



**Kentucky Office of the Secretary of State**  
**TREY GRAYSON**

**Division of Corporations  
Business Filings**  
PO Box 718  
Frankfort, KY 40602  
(502) 564-3490  
www.sos.ky.gov

**Articles of Organization  
Limited Liability Company**

**KLC**

Pursuant to KRS Chapter 275, the undersigned applies to qualify and for that purpose submits the following statements:

Article I: The name of the limited liability company is \_\_\_\_\_.

Article II: The street address of the limited liability company's initial registered office in Kentucky is \_\_\_\_\_.

Street Address Only (No Post Office Box Numbers)	City	State	Zip Code
--	------	-------	----------

and the name of the initial registered agent at that office is \_\_\_\_\_.

Article III: The mailing address of the limited liability company's initial principal office is \_\_\_\_\_.

Street Address or Post Office Box Number	City	State	Zip Code
--	------	-------	----------

Article IV: The limited liability company is to be managed by (must check one):

\_\_\_\_\_ A. a manager(s).

\_\_\_\_\_ B. its member(s).

I/We declare under penalty of perjury under the laws of the state of Kentucky that the foregoing is true and correct.

Signature of Organizer	Printed Name & Title	Date
------------------------	----------------------	------

Signature of Organizer	Printed Name & Title	Date
------------------------	----------------------	------

Signature of Organizer	Printed Name	Date
------------------------	--------------	------

I, \_\_\_\_\_, consent to serve as the registered agent on behalf of the limited liability company.  
**Print Name of Registered Agent**

Signature of Registered Agent	Printed Name	Date
-------------------------------	--------------	------

## **FILING INSTRUCTIONS ARTICLES OF ORGANIZATION**

### **NAME**

The limited liability company name must contain the words "limited liability company" or "limited company" or the abbreviation "LLC" or "LC." If you wish to abbreviate "limited company," you must use the abbreviation "LTD CO." A limited liability company name must be distinguishable from any name on record with the Office of the Secretary of State.

### **REGISTERED OFFICE AND REGISTERED AGENT**

The registered office of the business entity must be in Kentucky and maintain a street address (a PO Box is insufficient for the registered office address). In order to transact business in Kentucky, the registered agent shall be an individual resident of Kentucky, a Kentucky domestic corporation, a Kentucky domestic non-corporation, a Kentucky domestic limited liability company, a foreign corporation, a foreign non-corporation or a foreign limited liability company authorized to transact business in Kentucky. The registered agent is the individual or business designated to receive service of process in the event the business is party to a legal action. The company seeking formation shall not act as its own registered agent.

### **CONSENT OF REGISTERED AGENT**

Unless the registered agent signs the certificate, the corporation must deliver with the certificate of authority, the registered agent's consent to the appointment. The registered agent must give written consent to act as agent on behalf of the corporation. If the registered agent is a corporation an officer or the chairman of the board of directors must sign on behalf of the corporation. If the registered agent is a limited liability company and management of the company is vested in one or more managers, a manager must sign on behalf of the limited liability company. If management of the company is vested in its members, a member must sign. The person signing on behalf of the business entity acting as agent must designate the title or capacity in which he or she signs.

### **PRINCIPAL OFFICE ADDRESS**

The principal office is the office so designated in writing with the Office of the Secretary of State where the principal designated office of the limited liability partnership is located. If the partnership has an office in Kentucky the street address must be a listed when applicable.

### **DOCUMENT DELIVERY**

All documents will be sent to the return address on the outer envelope. If no address is found, the documents will be sent to the principal office. If the applicant wishes for correspondence from the Office of the Secretary of State to be sent to someone other than those above, a request must be submitted in writing affirming that request. All other communication and notification shall follow the process prescribed in Kentucky Revised Statute.

### **MANAGEMENT**

"Manager(s)" means that the limited liability company has set forth in its articles of organization that it is to be managed by managers. "Member(s)" means the person(s) who have been admitted to membership in a limited liability company

### **WHO MAY SIGN**

The document must be signed by an organizer.

### **ADDITIONAL ARTICLES OF ORGANIZATION OR NEED TO MODIFY THE EXISTING FORM**

If this form does not comply with the articles of organization that you wish to file (ie: additional articles, signatures, etc.), please disregard this form and send a drafted executed copy of the articles of organization according to KRS 275 to the address below.

### **NUMBER OF COPIES**

When filing online with the FastTrack system, no copies are required. If filing via mail or in person, one exact or conformed copy of the documents with the filing fee must be submitted to the address below. To make a copy of the filing for delivery to the local county clerk's office, visit [www.sos.ky.gov](http://www.sos.ky.gov) and print a copy from the organization search tool.

### **FILING FEE**

The filing fee for the document is \$40.00. Your check should be made payable to the "Kentucky State Treasurer."

### **MAILING ADDRESS**

Trey Grayson  
Office of the Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718

### **OFFICE LOCATION**

Room 154, Capitol Building  
700 Capital Avenue  
Frankfort, KY 40601  
Hours of Operation: 8:00 AM-4:30 PM ET

### **CONTACT INFORMATION AND NAME AVAILABILITY**

If you have any questions, need additional forms or wish to search for name availability, please feel free to visit our website at [www.sos.ky.gov](http://www.sos.ky.gov) or call 502-564-3490.

### **FUTURE DOCUMENTATION REQUIREMENTS AND DEADLINES**

The business entity must file an **annual report** with the Secretary of State between January 1 and June 30 of the year following the calendar year in which the corporation was formed. Subsequent annual reports must be filed with the Secretary of State between January 1 and June 30 of the following calendar years. A **statement of change** of the registered agent and/or registered office address or principal office address must be filed with the Secretary of State whenever a change has occurred involving any of the above categories. Downloadable forms may be found on our website.