



# The North Carolina State Bar

## Registration and Formation of a Professional Limited Liability Company

Revised May 2015

**Before** filing Articles of Organization with the NC Secretary of State, you must register a professional limited liability company (PLLC) with the North Carolina State Bar. The following documents and fees must be submitted to register a PLLC with the North Carolina State Bar:

- (1) The original and 1 copy of the Articles of Organization. A template for the articles can be found on the Corporations page of the Secretary of State's website [www.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/corporations) (Form PLLC-02).
- (2) 1 original Application for Certificate of Registration (NCSB Form PLLC-1, attached). Please note that the application must be notarized.
- (3) \$50.00 check payable to the NC State Bar.

Mail the above to:

NC State Bar  
Membership Department  
Attn: Adam Maner  
P.O. Box 26088  
Raleigh, NC 27611

If the registration is approved, we will return your original articles and a Certification of Registration (NCSB Form PLLC-2), prepared by the N.C. State Bar, to be filed with the NC Secretary of State together with the articles. If there is any impediment to approving the registration, you will be advised of the problem and given an opportunity to correct it.

You must then submit your original articles and the Certification of Registration to the Secretary of State's Office, Corporations Division. Once processed by the Secretary of State's Office, you will receive your filed articles from that office.

Please send a copy of the filed articles to the N.C. State Bar (address above) or email to [amaner@ncbar.gov](mailto:amaner@ncbar.gov) to receive your Certificate of Registration (NCSB Form PLLC-3) from the N.C. State Bar. Please maintain the Certificate of Registration for your records.

If you have any questions, please call Adam Maner at 919-828-4620, ext. 256.

# Application for Certificate of Registration for a Professional Limited Liability Company

The undersigned, being all of the persons executing the articles of organization of \_\_\_\_\_, a professional limited liability company ("PLLC") to be organized under the laws of the state of North Carolina for the purpose of practicing law, hereby certify to the Council of the North Carolina State Bar:

1. At least one person executing the articles of organization, at least one person who will be an original manager, and all persons who, to the best knowledge and belief of the undersigned, will be original members and/or employees who will practice law for said PLLC in North Carolina are duly licensed to practice law in the State of North Carolina. The names and addresses of such persons are (attach additional sheets as necessary):

Name and Position (signer of articles, manager, member, employee)	Address	Phone	Email
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2. Each original member who is not licensed to practice law in North Carolina but who will perform services on behalf of the PLLC in another jurisdiction in which the PLLC maintains an office is duly licensed to practice law in that jurisdiction. The names, addresses, and license information of each such person are:

Name	Address	Jurisdiction of Licensure	License Number
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3. The jurisdictions other than North Carolina in which the PLLC will maintain an office are <sup>1</sup>:

Name of Jurisdiction

Address of Office(s)

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4. The undersigned represent that the PLLC will be conducted in compliance with The North Carolina Limited Liability Company Act and with the North Carolina State Bar’s Regulations for Professional Corporations and Professional Limited Liability Companies Practicing Law. (27 N.C.A.C. 1E, Section .0100)

5. Application is hereby made for a Certificate of Registration to be effective upon the effective date of the PLLC’s articles of organization after said articles are filed with the Secretary of State.

6. Attached hereto is the registration fee of fifty dollars (\$50.00).

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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(Signature of all persons executing the articles of organization)

NORTH CAROLINA  
\_\_\_\_\_ COUNTY

I hereby certify that \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, being all of the persons executing the articles of organization of \_\_\_\_\_, a professional limited liability company, personally appeared before me this day and stated that they have read the foregoing Application for Certificate of Registration for a Professional Limited Liability Company and that the statements contained therein are true.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

<sup>1</sup> If the PLLC will maintain an office in another jurisdiction, contact the State Bar Membership Department (919-828-4620) to determine whether the PLLC must also register as an Interstate Law Firm.