

Corporation Service Company

Office Hours:

Monday thru Thursday - 8 am until 3:30 pm

Friday – 8 am until 3 pm

Closed major holidays, notice will be posted prior to the holiday

Effecting proper service

Underline the Company to be served, do not highlight

Date of service nor your initials are not required

Drop papers in the basket provided

CSC Employees are prohibited from

Offering advice about service or whether they are the Registered Agent

Once papers are left with CSC, they cannot be returned

Accepting service before or after hours

Accept papers in the hallway or at their resident

Employees are clerks for the Registered Agent not the Registered Agent