



Galactic Government  
 Earth Satellite Office  
 Department of Commerce  
 Corporations Division  
 1329 US Hwy 395 North #10312  
 Gardnerville, Nevada USA  
 89410-5391

## Instructions for Articles of Incorporation

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

Before commencing or doing any business, every entity organized pursuant to the laws of any country, state, territory, province, or controlled jurisdiction located and structured on planet Earth, must file in the Office of the Galactic Secretary of Commerce the following:

- The completed Articles of Incorporation form.  
 All Corporate Applications must include a Lunar Embassy Order Number. (LE Order Number)  
 This information will be provided by giving the Planet, Area, Quadrant and Lot Number of the Property purchased from the Lunar Embassy.
- A statement of the number of shares the corporation shall have the authority to issue.
- State the names and address of the first governing board.
- Directors or trustees shall be at least 18 years of age.

**CORPORATION NAME:** The corporate name will be registered exactly as it appears on the Articles of Incorporation. The name must be distinguishable from the names of natural persons, corporations, limited-liability companies, limited partnerships, limited-liability limited partnerships, business trusts or limited-liability partnerships on file in the office of the Galactic Secretary of Commerce. If the name is not available, a modified name resolution adopting a name for use in conducting business may be submitted along with the Articles of Incorporation. The modified name resolution form is for use only if the name of your corporation is not available. A name may be reserved, *if available*, for 90 days by submitting a name reservation form with a \$25.00 filing fee. For details you may call (702) 991-1232, or write to the Galactic Secretary of Commerce, 1329 US Hwy 395 North #10312, Gardnerville, NV 89410.

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

**INITIAL LIST OF OFFICERS:** Each corporation qualified under the laws of the Galactic Corporations Act shall, on or before the last day of the first month after the filing of its articles of incorporation, and annually thereafter, file its list of officers and directors. Forms will be mailed to you upon the qualification of your corporation and annually thereafter.

**COPIES:** To file, please submit two (2) sets of documents. One file stamped copy of the Articles of Incorporation 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. The law requires that a corporation receive at least one copy to be kept in the primary office location. The Secretary of Commerce keeps a set of original documents.

**FILING FEE:** Filing fee is \$379.00 US Dollars with annual renewals due twelve months from the certified date of filing.

**TIME CONSTRAINTS:** Expedite period begins when filing is received in this office in fileable form. Filings will be mailed the next business day if received by 2:00 pm Pacific Time and no later than the 2<sup>nd</sup> business day if received after 2:00 pm.

Filing may be submitted to the office of the Galactic Secretary of Commerce by mail at the following address:

Galactic Government  
 Earth Satellite Office  
 Department of Commerce  
 Corporations Division  
 1329 US Hwy 395 North #10312  
 Gardnerville, NV USA 89410-5391

Please provide the following information obtained from your Lunar Embassy Deed:

Planet: \_\_\_\_\_

Area: \_\_\_\_\_

Quadrant: \_\_\_\_\_

Lot Number: \_\_\_\_\_