

# Instructions C017i

## Officer/Director/Shareholder Change

### ARIZONA CORPORATION COMMISSION

Corporations Division  
1300 West Washington Street  
Phoenix, Arizona 85007

[www.azcc.gov](http://www.azcc.gov)  
(602) 542-3026



## General Information

Any corporation may change its officers, directors, or shareholders as reflected in the records of the Arizona Corporation Commission by filing an Officer/Director/Shareholder Change with the Arizona Corporation Commission. Use of the Officer/Director/Shareholder Change form is appropriate if officers, directors, or shareholders change during the year after the corporation's annual report has been filed.

**What has to be filed?** The Arizona Corporation Commission supplies a form for this purpose, the Officer/Director/Shareholder Change form. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

**All addresses are public record.** All addresses provided to the Arizona Corporation Commission are public record and are viewable by the public on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). DO NOT provide personal identifying information such as birthdates or social security number.

**Is publication required?** No.

**Filing fee.** There is no filing fee for a corporation Officer/Director/Shareholder Change. If expedited processing is desired (read the next paragraph), payment of the expedite fee of \$35.00 must be submitted with the form. All fees are nonrefundable. See A.R.S. §§ 10-122, 10-3122.

**Processing time.** Processing times are posted on our website each Monday at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. §§ 10-122, 10-3122. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does

not currently offer same day or next day service.

## Instructions

**Number 1.** List the exact name of the corporation as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and any corporate identifier (Inc. or Incorporated, etc.).

**Number 2.** A.C.C. file number – list the corporation's file number given to it by the Arizona Corporation Commission. Find the file number on our website at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 3.** Check the box beside number 3 if you are adding, removing, or changing officer information. To add an officer – put the new officer's name on the second line and provide the address and other information, then check the "add as officer" box. To remove an officer – list the officer's name on the first line and then check the "remove officer" box. To change or update information for an existing officer - list the officer's name on the first line, and then provide any new information below that. Check the appropriate box below the name and address for each officer to indicate the particular change being made. If the officer is one currently shown on Arizona Corporation Commission records, the name of the officer must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 4.** Check the box beside number 4 if you are adding, removing, or changing director information. To add a director – put the new director's name on the second line and provide the address and other information, then check the "add as director" box. To remove a director – list the director's name on the first line and then check the "remove director" box. To change or update information for an existing director - list the director's name on the first line, and then provide any new information below that. Check the

appropriate box below the name and address for each director to indicate the particular change being made. If the director is one currently shown on Arizona Corporation Commission records, the name of the director must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 5.** Check the box beside number 5 if you are adding, removing, or changing shareholder information. To add a shareholder– put the new shareholder's name on the second line, then check the "add as shareholder" box. To remove a shareholder– list the shareholder's name on the first line and then check the "remove shareholder" box. To change the name of an existing shareholder – list the shareholder's name on the first line, and then provide the new name on the second line. Check the "name change" box below the name. If the shareholder is one currently shown on Arizona Corporation Commission records, the name of the shareholder must match A.C.C. records exactly or the document will be rejected. Current information for the corporation can be viewed on the A.C.C.'s website, [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

## Signature and Verification

The Officer/Director/Shareholder Change may be signed only by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, or (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary. See A.R.S. §§ 10-120(F), 10-140(23), 10-3120(F), 10-3140(27).

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date.

Check the appropriate box underneath the signature line to indicate the capacity of the signer.

## *Submit the document*

**Cover Sheet.** All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

### **What to submit:**

1. Cover Sheet
2. Officer/Director/Shareholder Change.

**By Mail.** Mail the completed paper document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

**In Person.** Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

## *Payment Methods*

**Credit card.** If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

**Check.** If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

**Money order.** If submitting the document by mail or in person, payment by money order is acceptable.

**Cash.** If submitting the document in person, cash payments are acceptable. Do not mail cash.

## *Questions*

For questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.