

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: _____

ARTICLES OF ORGIANIZATION:

1. original and two copies
2. \$100.00 Filing Fee Payable to CNMI Treasury for Articles of Organization.
3. \$25.00 Filing Fee Payable to CNMI Treasury for Operating Agreement.
4. the name of the comany. Name of LLC must contain “limited liability company” or “limited company” or the abbreviation “L.L.C.”, “LLC” “L.C.” or “LC”;
5. \$10.00 Filing Fee Payable to the CNMI Treasury for Agent Consent Form.
6. the address of the initial designated office;
7. name and street address of initial agent for service of process;
8. the name and address of each organizer;
9. 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 m ade, default provisions of the Act will apply and LLC will be at-will);
10. if a company desires to elect to be m anager-managed must include a statement to that effect and state the name and address of each initial m anager (NOTE: if no such election is m ade, default provisions of the Act will apply and LLC will be member-managed); and
11. if members so desire to be personally liable for de bts of LLC, must have a provision that one or more of the members of the company are to be liable fo r 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).
12. Articles must be signed in the nam e of the company by a (1) m anager of a m anager-managed company; (2) member of a m ember-managed company; (3) person organizing the com pany 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.