



Department of Commerce and Consumer Affairs
Business Registration Division
335 Merchant Street, Room 201
Mailing Address: P.O. Box 40, Honolulu, HI 96810
Phone: (808) 586-2727
Email: breg@dcca.hawaii.gov
Fax: (808) 586-2733
Website: BusinessRegistrations.com

INSTRUCTIONS FOR PREPARING AND FILING ARTICLES OF INCORPORATION FOR A HAWAII DOMESTIC PROFIT CORPORATION

Section [414-32](#), Hawaii Revised Statutes (HRS)

Articles must be typewritten or printed in **black ink** and must be **legible**. Attachments may be used, if necessary, and must be typed or printed in **black ink** on 8.5" x 11" white bond paper, single-sided. The articles must be signed by at least one individual (incorporator). All signatures must be in **black ink**. Submit articles together with the appropriate fee(s). The date of incorporation will be the date that the Articles of Incorporation are filed in compliance with the Hawaii Business Corporation Act (Chapter [414](#), HRS).

- Article 1. State the exact corporate name. A corporate name must contain the word "*corporation*", "*incorporated*", or "*limited*", or the abbreviation "*corp.*", "*inc.*", or "*ltd.*" Refer to Section [414-51](#), HRS, for more information.
- Article 2. State the number of shares the corporation is authorized to issue. Form DC-1 provides for common stock only. If more than one class of shares is authorized, you must prepare your own Articles of Incorporation. Refer to Section [414-71](#), HRS, for more information.
- Article 3. State the complete mailing address of the corporation's initial principal office. If the address of the corporation's principal address differs from its mailing address, please also state the principal address.
- Article 4. 4a. Indicate whether the corporation's registered agent is an entity OR an individual. If the registered agent is an entity, state the entity name and state, province, or country of formation, incorporation, or organization of the corporation's registered agent. If the registered agent is an individual, state the individual's first name and last name.
4b. State the complete street address of the place of business of the registered agent in the State of Hawaii to which service of process and other notice and documents being served on or sent to the entity represented by it may be delivered to.
The corporation cannot be its own agent. Refer to Sections [414-61](#) and [425R-4](#), HRS, for more information.
- Article 5. State the name and complete address of each individual incorporator of the corporation. One or more individuals may act as the incorporator or incorporators of a corporation by delivering articles of incorporation to the department director for filing. Refer to Section [414-31](#), HRS, for more information.
- Article 6. 6a. and 6b.: Stating the information for the officers and directors of the corporation is **optional** in the Articles of Incorporation but **required** in the corporation's annual report. Refer to Section [414-472](#), HRS, for more information.
- Article 7. Stating the purpose(s) of the corporation is **optional** in the Articles of Incorporation but **required** in the corporation's annual report. Refer to Section [414-472](#), HRS, for more information.

Filing Fees: The fee for filing Articles of Incorporation is **\$50.00** and is not refundable. Optional: the fee for one certified copy is \$10.00. Payments made by cash, check, or credit card are accepted. Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS. Dishonored Check Fee is \$25.00.

For any questions, call (808) 586-2727 or email breg@dcca.hawaii.gov.

NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE BUSINESS REGISTRATION DIVISION SECRETARY AT (808) 586-2744 TO SUBMIT YOUR REQUEST.

ALL BUSINESS REGISTRATION FILINGS ARE OPEN TO PUBLIC INSPECTION. (SECTION [92F-11](#), HRS)