



**ARKANSAS BAPTIST
FOUNDATION**
Proven Trust • Life-Changing Legacies

Steps Of Incorporation

1. In order for us to prepare the documents for incorporation (Sample Enclosed), please complete the enclosed questionnaire. Return the questionnaire to us. We will prepare and return the final document to you.
2. Make two copies of the Articles of Incorporation. Have the incorporators sign the documents.
3. Submit to the Secretary of State 's office (either by mail to Secretary of State 's Office, State Capitol Building, Room 256, Little Rock, Arkansas 72201, or in person) the original and one copy of the Articles of Incorporation and a \$50.00 check made payable to the Secretary of State.
4. If the Secretary of State 's office finds all requirements have been met, a Certificate of Incorporation will be issued.
5. After you receive the Certificate, please make a copy and send it to the Arkansas Baptist Foundation. This helps us keep a record to those churches/ associations we have assisted with incorporation.

Please note that under state law all nonprofit corporations must have bylaws in which provisions for the regulation and management of the affairs of the corporation are set out.

A copy of the relevant provisions of the Arkansas Nonprofit Corporation Act of 1992 is enclosed. Please note the requirements and keep in compliance in order to maintain the corporate status.

INCORPORATION QUESTIONNAIRE

On the enclosed sample Articles of Incorporation the blanks are numbered. Please provide the necessary information on this sheet which has the corresponding numbers and needed information identified.

1. Name of church(association)_____

2. Town in which the church/association is located, if inside incorporated limits; if not, county in which church is located: _____

3. Street Address for church/association (including city, state, zip): _____

4. Church ' s/Association ' s registered agent (can be any member or executive board member; serves to receive notice for the church/association when legal notice is required; no special duties or requirements and extra liability):

5. Name and address of each incorporator:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. County in which document notarized: _____

If you have questions regarding the requested information or any of the steps required, call the Arkansas Baptist Foundation at (501)376-0732.