



NOTARY'S OFFICE OF BAZA: DOÑA INMACULADA CAMPOS TÉVAR

Amendment of articles of association

Corporate purpose · Company name · Registered office

Indicative list of documents to prepare your matter at the notary's office, especially for private limited companies (S.L.) and public limited companies (S.A.).

General documentation

- Valid identity document of all persons appearing: DNI or, as applicable, passport, identity card or residence permit. NIE/NIF where applicable.
- Company tax ID (NIF), deed of incorporation and current articles of association, together with any relevant amending deeds.
- Documents proving the office or power of attorney of the company's representative, and Commercial Registry (Registro Mercantil) registration details.
- Up-to-date information on the beneficial ownership of the company.
- Certificate of the resolution of the competent body or of the sole shareholder's decisions, with the content and formalities required. If the resolution has not yet been adopted, please consult us beforehand on how to prepare it.
- Full text of the new wording of the articles to be amended, or a proposal for the notary's office to prepare.
- Documents on the calling of the meeting and the adoption of the resolution, where applicable; for public limited companies (S.A.), the report justifying the amendment.

Change of corporate purpose

- Description of the activities to be added, removed or replaced, indicating which will be the main activity.
- CNAE code of the main activity, if you have it, for verification.
- If the activities are professional, regulated or subject to authorisation: available documents to study the specific requirements.
- If the corporate purpose is replaced or substantially changed: information on shareholders who did not vote in favour, and documents on the notices and on the handling of the right of withdrawal, where applicable.

Change of company name

- New name chosen and negative certificate from the Central Commercial Registry (Registro Mercantil Central). If you do not have it yet, provide the proposed names and ask us about requesting it.
- Resolution to change the name and new wording of the relevant article.
- Please tell us if the company has assets or rights registered in other registries, so that the updating of its name can be studied.

Change of registered office

- Full address of the new registered office: street, number, floor or unit, postcode, municipality and province.
- Whether the move is within the same province, to another province or abroad.

- Resolution of the competent body and new wording of the article on the registered office. For moves within Spain, the notary's office will check the competence of the management body and the provisions of the articles of association.
- If moving to another province: provide the details of the Commercial Registry of origin, so that the necessary registry documents can be prepared.
- If moving abroad: please consult us beforehand, as a specific procedure and additional documents are required.

Before preparing the signing

Please state whether one or several articles are to be amended in the same deed. Check the formalities before calling the meeting or adopting the resolution, especially if the change of corporate purpose may give rise to shareholders' right of withdrawal.

Warning: This information is general and for guidance only. The definitive documentation will depend on the specific circumstances of each case.

Opening hours: Monday to Friday, 9:00–14:00 · Telephone: 958292462 · icampos@correonorarial.org · Calle Carril s/n, 18800 Baza (Granada).

