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How to Complete a Company Resolution

Authorizing Accounts, Transactions, and Signers

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

About this form. Banks, title companies, and foreign authorities ask for a certified company resolution before dealing with a corporation or LLC, often notarized.

1. **Check who must approve**
   Bylaws or operating agreement.
2. **Fill in how it was adopted**
   Meeting or written consent.
3. **Describe what is authorized**
   Be specific.
4. **Name the signers**
   Alone or jointly.
5. **Get the apostille if needed**
   The **Nevada Secretary of State** issues apostilles for Nevada-notarized documents. **We handle it — ask when you book.**
6. **Sign before a Nevada notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. Our Nevada-commissioned notaries come to you.

Good to Know

- Banks often want a Certificate of Incumbency too.
- Major transactions may need owner approval.
- Keep it in the company records.

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Nevada-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in Nevada, California, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

RESOLUTION OF THE COMPANY

Corporation or LLC — Nevada

_____ _____

(company legal name) (NV entity no.)

Adopted by the ☐ board of directors ☐ members ☐ managers, ☐ at a meeting with a quorum ☐ by written consent signed by those whose approval is required by law and the governing documents, on:

_____

(date adopted)

RESOLVED, that the company is authorized to:

☐ Open, maintain, or close accounts at:

_____

(institution)

☐ Buy, sell, lease, or refinance:

_____

(property)

☐ Enter into:

_____

(contract or transaction)

FURTHER RESOLVED, that the following persons, acting ☐ alone ☐ jointly, may sign all documents needed:

_____ _____

(name) (title)

_____ _____

(name) (title)

CERTIFICATION: I certify that I am an authorized officer, manager, or member of the company; that the foregoing resolution was duly adopted; and that it remains in full force and effect.

Dated: _____

_____ _____

(signature of certifying officer or manager) (second signer, if any)

_____ _____

(printed name) (printed name)

Sign in front of the notary public, who will complete the acknowledgment on the next page.

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CERTIFICATE OF ACKNOWLEDGMENT

(Nevada Revised Statutes Section 240.166)

For use abroad, an apostille from the Nevada Secretary of State may be attached after notarization.

State of Nevada)

County of _____)

This instrument was acknowledged before me on _____ by

(date)

_____ .

(name(s) of person(s))

_____

(Signature of notarial officer)

_____

(Title and rank (optional))

(Seal, if any)

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