

# CONFIDENTIAL LLC WORKSHEET

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

2. **Name of LLC** *(Note: A corporate ending (e.g. "LLC", "Limited-Liability Company" or "Limited Company") is mandatory in the State of Wyoming. If an ending is not listed on the form, one will be added to the name.)*

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

3. **Name of Contact Person**

Mailing Address

City      State      Zip Code

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 services)*

City      State      Zip Code

4. **Dissolution Date (if existence is not perpetual)**

5. **Company managed by      Manager(s) OR      Managing Member(s)**

6. **Member or Manager Name**

**Member or Manager Name**

**Member or Manager Name**

*(Please attach additional sheet if there are more than three Members or Managers)*

7. Flexible Limited-Liability status (*CORPORATE SERVICES GROUP RECOMMENDS THAT ALL LIMITED-LIABILITY COMPANIES IN THE STATE OF WYOMING TAKE ADVANTAGE OF W.S. 17-15-107(a)(x), WHICH ALLOWS LIMITED-LIABILITY COMPANIES TO BE COMPOSED OF A SINGLE MEMBER. WE INCLUDE THIS LANGUAGE IN THE ARTICLES OF ORGANIZATION BY DEFAULT. PLEASE INDICATE IF YOU DO NOT WANT TO ELECT STATUS AS A FLEXIBLE LIMITED-LIABILITY COMPANY BY CHECKING THE BOX BELOW*).

This Company elects status as a flexible Limited-Liability Company.

This Company DOES NOT elect status as a flexible Limited-Liability Company.

8. **The amount of cash and agreed value of property other than cash contributed is:**

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9. **(Optional). The total additional contributions, if any, agreed to be made by all members and the times at which or the events on the happening of which they shall be made are:**

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10. **The right , if given , of the members to admit additional members , and the terms and conditions of admission are:**

(USE DEFAULT) “New members may be admitted with consent of majority interest ownership upon such terms and conditions as set forth in the operating agreement.”

(NONE) no provision for admitting additional Members.

(I WANT TO USE MY OWN LANGUAGE FOR THIS SECTION):

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11. **The right , if given , of the remaining members of the limited-liability company to continue business on the death , resignation , expulsion , bankruptcy or dissolution of a member or occurrence of any other event which terminates the continued membership of a member of the limited-liability company:**

(USE DEFAULT) “If there is at least one or more remaining capital contributing Member or Substitute Member, the business may be continued with the unanimous written consent of Members within ninety days after the event causing termination of the Company.”

(LEAVE BLANK) no provision for continuing business upon loss of a Member.

(I WANT TO USE MY OWN LANGUAGE FOR THIS SECTION):

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## 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 LLCs 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 Organization (\$100.00) plus 2 certified copies, one for Registered Agent and a second for client.

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



# 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.**