



**State of Utah
Department of Commerce
Division of Corporations & Commercial Code
Information on Incorporating a Business Corporation**

This guide-sheet is not intended to substitute nor replace the advice of legal counsel. A corporation is formed in the state of Utah by filing Articles of Incorporation in duplicate with the Division of Corporations and Commercial Code, together with the appropriate fee. The following information may be of assistance to you - we encourage you to consult an attorney to ensure your fullest legal protection and benefit.

Articles of Incorporation must include the following information (U.C.A. Section 16-10a-202):

- a. The corporate name (must contain the words or abbreviation of the words "Corporation," "Company," or "Incorporated").
- b. The purpose or purposes for which the corporation is formed.
- c. The classes of shares and the number of shares of each class that the corporation is authorized to issue. If more than one class of shares is authorized, each class must be designated along with a description of the preferences, limitations and relative rights of each class. For additional information, see 16-10a-601 of the Utah Code.
- d. The name, address and signature of each incorporator (one or more persons may act as incorporators).
- e. The registered agent information: The registered agent can be a commercial registered agent or a non-commercial registered agent. The non-commercial registered agent needs to put the name and address of the registered agent. A registered agent can be either a person or a business entity. If listing a commercial registered agent, that commercial registered agent will need to be registered with the Division of Corporations and Commercial Code. A Utah street address is required.
- f. Principal Address: The primary address at which the corporation will be located.
- g. Officer(s): The name, position held and address of each of the corporation's initial officers. Once the name of an officer has been entered, use the drop-down box to select the position held by that person (type in a position title if a specific position isn't included in the list). A domestic profit corporation needs to have at least one officer. ** Officer information is not required for filing Articles of Incorporation, however, it is required to be reported to the Division no later than the corporation's first annual report. Director(s): The name and address of each of the corporation's initial directors. A domestic profit corporation needs to have at least one directors, except as provided in 16-10a-803 (1)(b) . ** Director information is not required for filing Articles of Incorporation, however, it is required to be reported to the Division no later than the corporation's first annual report.

When filing Articles of Incorporation, you must include the following:

- a. One (1) type written or computer generated copy, originally signed, of Articles of Incorporation containing all of the information listed above. If the filer requests a copy of the Articles of Incorporation an additional exact copy of the filed document along with a return-addressed envelope with adequate first-class postage must also be submitted.
- b. The non-refundable processing fee of \$70.00. An expedited service is available for an additional fee of \$75.00.

Where to file: You may file in person, by mail or fax. Means of payment are, cash, check, or money order made payable to the "State of Utah". If you are faxing you must include, on a cover sheet, the number of a Visa, MasterCard, or American Express with the date of expiration & CVV #.