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How to Complete Your Illinois Company Resolution

Certified Resolution of Company (board, members, or managers)

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

About this form. A resolution records a decision of a company's board, members, or managers, such as authorizing a bank account, loan, or property sale. A certified, notarized copy proves the authority to banks and title companies.

1. **Write the resolution (Page 1)**
   Describe exactly what is authorized and who may sign.
2. **Who signs**
   The secretary or another officer certifies that it was properly adopted.
3. **Sign under oath before a notary**
   Do not sign ahead of time. Sign in front of the notary, who will place you under oath. Bring a current, government-issued photo ID.

After It's Signed

- Keep the original in the company records and give a certified copy to the bank or title company.
- For use in another country, the notarized document may need an apostille from the Illinois Secretary of State. We can handle this for you.

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

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CERTIFIED COMPANY RESOLUTION

Name of company

Type of entity

Adopted by (board, members, managers) at a meeting or by written consent on (date)

RESOLVED:

State the action authorized (e.g., to open a bank account, sign a contract, buy or sell property, and who may sign)

FURTHER RESOLVED, that the officers and managers of the company are authorized to take all actions and sign all documents necessary to carry out these resolutions.

CERTIFICATION. I certify that I am the duly appointed

Title

Name

of the company; that the foregoing resolutions were duly adopted in accordance with the company's governing documents and Illinois law; and that they remain in full force and effect.

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Date

X

Signature of certifying officer

Printed name

JURAT

STATE OF ILLINOIS)
COUNTY OF) SS.

Subscribed and sworn to (or affirmed) before me on

Date

by (name of certifying officer)

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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