

F04000005341

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*Submit on dbq*

## TRANSMITTAL LETTER

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** Administrative Services, Inc.  
(Name of corporation - must include suffix)

Dear Sir or Madam:

The enclosed "Application by Foreign Corporation for Authorization to Transact Business in Florida", "Certificate of Existence", and check are submitted to register the above referenced foreign corporation to transact business in Florida.

Please return all correspondence concerning this matter to the following:

<u>Lucy W. Pliskin</u>	(Name of Person)
<u>Administrative Services, Inc.</u>	(Firm/Company)
<u>4600 East-West Highway, Suite 900</u>	(Address)
<u>Bethesda, Maryland 20814</u>	(City/State and Zip code)

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TALLAHASSEE, FLORIDA

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For further information concerning this matter, please call:

<u>Lucy Pliskin</u>	at (	<u>301</u>	)	<u>654-3903</u>
(Name of Person)				(Area Code & Daytime Telephone Number)

**STREET ADDRESS:**  
Registration Section  
Division of Corporations  
409 E. Gaines St.  
Tallahassee, FL 32399

**MAILING ADDRESS:**  
Registration Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

Enclosed is a check for the following amount:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> \$70.00 Filing Fee | <input type="checkbox"/> \$78.75 Filing Fee &<br>Certificate of Status | <input type="checkbox"/> \$78.75 Filing Fee &<br>Certified Copy | <input checked="" type="checkbox"/> \$87.50 Filing Fee,<br>Certificate of Status &<br>Certified Copy |
|---|--|---|--|



FLORIDA DEPARTMENT OF STATE  
Glenda E. Hood  
Secretary of State

September 2, 2004

LUCY W. PLISKIN  
ADMINISTRATIVE SERVICES, INC.  
4600 EAST-WEST HIGHWAY, SUITE 900  
BETHESDA, MD 20814

SUBJECT: ADMINISTRATIVE SERVICES, INC.  
Ref. Number: W04000033385

We have received your document for ADMINISTRATIVE SERVICES, INC. and your check(s) totaling \$87.50. However, the enclosed document has not been filed and is being returned for the following correction(s):

You must add a corporation suffix to the dba name for Florida. Please add Inc., Incorporated, Co., Company, Corp. or Corporation.

Please return your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6913.

Diane Cushing  
Document Specialist

Letter Number: 304A00053395

**APPLICATION BY FOREIGN CORPORATION FOR AUTHORIZATION TO TRANSACT  
BUSINESS IN FLORIDA**

*IN COMPLIANCE WITH SECTION 607.1503, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED TO  
REGISTER A FOREIGN CORPORATION TO TRANSACT BUSINESS IN THE STATE OF FLORIDA.*

1. Administrative Services, Inc.

(Enter name of corporation; must include "INCORPORATED," "COMPANY," "CORPORATION,"  
"Inc.," "Co.," "Corp.," "Inc.," "Co.," or "Corp.")

☒ ASIWORKS, Inc.

(If name unavailable in Florida, enter alternate corporate name adopted for the purpose of transacting business in Florida)

2. Maryland

(State or country under the law of which it is incorporated)

3. 52-2052647

(FEI number, if applicable)

4. 8/8/97

(Date of incorporation)

5. Perpetual

(Duration: Year corp. will cease to exist or "perpetual")

6. Upon qualification

(Date first transacted business in Florida. If corporation has not transacted business in Florida, insert "upon qualification."  
(SEE SECTIONS 607.1501, 607.1502 and 817.155, F.S.)

7. 4600 East-West Highway, Suite 900; Bethesda, Maryland 20814

(Principal office address)

(Current mailing address)

8. To provide management, administrative, and support service, and for the transaction of any or all other lawful purposes for which corporations may be formed under the laws of the State of Maryland and permitted under the laws of the State of Florida

(Purpose(s) of corporation authorized in home state or country to be carried out in state of Florida)  
laws of the State of Maryland and permitted under the laws of the State of Florida

9. Name and street address of Florida registered agent: (P.O. Box or Mail Drop Box **NOT** acceptable)

Name: Dr. Sheila Pandit

Office Address: 4819 Soutel Drive

Jacksonville, Florida, Florida 32208

(City)

(Zip code)

10. Registered agent's acceptance:

*Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this application, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.*

Sheila Pandit

(Registered agent's signature)

11. Attached is a certificate of existence duly authenticated, not more than 90 days prior to delivery of this application to the Department of State, by the Secretary of State or other official having custody of corporate records in the jurisdiction under the law of which it is incorporated.

12. Names and business addresses of officers and/or directors:

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TALLAHASSEE, FLORIDA

**A. DIRECTORS**

Chairman: Michael E. Abramowitz

Address: 4600 East-West Highway, Suite 900

Bethesda, Md. 20814

Vice Chairman: Steve Mason

Address: 52 Finnegan Road

Lowell, VT 05847

Director: Sheila Pandit

Address: 4819 Soutel Drive

Jacksonville, FL 32208

Director: \_\_\_\_\_

Address: \_\_\_\_\_

**B. OFFICERS**

President: Elizabeth A. Abramowitz

Address: 4600 East-West Highway, Suite 900

Bethesda, Md. 20814

Vice President: Helen B. Dortch

Address: 4600 East-West Highway, Suite 900

Bethesda, Md. 20814

Secretary: Treasurer Michael E. Abramowitz

Address: 4600 East-West Highway, Suite 900, Bethesda, Md. 20814

Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE:** If necessary, you may attach an addendum to the application listing additional officers and/or directors.

13. \_\_\_\_\_

(Signature of Director or Officer listed in number 12 of the application)

14. Elizabeth A. Abramowitz, President

(Typed or printed name and capacity of person signing application)

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SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

**STATE OF MARYLAND**  
**Department of Assessments and Taxation**

I, PAUL B. ANDERSON OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT ADMINISTRATIVE SERVICES, INC. IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS AUGUST 12, 2004.



Paul B. Anderson  
Charter Division

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

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