

## EXHIBIT A

### ENTITY ESTABLISHMENT DOCUMENTATION

TYPE OF ENTITY	STATUS	ACTION	DOCUMENTATION REQUIREMENT
<b>Individual Proprietor</b>	New/Existing	Establish	<ul style="list-style-type: none"> <li>A copy of the Business Certificate (D/B/A) (to be) filed with the County Clerk or other municipal official.</li> </ul>
		Acquire an Existing OASAS-Established Entity	<ul style="list-style-type: none"> <li>In addition to the above, a proposed contract of sale.</li> </ul>
<b>Partnership</b>	New/Existing	Establish	<ul style="list-style-type: none"> <li>A copy of the new/existing partnership agreement. If appropriate, a copy of the Business Certificate (D/B/A) (to be) filed with the County Clerk or other Municipal official.</li> </ul>
		Acquire an Existing OASAS-Established Entity	<ul style="list-style-type: none"> <li>In addition to the above, a proposed contract of sale.</li> </ul>
<b>Limited Liability Partnership</b>	New/Existing	Establish	<ul style="list-style-type: none"> <li>A copy of the new/existing limited liability partnership agreement. If appropriate, a copy of the Business Certificate (D/B/A) (to be) filed with the County Clerk or other Municipal official.</li> </ul>
		Acquire an Existing OASAS-Established Entity	<ul style="list-style-type: none"> <li>In addition to the above, a proposed contract of sale.</li> </ul>
<b>Business Corporation or Limited Liability Company</b>	New	Establish	<ul style="list-style-type: none"> <li>An original of the Certificate of Incorporation (Certificate) for a Business Corporation or Articles of Organization (Articles) for a Limited Liability Company containing the required purpose statement. (See Page 2) The original of the Certificate/Articles must contain the signature(s) of the organizer(s), and the signature(s) must be notarized. If appropriate, a copy of the Business Certificate (D/B/A) (to be) filed with the Department of State.</li> </ul>
	Existing	Amend	<ul style="list-style-type: none"> <li>A copy of the initial Certificate/Articles filed with the New York Secretary of State and any subsequent amendments to the Certificate/Articles that have been filed to modify the original Certificate/Articles.</li> <li>A copy of the current Bylaws.</li> <li>A notarized copy of the governing authority's resolution authorizing an Amendment to the Certificate/Articles which adds the authority to provide chemical dependence services, including alcohol and/or substance abuse services. The original of the proposed Certificate/Articles of Amendment containing the required purpose statement (See Page 2 of Exhibit B).</li> <li>The original Certificate/Articles of Amendment must contain the signature(s) of the governing authority members authorized to file, and the signature(s) must be notarized.</li> </ul>
	New/ Existing	Acquire an Existing OASAS-Established Entity	<ul style="list-style-type: none"> <li>In addition to the above, as appropriate, a proposed contract of sale.</li> </ul>

## EXHIBIT A

TYPE OF ENTITY	STATUS	ACTION	DOCUMENTATION REQUIREMENT
<b>Not-for Profit Corporation</b>	New	Establish	<ul style="list-style-type: none"> <li>• An original of the Certificate of Incorporation containing the required purpose statement (See below). The original of the Certificate of Incorporation must contain the signature(s) of the incorporator(s), and the signature(s) must be notarized. In addition, the incorporation documents must include the following exclusionary clause: <i>“Nothing herein shall authorize this corporation, directly or indirectly, to engage in or include among its purposes any of the activities mentioned in Section 404 (a-u) of the New York State Not-for-Profit Corporation Law except to the extent that such purposes or activities have been expressly approved via a Certificate or Consent to filing.”</i></li> <li>• If appropriate, a copy of the Business Certificate (D/B/A) (to be) filed with the Department of State.</li> </ul>
	Existing	Amend	<ul style="list-style-type: none"> <li>• A copy of the initial Certificate of Incorporation filed with the New York Department of State and any subsequent amendments to the Certificate that have been filed to modify the original Certificate. .</li> <li>• A copy of the current Bylaws. .</li> <li>• A notarized copy of the governing authority’s resolution authorizing an Amendment to the Certificate which adds the authority to provide chemical dependence services, including alcohol and/or substance abuse services.</li> <li>• The original of the proposed Certificate of Amendment containing the required purpose statement (See Below). The original Certificate of Amendment must contain the signature(s) of the governing authority members authorized to file, and the signature(s) must be notarized. In addition, the Incorporation documents must include the following exclusionary clause, <i>“Nothing herein shall authorize this corporation, directly or indirectly, to engage in or include among its purposes any of the activities mentioned in Section 404 (a-u) of the New York State Not-for-Profit Corporation Law except to the extent that such purposes or activities have been expressly approved via an Operating Certificate or Consent to File.”</i></li> </ul>
	New/Existing	Acquire an Existing OASAS-Established Entity	<ul style="list-style-type: none"> <li>• In addition to the above, as appropriate, a proposed contract of sale.</li> </ul>
<b>Public Agency</b>	New/Existing	Establish/Amend	<ul style="list-style-type: none"> <li>• A copy of the charter, law or resolution under which the agency was established; and any subsequent resolution which authorized a change in agency name or purpose</li> </ul>

Recommended purpose statement to appear in incorporation papers:

*“To operate chemical dependence, alcoholism and/or substance abuse services, within the meaning of Articles 19 and 32 of the Mental Hygiene Law and the Rules and Regulations adopted pursuant thereto as each may be amended from time to time, which shall require as a condition precedent before engaging in the conduct of any such services an Operating Certificate from the New York State Office of Addiction Services and Supports.”*