

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
**Business Registration Division**  
335 Merchant Street  
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810  
Phone No. (808) 586-2727

## OFFICER / DIRECTOR / MEMBER / MANAGER CHANGES

**Instructions:** Statement must be typewritten or printed in *black ink*, and must be *legible*. All signatures must be in *black ink*. Submit original statement together with the appropriate fee(s).

Execution:

For **corporations**, document must be signed by at least one officer of the corporation.

For **general partnerships**, document must be signed by at least one general partner.

For **limited liability partnerships**, document must be signed and certified by at least one general partner.

For **limited partnerships**, document must be signed by at least one general partner.

For **limited liability limited partnerships**, document must be signed by at least one general partner.

For **limited liability company**, document must be signed and certified by at least one manager of a manager-managed company or by at least one member of a member-managed company.

**Filing Fees:** *Filing fee (Profit Corporation/LLC \$25.00, Non Profit Corporation \$10.00) is not refundable.* Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS. Dishonored Check Fee \$25.00.

For any questions call (808) 586-2727. Neighbor islands may call the following numbers followed by 6-2727 and the # sign: Kauai 274-3141; Maui 984-2400; Hawaii 974-4000, Lanai & Molokai 1-800-468-4644 (toll free).

Fax: (808) 586-2733      Email Address: [breg@dcca.hawaii.gov](mailto:breg@dcca.hawaii.gov)

**NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE DIVISION SECRETARY, BUSINESS REGISTRATION DIVISION, DCCA, AT 586-2744, TO SUBMIT YOUR REQUEST.**

**ALL BUSINESS REGISTRATION FILINGS ARE OPEN TO PUBLIC INSPECTION. (SECTION 92F-11, HRS)**