



Exhibit A – ENITY ESTABLISHMENT DOCUMENTATION

To do business in NYS- applicants need to obtain Authority to do Business in NYS by submitting forms to the NYS DOS and register as either:

**FOR- PROFIT ENTITIES: Domestic or Foreign Business Corporation**

Type of Entity	Documents Required
Domestic Business Corporation (Inc.)	A copy of the <u>Certificate of Incorporation</u> that includes the corporate purposes, a draft version which requires the OASAS language and a copy of the Business Associate Agreement (or By-Laws, if there is a Board of Directors).
Foreign Business Corporations	A copy of the <u>Application of Authority</u> ; a draft version which requires the OASAS language; and a copy of the <u>Business Associate Agreement</u> (or By-Laws) if there is a Board of Directors.
Domestic Limited Liability Company (LLC)	A copy of the <u>Articles of Organization</u> and <u>Operating Agreement</u> when there is more than one member. Articles need to include company purpose and include the OASAS Language.
Foreign Limited Liability Company	A copy of the Application of Authority; a draft version which requires the OASAS language and a copy of the Operating Agreement when there is more than one member.
Professional Services Limited Liability Company (PSLLC)	A copy of the <u>Articles of Organization</u> and <u>Operating Agreement</u> when there is more than one member.

**NOT-FOR-PROFIT ENTITIES**

Type of Entity	Documents Required
Domestic Not-for-Profit	A copy of the <u>Certificate of Incorporation</u> ; a draft version which requires the OASAS language in the corporate purpose, and a copy of the <u>By-laws</u> of the Board.
Foreign Not-for-Profit	A copy of the <u>Application for Authority</u> ; a draft version which requires the OASAS language, and a copy of the <u>by-laws</u> .

OASAS requires that corporate entities include the following statement of purpose in their amended 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 Alcoholism and Substance Abuse Services.”*