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Nevada Secretary of State
Francisco V. Aguilar



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Administrative Contact Designation Form

The Administrative Contact is the authorized point of contact with the Nevada Lockbox program in the Office of the Secretary of State. This form is for the authorizing signer for an organization to designate the Administrative Contact for the organization. The Administrative Contact is responsible to manage the entity's access and compliance with confidentiality and security for use of the Nevada Lockbox.

Organization ID# _____

I hereby authorize as Administrative Contact:

Name: _____

Address: _____

Direct Telephone: _____ Fax Number: _____

E-mail: _____

Name of Authorized Signer for Organization: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

I certify to the accuracy of the information listed above. I understand that it is the responsibility of the organization to ensure that access to and use of the Nevada Lockbox is solely in connection with provisions set forth in NRS 225.300-440 for the registry of documents as set forth in Nevada law.

Signature of Authorizing Signer for Organization

Date

Signature of Administrative Contact

Date

**MAIL
OR
EMAIL**

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