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INSTRUCTIONS FOR PREPARING AND FILING ARTICLES OF INCORPORATION FOR A HAWAII NONPROFIT CORPORATION

Section [414D-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 Nonprofit Corporation Act (Chapter [414D](#), HRS).

Form DNP-1 contains pre-printed Articles of Incorporation that conforms to the Hawaii Nonprofit Corporation Act and does not automatically qualify for any specific tax exemption. To qualify for a tax exemption, you must prepare your own articles of incorporation to include specific information required by the Internal Revenue Service. Please contact the Internal Revenue Service for more information.

- Article 1. State the exact corporate name. Refer to Section [414D-61](#), HRS, for more information.
- Article 2. 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 3. 3a. 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.
3b. State the complete 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.
The corporation cannot be its own agent. Refer to Sections [414D-71](#) and [425R-4](#), HRS, for more information.
- Article 4. State the name and complete address of each 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 [414D-31](#), HRS, for more information.
- Article 5. Check whether the corporation has members or has no members. **DO NOT CHECK BOTH.**
- Article 6. This is a pre-printed statement. Refer to Section [414D-245](#) (Effect of dissolution), 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 [414D-308](#), HRS, for more information.
- Article 8. 8a. and 8b.: 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. A board of directors shall consist of three or more individuals. Refer to Sections [414D-133](#) and [414D-308](#), HRS, for more information.

Continued on next page.

Filing Fees: The fee for filing Articles of Incorporation is **\$25.00** 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)