



EXHIBIT A – ENTITY ESTABLISHMENT DOCUMENTATION

To do business in NYS - applicants need to obtain Authority to do Business in NYS by submitting forms to the NYS Department of State and register as either: For-Profit Entities or Not-For-Profit Entities.

FOR-PROFIT ENTITIES

DOMESTIC BUSINESS CORPORATION

A copy of the *Certificate of Incorporation/Articles of Organization* that includes the corporate purposes, a draft version which requires OASAS Operating language and a copy of the Business Associate Agreement or By-Laws, as applicable.

FOREIGN BUSINESS CORPORATIONS

A copy of the *Application of Authority*; a draft version which requires the OASAS Operating language; and a copy of the *Business Associate Agreement* or By-Laws, as applicable.

DOMESTIC LIMITED LIABILITY COMPANY (LLC)

A copy of the *Certificate of Incorporation/Articles of Organization* that includes the corporate purposes, a draft version which requires OASAS Operating language and a copy of the *Operating Agreement* when there is more than one member.

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 *Certificate of Incorporation/Articles of Organization* that includes the corporate purposes, a draft version which requires OASAS Operating language and a copy of the *Operating Agreement* when there is more than one member.

INDIVIDUAL PROPRIETOR

A copy of the Business Certificate D/B/A (to be) filed with the County Clerk or other municipal official; and if acquiring an existing OASAS Established Entity, a proposed contract of sale.

GENERAL PARTNERSHIP

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; and if acquiring an existing OASAS Established Entity, a proposed contract of sale.

NOT-FOR-PROFIT ENTITIES

DOMESTIC NOT-FOR-PROFIT

A copy of the *Certificate of Incorporation*; a draft version which requires the OASAS language in the corporate purpose, and a copy of the *By-laws* of the Board.

FOREIGN NOT-FOR-PROFIT

A copy of the *Application for Authority*; a draft version which requires the OASAS language, and a copy of the *by-laws*.

STATEMENT OF PURPOSE

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 Addiction Services and Supports.”