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05 APR 25 AM 8:31  
TALLAHASSEE, FLORIDA

## TRANSMITTAL LETTER

**TO:** Registration Section  
Division of Corporations

**SUBJECT:** First Financial Administrators, 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:

Larry Forrester

(Name of Person)

First Financial Administrators, Inc.

(Firm/Company)

515.N.Sam Houston Pkwy E., Suite 500

(Address)

Houston, TX 77060

(City/State and Zip code)

For further information concerning this matter, please call:

Larry Forrester

(Name of Person)

at ( 281 ) 847-8422

(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:

- ☐ \$70.00 Filing Fee      ☐ \$78.75 Filing Fee & Certificate of Status      ☐ \$78.75 Filing Fee & Certified Copy      ☒ \$87.50 Filing Fee, Certificate of Status & Certified Copy

05 APR 25 AM 8:31  
TALLAHASSEE, FLORIDA

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. First Financial Administrators, Inc.

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

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

2. Texas 3. 76-0125853  
(State or country under the law of which it is incorporated) (FEI number, if applicable)

4. 11/07/1984 5. Perpetual  
(Date of incorporation) (Duration: Year corp. will cease to exist or "perpetual")

6. N/A  
(Date first transacted business in Florida, if prior to registration)  
(SEE SECTIONS 607.1501 & 607.1502, F.S., to determine penalty liability)

7. 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060  
(Principal office address)

P.O. Box 670329 Houston, TX 77267-0329  
(Current mailing address)

8. Third party administration services  
(Purpose(s) of corporation authorized in home state or country to be carried out in state of Florida)

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

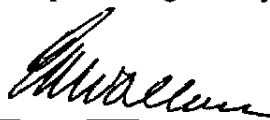
Name: C T Corporation System

Office Address: 1200 South Pine Island Road

Plantation, Florida 33324  
(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.



E. A. Wallace  
Assistant Secretary

(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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FILE  
TALLAHASSEE, FLORIDA

**A. DIRECTORS**

Chairman: Susan Kirtley

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

Vice Chairman: Charles R. Uselton

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

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

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

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

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

**B. OFFICERS**

President: Susan Kirtley

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

Vice President: Larry Forrester

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

Secretary: Vivian Morrison

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

Treasurer: Charles R. Uselton

Address: 515 N. Sam Houston Pkwy E., Suite 500 Houston, TX 77060

**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. Larry Forrester

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

05 APR 25 AM 9:31  
TAL-ALABAMA  
FLORIDA

Corporations Section  
P.O.Box 13697  
Austin, Texas 78711-3697



Roger Williams  
Secretary of State

## Office of the Secretary of State

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Articles Of Incorporation for FIRST FINANCIAL ADMINISTRATORS, INC. (filing number: 72713600), a Domestic Business Corporation, was filed in this office on November 07, 1984.

**It is further certified that the entity status in Texas is active.**

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on April 13, 2005.



A handwritten signature in cursive script that reads "Roger Williams".

Roger Williams  
Secretary of State