

Guidelines for completion of U.S. Postal Service form 1583

NOTE: Failure to submit form 1583 at this time will not hold up your entity formation or forwarding of mail

If Postal Service form 1583 is not included with this document, go to www.chqinc.com and click "FORMS"

The following information is intended as a guide only. If you have questions regarding any part of form 1583, please call or visit your local post office. CHQ cannot offer information beyond what is contained herein. Please note that the Postal Service will not accept incomplete or incorrect applications. Any such applications will be returned for correction.

Box

1. Date submitted

2. Your company name: (Corp, LLC, Partnership, or other entity)

3. CHQ Incorporated, 2235 E. Flamingo Rd., Suite 201 G, Las Vegas NV 89119 (do not use zip+ 4)

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5. This authorizes CHQ to sign accepting registered or certified mail. ANSWER YES

6. Your personal name.

7. Your personal home address, and telephone number.

8. READ #8 CAREFULLY: Two types of ID are required- you cannot use credit cards, social security cards or birth certificates!

YOU MUST SEND COPIES OF THE 2 PIECES OF I.D. TO CHQ ALONG WITH FORM 1583

9. Your company name

10. Your business address and telephone number in YOUR city and state. If none, leave blank.

11. Type business you are conducting.

12. If NOT a corporation, enter the names of all persons that will receive mail. (I.D. for each person must be included as specified under number 8.

13. Include names and addresses of all officers.

14. Enter Clark County, Nevada, and the date of formation of your entity.

15. Have the notary stamp and sign here. (Application cannot be accepted without notarization.)

16. Unless you have a previous notarized 1583 on file with CHQ, please sign and have notarized.