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NONPROFIT CORPORATION ANNUAL REPORT 1999



FLORIDA DEPARTMENT OF STATE Katherine Harris Secretary of State DIVISION OF CORPORATIONS

DOCUMENT # N44478

1. Corporation Name SECRETARIAL SERVICE, INC.

Principal Place of Business 2711 SW 118TH CT MIAMI FL 33175 US

Mailing Address POST OFFICE BOX 831417 MIAMI FL 33283 US



2. Principal Place of Business 21 11400 W. Flagler St. Suite, Apt. #, etc. 22 Suite 203 City & State 23 Miami, Fl Zip 24 33174 Country 25 USA 26 Mailing Address 27 Suite, Apt. #, etc. 28 City & State 29 Zip 30 Country 3. Date Incorporated or Qualified 07/30/1991 4. FEI Number 65-0275308 Applied For Not Applicable 5. Certificate of Status Desired \$8.75 Additional Fee Required 6. Election Campaign Financing Trust Fund Contribution \$5.00 May Be Added to Fees

9. Name and Address of Current Registered Agent JIMENEZ, JOSEFA 2711 SW 118 CT MIAMI FL 33175 10. Name and Address of New Registered Agent 81 Name 82 Street Address (P.O. Box Number is Not Acceptable) 83 84 City FL 85 Zip Code

11. Pursuant to the provisions of Sections 617.0502 and 617.1508, Florida Statutes, the above-named corporation submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida. Such change was authorized by the corporation's board of directors. I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of, Section 617.0503, Florida Statutes. SIGNATURE Josefa Jimenez Josefa Jimenez DATE March 11, 1999

Table with 2 columns: OFFICERS AND DIRECTORS, ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS IN 12. Rows include PD JIMENEZ, JOSEFA; VD HERNANDEZ, SIXTA; SD JIMENEZ, MARGARITA; AVD PENDAS, PAULA; EVP CRESPO, ANTONIO M.

14. I hereby certify that the information supplied with this filing does not qualify for the exemption stated in Section 119.07(3)(i), Florida Statutes. I further certify that the information indicated on this annual report or supplemental annual report is true and accurate and that my signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears in Block 12 or Block 13, if changed, or on an attachment with an address, with all other like empowered.

SIGNATURE: Josefa Jimenez SIGNATURE REQUIRED Josefa Jimenez Mar-11-99 305-551-1955

CR2E037 (11/98)