

1148-471

STATE OF SOUTH CAROLINA  
OFFICE OF THE SECRETARY OF STATE  
JOHN T. CAMPBELL

INSTRUCTIONS FOR PREPARING ARTICLES OF INCORPORATION

- No. 1 **Name** -- must NOT be similar to an existing corporation. The name must also contain the word **CORPORATION, INCORPORATION, LIMITED** or the abbreviation of one of these.
- No. 2 **Must have a complete street address (A POST OFFICE BOX IS NOT ACCEPTABLE)** and it may be the address of the corporation or one of its officers.  
The agent may be an officer or employee of the corporation or it may be an attorney.
- No. 3 **Self explanatory.**
- No. 4 **Class of shares** -- must be common and may include some preferred.  
**Authorized shares** -- is the number of shares which the corporation may issue.  
**Par value** -- will be the value of each share to be sold.
- No. 5 **Authorized capital** -- is equal to number of shares times par value as shown by No. 4.
- No. 6 **Self explanatory.**
- No. 7 **Name and complete address (street or box number)** for the initial board of directors.  
The number of directors shall consist of at least three except if shareholders are less than three -- then you have one (1) director for each shareholder.
- No. 8 **Must briefly state the SPECIFIC purposes** for which the corporation is organized.
- No. 9 **Usually not used.**
- No. 10 **Must have name and address (street or box number) of EACH incorporator (may be one or more incorporators).**
- No. 10 - **Page 2.** Each incorporator must sign.
- No. 10 - **Page 3.** Verification must be completed and signed by EACH incorporator.
- No. 11 **Certificate of attorney** -- must be signed by an attorney **LICENSED** to practice in the **STATE OF SOUTH CAROLINA.**

**FEES --** Authorized capital NOT exceeding \$100,000, fee is \$45.

Authorized capital exceeding \$100,000, fee is \$45 PLUS \$.40 for each \$1,000 exceeding \$100,000.  
**MAXIMUM FEE IS \$1,005.**

When no par stock is used, a \$10 par is assumed for the basis of computing the filing fee.

**NOTE --** These articles are filed in duplicate and must be accompanied by the first report of corporations and check of \$10, **MADE PAYABLE TO THE S.C. TAX COMMISSION.**

**NAME AVAILABILITY SHOULD BE CLEARED IN WRITING. CLEARANCE BY TELEPHONE IS NOT RECOMMENDED AS IT IS NOT OFFICIAL.**

Recorded May 20, 1981 at 3:38 P/M

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*Griffin & Howard*

MAY 20 1981

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The R. M. G. for Greenville  
Office of the Secretary of State  
P/M May 20 1981  
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