ROSS MILLER
Secretary of State
204 North Carson Street, Ste 4
Carson City, Nevada 89701-4520
(775) 684 5708
Website: www.nvsos.gov

Instructions for Partnership Authority Filings

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.

Dear Customer: We value your patronage and desire to provide you the best service possible. In an effort to facilitate your filing we would appreciate your taking a moment to read the following before submitting your document. -Thank you-

1.) One file stamped copy of the filing will be returned at no additional charge. To receive a certified copy, enclose an additional $30.00 per certification. A copy fee of $2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.

2.) If paying for expedite service, include and prominently display the word *EXPEDITE* in your order instructions.

3.) Verify filing is submitted on the correct form prescribed by the Secretary of State.

4.) Forms must include appropriate signatures as required.

5.) All required information must be completed, signed and appropriate boxes checked or filing will be rejected.

6.) If adding new partners, their names and addresses must be set forth.

7.) Enter as much information as possible in each section of the form before continuing on an attached page.

8.) Attach all pages that are referenced as attachments and clarify each section being continued.

9.) All documents must be legible for filming and/or scanning. Use black ink only. Do not use highlighter ink.

10.) Please contact this office for assistance or if you have questions.

11.) All forms may be downloaded from our Web site www.nvsos.gov. The Nevada Revised Statutes may be obtained at http://www.leg.state.nv.us/NRS.

OPTIONAL EXPEDITE SERVICE

The Secretary of State offers a 24-hour, 2-hour and 1-hour expedite service on most filings processed by this office. If you choose to utilize one of these services, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Check the 24-hour box on the customer order instruction form, or submit the separate 2-hour or 1-hour customer order instruction form, as appropriate. If not using our order form, state clearly in your cover letter that you are requesting expedited service, specify 24-hour, 2-hour or 1-hour service type, include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

Expedite Service Fee 24-hour: $125.00 2-hour: $500.00 1-hour: $1000.00

Note: This office *does not fax or email* confirmation of a 24-hour expedite. This office *may fax or email* confirmation of a 2-hour or 1-hour expedite if it is requested in the order instructions and the appropriate fax number or email address has been provided.

Time Constraints: Each filing submitted receives same day filing date and may be picked up within the 24, 2 or 1-hour period. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form.

Filing may be submitted at the office of the Secretary of State or by mail at the following addresses:

MAIN OFFICE:
Regular and Expedited Filings

Secretary of State
New Filings Division
204 North Carson Street, Suite 4
Carson City NV 89701-4520
Phone: 775-684-5708
Fax: 775-684-7138

SATELLITE OFFICE:
Expedited Filings Only

Secretary of State – Las Vegas
Commercial Recordings Division
555 East Washington Ave, Suite 5200
Las Vegas NV 89101
Phone: 702-486-2880
Fax: 702-486-2888