

CERTIFICATE OF AMENDMENT TO THE CERTIFICATE OF INCORPORATION

(For Use by Domestic Profit 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.)*

Pursuant to the provisions of Section 14A:9-2 (4) and Section 14A:9-4 (3), Corporations, General, of the New Jersey Statutes, the undersigned corporation executes the following Certificate of Amendment to its Certificate of Incorporation:

1. The name of the corporation is:

2. The following amendment to the Certificate of Incorporation was approved by the directors and thereafter duly adopted by the shareholders of the corporation on the _____ day of _____, 20_____.

Resolved, that Article _____ of the Certificate of Incorporation be amended to read as follows:

3. The number of shares outstanding at the time of the adoption of the amendment was: _____.

The total number of shares entitled to vote thereon was: _____.

If the shares of any class or series of shares are entitled to vote thereon as a class, set forth below the designation and number of outstanding shares entitled to vote thereon of each such class or series. (Omit if not applicable).

4. The number of shares voting for and against such amendment is as follows: (If the shares of any class or series are entitled to vote as a class, set forth the number of shares of each such class and series voting for and against the amendment, respectively).

Number of Shares Voting for Amendment

Number of Shares Voting Against Amendment

5. If the amendment provides for an exchange, reclassification or cancellation of issued shares, set forth a statement of the manner in which the same shall be effected. (Omit if not applicable).

6. Other provisions: (Omit if not applicable).

Dated this _____ day of _____, 20_____

BY: _____

(Name)

May be executed by the Chairman of the Board, or the President, or a Vice President of the Corporation.



Instructions for Form C-102A
**CERTIFICATE OF AMENDMENT BY THE SHAREHOLDERS
PROFIT CORPORATIONS
(Title14A)**

STATUTORY FEE: **\$75**

The MANDATORY fields are:

Field # 1 -- Business Name

List the name as it appears on the records of the Treasurer.

Field # 2 -- Amendment

Note the date the article was approved and adopted, and list the article from the original certificate of incorporation that is being amended along with the text of 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. 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, or 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 #'s 3 & 4-- Voting

Indicate the number of shares outstanding and the number of shares entitled to vote on the amendment. List any class or series of shares entitled to vote (designation and number, and votes for/against).

Field # 5 -- Consent

Add a statement that indicates the amendment was provides for an exchange, reclassification or cancellation of issued shares. Form C-102A provides the statement.

Field # 6 -- 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 the chairman, president or vice-president sign. Also, list the date of execution (signature).

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