

# ASSUMED NAME CERTIFICATE

1. The name of the corporation, limited liability company, limited partnership, or registered limited liability partnership as stated in its articles of incorporation, articles of organization, certificate of limited partnership, application or comparable document is \_\_\_\_\_  
\_\_\_\_\_
2. The assumed name under which the business or professional service is or is to be conducted or rendered is \_\_\_\_\_  
\_\_\_\_\_
3. The state, country, or other jurisdiction under the laws of which it was incorporated, organized or a associated is \_\_\_\_\_, and the address of its registered or similar office in that jurisdiction is \_\_\_\_\_  
\_\_\_\_\_
4. The period, not to exceed 10 years, during which the assumed name will be used is \_\_\_\_\_
5. The entity is a (circle one): business corporation, non profit corporation, professional corporation, professional association, limited liability company, limited partnership, registered limited liability partnership or some other type of incorporated business, professional or other association (specify) \_\_\_\_\_  
\_\_\_\_\_
6. If the entity is required to maintain a registered office in Texas, the address of the registered office is \_\_\_\_\_ and the name of its registered agent at such address is \_\_\_\_\_. The address of the principal office: (if not the same as the registered office) is \_\_\_\_\_
7. If the entity is not required to or does not maintain a registered office in Texas, the office address in Texas is \_\_\_\_\_ and if the entity is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is \_\_\_\_\_ and the office address elsewhere is \_\_\_\_\_  
\_\_\_\_\_
8. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "ALL" or ALL EXCEPT): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of officer, general partner, manager, representative  
or attorney-in-fact of the entity

Before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_ and acknowledged to me that \_\_\_\_\_ executed the foregoing certificate for the  
purposes therein expressed.

(Notary Seal)

\_\_\_\_\_  
Notary Public, State of Texas

# INSTRUCTIONS FOR FILING ASSUMED NAME CERTIFICATE

1. A corporation, limited liability company, limited partnership or registered limited liability partnership, which regularly conducts business or renders a professional service in this state under a name other than the name contained in its articles or incorporation, articles of organization, certificate of limited partnership or application, must file an assumed name certificate with the secretary of state and with the appropriate county clerk in accordance with Texas law.
2. The information provided in paragraph 6 as regards the registered agent and registered office address in Texas must match the information on file in this office. To verify the information on file with this office, you may contact our corporate information unit at (512) 463-5555. Forms to change the registered agent/office are available from this office should you require to update this information.
3. A certificate executed and acknowledged by an attorney-in-fact shall include a statement that the attorney-in-fact has been duly authorized in writing by his principal to execute and acknowledged the same.
4. For purposes of filing with the Secretary of State, the assumed name registrant should submit an originally executed assumed name certificate accompanied by the filing fee of \$25 to the Secretary of State, Statutory Filing Division, Corporations Section, P.O. Box 13697, Austin, TX 78711-3697. The phone number is (512) 463-4482.
5. All assumed name certificates to be filed with the county clerk must be forwarded directly to the appropriate county clerk by the assumed name registrant. (Check with appropriate county clerk for required filing fees.)
6. Whenever an event occurs that causes the information in the assumed name certificate to become materially misleading ( e.g. change of registered agent/office or change of name), a new certificate must be filed within 60 days after the occurrence of the events which necessitate the filing.
7. A registrant that ceases to transact business or render professional services under an assumed name for which a certificate has been filed may file an abandonment of use pursuant to Texas Laws. Forms for this purpose are available from the Secretary of State's Office.