

## INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF CORRECTION (FORM LLC-11)

For easier completion, this form is available on the Secretary of State's website at <http://www.ss.ca.gov/business> and can be viewed, filled in and printed from your computer. The completed form can be mailed to Secretary of State, Document Filing Support Unit, P.O. Box 944228, Sacramento, CA 94244-2280 or delivered in person to the Sacramento office, 1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form should not be altered. This form is only filed in the Sacramento office.

Statutory filing provisions are found in California Corporations Code [section 17055](#). All statutory references are to the California Corporations Code, unless otherwise stated.

If any document filed with the Secretary of State under the Beverly-Killea Limited Liability Company Act contains any typographical error, error of transcription, other technical error, or has been defectively executed, the document may be corrected by filing Form LLC-11. Form LLC-11 may not be used to:

- make any other change or amendment that would not have complied in all respects with the requirements of the Beverly-Killea Limited Liability Company Act at the time of the document being corrected was filed; or
- change the effective date of the document being corrected; or
- affect any right or liability accrued or incurred before its filing, except that any right or liability accrued or incurred by reason of the error or defect being corrected shall be extinguished by the filing if the person having the right or to whom the liability is owed has not detrimentally relied on the original document.

**FEES:** The fee for filing Form LLC-11 is \$30.00. However, there is a \$15.00 special handling fee for processing a document delivered in person to the Sacramento office. The special handling fee must be remitted by separate check for each submittal and will be retained whether the document is filed or rejected. The preclearance and/or expedited filing of a document within a guaranteed time frame can be requested for an additional fee (in lieu of the special handling fee). Please refer to the Secretary of State's website at <http://www.ss.ca.gov/business/precexp.htm> for detailed information regarding preclearance and expedited filing services. The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

**COPIES:** The Secretary of State will certify two copies of the filed document(s) without charge, provided that the copies are submitted to the Secretary of State with the document(s) to be filed. Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

### Complete Form LLC-11 as follows:

- Item 1.** Enter the file number issued to the limited liability company by the California Secretary of State.
- Item 2.** Enter the name of the limited liability company exactly as it is of record with the California Secretary of State, including the entity ending.
- Item 3.** Enter the title of the document being corrected.
- Item 4.** Enter the name of each party that signed the document being corrected. Note: If the document was signed by a person on behalf of the party to the document (e.g., attorney-in-fact), enter the name of that person and the capacity under which they signed the document (e.g., "(name of attorney-in fact), attorney-in-fact for (name of party to the document)").
- Item 5.** Enter the date (month/day/year) the document being corrected was filed with the California Secretary of State.
- Item 6.** Enter the provision in the document as previously filed. If the execution of the document was defective indicate the manner in which it was defective. Attach additional pages if necessary.
- Item 7.** Enter the provision in the document as corrected. Attach additional pages if necessary.
- Item 8.** Form LLC-11 must be executed in the same manner in which the document being corrected was required to be executed. If additional signature space is necessary, the signatures may be made on an attachment to the certificate.
  - If Form LLC-11 is signed by an attorney-in-fact, the signature should be followed by the words "Attorney-in-fact for (name of person)."
  - If Form LLC-11 is signed by an entity, the person who signs on behalf of the entity should note their name and position/title, the exact entity name and the entity's relation to the limited liability company. Example: If a limited liability company ("Smith LLC") is the manager of the limited liability company named in Item 2, the signature of the person signing on behalf of Smith LLC should be reflected as Joe Smith, Manager of Smith LLC, Manager.
  - If Form LLC-11 is signed by a trust, the trustee should sign as follows: \_\_\_\_\_, trustee for \_\_\_\_\_ trust (including the date of the trust, if applicable). Example: Mary Todd, trustee of the Lincoln Family Trust (U/T/A 5-1-94).
- Item 9.** Enter the name and the address of the person or firm to whom a copy of the filed document should be returned.



# State of California Secretary of State

LLC-11

## LIMITED LIABILITY COMPANY CERTIFICATE OF CORRECTION

A \$30.00 filing fee must accompany this form.

**IMPORTANT – Read instructions before completing this form.**

This Space For Filing Use Only

### FILE NUMBER

1. SECRETARY OF STATE FILE NUMBER

### ENTITY NAME (Enter the exact name of the limited liability company.)

2. NAME OF LIMITED LIABILITY COMPANY

### DOCUMENT TITLE (Enter the title of the document being corrected.)

3. TITLE OF DOCUMENT BEING CORRECTED

### PARTIES TO THE DOCUMENT (Enter the name of each party to the document being corrected.)

4. NAME OF EACH PARTY TO THE DOCUMENT BEING CORRECTED

### DOCUMENT FILE DATE (Enter the date the document being corrected was filed with the Secretary of State.)

5. FILE DATE OF DOCUMENT BEING CORRECTED

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(MONTH) (DAY) (YEAR)

### DOCUMENT PROVISION (Item 6: Enter the provision in the document as previously filed and, if the execution of the document was defective, indicate the manner in which it was defective. Item 7: Enter the provision in the document as corrected. Attach additional pages if necessary. Additional information set forth on attached pages, if any, is incorporated herein by this reference and made a part of this certificate.)

6. PROVISION IN DOCUMENT AS PREVIOUSLY FILED

7. PROVISION IN DOCUMENT AS CORRECTED

### EXECUTION (Form LLC-11 must be executed in the same manner in which the document being corrected was required to be executed.)

8. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT OF MY OWN KNOWLEDGE. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

### RETURN TO (Enter the name and the address of the person or firm to whom a copy of the filed document should be returned.)

9. NAME

[

]

FIRM (if any)

ADDRESS

CITY/STATE/ZIP

[

]