

**CHANGING THE PRINCIPAL OFFICE OR RESIDENT AGENT  
OF A CORPORATION, LIMITED PARTNERSHIP,  
LIMITED LIABILITY COMPANY OR  
LIMITED LIABILITY PARTNERSHIP IN MARYLAND**

**I. Maryland and Foreign Corporations**

(A) Notice by corporation of designation or change of principal office or resident agent

1. A corporation may designate or change its resident agent or principal office by filing for record with the Department a certified copy of a resolution of its board of directors which authorizes the designation or change.
2. A corporation may change the address of its resident agent by filing for record with the Department a statement of the change signed by its president or one of its vice presidents.
3. A designation or change of a corporation's principal office or its resident agent or his address is effective when the Department accepts the resolution or statement for record.

*SAMPLE RESOLUTION IS AS FOLLOWS:*

*"The Board of Directors of (NAME OF CORPORATION), a corporation organized in (NAME OF STATE WHERE ORGANIZED) on (DATE) duly approved a resolution as follows: \_\_\_\_\_*

*RESOLVED: That the (principal office or resident agent - INSERT WHICHEVER APPLICABLE) of the corporation is changed to \_\_\_\_\_ .*

*I, (name and title of an officer) certify under the penalties of perjury that to the best of my knowledge, information, and belief the foregoing resolution is true in all material respects.*

*I hereby consent to my designation in this document as resident agent for this corporation.*

*SIGNED: \_\_\_\_\_ Resident Agent"*

**NOTE:** For close corporations which have made an election to have no board of directors, the word "stockholders" should be inserted in the foregoing resolution in place of the word "directors."

(B) Notice by resident agent of change of address

1. A resident agent who changes his address in Maryland should notify the Department of the change by filing for record with the Department a statement of the change signed by him or on his behalf.
2. The statement shall include:
  1. The names of the corporations for which the change is effective;
  2. His old and new addresses; and
  3. The date on which the change is effective.
3. If the old and new addresses of the resident agent are the same as the old and new addresses of the principal office of the corporation, the statement should include a change of address for the principal office if:
  1. The resident agent notifies the corporation in writing; and
  2. The statement recites that he has done so.
4. The change of address of the resident agent or principal office is effective when the Department accepts the statement for record.

(C) Resignation of resident agent

1. A resident agent may resign by filing with the Department a counterpart or photocopy of the signed resignation.
2. Unless a later time is specified in the resignation, it is effective:
  1. At the time it is filed with the Department, if the corporation has more than one resident agent; or
  2. Ten days after it is filed with the Department if the corporation has only one resident agent.