

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 ORGANIZATION:

1. Original and Two copies
2. \$150.00 Articles of Organization, \$50.00 Operating Agreement, \$50.00 Consent for the Registered Agent: Filing Fee Payable to CNMI Treasury

*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";

3. The address of the initial designated office;
4. Name and street address of initial agent for service of process;
5. The name and address of each organizer;
6. 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);
7. 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
8. 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).
9. 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.