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DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

# District of Columbia Government

## Corporations Division

## Instruction Sheet for Articles of Amendment for Domestic Limited Liability Company (LLC)

**Form DLC-2, Version 2, July 2010.**

**Use these instructions to amend articles of organization for your LLC; or use the fillable Articles of Amendment on page 2. This will amend original Articles of Organization for your Limited Liability Company in the District of Columbia.**

| ENTITY TYPE | FILING FEE |
|---|---|
| Domestic Limited Liability Company | Refer to Corporate Fee Schedule posted online; |

1. State the name of the limited liability company.

2. State that the following amendment to the Articles of Organization was duly adopted on behalf of the company on (Insert Date) in accordance with the Operating Agreement and all applicable laws of the District of Columbia.

**Insert amendment in the following format: Articles One is being amended and the new name of the company is ABC, LLC, etc.**

**The following items may not be amended**: organizers, registered agent, managers, member and business address of the company.

3. State the effective date of this amendment.

4. State that the amendment has been adopted in the following manner. Option A or B must be chosen, but not both:

   (A) The amendment received was approved by those members with voting rights holding at least a majority of the interest in profits of the Limited liability company.

   (B) In accordance with the company's Articles of Organization and/or Operating Agreement, the amendment was approved by (Insert specific method of approval other than by those members with voting rights holding at least a majority of the interest in profits of the Company].

5. Insert the date of amendment.

6. Amendment must be signed by authorized person or managing member. State the name and title of the individual, signing the articles of Amendment.

**IMPORTANT INFORMATION:**

**A -** Preamble is required for Articles of Amendment - see sample on page 3. (e.g., "Pursuant to provisions of title 29, etc?.")

**B -** No attachment is accepted for articles of amendment.

**C -** Do not handwrite on fillable articles of amendment. Please, type your information instead. FILE DUPLICATE ORIGINAL.

**D** - All items must be answered on fillable articles of amendment; N/A is not an acceptable answer.

Mail all forms and required payment to:

Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090

**Phone: (202) 442-4400**

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."

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# District of Columbia Government

## Corporations Division

## Articles of Amendment of Domestic Limited Liability Company

**Form DLC-2, Version 2, July 2010.**

**Pursuant to provisions of Title 29, Chapter 10 of the Code of Laws of the District of Columbia, which governs the formation of limited liability companies, the undersigned limited liability company adopts the following Articles of Amendment:**

1. Name the limited liability company.

_____

2. The following amendment to the Articles of Organization was duly adopted on behalf of the company on the following date in accordance with the Operating Agreement and all applicable laws of the District of Columbia.

3. The effective date of this amendment.

_____

4. Amendment has been adopted in the following manner:

☐ (A) The amendment received was approved by those members with voting rights holding at least a majority of the interest in profits of the Limited liability company.

☐ (B) In accordance with the company's Articles of Organization and/or Operating Agreement, the amendment was approved by (Insert specific method of approval other than by those members with voting rights holding at least a majority of the interest in profits of the Company].

**If you sign this form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to $1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.**

| Managing Member or Authorized Person | Date | Signature |
|---|---|---|
| | | |

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