**CHANGE OF HEAD OFFICE INSTRUCTIONS**

TO:      JAY CHAUHAN   
            Barrister and Solicitor   
            330 Highway 7 East, Suite 309   
            Richmond Hill, Ontario   
            L4B 3P8   
            Telephone: (905) 771-1235   
            Facsimile:   (905) 771-1237   
            Email: jay@jaychauhan.com

Please complete the following information, sign it and send it to us as soon as possible by fax and if that is not possible by email.

1. Name of the corporation:
2. Current address of the corporation:
   1. Address:
   2. Telephone number:
   3. Email address:
3. New Head office Address:
4. Date of the change of Head office address:
5. Would you like us to mail resolution or will you arrange a meeting to sign:
6. We agree to pay the fees for the above services upon receipt of the resolutions.

Dated this \_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Signature

Please attach additional pages as necessary.

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.