



New Mexico
Secretary of State

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SECRETARY OF STATE
CORPORATIONS BUREAU
CHARTERED DOCUMENTS DIVISION
325 DON GASPAR, SUITE 300
SANTA FE, NEW MEXICO 87501
(800) 477-3632

REQUIREMENTS FOR AMENDING A CERTIFICATE OF AUTHORITY
FOR A FOREIGN NONPROFIT CORPORATION
(53-8-76 NMSA 1978)

FILING FEES: Application for Amended Certificate of Authority, \$20 (submit a signed original of the application, together with a duplicate copy which may be either signed or photocopied; the duplicate copy and an Amended Certificate of Authority will be returned for the corporation's records). *The following fees apply only if you want an additional copy or copies to be certified: \$10* per certified copy; if you do not provide the extra copy, a reproduction fee of **\$1** per page, minimum **\$5** is charged in addition to the \$10 certification fee. Payment of fees must be made by **check or money order**, made payable to the New Mexico Secretary of State. The New Mexico Secretary of State does not accept cash payment for any fees.

PURPOSE OF FILING: A foreign corporation authorized to transact business in New Mexico shall apply for an Amended Certificate of Authority if: 1) it changes its corporate name in its domestic state; 2) it desires to pursue in this state other or additional purposes than those stated in its application for Certificate of Authority.

FILING OF APPLICATION FOR AMENDED CERTIFICATE OF AUTHORITY: The foreign corporation shall file with the Secretary of State: **(1) the signed original of the application for Amended Certificate of Authority, together with a duplicate copy** which may be either signed or photocopied; **(2) in the case of a corporate name change, an original certificate of filing verifying the change of corporate name** which must be authenticated by the appropriate official custodian of corporate records for the domestic state; and **(3) \$20** filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Nonprofit Corporation Act, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return the duplicate together with an Amended Certificate of Authority.

EXECUTION OF DOCUMENTS: The application for Amended Certificate of Authority shall be executed (signed) by two authorized officers of the corporation.

NOTE: Please refer to Sections 53-8-64 to 53-8-83 of the New Mexico Nonprofit Corporation Act for the complete statutes governing a foreign nonprofit corporation in New Mexico. A copy of the statutes can be obtained from this office at your request. The Corporations Bureau can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant if you have legal questions concerning your corporation.

INCLUDED IN THIS PACKET ARE INSTRUCTIONS FOR COMPLETING OUR FORMS. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

Please visit our website at: www.sos.state.nm.us

DOCUMENTS MUST BE TYPED OR PRINTED LEGIBLY

Instructions For Completing Form ENP-AM (Application for Amended Certificate of Authority)

Item 1: Enter the complete name of the corporation, as it currently appears on the records with the Secretary of State, and the NM CORP # (charter ID number found on the Certificate of Authority).

Item 2: Enter the date the original application for Certificate of Authority was filed with the Secretary of State. This is the date that appears on the Certificate of Authority.

Item 3: If filing to obtain an Amended Certificate of Authority because the corporation changed its corporate name in its domestic state, enter the new name of the corporation, exactly as it appears on the authenticated certificate of filing verifying the name change, which certificate must accompany this application. If the corporate name as changed is not available in New Mexico, a resolution by the board of directors adopting a fictitious name for use in conducting affairs in New Mexico must be submitted with this application. The resolution must be signed by an authorized officer and must identify the New Mexico state agency that turned down the true corporate name.

Item 4: If filing to obtain an Amended Certificate of Authority because the corporation wishes to pursue other or additional purposes than those set forth in its original application for Certificate of Authority, enter those specific purposes in item 5.

Date and Execution: Enter the date the application was executed (signed). Enter the current name of the corporation on the line provided. The application must be signed by two authorized officers of the corporation.