

Document Custodian Service Terms of Use

Qualification for service: Client must supply and maintain complete and valid contact information to Delaware Intercorp, Inc. prior to commencement of the Document Custodian Service. The contact information shall include, but may not be limited to, the following: company name; jurisdiction of incorporation; date of formation; primary physical address; mailing address; phone number; email address; name of principle officer; and authorized contact name.

Terms of service: Delaware Intercorp, Inc. will keep an image of the corporate documents provided to us by the client in our electronic files. When requested and upon payment of the appropriate fees, we will certify a copy as existing in our files. Upon request, and payment of appropriate fees, we will use that certification to request an apostille or Delaware authentication thereof. This service is available either separately or concurrently with the agency relationship between Delaware Intercorp, Inc. and the client company.

Document Policy: Delaware Intercorp, Inc. will retain the image of the records referred to above only for as long as the service is in effect. Delaware Intercorp, Inc. may destroy the images upon termination of the service. Delaware Intercorp, Inc. retains the right to terminate this service at any time and for any reason. While the document images are in the possession of Delaware Intercorp, Inc., they are subject to law enforcement review when Delaware Intercorp, Inc. is presented with a summons, subpoena or similar official request from a competent legal authority.

Warranty: Delaware Intercorp, Inc. makes no warranty of suitability of the documents provided, or the certifications thereof, for any use.