

CERTIFICATE OF AMENDMENT TO THE CERTIFICATE OF INCORPORATION

(For Use by Domestic Non-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 Title 15A:9-4 New Jersey Non-profit Corporation Act, the undersigned corporation executes the following Certificate of Amendment to its Certificate of Incorporation:

1. Name of the Corporation: _____
2. NJ 10 digit ID Number: _____
3. Article _____ of the Certificate of Incorporation is hereby amended to read as follows:

4. The corporation ☐ has ☐ does not have members.

A. For Corporations WITH members:

Number entitled to vote _____ Voting FOR _____ Voting AGAINST _____

If any class or classes of members are entitled to vote as a class, set forth the number of members of each class, the series of votes of each class voting for and against, and the number of members present at the meeting, OR

_____ Adoption was by unanimous written consent without meeting.

Date of Adoption: _____

B. For Corporations WITHOUT members:

Number of Trustees _____ Voting FOR _____ Voting AGAINST _____

Trustees present at meeting _____ OR

_____ Adoption was by unanimous written consent without meeting

Date of Adoption: _____

5. Other Provisions:

Signature: _____

(Must be Ch. Of Bd. Pres. Or Vice Pres)

Date: _____

Name: _____
(Type Name and Title)

Instructions for Form C-102B

**CERTIFICATE OF AMENDMENT BY THE MEMBERS OR TRUSTEES
NON-PROFIT CORPORATIONS
(Title 15A)**

STATUTORY FEE: **\$75**

The MANDATORY fields are:

Field # 1 -- Business Name

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

Field # 2 -- ID Number

List the ten-digit ID as it appears on the records of the State Treasurer.

Field # 3 -- Amendment

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, reservation/registration services and fees, visit the Division's WEB site at <http://www.state.nj.us/treasury/revenue/certcomm.htm> or call (609) 292-9292 Monday-Friday, 8:30 a.m. - 4:30 p.m.

Field #'s 4-- Voting

Indicate whether or not the corporation has members. If there are members, indicate the number of members entitled to vote, and the number of votes cast for and against; OR that the members gave unanimous written consent without a meeting.

If there are no members, indicate either: the number of trustees voting for or against along with the number of trustees present at the meeting; OR that the trustees gave unanimous written consent without a meeting.

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

* * * * *

This document should be filed in triplicate.

Make checks payable to: TREASURER, STATE of NEW JERSERY. (No cash, please)

Mail to: NJ Division of Revenue, PO Box 308, Trenton, NJ 08646