C-102 Rev. 3/2013

New Jersey Division of Revenue & Enterprise Services

CERTIFICATE OF AMENDMENT TO THE CERTIFCATE OF INCORPORATION BY THE INCORPORATOR(S)

(For Use by Domestic Profit and Nonprofit Corporations)

To file electronically:
1. Enter the information requested below and sign by typing your name in the signature field. The form can only be filled in using the free Adobe Acrobat Reader 9.1 or greater. *(See the pages following this form for field by field instructions, and notes on delivery and processing of work requests.)*
2. Click the "Add Attachments" button to add attachments if required *(Check the field by field instructions to see if you must include an attachment(s)).*
3. After the form has been filled in properly, please save a copy to your computer so that you can upload the form to the State of New Jersey Division of Revenue & Enterprise Services Central Forms Repository Web application by following the instructions in the next step.
4. Click the "Open the Central Forms Repository Home Page to start the Form Submission Process" button at the bottom of the form.
(This action will launch the State of New Jersey Division of Revenue & Enterprise Services Central Forms Repository Web application. If you have not created an account in the application, you will need to do so before using the online Web application. Once your account is created, please login to the application *and follow the instructions for submitting your form and payment online.)*

Check Appropriate Statute:

☐ NJSA 14A:9-1 et seq. New Jersey Profit Corporation Act (File in Duplicate)

☐ NJSA 15A:9-1 et seq. New Jersey Nonprofit Corporation Act (File in Triplicate)

The Undersigned Incorporator(s), for the purpose of amending the original Certificate of Incorporation, does (do) hereby execute the following Certificate of Amendment, pursuant to the provisions of the appropriate Statute, checked above, of the New Jersey Statutes.

1. Name of Corporation: _____

2. Corporation number: _____

3. Article _____ of the Certificate of Incorporation is hereby amended to read as follows:

4. The foregoing amendment was adopted by the unanimous consent of the Incorporator(s) before the organization meeting of the first Board of Directors/Trustees.

5. Other provisions:

Signature: _____ Date: _____
☐ By clicking the checkbox, I have read and certify it was signed.

Signature: _____ Date: _____
☐ By clicking the checkbox, I have read and certify it was signed.

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Add Attachments | Open the Central Forms Repository Home Page to start the Form Submission Process

Instructions for Form C-102
CERTIFICATE of AMENDMENT by the INCORPORATOR(S)
PROFIT AND NONPROFIT
(Titles 14A and 15A)

******This type of filing is allowed only during the period of time between the date of incorporation and the organizational meeting of the first board of directors/trustees.***

STATUTORY FEE: **$75**
The MANDATORY fields are:

Statutory Authority
Check the appropriate statutory authority (14A: 9-1 et seq. or 15A: 9-1 et seq.)

Field # 1 -- Business Name
List the name as it appears on the records of the State Treasurer.

Field # 2 -- Number
List the ten-digit business ID as it appears on the records of the State Treasurer.

Field # 3 -- Amendment
Note the article from the original certificate of incorporation that is being amended and list the amendment, including a name change if applicable. If you are changing the corporate name, then name availability provisions apply. **

**The name must be distinguishable from other names on the State's database. The Division of Revenue will check the proposed name for availability as part of the filing review process. If desired, you can reserve/register a name prior to submitting your filing by obtaining a reservation/registration. For information on name availability and reservation/registration services and fees, visit the Division's WEB site at http://www.state.nj.us/treasury/revenue/certcomm.shtml or call (609) 292-9292 Monday-Friday, 8:30 a.m. - 4:30 p.m.

Field # 4 -- Consent
Add a statement that indicates the amendment was adopted by the unanimous consent of all original incorporators listed on the Articles of Incorporation. Form C-102 provides the statement.

Field # 5 -- Other Provisions (as needed)
Specify other information such as the effective date if it is other than the filing date. The effective date cannot be before the filing date nor can it be more than 30 days after the filing date. The filing date is the date the document is received for processing.

EXECUTION (DATE/SIGNATURE)
Have all incorporators and only the incorporators sign. Also, list the date of execution (signature).

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