

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810
Phone No. (808) 586-2727

**INSTRUCTIONS FOR FILING ARTICLES OF ORGANIZATION FOR
LIMITED LIABILITY COMPANY**
(Section 428-203, Hawaii Revised Statutes)

Instructions: Articles must be typewritten or printed in **black ink**, and must be **legible**. If additional space is required, use an attachment. Attachment must be typewritten or printed in black ink on 8-1/2 x 11 white, bond paper, printed only on one side. The articles must be signed and certified by at least one organizer of the company. All signatures must be in **black ink**. Submit original articles together with the appropriate fee. The date of registration will be the date the Articles of Organization is filed in compliance with the Uniform Limited Liability Company Act.

(Optional) If a certified copy is required, the fee for one certified copy is \$10.00.

- Article I. State the exact company name. The name must contain the words *Limited Liability Company* or the abbreviation *L.L.C.* or *LLC*.
- Article II. State the mailing address (including city, state, and zip code) of the company's initial principal office.
- Article III. State the name of the company's registered agent and the complete street address (including number, street, city, state, and zip code) in the State of Hawaii. The agent may be either an individual who resides in this State, a domestic entity, or a foreign entity authorized to transact business in the State of Hawaii, whose place of business is an address in this State to which service of process and other notice and documents being served on or sent to the entity represented by it may be delivered. If the agent is an entity, list the state or country in which it was incorporated, formed or organized.
- Article IV. State the name and complete street address (including number, street, city, state, and zip code) of each organizer of the company.
- Article V. Check whether the period of duration of the company is at-will or for a specified term. Enter the expiration date if duration is for a specified term.
- Article VI. Check whether the company is manager-managed or member-managed. State the names and complete addresses of either the initial managers if manager-managed or the initial members if member-managed. If manager-managed, state the number of initial members.
- Article VII. Check the appropriate box.

Filing Fees: **Filing fee (\$50.00) is not refundable.** Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS. Dishonored Check Fee \$25.00.

For any questions call (808) 586-2727. Neighbor islands may call the following numbers followed by 6-2727 and the # sign: Kauai 274-3141; Maui 984-2400; Hawaii 974-4000, Lanai & Molokai 1-800-468-4644 (toll free).

Fax: (808) 586-2733 Email Address: breg@dcca.hawaii.gov

NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE DIVISION SECRETARY, BUSINESS REGISTRATION DIVISION, DCCA, AT 586-2744, TO SUBMIT YOUR REQUEST.

ALL BUSINESS REGISTRATION FILINGS ARE OPEN TO PUBLIC INSPECTION. (SECTION 92F-11, HRS)