

# NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

4601 Six Forks Road Suite 310  
Raleigh, NC 27609  
919-791-2000

## Professional Corporation Change Form

C - \_\_\_\_\_  
 Certificate No. \_\_\_\_\_ Corporation Name \_\_\_\_\_

Application is hereby made for a change in the *Certificate of Licensure* issued to the above-named Professional Corporation. The change being requested is as follows (check all that apply):

- Corporate Name Change \*\*\*   
  Change in services offered\*\*\*   
  Change of Resident/Responsible Professional(s)  
 Add/Delete Branch Office   
  Change in Officers, Directors or Shareholders

### A. Offices of the Corporation

	Old Address	New Address	Resident or Responsible Charge Licensee Name (SEE BELOW FOR DETAILS)	NC License Number
Main Office				
Branch 1				
Branch 2				
Branch 3				

Use additional Sheets as necessary

#### Resident and Responsible Licensee(s):

- Each location of the Corporation within the State of North Carolina must have a North Carolina licensee listed for each profession (engineering/surveying) being offered from that location who meets the Resident requirement described in NCAC Title 21, Chapter 56 (Board Rules), Section .0902(c).
- Each location of the corporation outside of the State of North Carolina must have a North Carolina licensee listed for each profession (engineering/surveying) being offered from that location who will be in responsible charge of North Carolina projects performed from that location.

#### \*\*\*Corporate Name Change:

If the corporation wishes to change its name it must receive approval from the Board prior to making the change with the NC Secretary of State. In addition to the change form, a copy of the proposed *Articles of Amendment* (Domestic Corporation) or proposed *Application for Amended Certificate of Authority* (Foreign Corporation) showing the proposed new name must be provided. A fee of \$15.00 applies and must be submitted with the request in the form of a check made payable to the NC Board of Examiners.

#### Change in Officers, Directors or Shareholders:

NC General Statute 55B-4(3) requires that all corporations wishing to offer or practice engineering or land surveying to have at least one NC licensee for each profession who is an Officer, Director and Shareholder. Only the stock of licensees who are licensed in a profession that is authorized in the State of North Carolina may be counted in Section B. All other licensees are considered as non-licensed and should be listed in Section C.

#### \*\*\*Change in Services being offered:

If the corporation wishes to add/delete a service (engineering or land surveying) a North Carolina licensee for each profession who is an Officer, Director and Shareholder must be listed on the change form. In addition, a copy of the proposed *Articles of Amendment* (Domestic Corporation) or proposed *Application for Amended Certificate of Authority* (Foreign Corporation) showing proposed addition or deletion must be provided. A fee of \$15.00 applies and must be submitted with the request in the form of a check made payable to the NC Board of Examiners.

# North Carolina Professional Corporation Statement of Organization and Ownership

Corporate structure is dictated by provisions of the *North Carolina Professional Corporation Act*, G.S. 55B

## B. Professional [licensed] Personnel : \*\*

(Indicate by an "X" the status of each person, as applicable)

Name	License Number, State & Profession	Officer	Director	Shareholder	% stock owned	Employee	Resident or Responsible Licensee
					%		
					%		
					%		
					%		
					%		
					%		
					%		
					%		
					%		
					%		
					%		

Total Percent of stock owned by licensees \_\_\_\_\_%  
(Total must be at least 2/3)

\*\* All corporations must have at least one Officer, Director and shareholder must who is a NC licensee for each profession offered [§55B-4; §55B-14; §55B-16].

## C. Non-licensed Officers, Directors and Shareholder Employees: All non-licensees must be employees of the corporation per §GS 55B

(Indicate by an "X" the status of each person, as applicable)

Name	Officer	Director	Employee	Shareholder	Percent Owner
					%
					%
					%
					%
					%
					%
					%

Total Percent of stock owned by non-licensees \_\_\_\_\_%  
(Total may not exceed 1/3)

For Sections B & C above, attach additional pages as necessary.

# Certification

In support of the changes requested, the undersigned licensee of the corporation certifies that:

1. Ownership of the shares of said Corporation is as required by §55B-4, §55B-6 and if applicable, §55B-16 of the General Statutes of the State of North Carolina.
2. All Officers, Directors and Shareholders of the corporation are as listed on this form, and are a part of this *Certificate*. All Professional Employees of the corporation who are practicing engineering or land surveying for said corporation are duly licensed to practice in the State of North Carolina. ( Other professional licensees, i.e. Architects, Landscape Architects and Geologists, should be listed for record purposes, although these are not within the jurisdiction of this Board.)
3. Said corporation is being operated in compliance with the North Carolina *Professional Corporation Act* and the regulations of the North Carolina Board of Examiners for Engineers and Surveyors.
4. The Board shall be promptly notified of any change in personnel status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
License No.

\_\_\_\_\_  
E-mail Address of Primary Contact for Corporation

\_\_\_\_\_  
Main Phone Number

\_\_\_\_\_  
Main Fax Number

Revised 03-2010

**For office use only:**

**Date Received** \_\_\_\_\_ **Recorded by** \_\_\_\_\_