

(For Eleemosynary (i.e., Non-Profit Corporations – A.S.C.A. §30.0201. et seq.)

The work of an Assistant Attorney General, law clerk, Paralegal or Legal Assistant may involve reviewing and/or approving corporate papers for legal sufficiency. The following checklist has been prepared for your use in this endeavor. This checklist is to be used solely for “Non-Profit” corporations. If a “For Profit” or “Foreign” corporation is involved, DO NOT USE THIS CHECKLIST. Separate checklists have been established for those types of corporations.

RE: _____
(Name of Corporation)

Date Articles of Incorporation provided to Office of the Attorney General: _____

Date Articles of Incorporation forwarded to Treasury: _____

	§A.S.C.A.	Requirement	Condition Met?	Paragraph# (Identify where in Articles)
1)	§30.0201	3 or more persons of age of majority as incorporators?	YES NO	
2)	§30.0201	Are a majority of the incorporators US Nationals?	YES NO	
3)	§30.0201	Have all of the incorporators provided proof of US National status by way of birth certificate or other official documents?	YES NO	
4)	§30.0201	Do the Articles establish a church, college, seminary, lyceum, library, fraternal lodge or society, temperance society, trace union or other labor organization, commercial club, association of businessmen, agricultural society, farmer’s grange, or organization of a benevolent, charitable, scientific, political, athletic, military, or religious character?	YES NO	
5)	§30.0202(a)	Articles signed and acknowledged before a notary by each of the incorporators?	YES NO	
6)	§30.0202(a)	Name of corporation included in Articles	YES NO	
7)	§30.0202(a)	Check with Territorial Registrar: Any other corporation with same name?	YES NO	
8)	§30.0202(a)	Principal place of business named?	YES	

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			NO	
9)	§30.0202(a)	Articles contain the objects (purposes) for which the organization was formed stated in specificity?	YES NO	
10)	§30.0202(a)	Articles contain the name(s) of the trustees, directors, managers, or other officers to conduct the business of its trustees or board of directors?	YES NO	
11)	§30.0202(a)	Articles contain the time of annual meetings?	YES NO	
12)	§30.0202(a)	Articles contain annual meetings of its trustees or directors?	YES NO	
13)	§30.0202(a)	Articles contain annual meetings of its trustees or directors?	YES NO	
14)	§30.0202(a)	Articles include the manner in which Articles may be amended?	YES NO	
15)	§30.0115	Are all provisions of the Articles consistent with the law?	YES NO	
16)		Articles name the Registered Agent? (Optional-Not Required)	YES NO	

I Recommend:

_____ APPROVAL

_____ NON-APPROVAL

For the Articles of Incorporation of _____.

Review concluded on _____ by _____.
(date) (name of employee)