

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

L21000474912
FILED 8:00 AM
November 02, 2021
Sec. Of State
yysulker

Article I

The name of the Limited Liability Company is:
YOUR COMPLETE VIRTUAL ASSISTANT, LLC

Article II

The street address of the principal office of the Limited Liability Company is:
7725 BALBOA STREET
SUNRISE, FL. 33351

The mailing address of the Limited Liability Company is:
7725 BALBOA STREET
SUNRISE, FL. 33351

Article III

Other provisions, if any:
A VIRTUAL ASSISTANT AGENCY FOCUSED ON HELPING BUSINESS
OWNERS WITH THEIR ADMINISTRATIVE NEEDS, COMPLIANCE AND
EFFICIENCY.

Article IV

The name and Florida street address of the registered agent is:
VANESSA I CORTEZ
7725 BALBOA STREET
SUNRISE, FL. 33351

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: VANESSA I CORTEZ

Article V

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

Title: AMBR
VANESSA I CORTEZ
7725 BALBOA STREET
SUNRISE, FL. 33351

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Signature of member or an authorized representative

Electronic Signature: VANESSA CORTEZ

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.