

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L17000006287
FILED 8:00 AM
January 09, 2017
Sec. Of State
kpcardwell

Article I

The name of the Limited Liability Company is:

BOOKKEEPING & ADMINISTRATIVE SERVICES, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

2655 LEJEUNE ROAD
SUITE PH-1F
CORAL GABLES, FL. US 33134

The mailing address of the Limited Liability Company is:

PO BOX 145058
CORAL GABLES, FL. US 331145058

Article III

The name and Florida street address of the registered agent is:

LAURA L RUSSO
2655 LEJEUNE ROAD
SUITE PH-1F
CORAL GABLES, FL. 33134

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, 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 relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: LAURA L. RUSSO

Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
GLENDA D HERZOG
2655 LEJEUNE ROAD, #PH-1F
CORAL GABLES, FL. 33134 US

L17000006287
FILED 8:00 AM
January 09, 2017
Sec. Of State
kpcardwell

Article V

The effective date for this Limited Liability Company shall be:

01/01/2017

Signature of member or an authorized representative

Electronic Signature: GLENDA D. HERZOG

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.