

INSTRUCTIONS FOR EXECUTING BONDS

1. Enter the principal(s) name, dba and legal capacity. The legal capacity must be stated in the caption of the bond, i.e., corporation, general partnership, LLC, sole proprietorship.

a. If the business is a sole proprietorship, the name of the owner must appear in the body of the bond, stating the trade name of the business, i.e., John Doe dba Acme Cars and Trucks, Sole Proprietorship.

b. If the business is a partnership, all partners names must appear in the caption of the bond, i.e., John Doe and James Jones dba Elite Wheels Company, General Partnership. Indicate the type of partnership.

2. The business location address or post office box, city, state and zip code must be shown on the address line. Home addresses will not be accepted unless the business location is at the same address in a building separate from the residence.

3. The obligation of the bond must be for one (1) year. Cancellation of the bond will not be accepted unless a newly executed bond is in place for the same time period as indicated on the original bond. Continuation Certificates are not acceptable.

4. The proper person must sign for the Principal:

- For an *individual or sole proprietor*, that person signs.
- For a *corporation*, the President, Vice President or CEO signs.
- For a *general partnership*, all partners must sign.
- For a *limited partnership*, all general partners must sign; if a general partner is an entity, you must also follow the above requirements for that type of entity.
- For a *limited liability company*, all managers designated in your operating agreement must sign; if the manager is an entity, you must also follow the above requirements for that type of entity.
- *Joint ventures* and *limited liability partnerships* are treated as general partnerships,
- And *limited liability limited partnerships* are treated as limited partnerships.
- For a *Wyoming statutory trust*, all trustees must sign.

If a person other than the person indicated above signs, you must also provide, *with the Bond*, certified resolutions from the entity's governing body (e.g., board of directors), demonstrating the person's authority to sign for and bind the entity. ***Completion of an inappropriate bond form may delay issuance of a license.***

5. When the surety company executes the bond by an attorney-in-fact, the dates of (a) the Power of Attorney, (b) the acknowledgement of the surety's signature on the bond form, and (c) the date of the bond's execution must all be the same. ***Differing dates will result in the bond being rejected.***

6. The person who signs on behalf of the SURETY must be the president, vice-president or attorney-in-fact for the Surety. The bond must be accompanied by a properly executed power of attorney authorization for the person who signs the bond on behalf of the Surety. The signature of the attorney-in-fact acting on behalf of the company must be the same as shown on the bond. The power of attorney authorization is to be executed (dated) no earlier than six (6) months prior to the effective date of the bond and is to indicate that it is still in effect and not revoked. Type or print principal and attorney-in-fact names directly below their respective signatures.

7. Signatures and seals may be affixed by facsimile, but the date must be original.

8. All changes or strikeovers must be initialed by the notary and Surety Company must be notified of any changes.

9. Except for Signatures. Bonds are to be either typed or printed.

10. Incomplete or incorrect bonds will be returned for completion or correction.