

**REGISTRAR OF CORPORATION**

**DEPARTMENT OF COMMERCE**

**LLC CHECK LIST**

Name of Organization LLC: \_\_\_\_\_

Date Received: \_\_\_\_\_ Payment Receipt No.: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**ARTICLES OF ORGIANIZATION:**

1. original and two copies
2. \$100.00 Filing Fee Payable to CNMI Treasury
3. the name of the company. Name of LLC must contain "limited liability company" or "limited company" or the abbreviation "L.L.C.", "LLC" "L.C." or "LC";
4. the address of the initial designated office;
5. name and street address of initial agent for service of process;
6. the name and address of each organizer;
7. if a company desires to elect to be a term company it must include a statement indicating such and the term specified (NOTE: if no such election is made, default provisions of the Act will apply and LLC will be at-will);
8. if a company desires to elect to be manager-managed must include a statement to that effect and state the name and address of each initial manager (NOTE: if no such election is made, default provisions of the Act will apply and LLC will be member-managed); and
9. if members so desire to be personally liable for debts of LLC, must have a provision that one or more of the members of the company are to be liable for its debts and obligations under Section 303(c) of the Act (NOTE: if no such election is made, default provisions of the Act will apply and LLC will be liable for debts).
10. Articles must be signed in the name of the company by a (1) manager of a manager-managed company; (2) member of a member-managed company; (3) person organizing the company if the company has not been formed; or (4) fiduciary, if the company is in the hands of a receiver, trustee, or other court-appointed fiduciary. The name and capacity of the signer must be indicated.