



**CERTIFICATE OF AMENDMENT  
OF THE  
CERTIFICATE OF INCORPORATION  
OF**

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*(Name of Domestic Corporation)*

Under Section 803 of the Not-for-Profit Corporation Law

**FIRST:** The name of the corporation is:

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If the name of the corporation has been changed, the name under which it was formed is:

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**SECOND:** The certificate of incorporation was filed by the Department of State on:

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**THIRD:** The law the corporation was formed under is:

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**FOURTH:** The corporation is a corporation as defined in subparagraph (5) of paragraph (a) of Section 102 of the Not-for-Profit Corporation Law.

**FIFTH:** The certificate of incorporation is amended as follows:

Paragraph \_\_\_\_\_ of the Certificate of Incorporation regarding

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is hereby [*check the appropriate box*]  added       amended to read in its entirety as follows:

Paragraph \_\_\_\_\_ of the Certificate of Incorporation regarding

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is hereby [*check the appropriate box*]  added  amended to read in its entirety as follows:

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*(Remove this page if not needed)*

**SIXTH:** The Secretary of State is designated as agent of the corporation upon whom process against it may be served. The address to which the Secretary of State shall forward copies of process accepted on behalf of the corporation is:

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**SEVENTH:** The certificate of amendment was authorized by: *(Check the appropriate box)*

- a vote of a majority of the members at a meeting.
- the unanimous written consent of the members entitled to vote thereon.
- a vote of a majority of the entire board of directors. The corporation has no members.

**X** \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Capacity of Signer)*

\_\_\_\_\_  
*(Print or Type Signer's Name)*

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Filer's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

**NOTES:**

1. The name of the corporation and its date of incorporation provided on this certificate must exactly match the records of the Department of State. This information should be verified on the Department of State's website at [www.dos.ny.gov](http://www.dos.ny.gov).
2. **The certificate must be submitted with a \$30 filing fee.**
3. This form was prepared by the New York State Department of State. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
4. The Department of State recommends that all documents be prepared under the guidance of an attorney.
5. **Please be sure to review Section 804 and Section 404 of the Not-for-Profit Corporation Law to determine if any consents or approvals are required to be attached to this certificate of amendment.**

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*For Office Use Only*