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ATTORNEY AT LAW

IRS HORTH ASTI AVENUE
HOLLYWOOD, FLORIDA SSORI

January 18, 1996

LAWRENCE J. MEYER

TELEPHONE (208) 981-1000 MIAMI (208) 944-1498 PAX (208) 956-7908

Corporate Records Bureau Division of Corporations Department of State P. O. Box 6327 Tallahassee, Florida 32301

RE: SECRETARIAL CONSULTANTS, INC.

Gentlemen:

Relative to the above, enclosed please find original and one copy of Articles of Incorporation, together with our trust account check payable to your order in the sum of \$122.50

Kindly issue the Charter and forward same to this office at your earliest convenience.

Thank you for your kind cooperation.

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Respectfully yours,

LAWRENCE \

J. MEYER

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FILED 96 JAN 22 AN II: 21 SECRETARY OF STATE TALLARIASSEE, FLORIDA

# ARTICLES OF INCORPORATION

OF

SECRETARIAL CONSULTANTS, INC.

I, the undersigned, hereby associate myself for the purpose of becoming and forming a body corporation under the laws of the State of Florida, under and by virtue of the following Articles of Incorporation.

#### ARTICLE I.

The name of this corporation shall be SECRETARIAL CONSULTANTS, INC.

## ARTICLE II.

The general nature of the business and the objects and purposes proposed to be transacted and carried on are to do any and all of the things herein mentioned as fully and to the same extent as natural persons might or could do, viz:

- A. To carry on a general secretarial consulting and advisory business relating to the operation of business, mercantile and law offices. To maintain executive and operating personnel for the purpose of consulting with and advising business executives and attorneys in all phases of office management, including, but not limited to staffing, formulating policies and establishing systems and procedures for computer and word-processing programs.
  - B. To exercise any power and authority which may

be done by a private corporation organized and existing under and by virtue of Chapter 607, Florida Statutes, it being the intention that this corporation may conduct and transact any business lawfully authorized and not prohibited by Chapter 607, Florida Statutes.

# ARTICLE III.

The amount of capital with which this corporation will begin business is not less than FIVE HUNDRED (\$500.00) DOLLARS.

## ARTICLE IV.

The maximum number of shares of the capital stock which this corporation shall be authorized to have outstanding at any time is ten thousand (10,000) shares of common stock having a \$1.00 par value.

#### ARTICLE V.

The existence of this corporation shall be perpetual.

# ARTICLE VI.

The street address of the initial registered/principal office of this corporation shall be located at 12294 N. W. 11 Street, Pembroke Pines, Florida 33026, and the name of the initial registered agent of this corporation in said registered/principal office is JOAN RICHARDSON.

#### ARTICLE VII.

This corporation shall have one (1) director initially. The number of directors may be either increased or diminished from time to time by the By-Laws, but shall never be less than one. The name and address of the initial director of this corporation are:

NAME

#### **ADDRESS**

JOAN RICHARDSON

12294 N. W. 11 Street Pembroke Pines, Florida 33026

# ARTICLE VIII.

The name and address of the officer who shall hold office for the first year of the corporation's existence, or until her successor is elected and has qualified, and the office she holds are as follows:

NAME

OFFICE

**ADDRESS** 

JOAN RICHARDSON President/Secretary

12294 N. W. 11 Street Pembroke Pines, Florida 33026

## ARTICLE IX.

The name and address of the subscriber to these Articles of Incorporation and a statement of the number of shares which she agrees to take are as follows:

NAME

ADDRESS

NO. OF SHARES

JOAN RICHARDSON

12294 N. W. 11 Street Pembroke Pines, Florida 33026

500

### ARTICLE X.

The By-Laws of this corporation may provide that less than a majority of the Board of Directors shall constitute a quorum for the transaction of business.

IN WITNESS WHEREOF, I, the undersigned, have made, subscribed and acknowledged these Articles of Incorporation this 18th day of January, 1996.

Joan Richardson (SEAL)

STATE OF FLORIDA ) SS COUNTY OF BROWARD )

appeared JOAN RICHARDSON, who is personally known to me or who produced N.A. as identification, and who is to me well known to be the person described in and who executed the foregoing Articles of Incorporation, and who acknowledged before me, according to law, that she made and subscribed the same for the purposes therein mentioned and set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 18th day of January, 1996.

LAWRENCE J. MEYER NOTARY PUBLIC, State of Florida

LAWRENCE J MEYER

My commission expires:



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CERTIFICATE DESIGNATING PLACE OF BUSINGERIAM OF STATE OR DOUBLE FOR THE SERVICE OF PROCESS LAMASSEE FLORIDA WITTHN FLORIDA, NAMING AGENT UPON WHOM PROCESS MAY BE SERVED

In compliance with Section 48.091, Florida Statutes, the following is submitted: That SECRETARIAL CONSULTANTS, INC. desiring to organize or qualify under the Laws of the State of Florida, with its principal place of business at City of Pembroke Pines Florida , State of has named JOAN RICHARDSON located at 12294 N. W. 11 Street City of Pembroke Pines , State of Florida, as its agent to accept service of process within Florida. SIGNATURE JOAN KICHARDSON TITLE President D/TE January 18, 1996

Having been named to accept service of process for the above stated corporation, at the place designated in this Certificate, 1 hereby agree to act in this capacity, and I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties.

SIGNATURE John Richardson
DATE January 18, 1996