



REGISTERED AGENT INFORMATION & INSTRUCTIONS

Accumera LLC • 911 Central Avenue, #101 • Albany, NY 12206
(518) 937-9117 • (888) 467-1289 toll free • (518) 937-9128 fax
info@accumera.com • www.accumera.com

Client Contact Information

Firm Name: _____
Contact Name: _____ Title: _____
Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ Fax: _____
E-mail: _____ Web: _____

Company Details

Company Name: _____
Prior Company Name: *(If changed in the past)* _____
State of Formation: _____ Date of Formation: _____
Business Entity Type: Limited Liability Company (LLC) Corporation Not-For-Profit
Business Purpose: _____

Company Contact Information

Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ E-Mail: _____

Counsel Name and Address Information *(optional)*

Firm Name: _____
Contact Name: _____ Title: _____
Address: _____ City: _____ State: _____ ZIP: _____
Phone: _____ Fax: _____

Communications

Send Service of Process to: Client Address Company Address Counsel Address
Send State Tax Forms and Annual Reports to: Client Address Company Address Counsel Address
Send Invoice for Annual Registered Agent Services to: Client Address Company Address Counsel Address

Special Instructions and Comments *(optional)*

Authorization

The above registered agent information and instructions are correct as of signature date. In the event of any changes, the client agrees to notify the registered agent of any changes in writing. The registered agent shall incur no legal liability for failure to deliver documents to any address other than the last address provided them in writing by the client. The company agrees to pay all reasonable expenses in conjunction with forwarding any service of process. The client understands that there is an associated fee for discontinuance of r/a service without formally dissolving the company.

(Name & Title of Signer and Signature) _____
(Date)

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Notices & Instructions

Please complete the attached Registered Agent Information Page. It serves as our permanent instructions for delivery of important legal documents such as Service of Process served on us as your registered agent. In order to serve as your agent, we MUST have this information on file in order to deliver documents to you on a timely basis.

FAILURE TO PROVIDE US WITH CURRENT TIMELY INFORMATION CAN RESULT IN DEFAULT JUDGMENTS being entered against your company. Please complete this form immediately, sign and date it, fax to 518-937-9128, mail to: Accumera LLC, 911 Central Avenue, #101, Albany, NY 12206 or e-mail to info@accumera.com.

CLIENT CONTACT INFORMATION - This is the information of Accumera LLC's client. This will be the information where the invoice will be billed.

COMPANY DETAILS - This is the information of the company for which we will be providing registered agent service.

COMPANY CONTACT INFORMATION - Please provide us with the physical street address where the company, for which we will be providing registered agent service, is located. *(Note: This is not the Registered Agent address)* Also, please provide the phone and e-mail address. We will not contact the company directly unless absolutely necessary.

COUNSEL NAME AND ADDRESS INFORMATION (Optional) - Provide us with the firm name, contact, street address, telephone and fax numbers of your counsel.

COMMUNICATIONS - Please make a selection as to where (a) Service of Process, (b) State tax forms and annual reports and (c) Renewal invoicing will be sent.

SPECIAL INSTRUCTIONS AND COMMENTS (Optional) - Please provide any instructions, if any, which may be appropriate.

Please note it is the responsibility of the Company to notify Accumera LLC of any changes in contacts, addresses, corporate status, etc. As your registered agent, our responsibility is limited to forwarding documents to the last contact/address which you have supplied to us.

Furthermore, if at any time the agent service is not required the company agrees to pay all fees associated with the resignation of agent. The resignation fees are different for each State. Please contact us for pricing details.

Should you have any questions or if we can be of assistance, please contact us. Thank you!

Sincerely,

Frank Orlando
Managing Member