

## Instructions for completing form (CD 100).

**Important – Please Read.** A corporation's name is changed by filing an amendment to the Articles of Incorporation. Form CD 100 may be used for this specific purpose. Use of this form is optional. Form CD 100 is not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary to successfully change a corporation's name or to complete this form. It is for this reason filers are **strongly urged** to seek competent legal counsel in this matter. Articles may also be drafted pursuant O.C.G.A. §[14-2-1006](#). The entire form must be completed and submitted along with the filing fee (\$20.00).

Article One	Name of the corporation	Provide the present name of the corporation.
Article Two	State the amendment	Provide the proposed name of the corporation.
Article Three	Method Of Adoption	O.C.G.A. §14-2-1006 requires disclosures about the details of shareholder approval of the amendment. Choose only one of the preferred methods identified on the form.
Article Four	Date Of Adoption	Provide actual date amendment was approved by one of the methods identified in article three.
Article Five	Certification of Publication	Filer must provide a written statement, which may appear in the articles of amendment certifying that notice of change of corporate name along with payment thereof has been or will be forward to the official organ of the county where the registered office is located. Filer may satisfy the statutory requirement for certification by signing this form. <b>Note: do not forward publication notice to the Secretary Of State.</b>
Signature	The form is properly executed when signed and dated by filer. Filer must indicate the capacity in which signing (i.e. officer, attorney etc.). In so signing filer is further certifying publication notice has been or will be forwarded to the appropriate news organ no later than the next business day following delivery of the articles of amendment to the Secretary Of State (O.C.G.A. §14-2-1006.1). For a list of legal organs of Georgia go to <a href="http://www.gacorporations.org/legal_organ.htm">http://www.gacorporations.org/legal_organ.htm</a> .	