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\_\_\_\_\_  
(Requestor's Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip/Phone #)

☐ PICK-UP

☐ WAIT

☐ MAIL

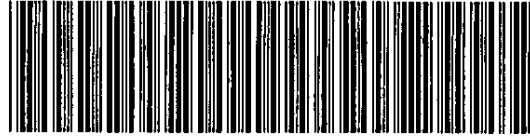
\_\_\_\_\_  
(Business Entity Name)

\_\_\_\_\_  
(Document Number)

Certified Copies \_\_\_\_\_ Certificates of Status \_\_\_\_\_

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TALLAHASSEE, FLORIDA  
15 SEP -2 PM 1:25

9/3 CR

**DALILA'S PROFESSIONAL ADMINISTRATIVE SERVICES, INC.**

Telephone: (561) 808-6570  
Email: [Dalila.PAS.foryou@gmail.com](mailto:Dalila.PAS.foryou@gmail.com)

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August 28, 2015

Florida Department of State  
Division of Corporations - New Filing Section  
P.O. Box 6327  
Tallahassee, Florida 32314

RE: Dalila's Professional Administrative Services, Inc.  
Letter Number: 915A00017585

Dear Ms. Haney:

I am in receipt of your letter dated August 20, 2015 in which you have returned the Articles of Corporation for correction.

As such, attached to this correspondence you will find an original and one copy of the corrected Articles of Corporation.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,  
DALILA's P.A.S., Inc.



Dalila Livia Serna  
Paralegal/CEO

## COVER LETTER

Department of State  
New Filing Section  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

**SUBJECT:** DALILA'S PROFESSIONAL ADMINISTRATIVE SERVICES, INC

(PROPOSED CORPORATE NAME – MUST INCLUDE SUFFIX)

Enclosed are an original and one (1) copy of the articles of incorporation and a check for:

☐ \$70.00      ☐ \$78.75  
Filing Fee      Filing Fee  
                         & Certificate of Status

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

**ADDITIONAL COPY REQUIRED**

**FROM:** DALILA LIVIA SERNA

Name (Printed or typed)

1571 VIA ALFERI

Address

BOYNTON BEACH, FLORIDA 33426

City, State & Zip

561-808-6570

Daytime Telephone number

DALILA.PAS.FORYOU@GMAIL.COM

E-mail address: (to be used for future annual report notification)

**NOTE: Please provide the original and one copy of the articles.**

## ARTICLES OF INCORPORATION

In compliance with Chapter 607 and/or Chapter 621, F.S. (Profit)

### ARTICLE I NAME

The name of the corporation shall be: Dalila's Professional Administrative Services, Inc.

### ARTICLE II PRINCIPAL OFFICE

Principal street address

Mailing address, if different is:

1574 Via Alferi

Boynton Beach, Florida 33426

### ARTICLE III PURPOSE

The purpose for which the corporation is organized is:

Assist in providing anyone in need of Administrative Services such as Form/Documentation Preparation.

Notary Public Services

Work as an Independent Contractor with different companies who are in need of my Paralegal/Administrative Services

Assist the community in areas such as: Rental Leasing; Document Preparation, Form Preparations and any other matters that may arise from a Client.

Personal Assistance Services

### ARTICLE IV SHARES

The number of shares of stock is: ONE (1)

### ARTICLE V INITIAL OFFICERS AND/OR DIRECTORS

Name and Title: Dalila Livia Serna, CEO

Address: 1574 Via Alferi

Boynton Beach, Florida 33426

Name and Title: Dalila Livia Serna, President

Address: 1574 Via Alferi

Boynton Beach, Florida 33426

Name and Title: Dalila Livia Serna, Secretary/Treasurer

Address: 1574 Via Alferi

Boynton Beach, Florida 33426

Name and Title: \_\_\_\_\_

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

Name and Title: \_\_\_\_\_

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

Name and Title: \_\_\_\_\_

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

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SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
15 SEP -2 PM 1:26

Name and Title: \_\_\_\_\_ Name and Title: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ARTICLE VI REGISTERED AGENT**

The **name and Florida street address** (P.O. Box NOT acceptable) of the registered agent is:

Name: Dalila Livia Serna \_\_\_\_\_

Address: 1574 Via Alferi \_\_\_\_\_

Boynton Beach, Florida 33426 \_\_\_\_\_

**ARTICLE VII INCORPORATOR**

The **name and address** of the Incorporator is:

Name: Dalila Livia Serna \_\_\_\_\_

Address: 1574 Via Alferi \_\_\_\_\_

Boynton Beach, Florida 33426 \_\_\_\_\_

**ARTICLE VIII EFFECTIVE DATE:** 08/27/2015

Effective date, if other than the date of filing: \_\_\_\_\_ (OPTIONAL)

(If an effective date is listed, the date must be specific and cannot be more than five business days prior or 90 business days after the filing.)

**Note:** If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

*Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity*

*Dalila L Serna*

Required Signature/Registered Agent

08/27/2015

Date

*I submit this document and affirm that the facts stated herein are true. I am aware that the 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.*

*Dalila L Serna*

Required Signature/Incorporator

08/27/2015

Date



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

August 20, 2015

DALILA LIVIA SERNA  
1571 VIA ALFERI  
BOYNTON BEACH, FL 33426

SUBJECT: DALILA'S PROFESSIONAL ADMINISTRATIVE SERVICES, INC.  
Ref. Number: W15000055735

RECEIVED SEP 02 2015

We have received your document for DALILA'S PROFESSIONAL ADMINISTRATIVE SERVICES, INC. and your check(s) totaling \$78.75. However, the enclosed document has not been filed and is being returned for the following correction(s):

The document must state the number of shares of authorized stock. The consultation of a legal counsel is always recommended if uncertain of the appropriate number of shares to authorize.

The effective date is not acceptable since it is not within five working days of the date of receipt.

Please return the corrected original and one copy of 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) 245-6052.

Christine Haney  
Regulatory Specialist II  
New Filing Section

Letter Number: 915A00017585