

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.

Professional Limited Liability Company Name

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):

- Change of Resident/Responsible Professional(s) Add/Delete Branch Office ***PLLC Name Change (FEE APPLIES)
- ***Change in services offered (FEE APPLIES) + Change in Members and/or Managers

A. Offices of the Professional Limited Liability Company

	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 PLLC 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 PLLC 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.

***Professional Limited Liability Name Change:

If the PLLC 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 Entity) or proposed *Application for Amended Certificate of Authority* (Foreign Entity) 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 Members and/or Managers:

NC General Statute 55B-4 requires that any PLLC that desires 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 licensees are considered as non-licensed and should be listed in Section C. All non-licensees must be employees.

***Change in Services Offered:

If the PLLC wishes to add a service (engineering or land surveying), a North Carolina licensee for each profession who is a Member and Manager must be listed on the change form. In addition, a copy of the proposed *Articles of Amendment* (Domestic) or proposed *Application for Amended Certificate of Authority* (Foreign) 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 Limited Liability Company

Statement of Organization and Ownership

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

B. Professional [licensed] Personnel:

** All Professional Limited Liability Company's must have at least one Member and Manager who is a NC licensee for each profession offered [§55B-4; §55B-14; §55B-16]**

(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
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			

Total Percent of Membership Owned by Licensees _____%
(Total must be at least 2/3)

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
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

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 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

Date

Printed Name and Title

NC License No.

E-mail Address of Primary Contact for Corporation

Main Phone Number

Main Fax Number

Federal Tax ID Number

Revised 05-2010

For office use only:

Date Received _____ **Recorded by** _____