

## ALABAMA LLC

### INSTRUCTIONS

#### I. READ THE KIT INTRODUCTION CAREFULLY.

#### II. RESERVE YOUR COMPANY NAME.

**A.** As with corporations, the State of Alabama and you do not want any confusion or legal problems by having a company name too similar to another company's name. Therefore, before you go through the time and trouble of choosing a name that will not be accepted, you should check your name ahead of time. Call the Secretary of State at 334-242-5324 and ask the clerk to check whether or not the business name you have chosen is available. You can also write the Secretary of State at the following address:

**Alabama Secretary of State  
Corporations Section  
P.O. Box 5616  
Montgomery, AL 36103-5616**

You do not have to check the name however by not doing so, you are taking the risk that someone else will beat you to it before you get your forms filed.

#### III. COMPLETE AND FILE ARTICLES OF ORGANIZATION LIMITED LIABILITY COMPANY

**A.** The Articles of Organization is the main and only document that need to be filed with the Secretary of State to legally form a limited liability company. It is a public record and therefore anyone has access to it. From a prudence standpoint it is probably best to enter the minimum required information, unless you have a specific reason to add more.

**B.** Fill out the Articles of Organization line by line by line as instructed below.

**Line 1** - Enter the name of the limited liability company. The name must contain the words "Limited Liability Company," or the abbreviation "L.L.C."