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

Section [419-2](#), 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 the officer forming the corporation. The signature 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 Chapter [419](#), HRS, Corporation Sole for Ecclesiastical Purposes.

- Article 1. State the exact corporate name.
- Article 2. State the name, office title, and address of the officer forming the corporation. The officer listed in Article 2 is duly authorized by the rules, regulations, or discipline of the church to take the action.
- Article 3. State the boundaries of the district subject to the ecclesiastical jurisdiction of the officer forming the corporation sole in accordance with the rules, regulations, or discipline of the church.
- Article 4. State the complete address of the place of the principal office of the corporation sole in Hawaii. If the mailing address of the corporation's principal office differs from the place of the principal office, state the address.
- Article 5. Indicate the term for which the corporation sole is organized, which may be perpetual.
- Article 6. State the manner in which any vacancy occurring in the office of the bishop, chief priest, presiding elder, or presiding officer forming the corporation sole will be filled, in accordance with the rules, regulations, or constitution of the church.
- Article 7. State additional powers to be set forth, in accordance with Section [414D-52](#), HRS.
- Article 8. State any lawful provision for the regulation of the affairs of the corporation sole, including restrictions upon the power to amend all or any part of the articles as set forth in Section [419-4](#), HRS.
- Article 9. (Prefilled statement.) The corporation is not organized for profit.

Complete the required **Statement of Incumbency** and have the Incumbent certify and sign the statement.

Complete the required **Certificate of Appointment** and have the Appointer certify and sign the certificate.

Refer to Chapter [419](#), HRS, for more information.

**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.

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For any questions, call (808) 586-2727 or email [breg@dcca.hawaii.gov](mailto: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)**