

OKLAHOMA NOT FOR PROFIT CORPORATION

PROCEDURES FOR COMPLETING THE CERTIFICATE OF INCORPORATION

This information is intended to aid in the completion of the forms to organize a not for profit corporation pursuant to the provisions of the Oklahoma General Corporation Act. (Title 18, Section 1001) **PLEASE CONSULT THE STATUTES CAREFULLY.**

It may be to your benefit to contact the **INTERNAL REVENUE SERVICE** concerning federal tax requirements, and the **OKLAHOMA TAX COMMISSION** concerning state tax requirements prior to filing with the Secretary of State.

The availability of the proposed name may be checked in advance by telephoning the **BUSINESS FILING DIVISION** of the Secretary of State directly at **(405)-521-3912**. **PRIOR** to filing the certificate of incorporation, a name may be reserved for a period of sixty (60) days by filing a name reservation application and paying a fee of \$10.00.

PROCEDURES:

1. Prepare and file with the Secretary of State **ONE** signed certificate of incorporation.
2. **Pay** to the Secretary of State a filing fee of **\$25.00**
3. Make the check or money order **payable** to the Oklahoma Secretary of State. The certificate of incorporation may be mailed or delivered in person to: **Secretary of State, 2300 N. Lincoln Blvd., Room 101, State Capitol Building, Oklahoma City, Oklahoma 73105-4897**. Documents to be processed **IN PERSON** must be delivered to the Secretary of State's office between the hours of **8:00 a.m. and 4:00 p.m. (Monday-Friday)**.

INSTRUCTIONS:

1. **NAME** - The name of the corporation **MUST** contain one of the following words or abbreviations: association, company, corporation, club, foundation, fund, incorporated, institute, society, union, syndicate, limited, co., corp., inc., ltd., or words or abbreviations of like import in other languages provided that such abbreviations are written in Roman characters or letters.
2. **REGISTERED AGENT AND REGISTERED OFFICE** - **Every** corporation **must** maintain a registered office and a registered agent. The agent may be either the corporation itself, an individual resident of this state, a domestic or qualified foreign corporation, limited liability company, or limited partnership. Each registered agent shall maintain a business office **identical** with the registered office which is open during regular business hours to accept service of process and otherwise perform the functions of a registered agent. The registered office address must be a physical address and cannot be a post office address. (Title 18, Section 1021 and Section 1022)
3. **LOCATION OF CHURCH** - The address of the church must be a street address and cannot be a post office box address. Rural routes and box numbers are acceptable.
4. **DURATION** - The duration of the corporation is the life span of the corporation. Perpetual means continuous. All domestic corporations shall have a perpetual duration unless otherwise stated.
5. **PURPOSE** - The purpose of the corporation is the type of business the corporation intends to conduct. It shall be sufficient to state, either alone or with other purposes, that the purpose of the corporation is **“to engage in any lawful act or activity for which corporations may be organized under the general corporation law of Oklahoma”**, and by such statement all lawful acts and activities shall be within the purposes of the corporation, except for express limitations, if any.
6. & 7. This language is required to be stated within the certificate of incorporation. These statements do not require an answer when completing the forms.
8. **NUMBER OF TRUSTEES/DIRECTORS** - The number of trustees or directors to be elected at the

first meeting of the corporation.

9. **TRUSTEES/DIRECTORS** - The name and mailing address of each trustee or director is required. A minimum of one trustee or director is required.

10. **INCORPORATORS** - A minimum of **THREE** incorporators is required to form a not for profit corporation. Any person, partnership, association, or corporation, **singly** or **jointly** with others, and without regard to his or their residence, domicile or state of incorporation, may incorporate or organize a corporation pursuant to the provisions of the Oklahoma General Corporation Act. The incorporators are the original signers of the certificate of incorporation. The incorporators are not necessarily officers, directors or shareholders, although it does not exclude them from being such.

FILING FEE: \$25.00

PRINT CLEARLY

CERTIFICATE OF INCORPORATION (NOT FOR PROFIT)

TO: OKLAHOMA SECRETARY OF STATE
2300 N. Lincoln Blvd., Room 101, State Capitol Building
Oklahoma City, Oklahoma 73105-4897
(405) 521-3912

The undersigned, for the purpose of forming an Oklahoma not for profit corporation under the provisions of Title 18, Section 1001, do hereby execute the following certificate of incorporation.

1. The name of the corporation is:

(Please refer to procedure sheet for statutory words required to be included in the corporate name.)

2. The name of the registered agent and the street address of the registered office in the State of Oklahoma is:

Name	Street Address	City	County	Zip Code
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(P.O. BOXES ARE NOT ACCEPTABLE)

3. In the event the corporation is a church, the street address of its location is:

Street Address	City	Zip Code
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(P.O. BOXES ARE NOT ACCEPTABLE)

4. The duration of the corporation is: _____
(Perpetual unless otherwise stated)

5. The purpose or purposes for which the corporation is formed are:

6. This corporation does not have authority to issue capital stock.

7. This corporation is not for profit, and as such the corporation does not afford pecuniary gain, incidentally or otherwise, to its members.

8. The number of trustees or directors to be elected at the first meeting is: _____

9. The name and mailing address of each person who will serve as a trustee or director are:

<u>Name</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. The names and mailing addresses of the **undersigned incorporators**:

<u>Name</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INCORPORATORS MUST SIGN BELOW

WE, THE UNDERSIGNED, for the purpose of forming a not for profit corporation under the laws of the State of Oklahoma, certify that the facts herein stated are true, and have accordingly hereunto set our hands this _____ day of _____, _____.

