



The North Carolina State Bar

To Change the Name or Otherwise Amend Articles of Incorporation for a PC/PA

Revised 2/01/21

Articles of Amendment must be filed with the NC Secretary of State to change the name of a professional corporation (PC) or professional association (PA) or to change any other information on the original articles filed with the Secretary of State. The following documents and fees must be mailed to the North Carolina State Bar **prior** to filing Articles of Amendment with the NC Secretary of State:

- (1) The original and 1 copy of the Articles of Amendment. A template for the articles can be found on the Corporations page of the NC Secretary of State's website <https://www.sosnc.gov/forms>. Form B-02 is used for articles of amendment for a PC or PA.
- (2) \$20 check or money order payable to the NC State Bar.

Mail the above to:

NC State Bar
Membership Department
Attn: Phillip McWilliams
P.O. Box 26088
Raleigh, NC 27611

If approved, we will return the original Articles of Amendment and a non-objection letter prepared by the NC State Bar. If there is any impediment to approving the amendment, you will be advised of the problem and given an opportunity to correct it.

You must then mail the original Articles of Amendment and the original non-objection letter to the NC Secretary of State Corporations Division. Once the Secretary of State's Office processes your amendment, you will receive a filed/date-stamped copy of the Articles of Amendment from their office.

Please send a copy of the filed/date-stamped articles to the NC State Bar (address above) or email to pmcwilliams@ncbar.gov to receive your Certificate of Registration (NCSB Form PC-3) from the NC State Bar. Please maintain the Certificate of Registration for your records.

If you have any questions, please call Phillip McWilliams at 919-828-4620, ext. 225.