

CERTIFICATE OF LIMITED LIABILITY PARTNERSHIP

The undersigned, with the intention of creating a Maryland Limited Liability Partnership files the following certificate of Organization:

(1) The name of the Limited Liability Partnership is: _____

(2) The purpose for which the Limited Liability Partnership is filed is as follows:

(3) The address of the Limited Liability Partnership in Maryland is:

(4) The resident agent of the Limited Liability Partnership in Maryland is:

whose address is _____

(5) Other Provisions: _____

(6) _____

Signature(s) of Authorized Person(s)

(7) _____

Resident Agent

I hereby consent to my designation in this document.

Filing party's return address:

INSTRUCTIONS FOR DRAFTING A CERTIFICATE OF LIMITED LIABILITY PARTNERSHIP

This guide is to be used for "Certificate of Limited Liability Partnership". Each item describes how to fill a blank in the sample. The sample is the minimum necessary to file. If you wish to expand on any item consult with your lawyer, accountant or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department.

You may fill in the blanks on the sample and submit it as your **Certificate of Limited Liability Partnership**. All items **must** be typed. Forms filled in by hand will not be accepted.

(1) Insert the name here. The name must not be misleadingly similar to that of another LLP, Corporation, Trade Name, Limited Partnership or Limited Liability Company on file with the Department and the name must include one of the following:

- a. Limited Liability Partnership
- b. L .L.P.
- c. LLP

(2) Insert the purpose of this LLP. A one or two sentence description of the business is sufficient.

(3) Insert the address of this LLP. The address must be in Maryland and **cannot be a P.O. box**.

(4) Insert the name of the resident agent. A resident agent is another entity or individual designated to accepted service of process for the LLP. The resident agent can be any Maryland citizen who is over eighteen, a Maryland corporation or a Maryland LLC. This person must also sign the document.

(5) Insert the address of the resident agent named in (4). The address must be in Maryland and **cannot be a P.O. box**.

(6) Insert anything else you consider relevant. If it does not fit insert "See Attached", type those provisions on a blank sheet and attach it to the back of this form.

(7) The person forming this LLP must sign here.

(8) The resident agent must sign here.

(9) Insert the return address for any correspondence regarding this filing.

FEES:

- | | |
|--|-----------------------|
| (1) Certificate of Limited Liability Partnership | \$100.00 |
| (2) Certified Copy | \$20.00 + \$1.00 page |
| (3) Certificate of Status | \$20.00 |

How long will it take to process my documents? Regular processing time for submitted documents is about 7-8 weeks; Expedited processing request will be responded to within 7 business days. Documents hand-delivered in limited quantities receive same day service between 8:30 am and 4:30 pm. **Hand-delivered transactions are to be paid by check only.** There is an expedited fee for same day service for document processing.

The expedited service fee is an additional \$50.00 for this document; other fees may also apply. Check the Fee Schedule web page for a list of all service fees, <http://www.dat.state.md.us/sdatweb/fees.html>

Mail completed forms to: State Department of Assessments and Taxation, Charter Division, 301 W. Preston Street; 8th Floor, Baltimore, MD 21201-2395. Fax completed forms with Mastercard or Visa credit card payment information to 410-333-7097. Fax request will be charged the additional expedited service fee.

NOTE: Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff can not offer business counseling or legal advice.

Notice regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland. Copies of the return are available on the SDAT website. **The returns are due April 15th of each year.**

SDAT: Corporate Charter