

## Instructions for completing Form CD 030 (Articles of Organization)

**Important – Please Read.** A limited liability company is formed by filing articles of organization with the Secretary of State. Form CD 030 may be used for this specific purpose. Use of this form is optional. Articles of organization may also be drafted pursuant O.C.G.A. § 14-11-204. Form CD 030 is not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary organize a limited liability company or to complete this form. Filers are strongly urged to seek competent legal counsel in this matter.

- Article One     Enter proposed name of LLC     The name must satisfy statutory requirements as outlined in O.C.G.A. §14-11- 207.
- Article Two     Check the appropriate statement regarding the effective date and time of the document. If the document is to be effective on the date of filing, check the first statement. If the document is to become effective later than the date of filing, check the second statement and enter the effective date and time in the space provided. **Please be advised that the delayed effective date may not be later than 90 days after the filing date of the document.**
- Signature     The articles of organization must be signed by an organizer, member, manager, or an attorney-in-fact. The signer must state the capacity in which he or she is signing. Print the legal name\* of the signer.

The fee to file articles of organization is \$100.00 plus \$10.00 service charge. Articles of organization may be filed online at <https://ecorp.sos.ga.gov/> or filed by paper by submitting the required documents to our office.

If filing by paper, please mail or deliver completed form CD 030 along with a completed transmittal form (*Transmittal Form - Limited Liability Companies (CD 231)*) and a **\$110.00** payment (\$100 filing fee + \$10 service charge) payable to “Georgia Secretary of State” to: **Corporations Division, 2 Martin Luther King Jr. Dr. SE, Suite 313 West Tower, Atlanta, Georgia 30334.**

\* Legal name is an individual's first and last name without use of initials or nicknames. Middle names or initials may be included.



Secretary of State

OFFICE OF SECRETARY OF STATE  
CORPORATIONS DIVISION  
2 Martin Luther King Jr. Dr. SE  
Suite 313 West Tower  
Atlanta, Georgia 30334  
(404) 656-2817  
sos.georgia.gov/corporations

## Articles of Organization

### Article One

The name of the limited liability company is:

\_\_\_\_\_.

### Article Two

(Check, and if applicable complete, one of the following)

- The articles of organization shall be effective upon filing with the Secretary of State.
- The articles of organization shall be effective on: \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)

[Note: The delayed effective date may not be later than 90 days after the filing date.]

IN WITNESS WHEREOF, the undersigned has executed these Articles of Organization on

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name\*

- Capacity (choose one option only):  Organizer  
 Member  
 Manager  
 Attorney-in-fact

\* Enter individual's legal name, i.e. first and last name without use of initials or nicknames. Middle names or initials may be included.