

ARTICLES OF INCORPORATION FOR A NONSTOCK CORPORATION

FIRST: The undersigned _____
whose address is _____,
being at least eighteen years of age, do(es) hereby form a corporation under the laws of the State of Maryland.

SECOND: The name of the corporation is _____
_____.

THIRD: The purposes for which the corporation is formed are as follows: _____

_____.

FOURTH: The street address of the principal office of the corporation in Maryland is _____

_____.

FIFTH: The name of the resident agent of the corporation in Maryland is _____

whose address is _____
_____.

SIXTH: The corporation has no authority to issue capital stock.

SEVENTH: The number of directors of the corporation shall be _____ which number may be increased or decreased pursuant to the bylaws of the corporation. The name(s) of the director(s) who shall act until the first meeting or until their successors are duly chosen and qualified is/are _____
_____.

EIGHTH: _____.

IN WITNESS WHEREOF, I have signed these articles and acknowledge the same to be my act.

SIGNATURE(S) OF INCORPORATOR(S):

Filing party's return address:

I hereby consent to my designation in this document as resident agent for this corporation.

SIGNATURE OF RESIDENT AGENT LISTED IN FIFTH:

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This type of corporation would be most appropriate for one or more individuals engaged in a nonprofit enterprise.

The guide is to be used with the Articles of Incorporation for a Nonstock Corporation. Each item describes how to fill a blank in the sample. The sample is the minimum necessary to incorporate. If you wish to expand on any item consult with your lawyer, accountant or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department.

You may fill in the blanks on the sample and submit it as your Articles of Incorporation. All items must be typed. Forms filled in by hand will not be accepted.

FIRST: Insert the name and address of the individuals who are incorporating. One or more individuals can act as incorporators. The only requirement is that they be at least 18 years old. The address should be one where mail can be received. It can be anywhere, even a foreign country.

SECOND: Insert the corporate name. The corporate name must contain "Corporation", "Incorporated", "Limited", "Inc.", "Corp.", or "Ltd." The name must be distinguishable from all other entities on record in Maryland. You may call 767-1330 for a non-binding check for name availability. Acceptance of a name guarantees only that the corporation will have that name. It does not mean you cannot be sued for trade name or trade mark infringement. For more information on this consult your attorney.

THIRD: Give a one or two sentence description of the business of the corporation.

FOURTH: Insert the address of the principal place of business. It must be a specific address in Maryland and must include street, city and zip code. It cannot be a post office box.

FIFTH: This is the name and address of an agent designated to accept service of process if the corporation is summoned to court for any reason. The agent must be either an adult citizen of Maryland or another existing Maryland corporation. The address must include the street, city and zip code. The address must be in Maryland and cannot be a post office box. A corporation cannot act as its own resident agent. That person must also sign below.

SIXTH: None

SEVENTH: Insert the name of at least one adult. This individual does not have to be a resident of Maryland.

EIGHTH: Insert any provisions you desire. If you intend to obtain tax exempt status this would be the appropriate place for language required by the Internal Revenue Service. If more space is required, put "See Attached" and attach any additional pages to the back of the document.

SIGNATURE(S) OF INCORPORATOR(S): Have all the individuals named in FIRST sign here. It must be

the original (no xerox, stamp or carbon) signatures of all the people listed in First and no one else may sign here. No witness or notary is required.

SIGNATURE OF RESIDENT AGENT: The person listed as resident agent in Fifth must sign here.

RETURN TO: State where the receipt, certified copies, certificates of status and the original articles are to be sent.

FEES: The fee to file Articles of Incorporation is \$100.00 plus a \$20.00 organization and capitalization fee for a total of \$120.00, however if this corporation will seek tax-exempt status under Sections 501(c)(3), (4), or (6) of the IRS Code, an additional \$50.00 will be charged for the Maryland Not-For-Profit Development Center Program Fund, making the total \$170.00. This fee is to be paid when the document is submitted to the Department.

Revised 10/1/08

NOTES: *Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.*

Regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland.

Where and how do I file my documents?

By mail or in-person submissions should directed to:
State Department of Assessments and Taxation, Charter Division
301 W. Preston Street; 8th Floor
Baltimore, MD 21201-2395

All checks must be made out to State Department of Assessments and Taxation. The cost to file documents should be included with the form. Also a schedule of filing fees is available online, visit the homepage at www.dat.maryland.gov

Online business registration and document filing via the Maryland EGov Business portal. See the link on the homepage at www.dat.maryland.gov

Effective February 1, 2016, the Department of Assessments and Taxation will no longer accept via facsimile (fax) corporate documents for filing or document copy request.

How long will it take to process my documents?

Regular document processing time can be 8 weeks or more.

Expedited processing request will be handled within 7 business days. The expedited service fee is an additional \$50.00 for each document; other fees may also apply.

Hand-delivered documents in limited quantities receive same day expedited service between 8:30 a.m. and 4:30 p.m., Monday through Friday. You must be in line no later than 4:15 p.m. in order to receive service that same day.

Online filed document are considered expedited will be processed within 7 business days. This electronic government service includes a 3% service/convenience fee for payments processed through the EGov portal.

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