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## Filing Form Cover Letter

Please return the approval certificate to:

Name *(Individual or Business Name)*:

To the Attention of *(if necessary)*:

Address:

City:

State

ZIP Code:

Phone Number:

E-mail Address:

- Check here if you would like to receive important notices via e-mail from the Ohio Secretary of State's office regarding Business Services.
- Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via e-mail when any document is filed on your business record.

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Please make checks or money orders payable to: "Ohio Secretary of State"

Type of Service Being Requested: (PLEASE CHECK **ONE** BOX BELOW)

- Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.
- Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.
- Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.



**Mail this form to one of the following:**

Regular Filing (non expedite)

P.O. Box 670

Columbus, OH 43216

Expedite Filing **(Two business day processing time.**

**Requires an additional \$100.00.)**

P.O. Box 1390

Columbus, OH 43216

[For screen readers, follow instructions located at this path.](#)

**Initial Articles of Incorporation  
for a Cooperative Association  
Filing Fee: \$99  
(999-ARO)  
Form Must Be Typed**

**First:**

Name of Association

**Association name must include one of the following: "cooperative," "coop," "co-operative," "co-op," "association," "assn," "company," "co.," "incorporated," "inc.," "corporation," or "corp."**

**Second:**

Purpose for which association is formed

**Third:**

Location of Principal Office

City

State

County

**Fourth:** Names and Addresses of Incorporators (Note: Pursuant to Ohio Revised Code Section 1729.06, there must be two or more incorporators.)

Name  Address

Name  Address

Name  Address

**Fifth:** Check one of the following:

The association will have a certain number of directors. (Please provide the number of directors.)

The number of directors of the association will be specified in the bylaws.

**Sixth:** Names and Addresses of those who are to serve as directors until the first meeting of members or until the election and qualification of their successors.

Name  Address

Name  Address

Name  Address

**Seventh:** Is the association being organized with or without capital stock? Please check one of the following and provide the required information.

With capital stock

Total Amount of Stock

Number of Shares

Par Value of Shares

Dividend Rights, if any:

Please attach additional share information if required by ORC 1729.07 (A)(7).

Without capital stock

Set forth the general rules by which the property rights and interests of each member are to be determined:

**\*\*Note for Nonprofit Corporations:** The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided.

**\*\*Note:** ORC Chapter 1729 allows for additional provisions to be included in the Articles of Incorporation that are filed with this office. If including any of these additional provisions, please do so by including them in an attachment to this form.

## Original Appointment of Statutory Agent

The undersigned, being at least a majority of the incorporators of

(Name of Corporation)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

(Name of Statutory Agent)

(Mailing Address)

(Mailing City)

(Mailing State)

(Mailing ZIP Code)

Must be signed by  
the incorporators or  
a majority of the  
incorporators.

(Signature)

(Signature)

(Signature)

### Acceptance of Appointment

The Undersigned,

, named herein as the

(Name of Statutory Agent)

Statutory agent for

(Name of Corporation)

hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Statutory Agent Signature

(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

**By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.**

**Required**

Articles and original appointment of agent must be signed by the incorporators.

Signature

If the incorporator is an individual, then they must sign in the "signature" box and print his/her name in the "Print Name" box.

By (if applicable)

Print Name

If the incorporator is a business entity, not an individual, then please print the entity name in the "signature" box, an authorized representative of the entity must sign in the "By" box and print his/her name and title/authority in the "Print Name" box.

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

# Initial Articles of Incorporation for a Cooperative Association

This form should be used if you wish to file articles of incorporation to form a Cooperative Association under Ohio Revised Code (O.R.C.) Chapter 1729.

## **Name of Association**

As set forth in O.R.C. §1729.04, the name must include at least one of the following words or abbreviations: “cooperative,” “coop,” “co-operative,” “co-op,” “association,” “assn.,” “company” “co.” “incorporated,” “inc.,” “corporation” or “corp.”

## **Purpose**

Pursuant to O.R.C. §1729.07(A)(2), a cooperative association must provide a purpose in the articles. It is sufficient to state in the articles that the association may engage in any activity within the purposes for which associations may be organized under O.R.C. Chapter 1729. **Note:** The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided.

## **Ohio Principal Office Location**

Please provide the address of the principal office.

## **Incorporators**

Please provide the names and addresses of the incorporators. ORC § 1729.06 states that there must be at least two incorporators to form a cooperative association. If there are more than three incorporators, please attach the additional names and addresses to the form.

## **Initial Directors**

The articles must state the number of its directors or a statement that the number of directors shall be specified in the bylaws.

Please provide the names and addresses of those who are to serve as directors until the first meeting of members or until the election and qualification of their successors.

## **Capital Stock**

If the association is organized without capital stock, the articles must set forth the general rules by which the property rights and interests of each member are to be determined. If the association is organized with capital stock, please provide the total amount of the stock, the number and par value of the shares, and dividend rights, if any. If there is more than one class of stock, the articles shall set forth a statement of the number of shares in each class and a statement of the designations, preferences, rights, and limitations of the shares in each class. If the corporation is authorized to issue shares of capital stock an additional see may be required pursuant to ORC 111.16 (A)(2).

## **Additional Provisions**

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 ½ x 11 sheet(s) of paper.

### **Original Appointment of Statutory Agent and Acceptance of Appointment**

Pursuant to O.R.C. §1729.06, a Cooperative Association must appoint and maintain a statutory agent to accept service of process on behalf of the association. We cannot accept articles of organization unless the statutory agent information is provided. The statutory agent must be one of the following: (1) A natural person who is a resident of this state; or (2) A domestic or foreign corporation, nonprofit corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited partnership association, professional association, business trust, or unincorporated nonprofit association that has a business address in this state. If the agent is a business entity then the agent must meet the requirements of Title XVII of the Revised Code to transact business or exercise privileges in Ohio.

The statutory agent must also sign the Acceptance of Appointment at the bottom of page 3.

### **Signatures**

After completing all information on the filing form, please make sure that page 4 is signed by the incorporators.