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How to Complete an Arizona Corporate or LLC Resolution

Certified Corporate / LLC Resolution

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. Banks, title companies, landlords and foreign governments often require a certified resolution showing that a company approved a transaction and who may sign for it, such as opening an account, buying property or signing a contract.

1. **Identify the company**
   Exact legal name, entity type and state.
2. **Describe the action approved**
   For example, to open an account or sell a property.
3. **Name who may sign**
   Include each person's title.
4. **Officer certifies before a notary**
   Bring a current photo ID. Documents for abroad may need an apostille.

Signing requirements: The certifying officer signs before a notary (acknowledgment in a representative capacity).

After It's Signed

- Keep a copy in the company minute book.

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Have questions about your Resolution? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

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CORPORATE / LLC RESOLUTION

State of Arizona • Certified resolution of the governing body

Name of corporation or LLC

Entity type and state of formation

Date resolution adopted

Adopted by (board meeting, written consent of members/managers, etc.)

RESOLVED, that the entity is authorized to take the following action:

FURTHER RESOLVED, that the following person(s) are authorized to sign all documents and take all steps necessary to carry out this resolution on behalf of the entity:

Name

Title

Name

Title

FURTHER RESOLVED, that all prior actions consistent with this resolution are ratified and confirmed.

CERTIFICATE OF SECRETARY / AUTHORIZED OFFICER

I certify that I am the duly elected or appointed officer, manager or member named below; that the resolution above was duly adopted in accordance with the entity's articles, bylaws or operating agreement and the law; and that it is in full force and effect and has not been amended or rescinded.

X

Signature

Date

Printed name

Title

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ACKNOWLEDGMENT (REPRESENTATIVE CAPACITY)

STATE OF ARIZONA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name) as _____ (title, such as officer or trustee) of _____ (name of entity or trust), on its behalf.

X _____

Signature of Notary Public

Notary Public (printed name)

My commission expires

Commission number

(Notary seal)

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