

Professional Limited Liability Company Change Form

General

The only changes that require a processing fee of (\$15.00^{***}) are Name Change and Service Change Requests. The processing fee may be paid by a check or money order made payable to the NC Board of Examiners. The fee may also be paid by credit card. If paying by credit card, the attached Credit Card Information Sheet must be completed and returned with the completed change form.

If a fee is required and is being paid by check, then the change form must be mailed to the Board office with the required fee. If no fee is required or if paying by credit card, the change form may be e-mailed to the Director of Business Licensure & Compliance at firms@ncbels.org.

Resident and Responsible Licensee(s):

1. Each location of the PLLC within the State of North Carolina must have one North Carolina licensee assigned for each profession (engineering/surveying) being offered from that location who is complying with the Resident Licensee Requirement in NCAC Title 21, Chapter 56 (Board Rules), Section .0901(c).
2. Each location of the PLLC outside of the State of North Carolina must have one North Carolina licensee assigned for each profession (engineering/surveying) being offered from that location who will be in responsible charge of North Carolina projects performed from that location.

*****Professional Limited Liability Company Name Change:**

All name changes must receive approval from the NC Board of Examiners prior to filing any amendments with the NC Secretary of State. In addition to sending the Professional Corporation 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. Foreign LLC's need to also submit a copy of the recorded name change amendment filed with the firm's State of Organization.

Change in Members and Managers:

NC General Statute 55B-4(3), requires all Professional Limited Liability Company's wishing to offer or practice engineering or land surveying to have at least one NC licensee for each profession who is a Member and Manager. Only the membership of licensees who are licensed in a profession that is authorized in the State of North Carolina may be counted in Section A. All other licensed (in other professions) and non-licensed members should be listed in Section C.

NOTE: All Professional Limited Liability Company's must always have at least one licensee (in each profession authorized) who is a Member and Manager. If there are multiple licensees in the same profession then one NC licensee may be a Member and a second NC licensee in the same profession may be a Manager.

*****Change in Services being offered:**

If the Professional Limited Liability Company wishes to add a service (engineering or land surveying) then a North Carolina licensee for each profession who is a Member and Manager must be reflected on the change form as well as updated member information that accounts for 100% of the firm membership. In addition, a copy of the proposed *Articles of Amendment* (Domestic PLLC) or proposed *Application for Amended Certificate of Authority* (Foreign PLLC) showing proposed addition or deletion of a service must be provided.

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

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

Professional Limited Liability Company Change Form

P -
Certificate No.

PLLC Name as Licensed at Date of Change Form Filing

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

- | | |
|---|---|
| <input type="checkbox"/> Name Change*** (Fee Required) | <input type="checkbox"/> Change in services offered*** (Fee Required) |
| <input type="checkbox"/> Change of Resident/Responsible Professional(s) Change | <input type="checkbox"/> Change in Members and/or Managers |
| <input type="checkbox"/> Add/Delete Office (if deleting office, list only those offices that will continue offering services) | <input type="checkbox"/> Change in Office Address |

A. Offices of the Professional Limited Liability Company

| | Old Address | New Address | Resident (in-state) or Responsible Charge (out-of-state) Licensee(s) Name(s) | NC License Number |
|-------------|-------------|-------------|--|-------------------|
| Main Office | | | | |
| Branch 1 | | | | |
| Branch 2 | | | | |
| Branch 3 | | | | |
| Branch 4 | | | | |
| Branch 5 | | | | |

Use Additional Sheets as Necessary

Certification

In support of the changes requested, the undersigned Member or Member/Manager of the company certifies:

1. Ownership of the Company is as required by §55B-4(2), §55B-6 and if applicable, §55B-16 of the General Statutes of the State of North Carolina.
2. All Members and Managers of the company are as listed on this form, and are a part of this *Certificate*. All Professional Employees of the company who are practicing engineering or land surveying for said company 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 membership ownership purposes, although these are not within the jurisdiction of this Board).
3. Said company 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 or membership of the company.

Signature of Licensee

Date

Printed Name and Title

Individuals NC License Number

E-mail Address of Primary Contact for Corporation

Main Phone Number

Main Fax Number

Federal Tax ID Number

North Carolina Professional Limited Liability Company

Statement of Organization and Ownership

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

*****Total membership listed in Section B must equal at least (2/3) of total membership issued and only the membership issued to licensees (in the professions authorized in NC) can be counted in this section. All others are considered non-licensed and must go in Section C below.**

B. Professional [licensed] Personnel:

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

| Name | License Number, State & Profession | Manager | Member (% ownership) | Employee | Branch | Resident or Responsible Licensee (Indicate Branch) |
|------|------------------------------------|---------|----------------------|----------|--------|--|
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C. Non-licensed Member Employees:

****All non-licensees must be employees of the company per §GS 55B****

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

| Name | Manager | Member (% ownership) | Employee |
|------|---------|----------------------|----------|
| | | % | |
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| | | % | |

*****Total membership listed in this section may not be more than 1/3.**

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

Credit Card Information Sheet

Accepted Credit Cards: Visa, MasterCard, Discover

To pay the Application Fee by credit card, the following information **must** be provided:

Amount charged will be: **\$15.00** (Processing Fee Only required for Name or Service Change Requests)

Check Card Type: Visa MasterCard Discover

Credit Card Number: _____

Exact Name as it as it appears on Card: _____

Card Expiration Date (enter Mo/Yr): _____

Typed Name of Cardholder: _____

Signature of Cardholder: _____

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer.