

**Appointment of Secretary of State  
for Service of Process**  
North Carolina Department of Revenue

\_\_\_\_\_ a corporation incorporated or LLC organized and existing under the laws  
of \_\_\_\_\_; (or) \_\_\_\_\_ having  
applied to the Secretary of Revenue to be licensed in compliance with the "Tobacco Products Tax Act," as amended, does hereby make, constitute and appoint the Secretary of State as its lawful attorney-in-fact upon whom any original process in any action of legal proceeding may be served and does hereby agree that any original process against it so served, shall be of the same force and effect as if served on it within this State, and that the authority so to do shall continue in force irrevocably, so long as the applicant shall remain liable for any taxes, interest or penalty under the "Tobacco Products Tax Act," as amended, and does hereby set forth the following:

(a) The name of the applicant is \_\_\_\_\_  
(Name of COMPANY, PARTNERSHIP or INDIVIDUAL)

(b) The address of the applicant is \_\_\_\_\_

(c) The names and addresses of its officers on the date of filing this statement with the Secretary of State of North Carolina are:

Pres. \_\_\_\_\_ Address \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Address \_\_\_\_\_

Secy. \_\_\_\_\_ Address \_\_\_\_\_

Treas. \_\_\_\_\_ Address \_\_\_\_\_

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

INDIVIDUAL PRINCIPAL: \_\_\_\_\_ (SEAL)  
(Signature)

\_\_\_\_\_  
(Print Name)

PARTNERSHIP PRINCIPAL: \_\_\_\_\_  
(Print Name of Partnership)

BY: \_\_\_\_\_ (SEAL)  
(Signature) (Title)

\_\_\_\_\_  
(Print Name of Signer)

CORPORATION/LLC PRINCIPAL: \_\_\_\_\_  
(Print Name of Corporation/LLC)

**AFFIX SEAL OF  
CORP/LLC HERE**

BY: \_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Print Name of Signer)

Attest: \_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Print Name)

## **INSTRUCTIONS**

### **I. INDIVIDUAL**

1. Beside the word "INDIVIDUAL PRINCIPAL," the individual must sign his/her name.
2. Beneath the signature, print the individual's name.
3. If the principal is an individual using a trade name, the individual must print the trade name in parentheses beside the individual's printed name.

### **II. PARTNERSHIP**

1. If the principal is a partnership, the partnership name must be placed on the line immediately beside the word "PARTNERSHIP PRINCIPAL."
2. Immediately thereunder and opposite the word "BY," one of the general partners must sign his/her name and give his/her title.
3. Beneath the signature, print the signing partner's name.

### **III. CORPORATION**

1. The corporate name must be placed on the line immediately beside the word "CORPORATION/LLC PRINCIPAL."
2. Immediately thereunder and opposite the word "BY," one of the corporate officers must sign his/her name and give his/her title.
3. Beneath the signature, print the signing officer's name.
4. Beside the word "ATTEST," the Secretary or Assistant Secretary must sign his/her name and indicate his/her title. Beneath the signature, print the signing officer's name. In the absence of a Secretary, a letter is required from another officer not appearing on the bond verifying that the appropriate person has signed the bond to bind the company.
5. The corporate seal must be affixed beside the Secretary or Assistant Secretary's signature and must be legible.

### **IV. LIMITED LIABILITY COMPANY (LLC)**

1. The name of the LLC must be placed on the line immediately beside the word "CORPORATION/LLC PRINCIPAL."
2. Beside the word "BY," the name of a manager of the LLC must be signed. The word "Manager" must be written above the word "TITLE."
3. Beneath the signature, print the signing manager's name.
4. If the LLC has a seal, it must be affixed and must be legible.