

FEE: \$ _____

CERTIFICATE OF INCORPORATION

(NOT FOR PROFIT)

FILE IN DUPLICATE

PRINT CLEARLY

TO THE SECRETARY OF STATE OF THE STATE OF
OKLAHOMA:

1. The name of the corporation is: _____

(Please refer to procedure sheet for statutory words required to be included in the corporate name.)

2. The address of the registered office in the State of Oklahoma and the name of the registered agent at such address are:

NAME	STREET ADDRESS	CITY	COUNTY	ZIP CODE
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(P.O. BOXES ARE **NOT** ACCEPTABLE)

3. In the event the corporation is a church, the location of the church is:

CITY

COUNTY

4. The duration of the corporation is:

(Perpetual unless otherwise stated)

5. The purpose or purposes for which the corporation is formed are:

6. This corporation does not have authority to issue capital stock.

7. This corporation is not for profit, and as such the corporation does not afford pecuniary gain, incidentally or otherwise, to its members.

8. The name and mailing address of each person who will serve as a trustee or director are:

NAME	MAILING ADDRESS	CITY STATE	ZIP CODE
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9. The number of trustees or directors to be elected at the first meeting is: _____

10. The conditions of membership of such corporation are, or, if the conditions of membership are stated in the by-laws, so state:

11. If the powers of the incorporators are to terminate upon the filing of the certificate of incorporation, the names and mailing addresses of the persons who are to serve as directors:

NAME	MAILING ADDRESS	CITY STATE	ZIP CODE
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12. The names and mailing addresses of the undersigned incorporators:

INCORPORATOR	NUMBER AND STREET	CITY AND STATE	ZIP CODE
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INCORPORATORS MUST SIGN BELOW.

WE, THE UNDERSIGNED, for the purpose of forming a not for profit corporation under the laws of the State of Oklahoma, certify that the facts herein stated are true, and have accordingly hereunto set our hands this day of , 19.

This outline is intended as an aid to incorporating a NOT FOR PROFIT corporation pursuant to the provisions of Title 18, Oklahoma statutes commonly known as the Oklahoma General Corporation Act. PLEASE CONSULT THIS ACT CAREFULLY.

The Oklahoma General Corporation Act applies to all corporations except those expressly excluded and those for which special statutes are in existence with which the provisions of Title 18 may conflict.

It may be to your benefit to contact the INTERNAL REVENUE SERVICE concerning federal tax requirements prior to filing with the Secretary of State.

STEPS OF PROCEDURE:

1. Prepare and file with the Secretary of State two signed certificates of incorporation.
2. Pay to the Secretary of State a filing fee of \$———. (Title 18, Sec. 1142.) Make checks payable to the Oklahoma Secretary of State.
3. Instruments may be mailed or delivered in person. The address of the Secretary of State is 101 State Capitol, Oklahoma City, OK 73105.

INSTRUCTIONS FOR PREPARING CERTIFICATE OF INCORPORATION:

1. NAME—The name MUST contain one of the following words: association, company, corporation, club, foundation, fund, incorporated, institute, society, union, syndicate, or limited or one of the abbreviations "co.", "corp.", "inc.", "ltd.", or words or abbreviations of like import in other languages provided that such abbreviations are written in Roman characters or letters.

The name shall be such as to distinguish it upon the records in the office of the Secretary of State from the names of any other corporations, limited partnerships, limited liability companies, trade names or fictitious names, or corporate, limited partnership or limited liability company names reserved with the Secretary of State.

You may check the availability of a name in advance by telephoning the Secretary of State's office at (405) 521-3911, by coming in person or by mail. Prior to incorporating, a name may be reserved for a period of sixty (60) days by filing a name reservation application and paying a fee of \$———.

2. INCORPORATORS—At least three (3) persons, partnerships, associations, or corporations, or any combination thereof, are required to incorporate as a not for profit corporation. (Title 18, Sec. 1005)

3. REGISTERED AGENT AND OFFICE—Pursuant to Title 18, Sec. 1021 and Sec. 1022, every corporation must maintain a registered office and a registered agent whose address is identical to the registered office address. The agent may be

either an individual, a domestic corporation, which may be itself, or a foreign corporation authorized to transact business in this state.

4. PURPOSE—It shall be sufficient to state, either alone or with other purposes, that 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 Oklahoma", and by such statement all lawful acts and activities shall be within the purposes of the corporation, except for express limitations, if any.

5. DURATION—All domestic corporations may have a perpetual duration unless otherwise stated. (Title 18, Sec. 1006)