

### **Corporation Service Company (“CSC”)**

CSC is a national commercial registered agent company that has been providing registered agent services for over 100 years.

- Our office is located at 1560 Broadway, Suite 2090, Denver, CO 80202.
- Office hours for the receipt of service of process: 8:00 am – 3:30 pm (M-Th); 8:00 am – 3:00 pm (F)

As a commercial registered agent, it is important to note that CSC:

- is not involved with the business operations of the companies for whom it serves as registered agent; our only relationship is to receive service of process on behalf of represented company
- does not maintain or hold the records of its represented companies, nor does CSC or any of its employees act as the Custodian of Records for any of our represented companies
- cannot compel its represented companies to respond to legal process; our sole responsibility is to receive process and forward it to the company being served
- is not a party to the lawsuit

When serving process it is important to note that:

- we cannot give advice whether CSC is the registered agent for a specific business entity, as the records of the Colorado Secretary of State (or other government agency) determines the legally authorized registered agent. For a variety of reasons, CSC’s records and the official government records don’t always coincide.
- we cannot offer legal advice on any matter, including the proper method of serving process
- we cannot sign for the receipt or acceptance of service of process
- if the party you are serving is unclear on the face of the document, we ask that you underline the name of the party being served so that we are sure to receive for the proper entity