

**INSTRUCTIONS FOR COMPLETION OF THE INTERIM NOTICE OF CHANGE OF
OFFICER/DIRECTOR FORM Domestic and Foreign Corporations**

Instructions correspond with numbered entries on the form

1. **NAME OF CORPORATION:** Please provide the complete name of the corporation as it currently appears on the records of the Secretary of the State. If the notice is being filled by a foreign corporation, such corporation should provide the name under which it is currently authorized to transact business in Connecticut.
2. **NEW OFFICER/DIRECTOR INFORMATION:** Please print or type the full name of the corporation's officers and directors, their titles, including a check following the statement "Check if Director" if applicable, and their residence and business addresses. Complete street addresses including a street number, street name, city, state, postal code and country if other than the United States are required. **Note: P.O. boxes are only acceptable as additional information.**
3. **DIRECTORS/OFFICERS WHO HAVE CEASED TO HOLD OFFICE:** Please print or type the full name of directors/officers who have ceased holding director or officer positions within the corporation and their titles, including a check following the statement "Check if Director" if applicable.
4. **EXECUTION:** The document must be executed by an authorized official of the corporation. That person must print or type their name, state the capacity under which they sign. The execution constitutes a legal statement under the penalties of false statement that the information provided in the document is true.

OFFICE OF THE SECRETARY OF THE STATE

MAILING ADDRESS:

COMMERCIAL RECORDING DIVISION
CONNECTICUT SECRETARY OF THE STATE
P.O. BOX 150470
HARTFORD, CT 06115-0470

DELIVERY ADDRESS:

COMMERCIAL RECORDING DIVISION
CONNECTICUT SECRETARY OF THE STATE
30 TRINITY STREET
HARTFORD, CT 06106

PHONE: 860-509-6003

WEBSITE: www.concord-sots.ct.gov