

# State of New Hampshire

## ARTICLES OF INCORPORATION INSTRUCTIONS FOR COMPLETING FORM 11 (RSA 293-A:2.02 & RSA 293-C)

### TEN STEPS TO AVOID REJECTION

1. The form must be legibly printed or typed on 8.5" x 11" paper and maintain 1" margins. Pencil or erasable ink is not acceptable.
2. **Article First:** Your application must contain a corporate name. Per RSA 293-A:4.01 and RSA 293-C the corporate name must contain the word "corporation," "incorporated," or "limited" or the abbreviation "corp.," "inc.," or "Ltd.," or words or abbreviations of like import in another language.
3. Principal business information is optional and is not part of article first. The registered agent address will be used as the principal office address if no principal office address is listed.
4. **Article Second:** Per RSA 293-A:6.01 and RSA 293-C, all corporations must state how many shares the corporation is authorized to issue and must have at least one share. RSA 293-A:1.40 (22) defines a share as a unit to which proprietary interests in the corporation are divided (unit of ownership).
5. **Article Third:** Per RSA 293-A:5.01, a registered agent and registered office must be provided. The registered agent must reside in New Hampshire. The registered agent is the person who would receive service of process should the corporation be sued. The registered office is the registered agent's business address where the registered agent can be found for in-hand service of process. **A street/physical address must be provided. Your application will not be processed without an agent named or if an out of state address is listed.**
6. **Article Fourth:**
  - RSA 293-A Corporation: A brief description of the type of business (e.g. real estate, hairdresser, etc.) may be listed.
  - RSA 293-C:6 Benefit Corporation: Shall have a purpose of "creating general public benefit". This purpose is in addition to its purpose under RSA 293-A.
7. See RSA 293-A:2.02 (b) for additional articles which may be included.
8. **Article Fifth:** To identify your business as a benefit corporation, the articles of incorporation must include the following statement: ***The above named business \_\_\_\_\_ (is/is not) electing, by at least the minimum status vote defined by RSA 293-C:2 VII, to become a benefit corporation pursuant to RSA 293-C.*** Please fill in the blank space in this statement with the word "is" to confirm your business as a benefit corporation or "is not" to confirm your business is not a benefit corporation. **If your business is a benefit corporation please indicate the fiscal year end date.**
9. **Article Sixth:** List the name of each incorporator and their business address. Note: An incorporator is defined as one or more persons under RSA 293-A:2.01 and RSA 293-A:1.40(16). The incorporator(s) listed must sign the Articles of Incorporation.
10. The total filing fee to register is \$100.00, payable to the State of New Hampshire.

**PLEASE NOTE:** The name will be searched for availability upon receipt of these documents. If the filing has been accepted, you will receive a filed-stamped copy within 30 days. If you do not receive an acknowledgement, please contact our office. Checks are deposited upon receipt. If the check has been cashed, it only indicates we have received the document. A cashed check is not an indication that the document has been accepted and filed. Please call the Corporation Division (603-271-3246) with any questions you may have regarding this application.

**Mailing Address - Corporation Division, NH Dept. of State, 107 N Main St, Rm 204, Concord, NH 03301-4989**  
**Physical Location - State House Annex, 3rd Floor, Rm 317, 25 Capitol St, Concord, NH**

# State of New Hampshire

Filing fee: \$100.00  
Use black print or type.

Form 11  
RSA 293-A:2.02  
& RSA 293-C:3

## ARTICLES OF INCORPORATION

The undersigned, acting as incorporator(s) of a corporation under the New Hampshire Business Corporation Act, adopt(s) the following articles of incorporation for such corporation:

**FIRST:** The name of the corporation is \_\_\_\_\_  
\_\_\_\_\_.

### Principal Business Information:

Principal Office Address: \_\_\_\_\_  
(no. & street) (city/town) (state) (zip code)

Principal Mailing Address (if different): \_\_\_\_\_  
(no. & street) (city/town) (state) (zip code)

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

\_\_\_\_ Please check if you would prefer to receive the courtesy Annual Report Reminder by email.

**SECOND:** The number of shares the corporation is authorized to issue:

Share Type (optional)	No. of Authorized Shares	Par Value (optional)	Comments (optional)

**THIRD:** The name of the corporation's initial registered agent is:

\_\_\_\_\_.

The complete address of its initial registered office (agent's business address) is:

\_\_\_\_\_.  
(no. & street) (city/town) (state) (zip code)

**FOURTH:** Describe the principal purpose or purposes for which the corporation is organized (and if known, list the NAICS Code and Sub Code) [if more space is needed, attach additional sheet(s)]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(A benefit corporation shall have a purpose of creating general public benefit per RSA 293-C:6)

**FIFTH:** The above named business \_\_\_\_\_ (is/is not) electing, by at least the minimum status vote defined by RSA 293-C:2, VII, to become a benefit corporation pursuant to RSA 293-C.

Fiscal year end date of the benefit corporation: \_\_\_\_\_.  
month and day

