



# The North Carolina State Bar

## **Registration with the North Carolina State Bar and Incorporation of a Professional Corporation or a Professional Association**

Revised 9/8/10

**Before** filing Articles of Incorporation with the NC Secretary of State, you must register a professional corporation (PC) or professional association (PA) with the North Carolina State Bar. The following documents and fees must be submitted to register a PC or PA with the North Carolina State Bar:

- (1) The original and 1 copy of the Articles of Incorporation. A template for the articles can be found on the Corporations page of the NC Secretary of State's website [www.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/corporations) (Form PC-05).
- (2) The original NC State Bar Application for Certificate of Registration (NCSB Form PC-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 PC-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 submit the original Articles of Incorporation and the Certification of Registration to the NC Secretary of State's Office, Corporations Division. Once processed by the Secretary of State's Office, you will receive your filed Articles of Incorporation from that office.

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

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

Application for Certificate of Registration for a  
Professional Corporation/Professional Association\*

The undersigned, being all of the incorporators of \_\_\_\_\_  
\_\_\_\_\_, a professional corporation to be incorporated 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 who is an incorporator, at least one person who will be an original officer, and at least one person who will be an original director, and all persons who, to the best knowledge and belief of the undersigned, will be original shareholders and employees who will practice law for said professional corporation 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 (incorporator, officer, director, shareholder, employee)	Address	Phone	Email
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2. Each original shareholder who is not licensed to practice law in North Carolina but who will perform services on behalf of the corporation in another jurisdiction in which the corporation 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 corporation will maintain an office are:

Name of Jurisdiction	Address of Office(s)
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4. The undersigned represent that the professional corporation will be conducted in compliance with The Professional Corporations 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)

\* "Professional Corporation" is used throughout this document to refer to both professional associations and professional corporations.

- 5. Application is hereby made for a Certificate of Registration to be effective upon the effective date of the professional corporation's articles of incorporation 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 \_\_\_\_\_.

\_\_\_\_\_  
 Incorporator

\_\_\_\_\_  
 Incorporator

\_\_\_\_\_  
 Incorporator

\_\_\_\_\_  
 Incorporator

(Signatures of all incorporators)

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

I hereby certify that \_\_\_\_\_, \_\_\_\_\_,  
 \_\_\_\_\_, and \_\_\_\_\_, being all of the incorporators of  
 \_\_\_\_\_, a professional corporation,  
 personally appeared before me this day and stated that they have read the foregoing Application for  
 Certificate of Registration for a Professional Corporation and that the statements contained therein are  
 true.

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

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

My commission expires:  
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