

# **Professional Corporate Change Form**

## **General**

The only changes that require a processing fee of (\$15.00\*\*\*) are Name Changes 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](mailto:firms@ncbels.org).

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

1. Each location of the Corporation 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 Corporation outside of the State of North Carolina must have one North Carolina licensee assigned for each profession (engineering/surveying) being offered from that location that will be in responsible charge of North Carolina projects performed from that location.

## **\*\*\*Corporate 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 – [Form B-02](#)) or proposed *Application for Amended Certificate of Authority* (Foreign Corporation – [Form PC-03](#)) showing the proposed new name must be provided.

Foreign Corporations need to also submit a copy of the recorded name change amendment filed with the firm's State of Incorporation.

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

NC General Statute 55B-4(3), requires 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 (Board of Directors) 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 licensed (in other professions not authorized in North Carolina) and non-licensed shareholder employees should be listed in Section C.

**NOTE:** All corporations must always have at least one licensee (in each profession authorized) who is an Officer, Director (Board of Directors) and Shareholder. If there are multiple licensees in the same profession then one NC licensee may be a Director and a second NC licensee in the same profession may be an Officer and Shareholder.

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

If the corporation wishes to add a service (engineering or land surveying) then a North Carolina licensee for each profession who is an Officer, Director and Shareholder must be reflected on the change form as well as updated shareholder information that accounts for 100% of the corporate ownership. In addition, a copy of the proposed *Articles of Amendment* (Domestic Corporation – [Form B-02](#)) or proposed *Application for Amended Certificate of Authority* (Foreign Corporation – [Form PC-03](#)) showing proposed addition or deletion of a service must be provided.

If the corporation wishes to delete a service (engineering or land surveying) then a copy of the proposed *Articles of Amendment* (Domestic Corporation – [Form B-02](#)) or proposed *Application for Amended Certificate of Authority* (Foreign Corporation – [Form PC-03](#)) showing proposed deletion of the service must be provided.

If the corporation is applying to add a service under N.C.G.S 55B, not regulated by this Board then it must still submit change form and provide updated ownership information. Upon verification that the ownership remains compliant with NC Statutes, a non-objection certificate will be issued to the NC Secretary of State notifying them that this office does not object to the addition of the additional service.

**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 as Licensed with Board at Date of Change Form Filing

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Corporate Name Change*** ( <b>Fee Required</b> )   | <input type="checkbox"/> Change in services offered*** ( <b>Fee Required</b> ) |
| <input type="checkbox"/> Change of Resident/Responsible Professional(s) Change  | <input type="checkbox"/> Change in Officers, Directors or Shareholders         |
| <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 Corporation**

Firm Mailing Address (if different than Main Physical Address)	
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	Old Physical Address	New Physical Address	Resident (in-state) or Responsible Charge (out-of-state) Licensee(s) Name(s) <i>See Directions for Explanation</i>	NC Individual PE/PLS 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 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 ownership 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.

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Signature

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Date

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Printed Name and Title

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Individuals NC License Number

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E-mail Address of Primary Contact for Corporation

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Main Office Phone Number

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Main Office Fax Number

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Federal Tax ID Number (required)

# 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

**\*\*\*Total of stock listed in Section B must equal at least (2/3) of total stock issued and only the stock 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. If the individual is licensed in one of the authorized professions in North Carolina from a state where the firm is authorized to practice but not licensed in North Carolina, then provide that state and corresponding license number.**

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

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

Name	License Number, State & Profession	Officer	Director	Exact % of stock owned	Resident or Responsible Licensee. Indicate Branch

## C. Non-licensed Officers, Directors and Shareholder Employees:

All non-licensed personnel must be employees of the corporation per §GS 55B

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

Name	Officer	Director	Exact % of stock owned	Employee
			%	
			%	
			%	
			%	
			%	
			%	

**\*\*\*Total of stock 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: \_\_\_\_\_

Firm Name: \_\_\_\_\_

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.*

<b>For Office Use Only:</b>	Auth: _____
	_____
	Ref: _____