



ARIZONA CORPORATION COMMISSION  
CORPORATIONS DIVISION

GENERAL FILING INSTRUCTIONS  
FOR DOMESTIC BUSINESS CORPORATIONS

Pursuant to A.R.S. §10-202

## Cover Sheet

- Attach a completed cover sheet to the filing.

## Corporation Name

- Check name for availability by using our web site at:  
[www.azcc.gov/divisions/corporations/filings/namingpolicy.asp](http://www.azcc.gov/divisions/corporations/filings/namingpolicy.asp).
- If applicable, attach copy of Tradename Certificate.

## Certificate of Disclosure

- Check box A or B. If B, attach required information.
- Check part C, Yes or No. If yes, attach required information.
- Affix signature(s) of all incorporators. Must be dated within 30 days of delivery to the Commission.

## Articles of Incorporation

- Indicate the proposed name of the corporation
- Use appropriate name ending such as: ("corporation," "association," "company," "limited," "incorporated", "Inc"). Incorrect name ending will delay approval of your application.
- Indicate initial business / affairs.
- Indicate number of shares of stock the corporation will be authorized to issue, series, class and preference, if any.
- Indicate the street address of the known place of business in Arizona. The address may be in care of the statutory agent. If the known place of business will be the same as the statutory agent's street address, write "same as statutory agent". **DO NOT LEAVE BLANK.**
- Indicate the name and address of the statutory agent. The statutory agent must provide a physical address. If the statutory agent has a P.O. Box, then they must also provide a physical street address/location.
- Indicate the name(s) and address(es) of the initial board of directors (Minimum of one).
- Indicate the name(s) and address(es) of the incorporators (Minimum of one).
- Affix signatures of all incorporators.
- Affix signature of statutory agent (acknowledge acceptance).

## Fees

- Attach a check for the filing fee of \$60.00 (U.S.) Expedited service is available for an additional \$35.00. Make check payable to the Arizona Corporation Commission.

## Publication

- You must publish a copy of your Articles of Incorporation in a newspaper of general circulation in the county of the known place of business in Arizona, for three (3) consecutive publications. A list of acceptable newspapers in each county will accompany the approval letter and is posted on the Commission web site at [www.azcc.gov](http://www.azcc.gov). Do not publish until documents have been approved.
- File Affidavit of Publication with the Arizona Corporation Commission within 90 days of the document being approved

## NOTES FOR THE FUTURE:

### Annual Report

The corporation must submit an annual report each year. Annual report forms will arrive approximately two months prior to the corporation's annual report due date as assigned by the commission. You can access the commission's web site at: [www.azcc.gov](http://www.azcc.gov) to print and/or file your entity's annual report. Failure to file the annual report may subject the corporation to administrative dissolution or revocation.

### Address Changes

Must be submitted to the commission within 60 days of any corporate or statutory agent address change. Corporate address changes must be executed (signed) by a corporate officer. A statutory agent of record may resign by executing a statement of resignation and submitting a fee of \$10.00. A new statutory agent must sign acceptance to replace an existing agent.

### Web Site

A Corporation may view its records on the commission's web site:  
[www.azcc.gov](http://www.azcc.gov).

### Corporation Statutes

The corporation should refer to Arizona Revised Statutes, Title 10 for statutes relating to corporations. The complete text of Title 10 is available on our web site at [www.azcc.gov/divisions/corporations/records/Books.asp](http://www.azcc.gov/divisions/corporations/records/Books.asp).

**DO NOT PUBLISH THIS SECTION**

**ARTICLE I**

The corporate name must contain a corporate ending which may be "corporation," "association," "company," "limited," "incorporated" or an abbreviation of any of these words. If you are the holder or assignee of a tradename, attach tradename certificate.

**ARTICLE 2**

The name cannot imply that the corporation is organized for any purpose other than the initial business indicated in this article.

**ARTICLE 3**

The total number of authorized shares cannot be "Zero" or "Not Applicable."

**ARTICLE 4**

May be in care of the statutory agent.

**ARTICLE 5**

The agent must provide a physical address. If the statutory agent has a P.O. Box, then they must also provide a physical description of their street address/location. The agent must sign the Articles or provide a consent to acceptance of the appointment.

**ARTICLES OF INCORPORATION  
OF  
Pursuant to A.R.S. §10-202  
(An Arizona Business Corporation)**

1. Name:

The name of the Corporation is:

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2. Initial Business:

The Corporation initially intends to conduct the business of:

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3. Authorized Capital:

The Corporation shall have authority to issue \_\_\_\_\_ shares of Common Stock.

4. Known Place of Business: (In Arizona)

The street address of the known place of business of the Corporation is:

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5. Statutory Agent: (In Arizona)

The name and address of the statutory agent of the Corporation is:

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**DO NOT PUBLISH THIS SECTION**

**ARTICLE 6**

A minimum of 1 director is required.

6. Board of Directors:

The initial board of directors shall consist of \_\_\_\_\_ director(s). The name(s) and address(es) of the person(s) who is(are) to serve as the director(s) until the first annual meeting of shareholders or until his(her)(their) successor(s) is(are) elected and qualifies is(are):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**The number of persons to serve on the board of directors thereafter shall be fixed by the Bylaws.**

7. Incorporators:

The name(s) and address(es) of the incorporator(s) is (are):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**All powers, duties and responsibilities of the incorporators shall cease at the time of delivery of these Articles of Incorporation to the Arizona Corporation Commission.**

8. Indemnification of Officers, Directors, Employees and Agents:

The Corporation shall indemnify any person who incurs expenses or liabilities by reason of the fact he or she is or was an officer, director, employee or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise. This indemnification shall be mandatory in all circumstances in which indemnification is permitted by law.

9. Limitation of Liability:

To the fullest extent permitted by the Arizona Revised Statutes, as the same exists or may hereafter be amended, a director of the Corporation shall not be liable to the Corporation or its stockholders for monetary damages for any action taken or any failure to take any action as a director. No repeal, amendment or modification of this article, whether direct or indirect, shall eliminate or reduce its effect with respect to any act or omission of a director of the Corporation occurring prior to such repeal, amendment or modification.

**ARTICLE 7**

A minimum of 1 incorporator is required. All incorporators must sign both the Articles of Incorporation and the Certificate of Disclosure.

**DO NOT PUBLISH  
THIS SECTION**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by all of the  
incorporators.

Signed: \_\_\_\_\_

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Print Name Here

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

Phone and fax  
numbers are  
optional

The agent must  
consent to the  
appointment by  
executing the  
consent.

**Acceptance of Appointment By Statutory Agent**

The undersigned hereby acknowledges and accepts the appointment  
as statutory agent of the above-named corporation effective  
this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
[If signing on behalf of a company serving as  
statutory agent, print company name here]

The Articles must  
be accompanied by  
a Certificate of  
Disclosure,  
executed within 30  
days of delivery to  
the Commission, by  
all incorporators.