



## INSTRUCTIONS

1. The articles should be typewritten on white, opaque paper 8 1/2" by 11" in size. A minimum of a 1" margin must be provided on the left, top and bottom margins and 1/2" on the right margin. Use only one side of a page.
2. The Certificate of Amendment cannot be issued unless the corporation has paid all fees and taxes (and delinquencies thereof) assessed by the Commission.
3. The articles must be executed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president or any other of its officers authorized to act on behalf of the corporation.

**SEND THE ARTICLES ALONG WITH THE \$25 FILING FEE TO THE CLERK OF THE STATE CORPORATION COMMISSION, P. O. BOX 1197, RICHMOND, VA 23218-1197. (Street address: 1300 East Main Street, Richmond, VA 23219.) PLEASE MAKE CHECK PAYABLE TO THE STATE CORPORATION COMMISSION. OUR PHONE NUMBER IS (804) 371-9733.**