

**Delaware Division of Corporations
401 Federal Street – Suite 4
Dover, DE 19901
Ph: 302-739-3073**

**Certificate of Incorporation
for Non-Stock Corporation**

Dear Sir or Madam:

Enclosed please find a form for a Certificate of Incorporation for a Non-Stock Corporation to be filed in accordance with Section 102 of the General Corporation Law of the State of Delaware. If the corporation is a non-profit corporation then this is **not** the correct form to use; please use the exempt form located on our website. The fee to file the Certificate is \$89. If the document is more than 1 page, you must submit \$9 for each additional page. You will receive a stamped “Filed” copy of the submitted document. A certified copy may be requested for an additional \$50. Expedited services are available. Please contact our office concerning these fees or you may consult our fee chart at www.corp.delaware.gov. Please make the check payable to “Delaware Secretary of State”.

An Annual Report must be filed by the corporation by March 1 of each year following the calendar year in which their Certificate of Incorporation becomes effective. Franchise Taxes in the amount of \$175 are due at the time of filing of the report. The fee to file the Annual Report is \$50. Please contact the Franchise Tax Section with any questions regarding the filing of the Annual Report or payment of the Franchise Taxes.

For the convenience of processing your order in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type the name of the person signing under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don't hesitate to call us at (302) 739-3073.

Sincerely,

Department of State
Division of Corporations

encl.
rev. 10/16

Special Instructions – Certificate of Incorporation for a Non-Stock Corporation

This form is to be used as a Template only. The following instructions will help you in correctly completing your Incorporation Certificate. The instructions are numbered to correspond with the article being referenced.

- 1. The name of the corporation exactly as you wish it to appear in our records. Please visit our website to verify the availability of the name. The name must include one of the following words: association, company, corporation, club, foundation, fund, incorporated, institute, society, union, syndicate, limited or one of the abbreviations thereof.*
- 2. List the name and street address of the registered agent located in Delaware you are appointing to accept service of process for the corporation.*
- 3. This is the general purpose clause as stated in Delaware statute; no action required.*
- 4. No action required.*
- 5. List the conditions of membership for the corporation or you may state that the conditions of membership shall be stated in the by-laws of the corporation.*
- 6. List the name and mailing address of the Incorporator for the corporation. Please note that the corporation itself cannot be the Incorporator.*

Execution Block - *The document must be signed by the Incorporator listed in Article 6 of the document pursuant to Section 103 of Title 8. The name of the person must be typed or written legibly underneath the signature.*

This form contains the basic information required by statute; if you need to add additional information permitted by statute you may draft a new document. Please feel free to call our office at 302-739-3073 for assistance in completing this form or visit our website at corp@delaware.gov.

*Sincerely,
Delaware Division of Corporations*

STATE OF DELAWARE
CERTIFICATE OF INCORPORATION
A NON-STOCK CORPORATION

The undersigned Incorporator hereby certifies as follows:

1. The name of the Corporation is _____
_____.

2. The Registered Office of the corporation in the State of Delaware is located at _____ (street),
in the City of _____, County of _____
Zip Code _____. The name of the Registered Agent at such address upon
whom process against this corporation may be served is _____
_____.

3. The purpose of the corporation is to engage in any lawful act or activity for which
corporations may be organized under the General Corporation Law of Delaware.

4. The corporation shall not have any capital stock.

5. The conditions of membership are: _____

_____.

6. The name and mailing address of the incorporator are as follows:

Name _____
Mailing Address _____
_____ Zip Code _____

By: _____
Incorporator

Name: _____
Print or Type