

490A.120 Filing requirements.

1. A document must satisfy the requirements of this section, and of any other section that adds to or varies these requirements, to be entitled to filing.
2. The document must be one that this chapter requires or permits to be filed with the secretary of state.
3. The document must contain the information required by this chapter. It may contain other information as well.
4. The document must be typewritten or printed. The typewritten or printed portion shall be in black. Manually signed photocopies, or other reproduced copies, including facsimiles and other electronically or computer-generated copies of typewritten or printed documents may be filed.
5. The document must be in the English language. A limited liability company name need not be in English if written in English letters or Arabic or Roman numerals. The articles of organization, duly authenticated by the official having custody of the applicable records in the state or country under whose law the limited liability company is formed, which are required of foreign limited liability companies, need not be in English if accompanied by a reasonably authenticated English translation.
6. The document must be executed by one of the following persons:
 - a. A manager, or if no managers have been selected, by any member of the limited liability company.
 - b. If the limited liability company has not been formed, by the person forming the limited liability company.
 - c. If the limited liability company is in the hands of a receiver, trustee, or other court-appointed fiduciary, that fiduciary.
7. The person executing the document shall sign it and state beneath or opposite the person's signature the person's name and the capacity in which the person signs.
8. If, pursuant to any provision of this chapter, the secretary of state has prescribed a mandatory form for the document, the document shall be in or on the prescribed form.
9. The document must be delivered to the secretary of state for filing and must be accompanied by the correct filing fee.