

PROCEDURES FOR ORGANIZING AN OKLAHOMA LIMITED LIABILITY COMPANY

This outline is intended as an aid to organizing an Oklahoma limited liability company pursuant to the provisions of the Oklahoma Limited Liability Company Act in Title 18 of the Oklahoma Statutes. **PLEASE CONSULT THE ACT CAREFULLY.**

It may be to your benefit to contact the **INTERNAL REVENUE SERVICE** concerning federal tax requirements prior to filing with the Secretary of State.

FILING PROCEDURE:

1. **Prepare** and **file** with the Secretary of State one signed copy of the articles of organization.
2. **Pay** to the Secretary of State a filing fee of **\$100.00**. (Title 18, Sec. 2055)
3. **Make checks payable** to the Oklahoma Secretary of State. Instruments may be mailed or delivered in person. **The address of the Secretary of State is 2300 N. Lincoln Blvd., Room 101, State Capitol Building, Oklahoma City, Oklahoma 73105-4897.**

INSTRUCTIONS FOR PREPARING ARTICLES OF ORGANIZATION:

1. **NAME** - The name **SHALL** contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, LC, L.L.C. or L.C.** The word limited may be abbreviated as Ltd. and the word company may be abbreviated as Co. (Title 18, Sec. 2008)

The name shall be such as to distinguish it upon the records in the office of the Secretary of State from the names of: (1) corporations, both domestic and foreign, then existing or which have existed at any time during the preceding three (3) years; or (2) then existing domestic and foreign limited partnerships; or (3) then existing domestic and foreign limited liability companies; or (4) trade names or fictitious names; or (5) corporate, limited partnership or limited liability company names reserved with the Secretary of State.

You may check the **availability** of a name in advance by telephoning the Secretary of State at **(405) 521-3912**, coming in person or by written request. Prior to organizing a limited liability company, 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**.

2. **EXECUTION** - At least one person, who need not be a member of the limited liability company, **must** sign the articles of organization.

One or more persons may form a limited liability company. Person means an individual, a general partnership, a limited partnership, a limited liability company, a trust, an estate, an association, a corporation or any other legal or commercial entity. (Title 18, Sec. 2004)

3. **PRINCIPAL PLACE OF BUSINESS** - The street address of its principal place of business, wherever located.

4. **RESIDENT AGENT AND OFFICE** - **Every** limited liability company **must** continuously maintain a resident agent and registered office. The resident agent for service of process may be the domestic limited liability company itself, an individual resident of this state, or 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. (Title 18, Section 2010)

5. **DURATION** - Term of the existence of the limited liability company which may be perpetual.

FILING FEE: \$100.00

PRINT CLEARLY

ARTICLES OF ORGANIZATION OF AN OKLAHOMA LIMITED LIABILITY COMPANY

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 limited liability company pursuant to the provisions of 18 O.S., Section 2004, does hereby execute the following articles:

1. The name of the limited liability company (**Note:** The name must contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, LC, L.L.C.** or **L.C.** The word limited may be abbreviated as Ltd. and the word Company may be abbreviated as Co.):

2. The street address of its principal place of business, wherever located:

Street address	City	State	Zip Code
----------------	------	-------	----------

3. The name and street address of the resident agent in the state of Oklahoma:

Name	Street Address	City	State	Zip Code
(P.O. Boxes are not acceptable.)				

4. The term of existence: _____

Articles of organization must be signed by at least one person who need not be a member of the limited liability company.

Dated: _____

Signature: _____

Type or Print Name: _____

Address: _____