

Name of person or organization
remitting fees:

Preparer's name and business
telephone number:

INFORMATION AND INSTRUCTIONS

1. This form may be used to draft your Articles of Incorporation. A document required or permitted to be under the act cannot be filed unless it contains the minimum information required by the act. The format provided contains only the minimal information required to make the document fileable and may not meet your needs. This is a legal document and the Department of Commerce cannot provide legal advice.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Department of Commerce. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.
3. This document is to be used pursuant to the provisions of WOS 2003-07 by one or more persons for the purpose of forming a domestic nonprofit organization.
4. Article II - The purpose for which the corporation is organized must be included. It is not sufficient to state that the corporation may engage in any activity within the purposes for which corporations may be organized under the act.
5. Article III - The corporation must be organized on a stock or nonstock basis. Complete Article III(2) or III(3) as appropriate, but not both. Real property assets are items such as land and buildings. Personal property assets are items such as cash, equipment, fixtures, etc. The dollar value and description must be included. If there is no real and/or personal property, written in "none".
6. A domestic nonprofit corporation may be formed on either a membership or directorship basis. A membership corporation entitles the members to vote in determining corporate action. If organized on directorship basis the corporation may have members but they may not vote and corporate action is determined by the Board of Directors.
7. Article IV - A post office box may not be designated as the address of the registered office.
8. Article V - The Act requires one of more incorporators. Educational corporations are required to have at least three (3) incorporators. The address(es) should have a street number and name (or other designation), city and state.
9. This document is effective on the date endorsed "filed" by the Department of Commerce. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.
10. The Articles must be signed in ink by each incorporator listed in Article V. However, if there are 3 or more incorporators, they may, be resolution adopted at the organizational meeting by a written instrument, designate one of them to sign the Articles of Incorporation on behalf of all of them. In such event, these Articles of Incorporation must be accompanied by a copy of the resolution duly certified by the acting secretary at the organizational meeting and a statement must be placed in the articles incorporating that into them.
11. **Fees:** Make remittance payable to the "LTBB Dept. of Commerce"\$20.00
Include corporation name on check or money order.

To submit by mail:

Little Traverse Bay Bands
Department of Commerce
7500 Odawa Circle
Harbor Springs, MI 49770

Check or money order only.

To submit in person:

1345 US 31 North
Petoskey, MI 49770
Phone: (231) 242-1584

Fees may be paid in cash, check or money order when delivered in person to our office.