

INSTRUCTIONS FOR CALIFORNIA CHAPTERS

Direct any questions to alena@herranenlaw.com

Please use the following template to assemble all of your corporate records and to keep track of your filings. Follow the steps below to ensure that you are working with accurate data and that all steps are completed.

A. Visit the California Secretary of State website to gather data

1. Go to the California Secretary of State website at www.ss.ca.gov
2. Click on “Business Entities”
3. Click on “Business Search”
4. Click on the button labeled “Corporation Name”
5. Type in your corporate name (try different versions if nothing comes up)
6. When you find your corporate name, click on it to find the current information listed on the Secretary of State website.
7. Record your name exactly as written on the title page of your workbook and on the “Summary of Corporate Information” page in your workbook
8. Record your corporation number and date of formation on your “Summary of Corporate Information” page in your workbook
9. Before you leave the Secretary of State website, click on the “E-file Statements” link on the left side of the page.
10. Enter your corporate name in the box
11. Note the date you last filed your Statement of Information. The date appears at the top left side of the page. Enter this date in the “Last Filed” column of your “Filing Deadlines” worksheet in your workbook. Also fill in the next due date. It is due every two years by the month and day of formation.

B. Visit the California Attorney General website to gather data

1. Go to the California Attorney General (AG) website at <http://oag.ca.gov/charities>
2. Click on “Registry Search” (works best with Internet Explorer or Firefox)
3. Type in your corporate name and review the online records
4. Record your RCT Registration number on your “Summary of Corporate Information” page in your workbook
5. Ensure that the EIN and Corporation numbers listed on the AG website match the numbers you are using.
6. Determine which files are missing
7. See instructions below prepare filings for the AG.

C. Look through your chapter files and assemble a copy of the following documents:

1. Articles of incorporation
2. Bylaws
3. Employer Identification Number (EIN)
4. Franchise Tax Board Exemption Letter
5. IRS Group Exemption letter (SWS will provide this if you don't have a copy)
6. Any state tax filings (Franchise Tax Board Form 199)

7. Any fictitious business name filings
8. Any Seller's Permits (from Board of Equalization)
9. Keep copies of all of the above together in a binder.
10. Make a copy of the articles, bylaws, EIN and Group Exemption letter to send to the California Attorney General

D. Prepare all required filings for the California Attorney General's Office

1. If you have not already done so, Prepare a Form CT-1
 - i. Write a check for \$25 payable to the Department of Justice
 - ii. Send the CT-1 and check to the AG with copies of the articles, bylaws and group exemption.
2. Prepare a Form RRF-1 for every fiscal year ending 5/31/2004 to the present
 - i. This is easily done by pulling out copies of your Chapter Financial Reports that you have been submitting to Sylvia Paoli each year.
 - ii. If you had less than \$25,000 in gross annual revenue, there is no fee. Those with gross annual revenue in excess of \$25,000 should pay the fee listed on the form (ranges from \$25 to \$75 depending on gross annual revenue).
 - iii. If your gross annual revenue for any single year exceeded \$25,000, you will need to provide a copy of the group 990. Because the group 990 did not provide chapter specific figures, you will also need to provide the AG the specific financial information they request. Note that for every year after 12/31/2010, you need not submit a 990 unless your gross annual revenue exceeds \$50,000.
 - iv. If your group held raffles, you must answer "yes" to item 7 and provide an attachment stating the number of raffles and the dates on which they were held. You will also have to file NRP-1 and NRP-2 as explained below.
3. For any year in which you held a raffle, prepare a form NRP-1 and pay a fee of \$20. If you intend to have a raffle during the 2011-2012 fiscal year, complete a form NRP-1 for the next fiscal year as well.
4. For any past years during which you held a raffle, complete a form NRP-2 stating funds received, expenses incurred, etc. Note that the expenses for conducting the raffle should come from sources other than ticket sales. At least 90% of ticket sale proceeds must be used for the corporation's charitable purpose. File the NRP-2 immediately for all past years and by September 1 of each year thereafter.
5. Keep copies of all filings in your corporate records (3 ring binder preferred). Be sure that your officers have electronic copies for forwarding to the future officers.
6. **Fax copies of all your filings to me (Alena Herranen) at 858-581-6779.** Eventually we will have these on the SWS website, but this feature has not yet been created.

E. Fill in your chapter specific deadlines on the "FILING DEADLINES" worksheet

1. Include fictitious business name deadlines
2. Seller's permit deadlines
3. Keep copies of all your filings in the record book

F. File your Form 990 N with the IRS after June 1 each year (deadline 10/15)

1. In order to complete the Form 990N, you should first complete the chapter financial statement for the fiscal year.
2. If you have gross receipts of \$50,000 or less (\$25K or less for years ending before 12/31/2010), then you can file the 990N.
3. Otherwise, you will need to prepare the 990 EZ.

4. Upon filing, place a copy of your 990EZ or your 990N filing receipt in your record book and send a copy to me at alena@herranenlaw.com or **fax copies to me (Alena Herranen) at 858-581-6779.**
5. If your chapter had over \$25,000 in gross annual revenue, you will need to send a copy of your 990 filing to the California Attorney General.
6. If your chapter has an average of \$25,000 in gross receipts per year over the last three years, you will need to file the Franchise Tax Board Form 199.
7. Failure to file the 990 for 3 years in a row will result in the loss of your exemption and you will not be able to be added back to the group exemption. You will have to file separately for a new exemption. This is time-consuming and should be avoided.
8. I will notify the IRS annually which chapters are included in our group exemption. To facilitate my filing, you should notify me of any name changes, mergers, formations or dissolutions.

**[region] CHAPTER OF
THE NINETY-NINES, INC.**

CORPORATE DOCUMENTS AND FILING REQUIREMENTS

Assembled and prepared by:

Dated:

CONTENTS

1. SUMMARY OF CORPORATE INFORMATION
2. FILING DEADLINES
3. ARTICLES OF INCORPORATION
 - a. [add copies of any merger documents]
4. BYLAWS
5. EMPLOYER IDENTIFICATION NUMBER (EIN)
6. FRANCHISE TAX BOARD
 - a. EXEMPTION LETTER
 - b. ANNUAL TAX FILING FORM 199
7. INTERNAL REVENUE SERVICE
 - a. EXEMPTION LETTER
 - b. SWS CHAPTER FINANCIAL REPORT FORM
 - c. CHECK REQUESTS
 - d. ANNUAL TAX FILING FORM 990
8. CALIFORNIA SECRETARY OF STATE
 - a. STATEMENT OF INFORMATION
9. CALIFORNIA ATTORNEY GENERAL
 - a. REGISTRATION (CT-1)
 - b. ANNUAL RENEWAL (RRF-1)
 - c. RAFFLE REGISTRATION (NRP-1)
 - d. RAFFLE REPORT (NRP-2)
10. BOARD OF EQUALIZATION
 - a. SELLER'S PERMIT
 - b. WELFARE EXEMPTION (IF APPLICABLE)
 - c. SALES AND USE TAX EXEMPTION (IF APPLICABLE)
11. SAN DIEGO COUNTY RECORDER
 - a. FICTITIOUS BUSINESS NAME
12. BUSINESS LICENSE (IF APPLICABLE)

SUMMARY OF CORPORATE INFORMATION

CORPORATION NAME:

FICTITIOUS BUS. NAMES:

CORPORATION NUMBER:

DATE OF FORMATION:

EIN:

GROUP EXEMPTION EIN: 95-3478900

CALIFORNIA EXEMPTION:

Exempt from franchise and income tax under Section 23701d
Contributions deductible under Sections 17214-17216.2 and
24357-24359

CA AG – CT NUMBER:

FISCAL YEAR END: 5/31

ADDRESS:

WEBSITE:

PRESIDENT:

VP:

TREASURER:

SECRETARY:

FILING DEADLINES

FORM	SEND TO	GOVERNMENT AGENCY	FREQUENCY	LAST FILED	NEXT DUE
Chapter Financial Report	Complete the chapter financial report and keep a copy for your records.	This form was originally compiled with other SWS chapter reports for the Group Form 990 filing with IRS	Annually		N/A
FORM 990 FORM 990EZ FORM 990 N	Dept of Treasury IRS Center Ogden, UT 84201-0027 Note: We can file Form 990-N if we have less than \$50,000 GR or Form 990-EZ if we have less than \$200K GR and \$500K assets	IRS	Annually		10/15/2011
FORM 199	California Franchise Tax Board P.O. Box 942857 Sacramento, CA 94257-0701	FTB Fee \$10	Annually if average gross receipts over the last 3 years exceed \$25,000		10/15/2011 if required
CT-1	Office of the Attorney General Registry of Charitable Trusts P.O. Box 903447 Sacramento, CA 94203-4470 http://ag.ca.gov/charities	California Attorney General Fee \$25	Once within 30 days of receipt of assets		N/A
RRF-1	Office of the Attorney General Registry of Charitable Trusts P.O. Box 903447 Sacramento, CA 94203-4470 http://ag.ca.gov/charities	California Attorney General Fee \$0-\$300	Annually Must include copy of IRS Form 990 if GR exceeds \$25,000		10/15/2011
NRP-1	Office of the Attorney General Registry of Charitable Trusts P.O. Box 903447 Sacramento, CA 94203-4470 http://ag.ca.gov/charities	California Attorney General Fee \$20	Annually if raffles are planned		9/1/2012 or 60 days before raffle is held
NRP-2	Office of the Attorney General Registry of Charitable Trusts P.O. Box 903447 Sacramento, CA 94203-4470 http://ag.ca.gov/charities	California Attorney General No Fee	After raffle is complete		9/1/2012

SOI	California Secretary of State Statement of Information Unit P.O. Box 944230 Sacramento, CA 9424r-2300	California Secretary of State Fee \$20	Every two years or whenever officers change		Month/day of formation or during immediately preceding 5 months
BOE-401-EZ	State Board of Equalization 1350 Front Street Room 5047 San Diego, CA 92101 www.boe.ca.gov	California State Board of Equalization	Annually		
FBN FORM 231	San Diego Recorder/ County Clerk P.O. Box 121750 San Diego, CA 92112-1750	San Diego Recorder County Clerk Fee \$35	Every five years		

ARTICLES OF INCORPORATION

[INSERT A COPY OF YOUR ARTICLES
AFTER THIS PAGE IN YOUR BINDER]

BYLAWS

[INSERT A COPY OF YOUR BYLAWS AND ANY
AMENDMENTS BEHIND THIS PAGE IN YOUR BINDER]

EMPLOYER IDENTIFICATION NUMBER (EIN)

[INSERT YOUR EIN BEHIND THIS PAGE]

FRANCHISE TAX BOARD

EXEMPTION LETTER

CALIFORNIA FORM 199

Form 199 need not be filed by the chapter unless the average gross receipts over the last three years exceed \$25,000

[INSERT COPIES OF YOUR EXEMPTION LETTER
AND ANY FORM 199S FILED BEHIND THIS PAGE]

**GROSS RECEIPTS OF [REGION]
CHAPTER OF THE NINETY-NINES, INC.**

[USE THIS SHEET TO KEEP TRACK OF YOUR GROSS RECEIPTS]

YEAR / CHAPTER	GROSS RECEIPTS

Note: If gross receipts exceed an average of \$25,000 per year over the last three year period, the chapter will be required to file Franchise Tax Board Form 199 no later than October 15 after the fiscal year end.

Note 2: If gross receipts are less than \$25,000 per year, we qualify to file Form 990N. If less than \$200,000 we qualify to file form 990EZ. To date we have filed group returns, but it appears that 990N will be much easier.

CHAPTERS OF THE SOUTHWEST SECTION OF THE NINETY-NINES, INC.

Southwest Section: EIN: 23-7429122 Group Return: 95-3478900 CA Corp. No: D-0760185

Chapter	Chairman	Address	City	ST	ZIP	EIN	CORP.
Alameda	Billie A. Sposeto	1653 Genoa Street	Livermore	CA	94550	51-0205068	0768742
Aloha	Cynthia B. Fiaui	42-627 Kulukeoe Pl.	Kaneohe	HI	96744		0205069
Antelope Valley	Leigh Kelly	P.O. Box 757	Rosemond	CA	93560	95-4198649	1644597
Arizona Sundance	Marge Thayer	902 N. Val Vista Dr.	Mesa	AZ	85213	86-0438494	
Bakersfield	Dee Blum	3000 Rose Petal St.	Bakersfield	CA	93311	51-0209823	0707037
Bay Cities	Joyce Wells	21 La Rosa way	Larkspur	CA	94939	51-0205070	0705058
Borrego Springs	June McCormack	4321 N. Rogers Rd.	Spring Valley	CA	91977	33-0064082	1273340
Coachella Valley	Karen Hausteen	P.O. Box 1472	Joshua Tree	CA	92252	51-0205072	0768724
Coyote Country	Mary McMahan	30357 San Pasqual Rd.	Temecula	CA	92591	33-0450331	Pending
Embry-Riddle Prescott	Leona Bruland	36408 N.BlkCnyRd134	Phoenix	AZ	95027	86-0669076	
Fresno	Shirley Boling	659 W. Celeste.	Fresno	CA	93704	95-2513114	0536380
Fullerton	Denise Jennings	541 Malvern Ave.	Fullerton	CA	92832	23-7442969	0733305
Gavilan	Josie Fydrych	125 Sanchez Dr.	Morgan Hill	CA	95037	94-2763742	1074223
Golden West	Pat Forbes	279 Catalpa Dr.	Atherton	CA	94027	51-0205074	0653973
Hi-Desert	Elsbeth L. Roach	17175 Candlewood Rd.	Apple Valley	CA	92307	23-7349901	0722783
Imperial So-Lo	Mari Hurley	1108 WevanHewesHwy	El Centro	CA	92243	51-0205079	0770295
Inland Empire	Dorothe Balija	5713 Mark Twain Cr.	Corona	CA	92880	23-7450668	0738441
Lake Tahoe	Katherine Morrison	11253 Brockway Rd.103B	Truckee	CA	96161	94-2308881	0766435
Las Vegas Valley	Evelyn Craik	5324 White Coyote Pl.	Las Vegas	NV	89130	51-0205085	
Long Beach	Carol Hudak	14435 Baker St.	Westminster	CA	92683	51-0205083	0768716
Los Angeles Palms	Rikki Irma Barker	12901 Crowley St.	Arleta	CA	91331	23-7011570	0548019
Marin County	Cindy Pickett	310 Grandview	Novato	CA	94945	51-0205090	0773606
Monterey Bay	Michaele Serasio	201 Wildwood Way	Salinas	CA	93908	23-7164503	0569108
Mt. Diablo	Betty Dunn	3716 Lindero Dr.	Concord	CA	94519	51-0205116	0557358
Mt. Shasta	Cheryl Knight	2282 Oak Ridge Dr.	Carson City	NV	89703	51-0205117	0767205
Orange County	Brenda Jackson	15722 Clarendon St.	Westminster	CA	92683	51-0205118	0627449
Palomar	Robin Gartman	2725 Anta Court	Carlsbad	CA	92009	51-0205120	0535171

Phoenix	Paula Woods	8150 N. 104th Ave.	Peoria	AZ	85345	51-2005014	
Placer Gold	Jennifer Meiners	2007 Country Villa Dr.	Auburn	CA	95603	68-0015455	1246962
Redwood Coast Flyers	Nancy Maas	4650 Walnut Dr.	Eureka	CA	95503	68-0220304	Pending
Reno Area	Dene Chabot-Fence	5959 Sedge Rd.	Carson City	NV	89701	51-0205122	102175
Reno High Sierra	Claire Koch	790 Encanto Dr.	Sparks	NV	89441	Pending	Pending
Rio Colorado	Shannon Hicks	689 Empress Dr.	Lk.HavasuCity	AZ	86403	94-2763319	
Sacramento Valley	Sharon Raney	112 Hidden Lake Cir.	Sacramento	CA	95831	51-0205123	0521507
San Diego	Heather Gamble	11331 Penanova St.	San Diego	CA	92129	95-6117622	0765218
San Fernando Valley	Maureen Kenney	1277 Michael Rd.	Caliente	CA	93518	23-7323322	0536428
San Gabriel Valley	Linda Rever	1565 E. Calif. Blvd.	Pasadena	CA	91106	51-0205126	0588636
San Joaquin Valley	Diane Cole	2520 Tomar Ct.	Pinole	CA	94564	23-7055972	0589882
San Luis Obispo	Camille Nelson	1695 Knoll Dr.	San Lius Obispo	CA	93401	51-0205128	9656259
Santa Barbara	Anita Rodriguez	2600 Foothill Rd.	Santa Barbara	CA	93103	95-6409207	9763377
Santa Clara Valley	Sue Ballew	50 Woodside Plz.#556	Redwood City	CA	94061	94-1677014	0767352
Santa Maria Valley	Charlotte Johnson	P.O. Box 687	Solvang	CA	93464	77-0204116	1640583
Santa Rosa	Valerie Suberg	111 Espana Way	Windsor	CA	94592	Pending	Pending
Sedona Red Rockettes	Kathy Moore	33 Fawn Dr.	Sedona	AZ	86336	86-0636492	
Sutter Buttes	Valarie Bush	17305 Grace Ct.	Grass Valley	CA	95949	68-0429390	2881669
Tucson	Juliana Teal	10700 N.LaReserveDr.	Oro Valley	AZ	85737	86-6037133	
Utah	Helen Ho	4983 Eastridge Ln.	Salt Lake City	UT	84117	51-0205133	
Ventura County	Tobey Tabor	420 Galvin Cir.	Ventura	CA	93004	51-0205130	0771860
Yavapai	Marge Matheny	827 N. Lakeview Dr.	Prescott	AZ	86301	94-3192085	

INTERNAL REVENUE SERVICE
EXEMPTION LETTER
FORM 990-N INSTRUCTIONS
FORM 990 INSTRUCTIONS (EXCERPT)
ANNUAL TAX FILING FORM 990

[INSERT A COPY OF YOUR IRS DOCUMENTS
BEHIND THIS PAGE]

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Southwest Section of the
Ninety-Nines, Inc.
8121 Barrington Drive
La Mirada, California 90638

Person to Contact: (Mrs.) W. T. Mabry

Telephone Number: (213) 688-2479

Refer Reply to: EP/EO:D:WTM

Attn: Sylvia Paoli

Date: December 22, 1976

Dear Ms. Paoli:

This is in response to your letter of November 26, 1976, regarding the above organization.

According to our records, Southwest Section of the Ninety-Nines, Inc. and its subordinates was held to be exempt from Federal income tax on October 7, 1976, under section 501(c)(3) of the Internal Revenue Code. This determination is effective from the date of your incorporation, December 17, 1975.

Should you have any further questions, please contact us at the number shown above.

Sincerely yours,

W. T. Mabry
(Mrs.) W. T. Mabry
Disclosure Specialist

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Southwest Section of the Ninety-Nines, Inc.
6121 Barrington Drive
La Mirada, California 90638

Person to Contact: Carl Knight
Subordination Section

Telephone Number: (310) 688-4500

Refer Reply to: RT/EC:POC--2:U:MK

Date: OCT 07 1976

Gentlemen:

Based on the information supplied, we recognize you and your subordinates whose names appear on the list you submitted, as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

The following subordinate organizations have received prior individual exemption letters:

Santa Rosa Chapter
Fullerton Chapter
HI-Desert Chapter

You should notify each of the above named subordinates that their individual letters are superseded by the issuance of this letter.

Additionally, we have classified you and your named subordinate organizations as organizations that are not private foundations because you and they are organizations of the type described in section 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

Donors may deduct contributions to you and your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

You and your exempt subordinates whose yearly gross receipts normally are more than \$5,000 are required to file Form 990, Return of Organization Exempt from Income Tax, by the 15th day of the fifth month after the end of the annual accounting period unless you include the subordinates in a group return. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

Southwest Section of
the Ninety-Nines, Inc.
Page Two

An exempt subordinate is not required to file Federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If an exempt subordinate is subject to this tax, it must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of the activities of you or your subordinates are unrelated trade or business as defined in section 513 of the Code.

You and your subordinates are not liable for social security (FICA) taxes. However, you or any of your subordinates, in their own right, may file a certificate waiving exemption from taxes, Form SS-15, under the Federal Insurance Contributions Act. You and your subordinates are not liable for tax under the Federal Unemployment Tax Act (FUTA).

Each year, within 45 days after the end of your annual accounting period, please send the following to the Internal Revenue Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155
Attention: EOR Branch-

- I. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
- II. A list showing the names, mailing addresses, (including postal ZIP codes) and employer identification numbers of subordinates that during the year:
 - A. Changed names or addresses;
 - B. Were deleted from your roster; or
 - C. Were added to your roster.
- III. For subordinates to be added attach:
 - A. A statement that the information on which your present group exemption letter is based applies to the new subordinates.
 - B. A statement that each has given you written authorization to add its name to the roster;
 - C. A list of those to which the Service previously issued exemption rulings or determination letters;
 - D. A statement that none of the subordinates are private foundations as defined in section 509(a) of the Code;
 - E. The street address of subordinates where the mailing address is a P.O.Box; and

Southwest Section of
the Ninety-Nines, Inc.
Page Three

F. For new subordinates that are schools, the information required by section 5 of Revenue Procedure 75-50, 1975-49 I.R.B. 46.

IV. If applicable, a statement that your group exemption roster did not change during the year.

The service center that processes your returns will send you a Group Exemption Number. You are required to include this number on each Form 990, Return of Organization Exempt from Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

This determination is predicated upon the understanding that the projects you participate in are for the purpose of promoting education and safety in aeronautics and that documentation will be maintained to demonstrate this purpose.

Very truly yours,

W. H. Connett
District Director

yrs

SWS CHAPTER FINANCIAL REPORT FORM

[STORE COPIES OF YOUR REPORTS
BEHIND THIS PAGE]

CHECK REQUESTS

[USE CHECK REQUESTS TO DOCUMENT YOUR EXPENDITURES.
YOU CAN USE THE FOLLOWING SAMPLE TO CREATE A CHECK
REQUEST FOR YOUR GROUP IF YOU DO NOT ALREADY HAVE ONE]

Check Request ~ San Diego 99s	
Pay to:	
Address:	
Detail:	Amount:
Code to:	0.00
Approved by Chair:	Date:
NOTE: All disbursements must be approved prior to payment of funds.	

CALIFORNIA SECRETARY OF STATE

STATEMENT OF INFORMATION (SOI)

[VISIT WWW.SS.CA.GOV TO FILE YOUR CURRENT SOI
INSERT ALL STATEMENTS OF INFORMATION
BEHIND THIS PAGE. BE SURE THEY ARE CURRENT.
THEY MUST BE FILED EVERY 2 YEARS]



State of California Secretary of State

N

Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If amendment, see instructions.

IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. CORPORATE NAME

This Space for Filing Use Only

Due Date:

Complete Principal Office Address (Do not abbreviate the name of the city. Item 2 cannot be a P.O. Box.)

2. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE

CA

3. MAILING ADDRESS OF THE CORPORATION, IF REQUIRED CITY STATE ZIP CODE

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

4. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE

5. SECRETARY ADDRESS CITY STATE ZIP CODE

6. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE

Agent for Service of Process (If the agent is an individual, the agent must reside in California and Item 8 must be completed with a California street address (a P.O. Box address is not acceptable). If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 8 must be left blank.)

7. NAME OF AGENT FOR SERVICE OF PROCESS

8. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

CA

Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)

9. Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act and proceed to Items 10, 11 and 12.

NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

10. ADDRESS OF BUSINESS OR CORPORATE OFFICE OF THE ASSOCIATION, IF ANY CITY STATE ZIP CODE

11. FRONT STREET AND NEAREST CROSS STREET FOR THE PHYSICAL LOCATION OF THE COMMON INTEREST DEVELOPMENT 9-DIGIT ZIP CODE
(Complete if the business or corporate office is not on the site of the common interest development.)

12. NAME AND ADDRESS OF ASSOCIATION'S MANAGING AGENT, IF ANY CITY STATE ZIP CODE

13. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

CALIFORNIA ATTORNEY GENERAL (AG)

REGISTRATION (CT-1)

ANNUAL RENEWAL (RRF-1)

RAFFLE REGISTRATION (NRP-1)

RAFFLE REPORT (NRP-2)

[VISIT <http://oag.ca.gov/charities> TO OBTAIN THE ABOVE FORMS
INSERT ALL AG FILINGS HERE]

BOARD OF EQUALIZATION

SELLER'S PERMIT

WELFARE EXEMPTION (IF APPLICABLE)

SALES AND USE TAX EXEMPTION (IF APPLICABLE)

COUNTY RECORDER

FICTITIOUS BUSINESS NAME

BUSINESS LICENSE (IF APPLICABLE)