



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.

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.)

P.O. Box 1390 **Requires an additional \$100.00.**

Columbus, OH 43216

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

Certificate of Amendment of a Cooperative Association

Filing Fee: \$25

(999-MIS)

Form Must Be Typed

Amendment

Restatement

Restatement & Amendment

Current Name of Association

Charter Number

If filing an amendment, please complete only the information below that is changing. If filing a restatement, please complete all information. Restated articles shall state that they are restated, or restated and amended, if amendments are adopted with the restatement, and shall supersede the existing articles and amendments.

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."

Purpose for which association is formed

Location of Principal Office

City

State

County

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

Name

Address

Name

Address

Name

Address

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.

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 | <input type="text"/> | Address | <input type="text"/> |
| Name | <input type="text"/> | Address | <input type="text"/> |
| Name | <input type="text"/> | Address | <input type="text"/> |

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 1429.07 (A)(7).

Without capital stock

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

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

Must be signed by an authorized representative of the association.

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

If the authorized representative 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

Signature

By (if applicable)

Print Name

Instructions for Certificate of Amendment for a Cooperative Association

This form should be used if you wish to file a certificate of amendment to amend or restate the Articles of Incorporation for a Cooperative Association under Ohio Revised Code (O.R.C.) Chapter 1729.

Amendment or Restatement

O.R.C. § 1729.08 states the association may amend the articles of incorporation or file restated articles which supersede the existing articles and amendments. Please check amendment, restated, or restated and amended if amendments are adopted with the restatement.

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. Note: O.R.C. § 1729.08(C) states that restated articles shall meet the same requirements as the initial articles of incorporation, however, the names and addresses of the incorporators may be omitted.

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. Note: O.R.C. § 1729.08(C) states that restated articles shall meet the same requirements as the initial articles of incorporation, however, the names and addresses of the initial directors may be omitted.

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.

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.

Signatures

After completing all information on the filing form, please make sure that page 3 is signed by a(n) authorized representative of the association.