(Rev. 4/97)

REVIEW PROCEDURES FOR C&S 412
CERTIFICATE OF CHANGE

Act 213, P.A. 1982; MCLA 449.1905; MSA 20.1905

Section 905 requires the filing of a certificate whenever any of the information in the application for registration to transact business in Michigan is changed.

Section 206(3) permits the administrator to require limited partnership documents to be on its forms. The Bureau has determined its forms, or documents following the outline of its forms, must be used.

Form C&S 412 is the appropriate form to be used to make changes to the information in the application for registration.

The document must be reviewed to determine that it substantially complies with the Act. For example, it must conform to law and be consistent with attorney general opinions, guidelines and policies; it must be signed in ink; fees must be paid; etc.

Following are specific items to be considered in determining whether or not the Certificate of Change can be filed.

SPECIFIC DOCUMENT ITEMS	STATUTORY CITE
The document must be completed by using the Bureau's form or a form which follows the outline and sequence of the Bureau's form.	ULPA 206(3)
ITEM 1 Must be completed with the name of the limited partnership. If the limited partnership is admitted under a qualifying assumed name, the qualifying assumed name must appear. The name must be identical (spelling, abbreviations, and punctuation) to the name as it appears on the database.	
ITEM 2 Must be completed with the identification number for the name in Item 1.	
ITEM 3 Must reflect the address of the limited partnership's office. This should be verified on the database.	
ITEM 4 Must be completed to identify the specific items in the Application for Registration to Transact Business in Michigan being changed and the number of pages of Supplement O and/or P which are attached. Any changes to the information in Items 1 through 5 of the Application for Registration to Transact Business in Michigan must appear in their entirety on Supplement O. Changes to partner information required to be reported to Michigan must appear on Supplement P.	
EFFECTIVE DATE An effective date, not more than 90 days after the date of receipt is permitted. The desired effective date must be reflected in the body of the document. Inserting it in the "Bureau Use Only" area is not sufficient.	ULPA 206(2) Policy Statement C-19

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SPECIFIC DOCUMENT ITEMS	STATUTORY CITE
SIGNATURE	
Must be signed in ink by a general partner. If the partner is not an individual, the signature of the following is required: a) corporations: that of an officer b) partnerships: that of a partner c) trusts: that of a trustee The signature must be notarized. The notary public must complete the notarial acknowledgment. Expiration date of notary's commission must be the same as or later than the signature date of the document.	ULPA 905
FEES	
Filing Fee - $10.00	ULPA 1107(a)(6)