



ARIZONA CORPORATION COMMISSION
CORPORATIONS DIVISION

**GENERAL FILING INSTRUCTIONS
FOR DOMESTIC AND FOREIGN LIMITED LIABILITY COMPANY
ARTICLES OF CORRECTION**
Pursuant to A.R.S. § 29-637

PLEASE NOTE: Articles of correction are appropriate only in **very limited circumstances** – they are *not* to be used *to change* something, but only **to correct** something such as a typographical error. By law, articles of correction can be used to correct an incorrect statement only if the correction does not materially alter a substantive provision or to correct a document that was defectively executed, attested, verified or acknowledged. Most of the information required to be filed with the Commission is considered to be substantive, and most corrections are considered to be material alterations – therefore, **Articles of Correction are rarely accepted**. This determination is made on a case-by-case basis. If Commission staff determines that your articles of correction materially alter a substantive provision, they will be rejected

Articles of Correction

- Indicate the exact limited liability company name.
- Indicate the type of document being corrected.
- Specify the date that the document being corrected was originally delivered for filing with the Arizona Corporation Commission.
- Attach as an Exhibit a copy of the original document that was delivered to the Arizona Corporation Commission, or describe the document.
- Provide a brief description of the incorrect statement and the reason it is incorrect or the manner in which the execution was defective.
- The articles of correction shall be signed by a manager if the LLC is managed by one or more managers, or by a member if the LLC is managed by its members. In the case of foreign limited liability companies, an authorized agent may execute the document.

Fees

- Deliver the completed Articles of Correction with one exact copy and the \$25.00 (U.S) filing fee with check made payable to the Arizona Corporation Commission. Expedited service is available for an additional \$35.00 fee.

Effective date

- Articles of Correction are effective on the effective date of the document they correct except as to persons who rely on the incorrect statement or other defect and who are adversely affected by the correction. As to those persons, Articles of Correction are effective as provided in section A.R.S. § 29-634.

- If a domestic or foreign limited liability company corrects a document after the limited liability company delivers the document to the Commission but before the Commission reviews the document for filing, the Commission shall file the document and the Articles of Correction simultaneously and both are effective on the date of the corrected document.

Publication

- Publication is not required

DO NOT WRITE ABOVE THIS LINE, FOR ACC USE ONLY

File Number: _____

ARTICLES OF CORRECTION

Pursuant to A.R.S. § 29-637

[Name of Company]

1. These articles of correction correct the following document:

(Either complete the above or attach a copy of the document to be corrected).
2. The above referenced document was delivered to the Arizona Corporation Commission on the _____ day of _____, _____.
3. The document either contained an incorrect statement and/or the attestation, execution, verification or acknowledgement of the document was defective. Please select at least one of the following:

The document contained the following incorrect statement:

The execution, attestation, verification or acknowledgement of the document was defective because:

The correction to this defect is as follows and this change does not materially alter a substantive provision:

4. Attached as Exhibit the corrected document properly executed by:

Signature: _____

Print Name: _____

Check one Member Manager Authorized Agent

If signing on behalf of a company, please print company name here.

NOTE: The articles of correction must be signed by a manager if management of the limited liability company is vested in a manager or by a member if management is reserved to the members. In the case of foreign limited liability companies, an authorized agent may execute the document.