

Delaware Incorporation Form for Certificate of Formation

This outline sketches two processes; the user process, to be populated by the user, is highlighted in green and the back-end process, to be populated by Kairos, is highlighted in yellow. (to be opened up in future Kairos UX)

For the user process, examples are given between “parentheses”. These examples should only be used in case of presenting our product live or with a slideshow. In the actual interface, the textboxes are left empty.

The website for the automatic filing agent can be found here¹.

As a suggestion for UX, we could work with consecutive boxes. The next box is only displayed after the previous one has been filled in. This clears up space in the UI. We can add a progress bar/circle² and “next”, “previous” buttons. After all boxes are filled in, a general overview is given with question of “confirm Certificate of Formation”.

1. **Filing Information (Public)**
2. **Type:** Kairos selects “LLC” under *Type*.
3. **Desired Company Name:** Kairos asks Alice what her organization is named.
Alice types “Plentiful Painters Collective.”
4. **Do You have A Name Reservation:** Kairos selects “No” under *Do You Have a Name Reservation*.
5. **Where would you like your non-registered agent mail delivered:** Kairos selects “Our Delaware Address” and “free mail forwarding” under *Where would you like your non-registered agent mail delivered*.
6. **Registered Agent:** Kairos selects “No” under *Notify Your Attorney of a Lawsuit*.
7. **Filing Speed:** Kairos selects “standard” under *Filing Speed*.
8. **Delaware Annual Tax Renewal:** Kairos selects yes under *Delaware Annual Tax Renewal*
9. **UX Display Box:** Kairos indicates to Alice that she needs to share her personal information in the filings. The information will be held by the registered agent for purposes of contacting you but will not be shared publicly.
10. **LLC Information: (Private)**
11. **Member or Manager Managed:** Kairos selects member-managed under *Member or manager managed*.
12. **Members Name:** (we can call it *Your name in UX*) Alice types “Alice” in *First Name* and “Wonderland” in *Last Name*.
13. **Add Member:** Repeat as previous

¹ <https://www.delawareregisteredagent.com/incorporation-form>

² We could theme the progress bar with the Wing icon Luis made. The wing gets filled up with color as the user progresses through the stages of DAO creation.

14. **Contact Information:**

15. **First and Last name:** Fill in *First name* and *Last name* with field from *Your name*.

16. **Phone Number:** Alice types “777-777-7777” in *Phone*.

17. **Fax Number:** Kairos opts not to use a fax number.

18. **Mailing Address:**

19. **Country:** Alice selects “United States” under *Country*.

20. **Address:** Alice types “68419 La La Land Dr” under *Address*.

21. **City:** Alice types “Candyville” under *City*.

22. **State:** Alice selects “Missouri” under *State*.

23. **Zip Code:** Alice types “68419” under *Zip Code*.

24. **Account Setup:**

25. **Email:** Alice types “alice.luna@terra.io” under *Email*.

26. **Optional Alternate Email Address:** Kairos selects “No”

27. **Password:** Alice creates and confirms a valid password that meets safety criteria.

28. **Confirm Password:** Alice confirms her password.

29. **Optional Items:** Kairos selects “No” for all optional items.

30. **Billing Information:**

31. **Kairos displays two options:** “Pay with Credit Card” or “Pay with your kDAO Vault”

32. **Alice chooses** “Pay with your kDAO Vault”.³

33. **Confirmation:** Kairos asks Alice to review her information and confirm the filing.

34. **Completion:** Kairos says “Congratulations. You’ve filed to incorporate your LLC. You should know if your application was successful within 4 days via email.”

³ Currently we have no way to pay with the vault directly. Hence we should include “Pay With Credit Card” into our template in case we want to execute the smart contract correctly. Nonetheless, for our User Story, we will choose “Pay with your kDAO Vault”.