



**Osage Nation Tax Commission**  
 239 W 12<sup>th</sup> Street  
 Pawhuska, OK 74056  
 Ph. (918) 287-5393 Fax (918) 287-5503

## Articles of Organization

### Limited-Liability Company

(PURSUANT TO 4 ONCA §2-101 et seq.)

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

<b>1. Name of Limited-Liability Company:</b> <small>(must contain approved limited-liability company wording: see instructions)</small>		Check box if filing as Osage Nation Wholly Owned LLC <input type="checkbox"/>
<b>2. Registered Agent Name and Street</b> <small>Address: If tribally owned LLC, must be within the Exterior boundaries of the Reservation where process may be served</small>	Name _____ Signature _____ <b>(MANDATORY)</b> Physical Street Address _____ City _____ State _____ Zip Code _____ <b>(OPTIONAL)</b> Mailing Address _____ City _____ State _____ Zip Code _____	
<b>3. Dissolution Date:</b>	Latest date upon which the company is to dissolve (if existence is not perpetual): _____	
<b>4. Management:</b>	Company shall be managed by      Manager <input type="checkbox"/> (s) OR      Members <input type="checkbox"/> <small>(check only one box)</small>	
<b>5. Name and Address of each Manager or Managing Member:</b> <small>(attach additional page if more than 2)</small>	Name _____ Address _____ City _____ State _____ Zip Code _____ Name _____ Address _____ City _____ State _____ Zip Code _____	
<b>6. Signature of Organizer:</b> <small>(attach additional page if more than 1)</small>	<div style="text-align: center; font-size: 2em; font-weight: bold;">X</div> Name _____ Signature _____ Address _____ City _____ State _____ Zip Code _____	
<b>7. Certificate of Acceptance of Appointment of Registered Agent:</b>	I hereby accept appointment as Registered Agent for the above named limited-liability company. <div style="display: flex; justify-content: space-between;"> <span style="font-size: 2em; font-weight: bold;">X</span> <span>Secretary of the Osage Nation</span> </div> Authorized Signature of R.A. or On Behalf of R.A. Company _____ Date _____	



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**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.**

**1. Name of the Limited-Liability Company:** The name must contain the words Limited-Liability Company, Limited Company or Limited or the abbreviations Ltd., L.L.C., LLC or LC. The word “company” may also be abbreviated. The name must be distinguishable from the name of a limited-liability company, limited partnership, limited-liability limited partnership, limited-liability partnership, business trust or corporation already on file in this office. If it appears from the name and/or purpose of the entity being formed that the sole member of the LLC is the Osage Nation or a Tribally-owned LLC, the member shall submit the following information to the Principal Chief and the Legislature or their designees pursuant to 4 ONCA § 2-962:

- Copies of any periodic financial statements (including monthly or quarterly balance sheets, profit and loss statements, and cash flow statements) as may be prepared in the ordinary course of business;
- A full report of the business activities of the corporation within 120 days after the close of each fiscal year; and
- A proposed annual budget for the following Tribal fiscal year, including any proposed funding from the Nation or anticipated distributions to the Nation, by May 15 of each year, and the final annual budget adopted by each Board by October 1 of each Tribal fiscal year.

In addition, if the LLC is wholly owned by the Nation, on a separate 8 1/2” x 11” sheet, include a statement as to whether the LLC is to enjoy the Nation’s sovereign immunity and a detailed summary setting forth the scope of any waiver of that immunity. When filing as a subsidiary LLC wholly owned by the Nation, on a separate 8 1/2” x 11” sheet, include a certified copy of a resolution of the Managers of the parent corporation authorizing the formation of the subsidiary corporation and approving the articles.

**2. Registered Agent:** Persons wishing to file articles of organization in the Osage Nation must designate a person as a registered agent and must designate a registered office by street address. If an LLC is owned by the Osage Nation, the registered agent must be located within the exterior boundaries of the reservation.

**3. Dissolution Date:** State the latest date upon which the company is to dissolve. This provision is optional.

4. Limited-liability companies may be managed by one or more manager(s) or one or more members. Please state whether the company is managed by members or managers. If the company is to be managed by one or more managers, the name and post office or street address, either resident or business, of each manager must be set forth. If the company is to be managed by the members, the name and post office or street address, either residence or business, of each member must be set forth.

5. One or more persons may organize a limited-liability company. Indicate the names and addresses of the organizers executing the articles.

6. Resident agent must complete and sign certificate of acceptance at bottom of the form or attach a separate signed certificate of acceptance.

7. On a separate 8 1/2” x 11” sheet, state any other provisions which the members elect to set out in the articles of organization for the regulation of the internal affairs of the company, including any provisions which under 4 ONCA § 2-201 et seq. and under 4 ONCA § 2-301 et seq. are required or permitted to be set out in the operating agreement of the company.

**\*\*\*IMPORTANT\*\*\***

**COPIES:** One file stamped copy of the articles will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order. 4 ONCA § 2-305 requires that a limited liability company have at least one copy to be kept in the office of the LLC’s Principal Place of business. The Secretary of the Osage Nation keeps the original filing.

**FILING FEE:** \$100.00 Filing fee is required. Filing must be accompanied by this initial fee, and each LLC must submit an annual renewal fee of \$25.00 each year thereafter during the life of the LLC to remain in good standing. Filing may be submitted at the office of the Secretary or by mail at the following address:

Osage Nation Tax Commission  
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Pawhuska, OK 74056



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# Customer Order Instructions

SUBMIT THIS COMPLETED FORM WITH YOUR FILING

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Name of Entity:  Date:

Return to:

Contact Name:  Phone:

**Return Delivery** (mark one):  FedEx: Account #   
 Hold for Pick Up  Mail to Address Above  Other (explain below)

Order Description (include items being ordered and fee breakdown)\*:

\* **PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page (plus **\$30.00** for each certification.)

Total Amount:

Method of Payment:  
 Check/Money Order  Credit Card  Trust Account   
 Use balance remaining in job #



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## Copies and Certification Services Fee Schedule Effective 9-1-2019

The following is a list of copies and certification services and the associated fees. Fees are per document unless otherwise noted.

***SERVICE REQUESTED:***

Copies .....	\$2.00 per
Certification of Document .....	\$30.00
Search .....	\$50.00
<b>Certificates:</b>	
Certificate of Existence (evidence of good standing – short form) .....	\$50.00
Certificate of Existence (listing amendments – long form).....	\$50.00
Certificate Evidencing Name Change .....	\$50.00
Certificate of Fact of Merger .....	\$50.00
Certificate of Default .....	\$50.00
Certificate of Dissolution .....	\$50.00
Certificate of Withdrawal .....	\$50.00
Certificate of Cancellation .....	\$50.00
Certificate of Non-Existence.....	\$50.00
Miscellaneous Certificates .....	\$50.00

**BASIC INSTRUCTIONS:**

1. All orders may be received in writing with fees enclosed at the above address.
2. Other than orders specified as a pick-up, all orders are mailed out via first-class mail, unless a prepaid envelope, express mail number or Federal Express number is provided.
3. We *do not* fax orders back to customers. Each order will be returned to one address only.



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## Limited-Liability Company Fee Schedule Effective 9-1-2019

**LIMITED-LIABILITY COMPANY FEES:** Pursuant to 4 ONCA § 2-111€ for Limited- Liability Companies.

Articles of Organization	\$100.00
Certificate of Amendment	\$75.00
Annual Renewal Fee	\$25.00
Merger	\$150.00
Dissolution of Limited-Liability Company	\$75.00
Preclearance of any Document	\$125.00
Certificate of Good Standing	\$50.00
Certification of Documents – per certification	\$30.00
Copies – per page	\$2.00

Each filing submitted receives same day filing date and may be picked up within 24 hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm.