

November 16, 2008

Dear Corporate Issuer:

Beginning December 1, 2008, FINRA (Financial Industry Regulatory Authority) has begun a new policy for effectuating corporate actions for an OTCSS quoted or OTC traded security. (Securities traded 011 the Pink Sheet only are considered OTC securities.)

In addition to a cover letter and certain legal documents, the procedure now requires the **attached standardized forms be completed**. These forms are required to be completed in their entirety and must be submitted to the Corporate Data Operations Department. Please read all instructions and questions carefully when completing these forms.

All requests are reviewed in the order received by the Corporate Data Operations Department and should be submitted via facsimile at (202)689-3533 or E-Mail otccorporateactions@finra.org. A hard copy mailing is not required.

Following an initial review, the staff will contact you via e-man regarding any pending matters and may request additional information if deemed necessary. The omission of material information or failure to provide the required documentation will cause certain delay in completing the corporate action in the market place.

The trading symbol of OTeSS and Other-OTC issues will be changed concurrent with all corporate actions. Corporate Data Operations will assign a new trading symbol with the effectiveness of the corporate action. We DO NOT accept requests for new symbols.

On average, it takes three to four weeks from receipt of the documents to complete the processing of the corporate action. The company's request will go through a lengthy review process. We ask for your patience and understanding during this time.

All corporate action requests are to include the following:

Cover letter clearly stating all material facts of the corporate action and must state the issuer's current name, trading symbol, and the market upon which is trades (OTCBS or Other-OTC).

Recapitalizations of any sort **MUST** be stated.

OTC Equity Issuer Notification Form

Completion of this form certifies to FINRA notification of a corporate action change request for the OTC issuer. All notifications are required to be received by FINRA no later than 10 calendar days prior to the effective date of the corporate action. Processing for the effective time in the market place is determined based upon the satisfactory review of and compliance with all information requested by FINRA. Please refer to the Required Documentation section for supplemental forms and documentation required to be submitted along with this notification form.

Company Information

COMPANY NAME: _____

COMPANY ADDRESS : _____

TELEPHONE: _____ FACSIMILE: _____ WEBSITE: _____

IS OR HAS COMPANY BEEN A SEC REPORTING COMPANY? Yes, please provide SEC CIK or File Number: _____ No

COUNTRY OF INCORPORATION: _____ IF US, STATE OF INCORPORATION: _____

DATE OF INCORPORATION OR RE-INCORPORATION: _____

Contact Information

CONTACT NAME : _____ TITLE : _____

NAME OF FIRM (if different from Company): _____

ADDRESS (if different from Company): _____

TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

Company Officers

| | | |
|-------------------------|--------------|----------------------------|
| CURRENT OFFICER : _____ | TITLE: _____ | DATE OF APPOINTMENT: _____ |
| CURRENT OFFICER : _____ | TITLE: _____ | DATE OF APPOINTMENT: _____ |
| CURRENT OFFICER : _____ | TITLE: _____ | DATE OF APPOINTMENT: _____ |
| CURRENT OFFICER : _____ | TITLE: _____ | DATE OF APPOINTMENT: _____ |

Security Information

DOES THE ISSUE(S) TRADE ON A FOREIGN EXCHANGE? Yes No

If yes, please provide the following information:

NAME OF FOREIGN EXCHANGE: _____ FOREIGN ISSUE SYMBOL(S): _____

SECURITY CLASS & DESCRIPTION: _____

Transfer Agent Contact Information

TRANSFER AGENCY: _____
ADDRESS: _____
AGENT REPRESENTATIVE: _____ EMAIL: _____
TELEPHONE: _____ FACSIMILE: _____ WEBSITE: _____
DATE OF APPOINTMENT: _____ *If date of appointment as Transfer Agent is within last six months, please provide the following information:*
PRIOR TRANSFER AGENCY: _____ DATE OF TERMINATION: _____
PRIOR AGENCY ADDRESS: _____
PRIOR AGENT REPRESENTATIVE: _____ EMAIL: _____
TELEPHONE: _____ FACSIMILE: _____ WEBSITE: _____

Transaction Options (Check all that apply and provide the appropriate supplemental forms)

Name Change:

NEW COMPANY NAME: _____
CURRENT ISSUE SYMBOL: _____ CURRENT CUSIP #: _____ NEW CUSIP #: _____
SECURITY CLASS & DESCRIPTION: _____
IS NAME CHANGE THE RESULT OF A MERGER OR ACQUISITION? Yes No
LEGAL EFFECTIVE DATE OF CHARTER AMENDMENT: _____

Please confirm if the following action(s) is (are) required for the name change to become legally effective:

1. FILING ARTICLE OF MERGER/CERTIFICATE OF AMENDMENT WITH THE SECRETARY OF STATE?

Yes *Filing date:* _____

Did the Secretary of State accept the Article/Amendment? Yes No

If no, please specify the reason the article/amendment was declined: _____

No *Provide specific state law why not required:* _____

2. BOARD OF DIRECTORS RESOLUTION

Yes *Date of approval/authorization:* _____

No *Please provide specific state law why it is not required:* _____

3. SHAREHOLDER RESOLUTION:

Yes *Shareholder approval date:* _____

No *Please provide specific state law why approval is not required:* _____

ANTICIPATED EFFECTIVE DATE FOR CORPORATE ACTION: _____

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Rockville, MD www.finra.org
20850-3329

Spin-Off:

SPIN-OFF COMPANY NAME: _____

PARENT ENTITY: _____

CUSIP # of Spin-Off Company: _____ CUSIP # of Parent Entity: _____

RELATIONSHIP BETWEEN SPIN-OFF AND PARENT ENTITY: _____

ANTICIPATED EFFECTIVE DATE FOR CORPORATE ACTION: _____

Stock Split:

FORWARD SPLIT PAYABLE UPON SURRENDER OF OLD CERTIFICATES

CURRENT ISSUE SYMBOL: _____ CURRENT CUSIP #: _____ NEW CUSIP #: _____

SECURITY CLASS & DESCRIPTION: _____ STOCK SPLIT RATIO: _____

FORWARD SPLIT - NEW SHARES ALLOCATED/MAILED DIRECTLY TO SHAREHOLDERS

CURRENT ISSUE SYMBOL: _____ CURRENT CUSIP #: _____

SECURITY CLASS & DESCRIPTION: _____ STOCK SPLIT RATIO: _____

RECORD DATE: _____ PAYABLE DATE: _____

New Shares to be Allocated: Freely Tradable Shares Only Restricted Shares Only Freely Tradable & Restricted Shares

REVERSE SPLIT

CURRENT ISSUE SYMBOL: _____ CURRENT CUSIP #: _____ NEW CUSIP #: _____

SECURITY CLASS & DESCRIPTION: _____ STOCK SPLIT RATIO: _____

REVERSE STOCK SPLIT FOLLOWED BY FORWARD STOCK SPLIT WITH A MANDATORY CASH OUT

CURRENT ISSUE SYMBOL: _____ CURRENT CUSIP #: _____ NEW CUSIP #: _____

SECURITY CLASS & DESCRIPTION: _____

REVERSE STOCK SPLIT RATIO: _____ FORWARD STOCK SPLIT RATIO: _____

The following information is required for all Corporate Action requests:

TOTAL SHARES OUTSTANDING PRIOR TO CORPORATE ACTION: _____ AS OF DATE: _____

TOTAL SHARES OUTSTANDING AFTER CORPORATE ACTION: _____ AS OF DATE: _____

FOR STOCK SPLITS, METHOD OF SETTLING FRACTIONAL SHARES: _____

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Please confirm if the following action(s) is (are) required for the stock split to become legally effective:

1. FILING CERTIFICATE OF AMENDMENT/AMENDED ARTICLES OF INCORPORATION WITH THE SECRETARY OF STATE?

Yes Anticipated filing date of the charter amendment: _____

Did the Secretary of State accept the Charter Amendment? Yes No

If no, please specify the reason the charter amendment was declined by the Secretary of State? _____

No Please provide specific state law why it is not required: _____

2. BOARD OF DIRECTORS RESOLUTION

Yes Anticipated date of approval/authorization: _____

No Please provide specific state law why it is not required: _____

3. SHAREHOLDER RESOLUTION:

Yes Date of approval/authorization: _____

No Please provide specific state law why it is not required: _____

ANTICIPATED EFFECTIVE DATE FOR CORPORATE ACTION: _____

Required Documentation

- Letter providing a full corporate history beginning at the original date of incorporation including all corporate changes, but not limited to, changes of control, reverse mergers, names changes, share exchanges, purchase agreements, etc. that have occurred until present day.
- Documents filed with State of Incorporation including, but not limited to, Articles of Incorporation, Certificate of Merger, and Amendment to the Articles of Incorporation.
- Executed and Notarized documents relating to corporate changes including, but not limited to, corporate confirmation of Shareholders Consent, Board of Director resolutions, resignation and/or appointment of corporate officers and directors, etc. For any documents not notarized, please provide a notarized Corporate Officer Certificate attesting to the authenticity of those documents.
- An opinion letter from an attorney opining that the entity in question is the same corporate entity and the transaction is otherwise legal is required for Corporate Actions in which there are multiple entities involved in the transaction (e.g., merger or acquisition).
- CUSIP confirmation from the CUSIP Service Bureau (212-438-6565 or www.cusip.com)
- Transfer Agent Verification Form completed and submitted by current Transfer Agent. If date of appointment is within last six months, a letter from the previous Transfer Agent is required indicating status of book and records.

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Issuer Transparency Caution:

Issuer acknowledges that by completing a forward stock split resulting in a per share price of less than \$.0001, the issuer's stock will not be quotable in most OTC quotation media (including the OTCBB). Issuer further acknowledges that by completing a forward stock split resulting in a per share price of less than \$.000001, trades in the issuer's stock will not be eligible for electronic trade reporting to the FINRA OTC reporting facility.

Stock Symbol Change:

Most corporate actions will require a symbol change. Symbols may neither be reserved for OTCBB or Other-OTC markets, nor can FINRA honor requests for specific issue symbols. Additionally, once a symbol is assigned, FINRA reserves the right to change the symbol and makes no guarantee that an issuer will retain their symbol indefinitely. Notification of the new stock symbol will be confirmed the day prior to the effective date in the market place.

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------|--|--------|--|
| Authorization by Corporate Officer <small>*Required Field</small> | | | |
| I*, _____, hereby certify that the information disclosed in this request is accurate and true. <small>(print name)</small> | | | |
| | | | |
| SIGNATURE:* | | DATE:* | |

Submission of Notification and Supporting Documentation

FINRA
Operations, 5th Floor
9509 Key West Avenue
Rockville, MD 20850
Telephone: 1.866.776.0800
Fax: 202.689.3533
E-mail: OTCcorpactions@finra.org

Print Form

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