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DELBERT HOSEMANN
Secretary of State

OFFICE OF THE MISSISSIPPI SECRETARY OF STATE
P. O. BOX 136, JACKSON, MS 39205-0136 (601) 359-1633

INSTRUCTIONS FOR ARTICLES OF INCORPORATION

GENERAL INSTRUCTIONS

1. This form is designed to be filled out on your computer then printed for signature and mailed to the address above. It may not be filed online at this time.
2. Signatures should always be contained within the boundaries of the box marked "signature".
3. Where a choice is indicated, please make your selection by entering an upper case 'X' in the box.
4. Enter numeric information without commas. Three thousand, for example, should be entered as '3000' not '3,000'.
5. All dates must be entered in the MM/DD/YYYY format using the four-digit year. For example, January 4, 2012 should be entered as 1/4/2012. Although not required, a leading zero in the month and day is acceptable (01/04/2012).
6. In order to ensure mail delivery, please do not combine post office box numbers and street address in one box. Please enter the actual physical street location in the box labeled 'physical address', and /or post office box numbers in the boxes labeled 'P.O. Box'.
7. States must be entered as the two character approved United States Postal Service state code. For example, Mississippi should be entered as 'MS' without periods.
8. Boxes set aside for ZIP codes contain enough space to enter both five digit and four digit ZIP code values, separated by dash. Please ensure the five digit ZIP is entered to the left of the dash, and the four digit zip is to the right of the dash.

SPECIFIC INSTRUCTIONS

Type of Corporation – Check the appropriate box to indicate the type of corporation

Name of Corporation – Enter the Corporation name. Profit corporation names must contain the word "Corporation," "Incorporated," "Company," or "Limited" or the abbreviation "Corp," "Inc.," "Co.," or "Ltd.," This does not apply to nonprofit corporations.

Business Email Address – Please list the email address(es) where notices and reminders should be sent.

Future Effective Date – The filing will be effective on the actual date the form is filed, unless otherwise indicated. Please note, this date must be in the future and date is not to exceed ninety (90) days from the date of filing of the form.

Duration – Complete the duration if the entity is a nonprofit corporation. If the corporation is planned to have a limited duration, enter the number of years here. If no limited is planned, check the “perpetual” box.

Initial Planned Nonprofit Activity – Complete the initial planned nonprofit activity only if the entity is a nonprofit corporation. Please state the type of activity this nonprofit will conduct. Be brief but specific, such as “church” or “animal shelter.” Vague entries such as “ministry” or “community organizing” which do specifically outline of the corporation’s activity will be rejected.

Shares – Complete the shares only if the entity is a business corporation. Enter a description of the type of shares issued. Examples include COMMON, PREFERRED, etc. You must authorize at least one share of stock, but it does not need to be issued at the time of formation.

Registered Agent – All corporations, profit or nonprofit, must have a registered agent. The agent may be an individual or another corporation and must have a street address in Mississippi. The address may be the same as the address of the corporation.

Name and Address of Each Incorporator – The person who files this form is called the incorporator. There must be at least one incorporator. The incorporator need not have any ownership interest in the company and does not need to be located in Mississippi. The incorporator must sign this form in the box provided.

Other Provisions – If there are other provisions under which the incorporation is taking place, check this box, and attach a sheet containing those provisions.

Keep all signatures within the blocks allocated.

Enclose the \$50 filing fee, payable to the *Secretary of State*, with this document.

Please call the Business Services Division of the Secretary of State’s Office at 601-359-1633 if there are any questions.