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How to Complete Your Georgia Corporate Resolution

Resolution and Secretary's Certificate

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

About this form. Banks, title companies, landlords and government agencies often require a **certified corporate resolution** showing that a corporation approved a transaction and who may sign for it, for example to open a bank account, buy or sell real estate, or sign a lease or loan.

1. **Corporation details**
   Enter the exact legal name and state of incorporation as registered.
2. **The resolution**
   State exactly what was approved, and name the officers authorized to sign.
3. **Secretary signs before a notary**
   The corporate secretary or another officer certifies the resolution. Bring a current photo ID.

Signing requirements: Signed by the corporate secretary or other officer before a notary public.

After It's Signed

- Keep the original in the corporate minute book and give copies to the bank or institution.
- Need it for use in another country? We can obtain an apostille from the Georgia Superior Court Clerks' Cooperative Authority for you.

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

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CORPORATE RESOLUTION AND SECRETARY'S CERTIFICATE

State of Georgia

Name of corporation

State of incorporation

Principal office address

I,

Name of secretary (or other officer)

certify that I am the duly elected and acting Secretary (or other officer named above) of the corporation, and that the following resolution(s) were duly adopted by the (check one) [ ] Board of Directors [ ] Shareholders, at a meeting held on _____ at which a quorum was present, or by unanimous written consent dated _____, and remain in full force and effect and have not been modified or rescinded:

RESOLVED, that

FURTHER RESOLVED, that the following officer(s) are authorized to sign all documents and take all actions necessary to carry out these resolutions:

Name

Title

Name

Title

I further certify that the persons named above hold the offices stated and that the corporation is in good standing.

SIGNATURE

Sign only in front of the notary.

X _____

Signature of secretary or officer

Date

Printed name

Officer's initials: _____

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NOTARY ACKNOWLEDGMENT

State of Georgia
County of _____

On _____ (date), before me, the undersigned notary public, personally appeared _____ (name of secretary or officer), who proved to me on the basis of satisfactory evidence to be the person whose name is signed on this document and who acknowledged that he, she or they signed it voluntarily for its stated purpose.

_____ (Seal)
Signature of notary public

_____
Printed name of notary public

Notary Public, _____ County, Georgia
My commission expires: _____

Notary seal

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