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Reference: OPA/2015/WEB-001

8 December 2015

Dear Reader,

Thank you for downloading the <u>New York Limited Liability Company Articles of Organization Form</u> from our firm's website, www.jameshsuilaw.com.

While this form has been prepared by us, gratis, for your convenience, it is *provided to you for general informational purposes only*. It is *not legal advice, and should not be used as a substitute for legal or other advice*.

Please be aware that **your use of this form does not create an attorney-client relationship between you and us**. We ask all our clients to sign letters of engagement with us, in accordance with New York's rules governing attorneys. These letters confirm the relationship between us and our clients, and describe the specific parameters of our unique relationship with each distinct client. **Unless you have signed such a letter, we are not your lawyer**. If you have signed such a letter with our firm, please let us take this opportunity to thank you for choosing us!

Although this form can be used to form a New York LLC, it **does not contain all the optional provisions under the law** and is **not tailored to the needs of your business**. Similar forms are available at legal stationary stores and on the website of the New York Department of State. **You do not have to use this form, and if you decide to do so, you do so at your own risk**. We make no guarantees and will not be responsible for any result that is not to your liking.

In order to file the Articles of Organization, it must be submitted, with a **\$200 filing fee** made payable to the "Department of State," to the following address:

New York Department of State, Division of Corporations, State Records and UCC One Commerce Plaza 99 Washington Avenue Albany, NY 12231

All information provided in this letter and form is *current as of 8 December 2015*. Please check the Division of Corporations' website, www.dos.ny.gov/corps, to see if it has changed.

Lastly, while you may prepare and file the Articles of Organization by yourself, we recommend that legal documents be prepared under the guidance of a lawyer.

We hope this information has been helpful to you. Thank you again for visiting our website.

Yours most faithfully,

James J. Hsui

Principal on behalf of James Hsui, PLLC

ARTICLES OF ORGANIZATION OF

NAME OF COMPANY ENDING WITH LLC

Under Section 203 of the Limited Liability Company Law of the State of New York

Article I: Name of Company

The name of the Limited Liability Company is [Name of Company ending with LLC] (the "Company").

Article II: Office of Company

The office of the Company in the State of New York is to be located in [county] county.

Article III: Management of Company

Management of the Company shall be vested in [its Members/a Board of Managers], in accordance with the Operating Agreement of the Company.

Article IV: Designation of Secretary of State as Agent

The New York Secretary of State is designated as agent of the Company, upon whom process against it may be served. The address within or without the State of New York to which the Secretary of State shall mail a copy of any process against the Company served upon him or her is [Address].

Article V: Registered Agent (Optional)

The name and address of the registered agent of the Company in the State of New York is [Name, Address]. The registered agent is designated as agent of the Company, upon whom process against it may be served.

[Organizer's Name] Organizer

ARTICLES OF ORGANIZATION OF

[NAME OF COMPANY ENDING WITH LLC]

Under Section 203 of the Limited Liability Company Law of the State of New York

FILED BY: [Name of Organizer] [Address of Organizer]