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EFFECTIVE DATE

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05 AUG 31 AM 8:49

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TRANSMITTAL LETTER

DEPARTMENT OF STATE
DIVISION OF CORPORATIONS
P O BOX 6327
TALLAHASSEE, FL 32314

SUBJECT: Advanced Secretarial & Bookkeeping Services of Flagler Beach, Inc.
(Proposed Corporate Name-Must include suffix)

ENCLOSED IS AN **ORIGINAL AND ONE (1) COPY** OF THE ARTICLES OF INCORPORATION AND A CHECK FOR:

\$70.00

☐

FILING FEES

\$78.75

☒

FILING FEES
& CERTIFICATE

ADDITIONAL COPY REQUIRED

\$122.50

☐

FILING FEES
& CERTIFIED
COPY

\$131.25

☐

FILING FEES
& CERTIFIED
COPY &
CERTIFICATE

FROM

Frank G. Rodrigues
NAME(PRINTED OR TYPED)

Post Office Box 127
ADDRESS

Flagler Beach, FL 32136
CITY, STATE, & ZIP

(386) 439-9222
DAYTIME TELEPHONE NUMBER

NOTE: PLEASE PROVIDE THE ORIGINAL AND ONE COPY OF THE ARTICLES.

ARTICLES OF INCORPORATION

THE UNDERSIGNED INCORPORATOR(S), FOR THE PURPOSE OF FORMING A CORPORATION UNDER THE FLORIDA BUSINESS CORPORATION ACT, HEREBY ADOPT(S) THE FOLLOWING ARTICLES OF INCORPORATION.

ARTICLE I: NAME

EFFECTIVE DATE

08-24-05

THE NAME OF THE CORPORATION SHALL BE:

Advanced Secretarial & Bookkeeping Services of Flagler Beach, Inc.

ARTICLE II: PRINCIPLE OFFICE

THE PRINCIPAL PLACE OF BUSINESS AND MAILING ADDRESS OF THIS CORPORATION SHALL BE:

PHYSICAL ADDRESS:

155 Lehigh Avenue
Flagler Beach, FL 32136

MAILING ADDRESS:

Post Office Box 127
Flagler Beach, FL 32136

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ARTICLE III: SHARES

THE NUMBER OF SHARES OF STOCK THAT THIS CORPORATION IS AUTHORIZED TO HAVE OUTSTANDING AT ANY ONE TIME IS:

100 SHARES AUTHORIZED

ARTICLE IV: INITIAL REGISTERED AGENT AND STREET ADDRESS

THE NAME AND ADDRESS OF THE INITIAL REGISTERED AGENT IS:

JERRY C. KNIGHT
4721 E. Moody Blvd.
Bldg. # 5, Suites 505 & 506
Bunnell, FL 32110

ARTICLE V: INCORPORATOR(S)

THE NAME(S) AND STREET ADDRESS (ES) OF THE INCORPORATOR(S) TO THESE ARTICLES OF INCORPORATION IS (ARE):

Frank G. Rodrigues
155 Lehigh Avenue
Flagler Beach, FL 32136

ARTICLE VI: PURPOSES OF THE CORPORATION

PURPOSE: TO OFFER ADMINISTRATIVE, ACCOUNTING, AND BOOKKEEPING SERVICES OF ANY KIND AND DESCRIPTION. THE FOREGOING PURPOSES AND ACTIVITIES WILL BE INTERPRETED AS EXAMPLES ONLY AND NOT AS LIMITATIONS AND NOTHING THEREIN SHALL BE DEEMED AS PROHIBITING THE CORPORATION FROM EXTENDING ITS ACTIVITIES TO ANY RELATED OR OTHERWISE PERMISSIBLE LAWFUL BUSINESS PURPOSES WHICH MAY BECOME NECESSARY, PROFITABLE OR DESIRABLE FOR THE FURTHERANCE OF THE CORPORATE OBJECTIVES EXPRESSED ABOVE.

ARTICLE VII: BOARD OF DIRECTORS

THE BUSINESS AND AFFAIRS OF THE CORPORATION SHALL BE MANAGED BY ITS BOARD OF DIRECTORS. THE NUMBER OF DIRECTORS OF THE CORPORATION SHALL BE FIXED BY THE BOARD OF DIRECTORS, BUT IN NO EVENT SHALL BE LESS THAN ONE. MEMBERS OF THE BOARD OF DIRECTORS MAY OR MAY NOT BE SHAREHOLDERS, OFFICERS OR EMPLOYEES OF THE CORPORATION.

ARTICLE VIII: OFFICERS

THE OFFICERS OF THE CORPORATION SHALL BE A PRESIDENT, ONE OR MORE VICE PRESIDENTS, A SECRETARY AND A TREASURER, EACH OF WHOM SHALL BE ELECTED BY THE BOARD OF DIRECTORS. SUCH OTHER OFFICERS AS MAY BE DEEMED NECESSARY MAY BE ELECTED OR APPOINTED BY THE BOARD OR DIRECTORS INCLUDING A CHAIRMAN OF THE BOARD. IN ITS DISCRETION, THE BOARD OF DIRECTORS MAY LEAVE UNFILLED FOR ANY SUCH PERIOD AS IT MAY DETERMINE ANY OFFICE EXCEPT THOSE OF PRESIDENT AND SECRETARY. ANY TWO OR MORE OFFICES MAY BE HELD BY THE SAME PERSON.

THE NAMES AND ADDRESSES OF THE INITIAL OFFICERS AND DIRECTORS OF THIS CORPORATION ARE:

DIRECTOR, PRESIDENT, SECRETARY, AND TRESURER:

**FRANK G. RODRIGUES
PO BOX 127
FLAGLER BEACH, FL 32136**

ARTICLE IX: INDEMNITY

THE CORPORATION SHALL INDEMNIFY ITS DIRECTORS, OFFICERS AND EMPLOYEES AS FOLLOWS:

- (A) EVERY DIRECTOR, OFFICER OR EMPLOYEE OF THE CORPORATION SHALL BE INDEMNIFIED BY THE CORPORATION AGAINST ALL EXPENSES AND LIABILITIES, INCLUDING COUNSEL FEES, REASONABLY INCURRED BY OR IMPOSED UPON HIM/HER IN CONNECTION WITH ANY PROCEEDING TO WHICH HE/SHE MAY BE MADE A PARTY, OR IN WHICH HE/SHE MAY BECOME INVOLVED, BY REASON OF BEING OR HAVING BEEN A DIRECTOR, OFFICER, EMPLOYEE OR AGENT OF THE CORPORATION OR IS OR WAS SERVING AT THE REQUEST OF THE CORPORATION AS A DIRECTOR, OFFICER, EMPLOYEE OR AGENT OF THE CORPORATION, PARTNERSHIP, JOINT OFFICER, EMPLOYEE OR AGENT AT THE TIME OF SUCH EXPENSES ARE INCURRED, EXCEPT IN SUCH CASES WHEREIN THE DIRECTOR, OFFICER, OR EMPLOYEE IS ADJUDGED GUILTY OF WILLFUL MISFEASANCE OR MALFEASANCE IN THE PERFORMANCE OF HIS/HER DUTIES; PROVIDED THAT IN THE EVENT OF A SETTLEMENT THE INDEMNIFICATION HEREIN SHALL APPLY ONLY WHEN THE BOARD OF DIRECTORS APPROVES SUCH SETTLEMENT AND REIMBURSEMENT AS BEING FOR THE BEST INTERESTS OF THE CORPORATION.
- (B) THE CORPORATION SHALL PROVIDE TO ANY PERSON WHO IS OR WAS A DIRECTOR, OFFICER, EMPLOYEE OR AGENT OF THE CORPORATION OR IS OR WAS SERVING AS THE REQUEST OF THE CORPORATION AS A DIRECTOR, OFFICER, EMPLOYEE OR AGENT OF THE CORPORATION, PARTNERSHIP, JOINT VENTURE, TRUST OR ENTERPRISE, THE INDEMNITY AGAINST EXPENSES OF SUIT, LITIGATION OR OTHER PROCEEDINGS WHICH IS SPECIFICALLY PERMISSIBLE UNDER APPLICABLE LAW.
- (C) THE BOARD OF DIRECTORS MAY, IN ITS DISCRETION DIRECT THE PURCHASE OF LIABILITY INSURANCE BY WAY OF IMPLEMENTING THE PROVISIONS OF THIS ARTICLE.

**ARTICLE X:
CONTRACTS, LOANS, CHECKS, AND DEPOSITS**

SECTION 1. CONTRACTS. THE BOARD OF DIRECTORS MAY AUTHORIZE ANY OFFICER OR OFFICERS, AGENT OR AGENTS, TO ENTER INTO ANY CONTRACT OR EXECUTE AND DELIVER ANY INSTRUMENT IN THE NAME OF AND ON BEHALF OF THE CORPORATION, AND SUCH AUTHORITY MAY BE GENERAL OR CONFINED TO SPECIFIC INSTANCES.

SECTION 2. LOANS. NO LOANS SHALL BE CONTRACTED ON BEHALF OF THE CORPORATION AND NO EVIDENCES OF INDEBTEDNESS SHALL BE ISSUED IN ITS NAME UNLESS AUTHORIZED BY A RESOLUTION OF THE BOARD OF DIRECTORS. SUCH AUTHORITY MAY BE GENERAL OR CONFINED TO SPECIFIC INSTANCES.

SECTION 3. CHECK, DRAFTS, ETC. ALL CHECKS, DRAFTS OR OTHER ORDERS FOR THE PAYMENT OF MONEY, NOTES OR OTHER EVIDENCES OF INDEBTEDNESS ISSUED IN THE NAME OF CORPORATION, SHALL BE SIGNED BY SUCH OFFICER OR OFFICERS, AGENT OR AGENTS OF THE CORPORATION AND IN SUCH A MANNER AS SHALL FROM TIME TO TIME BE DETERMINED BY RESOLUTION OF THE BOARD OF DIRECTORS.

SECTION 4. DEPOSITS. ALL FUNDS OF THE CORPORATION NOT OTHERWISE EMPLOYED SHALL BE DEPOSITED FROM TIME TO TIME TO THE CREDIT OF THE CORPORATION IN SUCH BANKS, TRUST COMPANIES OR OTHER DEPOSITORIES AS THE BOARD OF DIRECTORS MAY SELECT.

ARTICLE XI: EFFECTIVE DATE

THE EFFECTIVE DATE OF THIS CORPORATION SHALL BE August 24, 2005.

THE UNDERSIGNED INCORPORATOR (S) HAS: (HAVE) EXECUTED THESE ARTICLES OF INCORPORATION THIS 24th DAY OF AUGUST, 2005.

(AN ADDITIONAL ARTICLE MUST BE ADDED IF AN EFFECTIVE DATE IS REQUESTED)


SIGNATURE

NOTORIZATION IS NOT REQUIRED

**NOTE: AFFIXING AN OFFICER TITLE AFTER A SIGNATURE OF AN INCORPORATOR
DOES NOT CONSTITUTE THE DESIGNATION OF OFFICERS.**

**CERTIFICATE OF DESIGNATION OF
REGISTERED AGENT/REGISTERED OFFICE**

PURSUANT TO THE PROVISIONS OF SECTION 607.0501, FLORIDA STATUTES, THE UNDERSIGNED CORPORATION, ORGANIZED UNDER THE LAWS OF THE STATE OF FLORIDA, SUBMITS THE FOLLOWING STATEMENT IN DESIGNATING THE REGISTERED OFFICE/REGISTERED AGENT, IN THE STATE OF FLORIDA.

1. THE NAME OF THE CORPORATION IS :

Advanced Secretarial & Bookkeeping Services of Flagler Beach, Inc.
Post Office Box 127
Flagler Beach, FL 32136

2. THE NAME AND ADDRESS OF THE REGISTERED AGENT AND OFFICE IS:

JERRY C. KNIGHT
(NAME)

4721 E. Moody Blvd., Bldg. #5, Suites 505 & 506
(P.O. BOX OR MAIL DROP BOX NOT ACCEPTABLE)

Bunnell, FL 32110
(CITY/STATE/ZIP)

HAVING BEEN NAMED AS REGISTERED AGENT AND TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION AT THE PLACE DESIGNATED IN THE 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.

Jerry C Knight
(SIGNATURE)

08-24-05
(DATE)

DIVISION OF CORPORATIONS, P.O. BOX 6327, TALLAHASSEE, FL 32314

05 AUG 30 AM 8:49