

Cheat Sheet #2

Our Articles of Organization (Form CSCL/CD700) Cheat Sheet

This PDF will familiarize you with the terminology required to better understand the form. We go through the form itself with you, too.

If you don't have the form CSCL/CD-700 on hand already, get yourself a copy to review, here:
https://www.michigan.gov/documents/lara/700_08-15_528193_7.pdf

You can also open form CSCL/CD-700 online. Visit the LARA Corporations Online filing system, here:
<https://cofs.lara.state.mi.us/corpweb/LoginSystem/ListNewFilings.aspx?FilingMethod=I>.

Then select form "700 - Articles of Organization."

At the top of the PDF version of the form you'll see the words, "MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU." Check the number at the top of this form to confirm you've got the right form in your hands. You should see the identifier in small print on the top left of the form. It must read, "CSCL/CD-700."

Date Received: Don't add a date here. The state of Michigan will complete this entire section, marked AC1, for you. (This option does not appear on the online version of this form.)

Name, Address, City, State and Zip Code: Failure to complete any part of this section will result in the state returning your form. Unfortunately, this is how one's paperwork can get lost. If you make an error in this section, the state might not be able to notify you of a mistake.

Article I: Add the name for your Michigan Limited Liability Company to this section.

The company name must include the words "Limited Liability Company." If it doesn't, use of the abbreviation L.L.C. or L.C., with or without periods, is fine.

Article II: State the purpose of the company you hope to form. Your stated purpose must correspond to the Limited Liability Company Act of Michigan.

Article III: If you will only need the LLC for a brief time, here's where you'll make a note of this. The word "perpetual" in this context means "eternal." LLCs that exist until a specific event occurs can use the term "indefinite" in this section.

Article IV: Enter all the details on your resident agent here. If you decided to go with a professional resident agent, then be sure to add their information, here.

Article V: Specify provisions authorized by the Limited Liability Company act of Michigan. You're welcome to add an extra form to support this section as necessary.

Signature: This is where one or more of your company's organizers sign the document. Each member name needs to be printed as well if you are completing a hard copy of this form. If we helped prepare this form, then we would sign and print our name in this section, too.

The online signature area includes a space for your email address. You'll need to specify if you'd like notice of your submitted form sent by email or by standard mail.

After completing the signature area of the form, select the level of service you desire. All expedited service fees are nonrefundable.

It's wise to keep a copy of the Michigan Limited Liability Company Act of 1993 on hand as you complete this form. Doing so will help you gain an even deeper understanding of its legalese. This act has 11 sections. The form refers to this act, often.

Grab a copy of the Michigan Limited Liability Company Act of 1993, here:

[http://www.legislature.mi.gov/\(S\(kg33t0zex45rgo5zh4q3yjmb\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-23-of-1993](http://www.legislature.mi.gov/(S(kg33t0zex45rgo5zh4q3yjmb))/mileg.aspx?page=GetObject&objectname=mcl-Act-23-of-1993)

The information and instruction section will remind you to use a black pen. Forms submitted in blue ink are subject to rejection. It's important that the completed form is legible.

You may find it easier to submit this form online--but keep a copy offline to prevent losing your work.

Don't hesitate to add pages to this form as necessary. It's better to use a fresh page to elaborate, than to present the state with a form that lacks legibility. Numbered pages are required.

Keep in mind, none of this is legal advice. It's all information to help you familiarize yourself with the form. If you get stuck during, you can contact us for professional help.