

## Fees and Instructions

1. Print out and complete the CONFIDENTIAL INCORPORATION WORKSHEET.
2. Determine your fees as outlined below. Corporate Services Group accepts payment by cashier's check, money order, Visa or MasterCard. If paying by check or money order, please make one payable to Corporate Services Group for our services and the other payable to Secretary of State for their filing fees.
3. Return the completed forms to us by mail at **723 S. Casino Center Boulevard, 2<sup>nd</sup>. Floor, Las Vegas, NV 89101-6716** or by fax to (702) 471-1012.

**CORPORATE SERVICES GROUP FEES:** Wyoming law requires all Corporations to have a designated Registered Agent. You have asked us to serve as your Registered Agent. We accept checks or money orders payable to **CORPORATE SERVICES GROUP**. If paying by credit card, please complete and sign the credit card form enclosed.

**\$160.25** First year's Registered Agent service (\$95.00) and Records Book (\$65.25) (includes stock certificates, embossing seal, tax forms, bylaws index, register) (\$260.25 for persons with a contact address outside the U.S.A.).

### OPTIONAL SERVICES

\$90.00 Standard annual mail forwarding service. If you are interested in our mail forwarding service, please see our Mail Forwarding Policy.

\$190.00 Special Mail Forwarding (unlimited mail: see Mail Forwarding Policy).

\$290.00 Special Mail Forwarding for persons with a contact address outside the U.S.

**WYOMING SECRETARY OF STATE FILING FEE:** Please make checks payable to **SECRETARY OF STATE**.

**\$106.00** Filing fee payable in U.S. Funds to Secretary of State for Articles of Incorporation (\$100.00) plus 2 certified copies, one for Registered Agent and a second for client.

\$10.00 Official Certificate of Incorporation (optional)

We appreciate the opportunity to serve your company's needs and we hope to be of service to you in the future.

Sincerely,  
CORPORATE SERVICES GROUP

Enclosures: Confidential Incorporation Worksheet  
Credit Card Form  
Mail Forwarding Policy

#### DOCUMENT DESTRUCTION POLICY

IT IS OUR POLICY TO THE EXTENT PERMITTED BY LAW TO DESTROY ALL DOCUMENTS OF ENTITIES WHICH ARE REVOKED OR FOR WHICH WE NO LONGER SERVE AS REGISTERED AGENT

# **CONFIDENTIAL INCORPORATION WORKSHEET**

1. **How were you referred to Corporate Services Group? (Please Check One)**  
Wyoming Secretary of State Registered Agent Listing      Client Referral      Advertisement      Internet

Other (Explain)

2. **Name of Corporation** (Note: A corporate ending (e.g. "Inc.", "Corp." or "Ltd.") is not mandatory in the State of Wyoming. If an ending is not listed on the form, one will not be added to the corporate name.)

Alternate name(s) if first choice not available (in order of preference)

3. **Corporate Officers**

President

Secretary

Treasurer

Director(s):

Note: The corporation must have a president, secretary, treasurer, and one or more directors, who may also be officers. All offices may be filled by the same person.

4. **Number and class of shares authorized (e.g. 10,000 shares of common, no par value stock):**

—

**Number and class of shares entitled to receive assets on dissolution (if different from above):**

—

5. **Name of Contact Person**

Mailing Address

City

State

Zip

Daytime Telephone

Fax

Email Address

Shipping Address (if different from mailing address) (Please note: A physical address is necessary for shipment of the record book via courier service)

—

City

State

Zip



# CORPORATE SERVICES GROUP \_\_\_\_\_

NEVADA  
723 South Casino Center Blvd.,  
Las Vegas, NV 89101-6716  
(702) 474-7568  
www.corporateserviceslv.com

Toll Free: (800) 354-4004  
E-Mail: [csg@lvcm.com](mailto:csg@lvcm.com)  
Fax: (702) 471-1012

WYOMING  
1912 Capitol Ave., Suite 305  
Cheyenne, WY 82001  
(302) 638-0096  
www.corporateserviceswy.com

## CREDIT CARD CHECKLIST

CORPORATION NAME

CARDHOLDER NAME

VISA

MASTER CARD

CREDIT CARD NO.

V CODE  
(3-DIGIT NUMBER FOUND ON THE FAR RIGHT  
OF THE BACK SIDE OF VISA, MASTERCARD)

EXPIRATION DATE: MONTH

YEAR

AMOUNT: \$

BILLING ADDRESS

CITY

L

STATE

ZIP CODE

CARDHOLDER'S TELEPHONE NO.

CARDHOLDER'S SIGNATURE \_\_\_\_\_

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*NOTE: Do not write below this line.*

DATE: \_\_\_\_\_

REFERENCE NO.: \_\_\_\_\_

APPROVAL NO.: \_\_\_\_\_

EMPLOYEE INITIALS: \_\_\_\_\_

RE: \_\_\_\_\_

## CORPORATE MAIL FORWARDING POLICY

Effective on and after 7/1/2008

To continue our policy of providing the broadest spectrum of services consistent with a modest Registered Agent fee schedule, we provide the following Mail Forwarding plan:

**STANDARD MAIL FORWARDING:** ONLY FIRST CLASS LETTER MAIL addressed to a NAMED CORPORATION, LIMITED-LIABILITY COMPANY or LIMITED PARTNERSHIP that is a client of ours will be forwarded. THE FEE FOR STANDARD SERVICE IS \$90.00 U.S., PAYABLE IN ADVANCE.

Up to 10 (TEN) PIECES OF FIRST CLASS LETTER MAIL PER MONTH will be forwarded under this plan.

1. Forwarding service TERMINATES if the forwarding fee is not paid, if the corporate filing status with the Wyoming Secretary of State becomes delinquent or if we are no longer the corporate Registered Agent. Mail received after termination of service will be RETURNED TO SENDER if first class or DESTROYED if not.

2. Forwarded items will be directed only to a NAMED CORPORATION, LIMITED-LIABILITY COMPANY or LIMITED PARTNERSHIP that is a client of ours at the time the mail is received.

3. Forwarded items will only be directed to an address to which the U.S. Postal Service will deliver without additional postage.

4. Forwarded items will only be directed to a SINGLE FORWARDING ADDRESS that is provided to us in writing by the contact person. Changes of the authorized forwarding address will only be honored after we receive a written notice specifying a new forwarding address, signed by the authorized contact person for the corporation.

5. Because of the labor-intensive nature of mail forwarding service, we will provide only the following information to the contact person:

A. The address to which we are forwarding the FIRST CLASS LETTER MAIL of the client.

B. The number of pieces of FIRST CLASS LETTER MAIL forwarded to the client during any month.

**NOTE: PACKAGES ARE NOT ACCEPTED OR FORWARDED.** Packages will be **refused**, except for small packages from a client's financial institution. These packages will be forwarded, if they are FIRST CLASS; if they are not forwardable, we notify the contact person to make pick up or mailing arrangements.

**IF A MAIL FORWARDING ACCOUNT HAS EXPIRED, EITHER BECAUSE WE HAVE NOT RECEIVED PAYMENT FOR MAIL FORWARDING SERVICE, OR WE HAVE RECEIVED NO RENEWAL PAPERS AFTER THE SECRETARY OF STATE'S RENEWAL DATE HAS PASSED, ALL FIRST CLASS MAIL WILL BE RETURNED TO SENDER AND NON-FORWARDABLE MAIL WILL BE DESTROYED.**