

US POST OFFICE ZIP CODE AND ADDRESS CHANGES

The policy adopted April 18, 1991, is revised.

The Corporation Division may update its computer records to reflect the correct zip code or mailing addresses for corporations, limited partnerships or limited liability companies without collecting a filing fee for the change in address under special circumstances. Section 242 of the Business Corporation Act and the Nonprofit Corporation Act, Section 202 of the Michigan Uniform Limited Partnership Act, and Section 209 of the Michigan Limited Liability Company Act provide that a statement of change in the registered office address must be filed with the agency when the corporation changes its address. Section 1060 of the Business Corporation Act and Nonprofit Corporation Act and Section 1101 of the Michigan Limited Liability Company Act provides that a fee of \$5 shall be paid for examining and filing a statement of change of registered office. Section 1107 of the Michigan Uniform Limited Partnership Act provides that a fee of \$10.00 shall be paid for examining and filing a certificate of amendment, restated certificate of limited partnership, or certificate of change.

When the United States Post Office unilaterally changes the zip code of an area, or any part of an address is changed by a governmental agency or in a general or special election, without action by a corporation, limited partnership or limited liability company, the corporation, limited partnership or limited liability company may update the Bureau's records by submitting written verification of the change. In order to have the Bureau's records contain the correct zip code, the addresses on file will be corrected when the Bureau is notified of a zip code change. The corporation, limited partnership or limited liability company will not be required to file a certificate of change of registered office, certificate of amendment or restated certificate of limited partnership or to pay a fee for filing the change in zip code. In addition, since the change is not as the result of corporate, partner, member or manager action, no document will be added to the document file, either on microfilm or optical disk.

The above policy shall be adopted immediately and remain in effect unless rescinded or modified by the Bureau Director.

Approved by Carl L. Tyson, Director
Corporation and Securities Bureau
on September 21, 1994