

## **Affiliate Articles of Incorporation Instructions**

Submit the form with attached articles document to the  
Department of Commerce and Consumer Affairs (DCCA)  
Business Registration Division  
P.O. Box 40, Honolulu, Hawai'i 96810

or File online as a Domestic Nonprofit Corporation: <http://hawaii.gov/dcca/breg/registration/>

Your group will fall under one of the three categories below.

1. Your group does not have any form of Articles of Incorporation filed with the DCCA. - Your group must file Articles using [Form DNP-1](#) attaching your new Articles of Incorporation document. Click here and use this template for [FIRST TIME FILERS](#)

'Aiea	Kapolei	Pahoa
Hamakua	Kea'au	Princeville
Hawai'i Kai	Kona	Salt Lake-Moanalua
Kahuku	Liliha	Wahiawa
Kalihi-Palama	McCully-Mo'ili'ili	Waimanalo
Kane'ohe	Mountain View	Waimea

2. Your group has filed Articles of Incorporation form DNP-1 but has not filed the Articles of Incorporation document. - Your group must refile "Restated and Amended Articles of Incorporation" using [Form DNP-5](#) attaching your new "Restated and Amended Articles of Incorporation" document.

Click here and use this template for [RESTATED AND AMENDED FILERS](#).

Ewa Beach	Manoa	Waialua
Ka'u	Moloka'i	Waikiki-Kapahulu
Kailua	North Kohala	Waikoloa
Kaimuki	Pearl City	Waipahu
Kapa'a	Thelma Parker	
Lana'i	Wai'anae	

3. Your group has the Articles of Incorporation document on file with the DCCA.

'Aiea	Kāne'ohe	Mililani
Hanapēpē	Kapa'a	
Hilo	Lihue	

Note: When using the "Articles of Incorporation" or "Restated and Amended Articles of Incorporation" templates - Please insert your information in the bracketed (< >) areas and delete the brackets.

**\*\*\*Articles of Incorporation, as a founding document must be voted on and approved by your group. If you are amending and restating your Articles you must do so according to your by-laws! (See instructions below)**

**Instructions for Form DNP-1: (there are also DCCA instructions attached to the form.)**

1. "Registered Agent" is whoever is filling out the form, should be a Board Member or President.
2. "Incorporator(s)" is yourself and your Board Members.
3. Corporation Address can be your Friends P.O. Box, President's address, or the Library. (You must file an annual update, so you can update the address annually)
4. The corporation should have members. (it does not matter if your group has formal membership or not, Board Members are members.)

**Instructions for Form DNP-5: (there are also DCCA instructions attached to the form.)**

1. "Registered Agent" is whoever is filling out the form, should be a Board Member or President.
2. "Incorporator(s)" is yourself and your Board Members.
3. Corporation Address can be your Friends P.O. Box, President's address, or the Library. (You must file an annual update, so you can update the address annually.)
4. The corporation should have members. (it does not matter if your group has formal membership or not, Board Members are members.)
5. Question #3 - Your membership or Board of Directors should vote to approve your Restated and Amended Articles.
  - If the amendment(s) was adopted at a meeting of the *members*, approval must be by two-thirds of the votes present at meeting.
  - If the amendment(s) was adopted by the *Board of Directors* at a meeting, approval must be by the affirmative vote of a majority of directors at the meeting.
  - If the amendment(s) was adopted by the *Board of Directors* by written consent, consent must be unanimous.
6. Question #4 - "The written approval of a specified person or persons is not required." There should be no requirement of this sort unless for some reason you have it written into your by-laws.

You may contact Nainoa, Affiliates Coordinator at [nainoa@friendsofthelibraryofhawaii.org](mailto:nainoa@friendsofthelibraryofhawaii.org) or (808) 536.4173 for assistance. **If you believe you have the proper articles already filed, please let me know!**