

Form 408—General Information
(Change by Registered Agent to Name or Address)

The attached form is drafted to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney and tax specialist.*

Commentary

This form has been promulgated to comply with the provisions of the Texas Business Organizations Code (BOC). Section 5.203 of the BOC allows a registered agent to change its name or its address by filing a statement of the change with the secretary of state. A registered agent may file a statement under this section that applies to more than one entity and includes multiple types of entities. Please note, however, that there are individual fees as well as maximum fees for each different type of entity so the statement must group the entities by type to properly calculate the fees applicable to each type of entity.

On acceptance and filing of the statement by the secretary of state, the statement is effective as an amendment to the appropriate provision of the certificate of formation of each domestic entity or the registration of each foreign filing entity listed on the statement.

This form cannot be used to change the individual or organization named as the registered agent of an entity. If the intent is to name a new registered agent, use Form 401 rather than this form.

Instructions for Form

- **Registered Agent Information:** List the name of the registered agent as it currently appears in the records of the secretary of state.
- **Entity Information:** The statement of change must contain the legal name of the entity or entities represented by the registered agent. It is recommended that the file number assigned to the represented entity by the secretary of state be provided to facilitate processing of the document. The entity type must be shown for the entity listed. An attachment to the form is provided for listing additional entities.
- **Address of Registered Agent:** Complete this section to effect a change to the registered office address maintained by the agent. The current address at which the registered agent maintained the entity's or entities' registered office must be shown. The new address at which the registered agent will maintain the entity's or entities' registered office must be shown. The registered office must be located at a street address where service of process may be personally served on the registered agent during normal business hours; the registered office may not be solely a mailbox service or a telephone answering service (BOC § 5.201).
- **New Name of Registered Agent:** Complete this section to effect a change to the name of the registered agent. It is not appropriate to file this form if a new or different person will serve as the agent. The use of this form is limited to the circumstances under which the same individual or organization continues to serve as the registered agent under a new name.
- **Notice:** Section 5.203 of the BOC requires that the registered agent give written notice of the change in name or address to each entity represented by the agent and listed on the statement of change.

The notice must be given at least 10 days before the date the statement is submitted for filing with the secretary of state. The statement of change must recite that the notice has been given as required by law.

- **Effectiveness of Filing:** A statement of change becomes effective when filed by the secretary of state (option A). However, pursuant to sections 4.052 and 4.053 of the BOC the effectiveness of the instrument may be delayed to a date not more than ninety (90) days from the date the instrument is signed (option B). The effectiveness of the instrument also may be delayed on the occurrence of a future event or fact, other than the passage of time (option C). If option C is selected, you must state the manner in which the event or fact will cause the instrument to take effect and the date of the 90th day after the date the instrument is signed. In order for the instrument to take effect under option C, the entity must, within ninety (90) days of the filing of the instrument, file a statement with the secretary of state regarding the event or fact pursuant to section 4.055 of the BOC.

On the filing of a document with a delayed effective date or condition, the computer records of the secretary of state will be changed to show the filing of the document, the date of the filing, and the future date on which the document will be effective or evidence that the effectiveness was conditioned on the occurrence of a future event or fact.

- **Execution:** Pursuant to section 5.203(b) of the BOC the statement must be signed by the registered agent, or a person authorized to sign on behalf of the agent.

The statement of change need not be notarized. However, before signing, please read the statements on this form carefully. *A person commits an offense under section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.*

- **Payment and Delivery Instructions:** The statement of change that lists a single entity is **\$15**. If multiple entities are listed, the fee is the number of entities times the filing fee for the type of entity. There are maximums for each group of entity types. The maximum fees are:

For-profit corporations	\$750
Limited liability companies	\$750
Limited partnerships	\$750
Professional corporations	\$750
Professional associations	\$750
Nonprofit corporations and cooperative associations	\$250

If the registered agent represents different types of entities, and maximum fees would be applicable, please consider submitting the statement of change electronically through SOSDirect (<http://www.sos.state.tx.us/corp/sosda/index.shtml>). SOSDirect will allow you to browse the SOS database to retrieve and attach an electronic file of the entities represented.

Fees may be paid by personal checks, money orders, LegalEase debit cards, or American Express, Discover, MasterCard and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

Submit the completed form in duplicate along with the filing fee. The form may be mailed to P.O. Box 13697, Austin, Texas 78711-3697; faxed to (512) 463-5709; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. If a document is transmitted by fax, credit card information must accompany the transmission (Form 807). On filing the document, the secretary of state will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed.

Revised 05/11

Form 408
(Revised 05/11)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: See instructions



This space reserved for office use.

**Change by Registered Agent to
Name or Address**

Registered Agent Information

The name of the registered agent filing this statement is:

Represented Entity Information

The name of the entity represented by the registered agent is:

The file number issued to the represented entity by the secretary of state is: _____

The entity is a: (Select the appropriate entity type below.)

- | | |
|--|--|
| <input type="checkbox"/> For-profit Corporation | <input type="checkbox"/> Professional Corporation |
| <input type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Cooperative Association | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Foreign filing entity not listed above: _____ | |

Specify type of entity.

If the registered agent represents more than one entity, then submit a simultaneous statement of change of address/name using SOSDirect or include the names, entity type and file numbers of any additional entities on the attachment included with this form.

Change of Address of Registered Agent

(Complete this section if the registered agent is changing its address.)

The address at which the registered agent maintained the entity's registered office is:

_____ TX		
<i>Street Address</i>	<i>City</i>	<i>State Zip Code</i>

The registered agent is changing its address and such address will become the registered office of the entity or entities named on this statement. The business address of the new registered office is:

_____ TX		
<i>Street Address (No P.O. Box)</i>	<i>City</i>	<i>State Zip Code</i>

New Name of Registered Agent

(Complete this section if the registered agent is changing its name.)

The registered agent is changing its name and such name will become the new legal name of the registered agent of the entity or entities named on this statement. The new name of the registered agent is:

Notice

The registered agent filing this statement has give written notice of the change or changes to each entity listed on this statement at least 10 days before the statement was submitted for filing to the secretary of state.

Effectiveness of Filing (Select either A, B, or C.)

A. This document becomes effective when the document is filed by the secretary of state.

B. This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: _____

C. This document takes effect upon the occurrence of a future event or fact, other than the passage of time. The 90th day after the date of signing is: _____

The following event or fact will cause the document to take effect in the manner described below:

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Execution

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: _____

By: _____

Signature of authorized person

Printed or typed name of authorized person (see instructions)

Attachment listing Additional Entities

Please list any additional entities that are represented by the registered agent to which this statement of change is applicable. *The entities must be grouped by type.* The full name and file number of each entity must be shown. Fees are calculated by number of the entities listed although there are maximum fees for each group of entities by type. Attach additional sheets if necessary. Simultaneous filing of name and address changes for a registered agent is also available through SOSDirect.

Name of Entity	File Number
Texas and Foreign For-Profit Corporations (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 corporate entities are listed.)	
Texas and Foreign Limited Liability Companies (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 companies are listed.)	
Texas and Foreign Limited Partnerships (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 limited partnerships are listed.)	
Texas and Foreign Professional Corporations (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 corporate entities are listed.)	
Texas and Foreign Professional Associations (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 professional associations are listed.)	

Texas and Foreign Nonprofit Corporations (\$15 per entity listed. Maximum fee of \$250 applies if more than 16 corporate entities are listed.)

Foreign Limited Liability Partnerships (\$15 per entity listed. Maximum fee of \$750 applies if more than 50 limited liability partnerships are listed.)
