

File the Statement and Designation by Foreign Corporation – Non-Profit With the California Secretary of State

Pages attached: _____

Do not attach bylaws. The Secretary of State will not file them.

WE CANNOT FILE THIS FORM WITHOUT A CERTIFICATE OF STATUS IN GOOD STANDING - PLEASE ATTACH

STEP 1:

Name of Business Entity: _____

NOTE: Our filing fee does not include name availability or name reservation. Please purchase a name availability check prior to faxing the Statement and Designation. If you reserved a name, attach a copy of the name reservation certificate or our order form that contains the reservation number.

STEP 2: Shipping - How would you like your order returned? (Default method is fax followed by regular mail)

Choose one free: Fax (to one location in the U.S. only) OR Scan and e-mail the document (one address only)

Fax number or E-Mail address for scanned document: _____

FedEx: add \$25.00 for priority overnight or add \$20.00 for 2nd day I have my own FedEx acct. _____

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

STEP 3: Fees - Our fee: \$230.00 filing fee plus the Secretary of State fees of \$380.00 (fee includes a \$30.00 filing fee plus the \$350.00 24 hour rush fee.) Total: \$610.00

Add a CA Certificate of Good Standing on a 24 hour rush basis: \$155.00 (If ordered later, total fee is \$250.00 plus shipping - save \$ and order now.)
Add Registered Agent services for one year: \$169.00. Please fax the contact form (found on our website) with this order form. Call for questions.

Our fee includes: Filing your document on a rush basis with the Secretary of State the same day in Sacramento (if before 2:00PM PST and this form is completed correctly), writing required checks, making required copies, obtaining TWO certified copies and Certificate of Qualification from the Secretary of State, faxing or e-mailing your filed document, and returning the certified copies via regular mail. FedEx is additional. Note: Secretary of State will complete the filing within 24 hours after they receive it. Corporate numbers are not available until the filing is complete. Please allow 24 hours plus run/copy/fax/scan time (1-2 hours depending upon the time the document is returned) before calling and checking on your document.

Order Total: _____ (If you are unsure how to calculate the order, please check here and we will contact you. Please note that if we are unable to get a hold of you, it will delay your order.) Our fee does not include the state fee or FedEx shipping fees. Example: File the Articles of Incorporation plus FedEx. Our filing fee is \$230 + state fee of \$380 + registered agent fee \$169 + FedEx \$25 = \$804.00.

STEP 4: Shipping Address (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name (if applicable): _____

Attn (First and Last Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (required): _____ Alt. #: _____

Fax #: _____ (This fax # must be a free standing fax or have the ability to receive faxes at anytime or an additional \$3.00 "call before fax" charge will apply.) Call me before you fax the document.

STEP 5: Payment Information:

Credit Card Type: Visa MasterCard American Express Discover

I am paying with a personal credit card I am paying with a corporate credit card. *Name of corp: _____

Card Number: _____ -- _____ -- _____ -- _____ Exp. Date ____/____/____ (mo/yy) (please double check the card number)

Billing address: same as shipping - **NAME ON CARD (Required):** _____

Different billing address: _____

City: _____ State: _____ Zip: _____

Total Amount: _____ (Please indicate our fee, the state fee, and any shipping fee)

Signature of Card Holder (Required): _____

By signing this form, I give my permission to Sun Document Filings (SDF) to bill my credit card for the price of this order. If I am using my company's card, I am signing as an authorized user. My signature above confirms my knowledge and acceptance of fees, cutoff times, and policies of SDF's California Rush Filing Policy found on their website at: <http://www.sundocumentfilings.com/californiarushpolicy.htm>. I have double checked this order form and the Stmt and Designation for errors and with my signature, I authorize SDF to file my document immediately. I understand that if this rush is rejected, the Secretary of State will retain my \$350 rush fee and another \$350 rush fee will be required upon resubmittal. In addition, SDF will retain my \$230 rush service fee and another \$230 service fee will be required upon resubmittal. I understand that SDF has made no guarantees that the Secretary of State will accept and file my Stmt and Designation. I am filing this document at my own risk. I understand that there are no refunds, no cancellations - no exceptions.