or update information for an existing director - list the director's name on the first line, and then provide any new information below that. Check the

appropriate box below the name and address for each director to indicate the particular change being made. If the director is one currently shown on Arizona Corporation Commission records, the name of the director must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 5.** Check the box beside number 5 if you are adding, removing, or changing shareholder information. To add a shareholder– put the new shareholder's name on the second line, then check the "add as shareholder" box. To remove a shareholder– list the shareholder's name on the first line and then check the "remove shareholder" box. To change the name of an existing shareholder – list the shareholder's name on the first line, and then provide the new name on the second line. Check the "name change" box below the name. If the shareholder is one currently shown on Arizona Corporation Commission records, the name of the shareholder must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

## Signature and Verification

The Officer/Director/Shareholder Change may be signed only by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, or (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary. See A.R.S. §§ 10-120(F), 10-140(23), 10-3120(F), 10-3140(27).

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date.

Check the appropriate box underneath the signature line to indicate the capacity of the signer.

## *Submit the document*

**Cover Sheet.** All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

### **What to submit:**

1. Cover Sheet
2. Officer/Director/Shareholder Change.

**By Mail.** Mail the completed paper document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

**In Person.** Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

## *Payment Methods*

**Credit card.** If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

**Check.** If submitting the document by mail or in person, payment by check is acceptable. Checks must have an imprinted name of the account holder and/or the account holder's imprinted address – checks without imprinted name or address information will not be accepted. A handwritten or stamped name or address will not be accepted. If paying by check, make the check payable to Arizona Corporation Commission, and do not abbreviate.

**Money order.** If submitting the document by mail or in person, payment by money order is acceptable.

**Cash.** If submitting the document in person, cash payments are acceptable. Do not mail cash.

## *Questions*

For questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.