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**OS IN01**

**Registration of an overseas company opening a  
UK establishment**



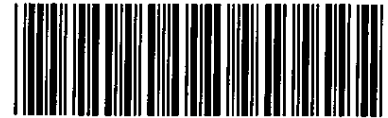
**Companies House**

**A fee is payable with this form**  
Please see 'How to pay' on the last page.

☒ **What this form is for**  
You may use this form to register a  
UK establishment.

☒ **What this form is NOT for**  
You cannot use this form to change  
the details of an existing company  
officer or establishment.

For further information, please  
refer to our guidance at



\*A6HDFL14\*

A05

19/10/2017

#24

COMPANIES HOUSE

THURSDAY

**Part 1 Overseas company details (Name)**

**A1 Corporate name of overseas company**

Corporate name<sup>1</sup>

Association for Specialty Coffee

Do you propose to carry on business in the UK under the corporate name as  
incorporated in your home state or country, or under an alternative name?

- To register using your corporate name, go to **Section A3**.
- To register using an alternative name, go to **Section A2**.

**→ Filling in this form**

Please complete in typescript (10pt  
or above), or in bold black capitals

All fields are mandatory unless  
specified or indicated by \*

<sup>1</sup> This must be the corporate name in  
the home state or country in which  
the company is incorporated.

**A2 Alternative name of overseas company \***

Please show the alternative name that the company will use to do business  
in the UK.

Alternative name  
(if applicable) <sup>2</sup>

Specialty Coffee Association

<sup>2</sup> A company may register an  
alternative name under which it  
proposes to carry on business in the  
United Kingdom under Section 1048  
of the Companies Act 2006. Once  
registered it is treated as being its  
corporate name for the purposes of  
law in the UK.

**A3 Overseas company name restrictions<sup>3</sup>**

This section does not apply to a European Economic Area (EEA) company  
registering its corporate name.

Please tick the box only if the proposed company name contains sensitive or  
restricted words or expressions that require you to seek comments of a  
government department or other specified body.

- ☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response.

**<sup>3</sup> Overseas company name  
restrictions**

A list of sensitive or restricted words  
or expressions that require consent  
can be found in guidance available  
on our website:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

## Part 2 Overseas company details

### B1 Particulars previously delivered

Have particulars about this company been previously delivered in respect of another UK establishment? <sup>①</sup>

→ **No** Go to **Section B2**.

→ **Yes** Please enter the registration number below and then go to **Part 5** of the form. Please note the original UK establishment particulars must be filed up to date.

<sup>①</sup> The particulars are: legal form, identity of register, number in registration, director and secretaries details, whether the company is a credit or financial institution, law, governing law, accounting requirements, objects, share capital, constitution, and accounts.

UK establishment  
registration number

B R

### B2 Credit or financial institution

Is the company a credit or financial institution? <sup>②</sup>

☐ Yes

☒ No

<sup>②</sup> Please tick one box.

### B3 Company details

If the company is registered in its country of incorporation, please enter the details below.

Legal form <sup>③</sup>

Private Limited Company

Country of  
incorporation \*

USA, State of California

Identity of register  
in which it is  
registered <sup>④</sup>

Secretary of State of the State of California

Registration number in  
that register

C 1 7 0 1 0 4 5

<sup>③</sup> Please state whether or not the company is limited. Please also include whether the company is a private or public company if applicable.

<sup>④</sup> This will be the registry where the company is registered in its parent country.

### B4 EEA or non-EEA member state

Was the company formed outside the EEA?

→ **Yes** Complete **Sections B5 and B6**.

→ **No** Go to **Section B6**.

### B5 Governing law and accounting requirements

Please give the law under which the company is incorporated.

Governing law <sup>⑤</sup>

Nonprofit Mutual Benefit Corporation Law of California

Is the company required to prepare, audit and disclose accounting documents under parent law?

→ **Yes** Complete the details below.

→ **No** Go to **Part 3**.

<sup>⑤</sup> This means the relevant rules or legislation which regulates the incorporation of companies in that state.

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Please give the period for which the company is required to prepare accounts by parent law.

From	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 0
To	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 9

Please give the period allowed for the preparation and public disclosure of accounts for the above accounting period.

Months	0	5
--------	---	---

**B6**

### Latest disclosed accounts

Are copies of the latest disclosed accounts being sent with this form? Please note if accounts have been disclosed, a copy must be sent with the form, and, if applicable, with a certified translation.❶

☒ Yes.

Please indicate what documents have been disclosed.

☒ Please tick this box if you have enclosed a copy of the accounts.

☐ Please tick this box if you have enclosed a certified translation of the accounts.

☐ Please tick this box if no accounts have been disclosed.

❶ Please tick the appropriate box(es).

## Part 3 Constitution

### C1 Constitution of company

The following documents must be delivered with this application.

- Certified copy of the company's constitution and, if applicable, a certified translation.

Please tick the appropriate box(es) below.

- ☒ I have enclosed a certified copy of the company's constitution. <sup>①</sup>
- ☐ I enclose a certified translation, if applicable. <sup>②</sup>

<sup>①</sup> A certified copy is defined as a copy certified as correct and authenticated by - the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

<sup>②</sup> A certified translation into English must be authenticated by the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

### C2 EEA or non-EEA member state

Was the company formed outside the EEA?

- Yes Go to **Section C3**.
- No Go to **Part 4 'Officers of the company'**.

### C3 Constitutional documents

Are all of the following details in the copy of the constitutional documents of the company?

- Address of principal place of business or registered office in home country of incorporation
- Objects of the Company
- Amount of issued share capital

- Yes Go to **Part 4 'Officers of the company'**
- No If any of the above details are not included in the constitutional documents, please enter them in **Section C4**.

The information is not required if it is contained within the constitutional documents accompanying this registration.

### C4 Information not included in the constitutional documents

Please give the address of principal place of business or registered office in the country of incorporation. <sup>③</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

Please give the objects of the company and the amount of issued share capital.

Objects of the company <sup>④</sup>

Promote public interest regarding coffee and coffee beverages of the highest quality

Amount of issued share capital <sup>⑤</sup>

There are no shares issued

<sup>③</sup> This address will appear on the public record.

<sup>④</sup> Please give a brief description of the company's business.

<sup>⑤</sup> Please specify the amount of shares issued and the value.

## Part 4 Officers of the company

Have particulars about this company been previously delivered in respect of another UK establishment?

- **Yes** Please ensure you entered the registration number in **Section B1** and then go to **Part 5** of this form.
- **No** Complete the officer details.

For a secretary who is an individual, go to **Section D1**; for a corporate secretary, go to **Section E1**; for a director who is an individual, go to **Section F1**; or for a corporate director, go to **Section G1**.

### Continuation pages

Please use a continuation page if you need to enter more officer details.

## Secretary

### D1 Secretary details<sup>①</sup>

Use this section to list all the secretaries of the company. Please complete **Sections D1-D3**. For a corporate secretary, complete **Sections E1-E5**. Please use a continuation page if necessary.

Full forename(s)	Guy
Surname	Burdett
Former name(s) <sup>②</sup>	

#### ① Corporate details

Please use Sections E1-E5 to enter corporate secretary details.

#### ② Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

### D2 Secretary's service address<sup>③</sup>

Building name/number	117 West
Street	4th St Suite 300
	Santa Ana
Post town	
County/Region	California
Postcode	C A 9 2 7 0 1
Country	USA

#### ③ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

### D3 Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority	<input type="checkbox"/> Limited <sup>④</sup> <input checked="" type="checkbox"/> Unlimited
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  <input checked="" type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>⑤</sup>
If applicable, name(s) of person(s) with whom you are acting jointly	

④ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

⑤ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

**Corporate secretary****E1 Corporate secretary details<sup>①</sup>**

Use this section to list all the corporate secretaries of the company.  
Please complete Sections E1-E5. Please use a continuation page if necessary.

Name of corporate  
body or firm

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.

**E2 Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?

- Yes Complete Section E3 only  
→ No Complete Section E4 only

**E3 EEA companies<sup>②</sup>**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/  
firm is registered<sup>③</sup>

Registration number

**② EEA**  
A full list of countries of the EEA can be found in our guidance:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**③** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

**E4 Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the  
corporate body  
or firm

Governing law

If applicable, where  
the company/firm is  
registered<sup>④</sup>

If applicable, the  
registration number

**④ Non-EEA**  
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

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E5

### Corporate secretary's authority

	Please enter the extent of your authority as corporate secretary. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable			
	Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

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### Director

#### F1 Director details <sup>①</sup>

Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G5. Please use a continuation page if necessary.		<b>① Corporate details</b> Please use Sections G1-G5 to enter corporate director details.
Full forename(s)	Richard	<b>② Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.
Surname	Rhinehart	<b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section F5.
Former name(s) <sup>②</sup>		<b>④ Month and year of birth</b> Please provide month and year only. Provide full date of birth in section F4.
Country/State of residence <sup>③</sup>	USA California	<b>⑤ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.
Nationality	USA	
Month/year of birth <sup>④</sup>	X X m1 m0 y1 y9 y6 y0	
Business occupation (if any) <sup>⑤</sup>	Chief Executive Officer	

#### F2 Director's service address <sup>⑥</sup>

Building name/number	117 West	<b>⑥ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.
Street	4th St Suite 300	If you provide your residential address here it will appear on the public record.
Post town	Santa Ana	
County/Region	California	
Postcode	C A 9 2 7 0 1	
Country	USA	

#### F3 Director's authority

Please enter the extent of your authority as director. Please tick one box.		<b>⑦</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.
Extent of authority	<input type="checkbox"/> Limited <sup>⑦</sup> <input checked="" type="checkbox"/> Unlimited	<b>⑧</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Description of limited authority, if applicable		
Are you authorised to act alone or jointly? Please tick one box.		
<input checked="" type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>⑧</sup>		
If applicable, name(s) of person(s) with whom you are acting jointly		



**Corporate director****G1 Corporate director details <sup>①</sup>**

Use this section to list all the corporate directors of the company. <b>Please complete G1-G5.</b> Please use a continuation page if necessary.		<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		

**G2 Location of the registry of the corporate body or firm**

Is the corporate director registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section G3 only</b> → <b>No</b> Complete <b>Section G4 only</b>	
--	--

**G3 EEA companies <sup>②</sup>**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
Where the company/firm is registered <sup>③</sup>		
Registration number		

**G4 Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.		<b>① Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number		

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G5

### Corporate director's authority

	Please enter the extent of your authority as corporate director. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable			
	Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

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Registration of an overseas company opening a UK establishment

## Part 5 UK establishment details

### H1 Documents previously delivered - constitution

Has the company previously registered a certified copy of the company's constitution with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H2**.

UK establishment  
registration number

B R

### H2 Documents previously delivered – accounting documents

Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H3**.

UK establishment  
registration number

B R

### H3 Delivery of accounts and reports

This section **must** be completed. Please state if the company intends to comply with accounting requirements with respect to this establishment or in respect of another UK establishment. <sup>①</sup>

☒ In respect of this establishment. Please go to **Section H4**.

☐ In respect of another UK establishment. Please give the registration number below, then go to **Section H4**.

<sup>①</sup> Please tick the appropriate box.

UK establishment  
registration number

B R

### H4 Particulars of UK establishment <sup>①</sup>

You **must** enter the name and address of the UK establishment.

Name of establishment Specialty Coffee Association

Building name/number Oak Farm Lodge

Street Leighams Road, Bicknacre

Post town Chemsford

County/Region Essex

Postcode C M 3  4 H F

Country UK

Please give the date the establishment was opened and the business of the establishment.

Date establishment opened <sup>d</sup> 2 <sup>d</sup> 8 <sup>m</sup> 0 <sup>m</sup> 8 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 7

Business carried on at the UK establishment Promote public interest regarding coffee and coffee beverages of the highest quality

#### <sup>①</sup> Address

This is the address that will appear on the public record.

## Part 6 Permanent representative

Please enter the name and address of every person authorised to represent the company as a permanent representative of the company in respect of the UK establishment.

### J1 Permanent representative's details

Please use this section to list all the permanent representatives of the company. Please complete Sections J1-J4.

#### Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Richard

Surname

Rhinehart

### J2 Permanent representative's service address <sup>1</sup>

Building name/number

117 West

Street

4th Street Suite 300

Post town

Santa Ana

County/Region

Postcode

C A 9 2 7 0 1

Country

USA

#### <sup>1</sup> Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

### J3 Permanent representative's authority

Please enter the extent of your authority as permanent representative. Please tick one box.

Extent of authority

- ☐ Limited <sup>2</sup>  
☒ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☒ Alone  
☐ Jointly <sup>3</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

<sup>2</sup> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

<sup>3</sup> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

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### Registration of an overseas company opening a UK establishment

#### Part 7

#### Person authorised to accept service

Does the company have any person(s) in the UK authorised to accept service of documents on behalf of the company in respect of its UK establishment?

→ **Yes** Please enter the name and service address of every person(s) authorised below.

→ **No** Tick the box below then go to **Part 8** 'Signature'.

☐ If there is no such person, please tick this box.

#### K1

#### Details of person authorised to accept service of documents in the UK

Please use this section to list all the persons' authorised to accept service below. Please complete **Sections K1-K2**.

##### Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Jan

Surname

Eberhardt

#### K2

#### Service address of person authorised to accept service <sup>①</sup>

Building name/number

Roedl & Partner Legal Limited, 170

Street

Edmund street

Post town

Birmingham

County/Region

Postcode

B 3 2 H B

Country

UK

##### ① Service address

This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.

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## Part 8

## Signature

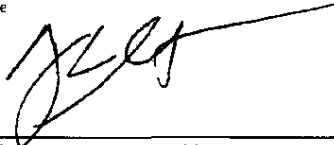
This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed by:  
Director, Secretary, Permanent representative.

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## Registration of an overseas company opening a UK establishment



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Sumera Ehsan

Company name Roedl & Partner Legal Limited

Address 170 Edmund Street

Post town Birmingham

County/Region

Postcode B 3 2 H B

Country

DX

Telephone 0121 227 8963



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☒ The overseas corporate name on the form matches the constitutional documents exactly.
- ☒ You have included a copy of the appropriate correspondence in regard to sensitive words, if appropriate.
- ☒ You have included certified copies and certified translations of the constitutional documents, if appropriate.
- ☒ You have included a copy of the latest disclosed accounts and certified translations, if appropriate.
- ☒ You have completed all of the company details in Section B3 if the company has not registered an existing establishment.
- ☒ You have complete details for all company secretaries and directors in Part 4 if the company has not registered an existing establishment.
- ☒ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☒ You have completed details for all permanent representatives in Part 6 and persons authorised to accept service in Part 7.
- ☒ You have signed the form.
- ☒ You have enclosed the correct fee.



### Important information

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses and day of birth.**



### How to pay

**A fee of £20 is payable to Companies House in respect of a registration of an overseas company. Make cheques or postal orders payable to 'Companies House.'**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:**

#### England and Wales:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

#### Scotland:

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post).

#### Northern Ireland:

The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.

#### Higher protection

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

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## Registration of an overseas company opening a UK establishment

### Secretary

#### D1 Secretary details<sup>1</sup>

Please use this section to list all the secretaries of the company. Please complete Sections D1-D3. For a corporate secretary, complete Sections E1-E5.

Full forename(s)

Surname

Former name(s)<sup>2</sup>

#### 1 Corporate details

Please use Sections E1-E5 to enter corporate secretary details.

#### 2 Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

#### D2 Secretary's service address<sup>3</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

#### 3 Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

#### D3 Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

- ☐ Limited <sup>4</sup>
- ☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
- ☐ Jointly <sup>5</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

<sup>4</sup> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

<sup>5</sup> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.



# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate secretary

<b>E1</b>	<b>Corporate secretary details<sup>①</sup></b>	
	Please use this section to list all the corporate secretaries of the company. Please complete Sections E1-E5.	
Name of corporate body or firm		<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete Section E3 only → No Complete Section E4 only	
<b>E3</b>	<b>EEA companies<sup>②</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered <sup>③</sup>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number		

## OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

**E5**

### Corporate secretary's authority

	Please enter the extent of your authority as corporate secretary. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.		
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Director

<b>F1</b>	<b>Director details <sup>1</sup></b>	
	Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G5. Please use a continuation page if necessary.	
Full forename(s)	Christina	
Surname	Meinl	
Former name(s) <sup>2</sup>		
Country/State of residence <sup>3</sup>	Austria	
Nationality	UK	
Month/year of birth <sup>4</sup>	X X m0 m7 y1 y9 y7 y8	
Business occupation (if any) <sup>5</sup>	Head of Innovations	
		<b>1 Corporate details</b> Please use Sections G1-G5 to enter corporate director details. <b>2 Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years. <b>3 Country/State of residence</b> This is in respect of your usual residential address as stated in Section F5. <b>4 Month and year of birth</b> Please provide month and year only. Provide full date of birth in section F4. <b>5 Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.

<b>F2</b>	<b>Director's service address <sup>6</sup></b>	
Building name/number	117 West	
Street	4th Street Suite 300	
Post town	Santa Ana	
County/Region		
Postcode	C A 9 2 7 0 1	
Country	USA	
		<b>6 Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.

<b>F3</b>	<b>Director's authority</b>	
	Please enter the extent of your authority as director. Please tick one box.	
Extent of authority	<input checked="" type="checkbox"/> Limited <sup>7</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Authority limited can act jointly with either Heather Perry, Guy Burdett, Richard Rhinehart or Paul Stack  Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly <sup>8</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly	Either Heather Perry, Guy Burdett, Richard Rhinehart or Paul Stack	
		<b>7 If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</b> <b>8 If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</b>

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate director

<b>G1</b>	<b>Corporate director details <sup>①</sup></b>	
	Please use this section to list all the corporate directors of the company. Please complete Sections G1-G5.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
	<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.	

<b>G2</b>	<b>Location of the registry of the corporate body or firm</b>
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete Section G3 only → No Complete Section G4 only

<b>G3</b>	<b>EEA companies <sup>②</sup></b>
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.
Where the company/firm is registered <sup>③</sup>	
Registration number	
	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

<b>G4</b>	<b>Non-EEA companies</b>
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.
Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered <sup>④</sup>	
If applicable, the registration number	
	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**OS IN01 - continuation page**  
Registration of an overseas company opening a UK establishment

**G5**

**Corporate director's authority**

	Please enter the extent of your authority as corporate director. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.		
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Permanent representative

<b>J1</b>	<b>Permanent representative's details</b>	
	Please use this section to list all the permanent representatives of the company. Please complete <b>Sections J1-J4</b> .	
Full forename(s)		
Surname		
<b>J2</b>	<b>Permanent representative's service address <sup>①</sup></b>	
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<b>① Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.	
<b>J3</b>	<b>Permanent representative's authority</b>	
	Please enter the extent of your authority as permanent representative. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <sup>②</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>③</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly		
	<b>②</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>③</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.	

## OS IN01 - continuation page

### Registration of an overseas company opening a UK establishment

#### Person authorised

<b>K1</b>	<b>Details of person authorised to accept service of documents in the UK</b>
	Please use this section to list all the persons' authorised to accept service below. Please complete <b>Sections K1-K2</b> .
Full forename(s)	
Surname	

<b>K2</b>	<b>Service address of person authorised to accept service <sup>①</sup></b>								
Building name/number									
Street									
Post town									
County/Region									
Postcode	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Country									

**① Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Secretary

<b>D1</b>	<b>Secretary details<sup>①</sup></b>		
	Please use this section to list all the secretaries of the company. Please complete Sections D1-D3. For a corporate secretary, complete Sections E1-E5.		<b>① Corporate details</b> Please use Sections E1-E5 to enter corporate secretary details.
Full forename(s)			
Surname			
Former name(s) <sup>②</sup>			<b>② Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.
<b>D2</b>	<b>Secretary's service address<sup>③</sup></b>		
Building name/number			<b>③ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.
Street			
Post town			
County/Region			
Postcode	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
Country			
<b>D3</b>	<b>Secretary's authority</b>		
	Please enter the extent of your authority as secretary. Please tick one box.		
Extent of authority	<input type="checkbox"/> Limited <sup>④</sup> <input type="checkbox"/> Unlimited		<b>④</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.
Description of limited authority, if applicable			<b>⑤</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
	Are you authorised to act alone or jointly? Please tick one box.		
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>⑥</sup>		
If applicable, name(s) of person(s) with whom you are acting jointly			



# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate secretary

<b>E1</b>	<b>Corporate secretary details<sup>①</sup></b>	
	Please use this section to list all the corporate secretaries of the company. Please complete Sections E1-E5.	
Name of corporate body or firm		<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies<sup>②</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered <sup>③</sup>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number		

# OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

E5

## Corporate secretary's authority

	Please enter the extent of your authority as corporate secretary. Please tick one box.	<b>❶</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>❷</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Extent of authority	<input type="checkbox"/> Limited <b>❶</b> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <b>❷</b>	
If applicable, name(s) of person(s) with whom you are acting jointly		

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Director

<b>F1</b>	<b>Director details <sup>①</sup></b>	
	Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G5. Please use a continuation page if necessary.	<b>① Corporate details</b> Please use Sections G1-G5 to enter corporate director details.
Full forename(s)	Heather	<b>② Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.
Surname	Perry	<b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section F5.
Former name(s) <sup>②</sup>		<b>④ Month and year of birth</b> Please provide month and year only. Provide full date of birth in section F4.
Country/State of residence <sup>③</sup>	USA/California	<b>⑤ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.
Nationality	USA	
Month/year of birth <sup>④</sup>	X X m 0 m 7 y 1 y 9 y 8 y 2	
Business occupation (if any) <sup>⑤</sup>	Vice President	

<b>F2</b>	<b>Director's service address <sup>⑥</sup></b>	
Building name/number	117 West	<b>⑥ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.
Street	4th Street Suite 300	If you provide your residential address here it will appear on the public record.
Post town	Santa Ana	
County/Region		
Postcode	C A 9 2 7 0 1	
Country	USA	

<b>F3</b>	<b>Director's authority</b>	
	Please enter the extent of your authority as director. Please tick one box.	<b>⑦</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.
Extent of authority	<input checked="" type="checkbox"/> Limited <sup>⑦</sup> <input type="checkbox"/> Unlimited	<b>⑧</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Description of limited authority, if applicable	Authority limited can act jointly with either Christina Meini, Guy Burdett, Richard Rhinehart or Paul Stack Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly <sup>⑧</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly	Either Christina Meini, Guy Burdett, Richard Rhinehart or Paul Stack	

# OS INQ1 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate director

<b>G1</b>	<b>Corporate director details <sup>①</sup></b>	
	Please use this section to list all the corporate directors of the company. Please complete Sections G1-G5.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		

**① Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.

<b>G2</b>	<b>Location of the registry of the corporate body or firm</b>
	Is the corporate director registered within the European Economic Area (EEA)?
	→ Yes Complete Section G3 only → No Complete Section G4 only

<b>G3</b>	<b>EEA companies <sup>②</sup></b>
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.
Where the company/firm is registered <sup>③</sup>	
Registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**② EEA**  
A full list of countries of the EEA can be found in our guidance:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**③** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

<b>G4</b>	<b>Non-EEA companies</b>
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.
Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered <sup>④</sup>	
If applicable, the registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**④ Non-EEA**  
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

## OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

G5

### Corporate director's authority

	<p>Please enter the extent of your authority as corporate director. Please tick one box.</p>	
Extent of authority	<p><input type="checkbox"/> Limited <sup>❶</sup></p> <p><input type="checkbox"/> Unlimited</p>	
Description of limited authority, if applicable	<p>Are you authorised to act alone or jointly? Please tick one box.</p> <p><input type="checkbox"/> Alone</p> <p><input type="checkbox"/> Jointly <sup>❷</sup></p>	
If applicable, name(s) of person(s) with whom you are acting jointly		

❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

# OS INQ1 - continuation page

## Registration of an overseas company opening a UK establishment

### Permanent representative

<b>J1</b>	<b>Permanent representative's details</b>	
	Please use this section to list all the permanent representatives of the company. Please complete <b>Sections J1-J4</b> .	
Full forename(s)		
Surname		
<b>J2</b>	<b>Permanent representative's service address <sup>①</sup></b>	
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<b>① Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.	
<b>J3</b>	<b>Permanent representative's authority</b>	
	Please enter the extent of your authority as permanent representative. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <sup>②</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>③</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly		

## OS.INQ1 - continuation page

### Registration of an overseas company opening a UK establishment

#### Person authorised

<b>K1</b>	<b>Details of person authorised to accept service of documents in the UK</b>	
	Please use this section to list all the persons' authorised to accept service below. Please complete <b>Sections K1-K2</b> .	
Full forename(s)		
Surname		
<b>K2</b>	<b>Service address of person authorised to accept service <sup>1</sup></b>	
Building name/number		<b><sup>1</sup> Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.
Street		
Post town		
County/Region		
Postcode		
Country		

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Secretary

#### D1 Secretary details<sup>①</sup>

Please use this section to list all the secretaries of the company. Please complete Sections D1-D3. For a corporate secretary, complete Sections E1-E5.

Full forename(s)

Surname

Former name(s)<sup>②</sup>

#### ① Corporate details

Please use Sections E1-E5 to enter corporate secretary details.

#### ② Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

#### D2 Secretary's service address<sup>③</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ③ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

#### D3 Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

- ☐ Limited <sup>④</sup>  
☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone  
☐ Jointly <sup>⑤</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

④ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

⑤ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.



# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate secretary

<b>E1</b>	<b>Corporate secretary details<sup>①</sup></b>	
	Please use this section to list all the corporate secretaries of the company. Please complete <b>Sections E1-E5</b> .	
Name of corporate body or firm		<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate secretary registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section E3 only</b> → <b>No</b> Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies<sup>②</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered <sup>③</sup>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number		

# OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

E5

## Corporate secretary's authority

	Please enter the extent of your authority as corporate secretary. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable			
	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Director

<b>F1</b>	<b>Director details <sup>1</sup></b>	
	Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G5. Please use a continuation page if necessary.	
Full forename(s)	Paul	
Surname	Stack	
Former name(s) <sup>2</sup>		
Country/State of residence <sup>3</sup>	Ireland	
Nationality	Irish	
Month/year of birth <sup>4</sup>	X X m 0 m 4 y 1 y 9 y 6 y 8	
Business occupation (if any) <sup>5</sup>	Operations Director	
		<b>1 Corporate details</b> Please use Sections G1-G5 to enter corporate director details.
		<b>2 Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.
		<b>3 Country/State of residence</b> This is in respect of your usual residential address as stated in Section F5.
		<b>4 Month and year of birth</b> Please provide month and year only. Provide full date of birth in section F4.
		<b>5 Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.
<b>F2</b>	<b>Director's service address <sup>6</sup></b>	
Building name/number	117 West	
Street	4th Street Suite 300	
Post town	Santa Ana	
County/Region		
Postcode	C A 9 2 7 0 1	
Country	USA	
		<b>6 Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.
<b>F3</b>	<b>Director's authority</b>	
	Please enter the extent of your authority as director. Please tick one box.	
Extent of authority	<input checked="" type="checkbox"/> Limited <sup>7</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Authority limited can act jointly with either Christina Meini, Guy Burdett, Richard Rhinehart or Heather Perry  Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly <sup>8</sup>	<b>7</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>8</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
If applicable, name(s) of person(s) with whom you are acting jointly	Either Christina Meini, Guy Burdett, Richard Rhinehart or Heather Perry	

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate director

<b>G1</b>	<b>Corporate director details ①</b>	
	Please use this section to list all the corporate directors of the company. Please complete <b>Sections G1-G5</b> .	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.	
<b>G2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section G3 only</b> → No Complete <b>Section G4 only</b>	
<b>G3</b>	<b>EEA companies ②</b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered ③		
Registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).	
<b>G4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register	

**OS IN01 - continuation page**  
Registration of an overseas company opening a UK establishment

**G5**

**Corporate director's authority**

	<p>Please enter the extent of your authority as corporate director. Please tick one box.</p>	
Extent of authority	<p><input type="checkbox"/> Limited ❶</p> <p><input type="checkbox"/> Unlimited</p>	
Description of limited authority, if applicable		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
	<p>Are you authorised to act alone or jointly? Please tick one box.</p> <p><input type="checkbox"/> Alone</p> <p><input type="checkbox"/> Jointly ❷</p>	
If applicable, name(s) of person(s) with whom you are acting jointly		

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Permanent representative

<b>J1</b>	<b>Permanent representative's details</b>	
	Please use this section to list all the permanent representatives of the company. Please complete <b>Sections J1-J4</b> .	
Full forename(s)		
Surname		
<b>J2</b>	<b>Permanent representative's service address <sup>1</sup></b>	
Building name/number		<b><sup>1</sup> Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.
Street		
Post town		
County/Region		
Postcode		
Country		
<b>J3</b>	<b>Permanent representative's authority</b>	
	Please enter the extent of your authority as permanent representative. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <sup>2</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable		
	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>3</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly		

## OS IN01 - continuation page

### Registration of an overseas company opening a UK establishment

#### Person authorised

<b>K1</b>	<b>Details of person authorised to accept service of documents in the UK</b>	
	Please use this section to list all the persons' authorised to accept service below. Please complete <b>Sections K1-K2</b> .	
Full forename(s)		
Surname		
<b>K2</b>	<b>Service address of person authorised to accept service <sup>①</sup></b>	
Building name/number		<b>① Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Secretary

**D1**

#### Secretary details<sup>①</sup>

Please use this section to list all the secretaries of the company. Please complete Sections D1-D3. For a corporate secretary, complete Sections E1-E5.

Full forename(s)

Surname

Former name(s)<sup>②</sup>

#### ① Corporate details

Please use Sections E1-E5 to enter corporate secretary details.

#### ② Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

**D2**

#### Secretary's service address<sup>③</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ③ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

**D3**

#### Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

- ☐ Limited <sup>④</sup>
- ☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
- ☐ Jointly <sup>⑤</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

④ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

⑤ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.



## OS IN01 - continuation page

### Registration of an overseas company opening a UK establishment

#### Corporate secretary

<b>E1</b>	<b>Corporate secretary details<sup>①</sup></b>	
	Please use this section to list all the corporate secretaries of the company. Please complete Sections E1-E5.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
	<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.	
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate secretary registered within the European Economic Area (EEA)?	
	→ Yes Complete Section E3 only → No Complete Section E4 only	
<b>E3</b>	<b>EEA companies<sup>②</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered <sup>③</sup>		
Registration number		
	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).	
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number		
	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register	

## OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

**E5**

### Corporate secretary's authority

	Please enter the extent of your authority as corporate secretary. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.		
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Director

<b>F1</b>	<b>Director details <sup>1</sup></b>	
	Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G5. Please use a continuation page if necessary.	
Full forename(s)	Guy	
Surname	Burdett	
Former name(s) <sup>2</sup>		
Country/State of residence <sup>3</sup>	USA/Texas	
Nationality	USA	
Month/year of birth <sup>4</sup>	<div>X</div> <div>X</div> <div>m</div> <div>0</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>5</div>	
Business occupation (if any) <sup>5</sup>	Chief Financial Officer	

**1 Corporate details**  
Please use Sections G1-G5 to enter corporate director details.

**2 Former name(s)**  
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

**3 Country/State of residence**  
This is in respect of your usual residential address as stated in Section F5.

**4 Month and year of birth**  
Please provide month and year only. Provide full date of birth in section F4.

**5 Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

<b>F2</b>	<b>Director's service address <sup>6</sup></b>	
Building name/number	117	
Street	West 4th St Suite 300	
Post town	Santa Ana	
County/Region	California	
Postcode	C A 9 2 7 0 1	
Country	USA	

**6 Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

<b>F3</b>	<b>Director's authority</b>	
	Please enter the extent of your authority as director. Please tick one box.	
Extent of authority	<input checked="" type="checkbox"/> Limited <sup>7</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Limited can act jointly with either Christina Meinl, Heather Perry Richard Rhinehart or Paul stack Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly <sup>8</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly	Either Christina Meinl, Heather Perry, Richard Rhinehart or Paul Stack	

**7** If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

**8** If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Corporate director

<b>G1</b>	<b>Corporate director details <sup>①</sup></b>	
	Please use this section to list all the corporate directors of the company. Please complete <b>Sections G1-G5</b> .	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.	
<b>G2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section G3 only</b> → <b>No</b> Complete <b>Section G4 only</b>	
<b>G3</b>	<b>EEA companies <sup>②</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered <sup>③</sup>		
Registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).	
<b>G4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>④</sup>		
If applicable, the registration number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register	

# OS IN01 - continuation page

Registration of an overseas company opening a UK establishment

G5

## Corporate director's authority

	Please enter the extent of your authority as corporate director. Please tick one box.		<p>❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</p> <p>❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</p>
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited		
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.		
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❷		
If applicable, name(s) of person(s) with whom you are acting jointly			

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Permanent representative

<b>J1</b>	<b>Permanent representative's details</b>	
	Please use this section to list all the permanent representatives of the company. Please complete <b>Sections J1-J4</b> .	
Full forename(s)	Yannis	
Surname	Apostolopoulos	
<b>J2</b>	<b>Permanent representative's service address <sup>1</sup></b>	
Building name/number	117 West	
Street	4th Street Suite 300	
Post town		
County/Region	Santa Ana	
Postcode	C S 9 2 7 0 1	
Country	USA	
	<b><sup>1</sup> Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  If you provide your residential address here it will appear on the public record.	
<b>J3</b>	<b>Permanent representative's authority</b>	
	Please enter the extent of your authority as permanent representative. Please tick one box.	
Extent of authority	<input checked="" type="checkbox"/> Limited <sup>2</sup> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	limited authority can act jointly with Richard Rhinehart Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly <sup>3</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly	Richard Rhinehart	
	<b><sup>2</sup> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.</b>  <b><sup>3</sup> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.</b>	

# OS IN01 - continuation page

## Registration of an overseas company opening a UK establishment

### Person authorised

#### K1 Details of person authorised to accept service of documents in the UK

Please use this section to list all the persons' authorised to accept service below.  
Please complete Sections K1-K2.

Full forename(s)

Surname

#### K2 Service address of person authorised to accept service <sup>①</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

##### ① Service address

This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.

1701045

FILED

In the office of the Secretary of State  
of the State of California

ARTICLES OF INCORPORATION OF

SPECIALTY COFFEE ASSOCIATION OF AMERICA DEC 27 1991

I

*March Fong Eu*  
MARCH FONG EU, Secretary of State

The name of this corporation is SPECIALTY COFFEE ASSOCIATION OF AMERICA.

II

A. This corporation is a nonprofit mutual benefit corporation organized under the Nonprofit <sup>mutual</sup> Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under such law.

B. The specific purpose of this corporation is to promote public interest regarding coffee and coffee beverages of the highest quality; to provide education about cultivation, processing, preparation, and the marketing of specialty coffee; to establish a common forum for discussion among industry members; to ensure a sense of industry purpose and cooperation; and to enhance the unified character of our industry.

III

The name and address in the State of California of this corporation's initial agent for the service of process is:

Name: Mr. Ted Lingle

Street Address: One World Trade Center, Suite 800

City: Long Beach State: California Zip Code: 90831-0800

IV

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

December 24, 1991  
DATE

*Ted R. Lingle*  
Ted R. Lingle

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

*Ted R. Lingle*





# State of California Secretary of State

**N****E-M84524****FILED**In the office of the Secretary of  
State of the State of California**Jul - 19 2012**

This Space For Filing Use Only

**Statement of Information**

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee \$20.00. If amendment, see instructions.

**IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM****1. CORPORATE NAME**C1701045  
SPECIALTY COFFEE ASSOCIATION OF AMERICA  
DAVID ROBERSON  
330 GOLDEN SHORE SUITE 50  
LONG BEACH CA 90802**Due Date:****Complete Principal Office Address** (Do not abbreviate the name of the city. Item 2 cannot be a P.O. Box.)

2. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
330 GOLDEN SHORE SUITE 50 LONG BEACH CA 90802			

3. MAILING ADDRESS OF THE CORPORATION, IF REQUIRED	CITY	STATE	ZIP CODE
DAVID ROBERSON 330 GOLDEN SHORE SUITE 50 LONG BEACH CA 90802			

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

4. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
MAX QUIRIN	5 AVENIDA 13-82, ZONA 9 EDIF. VIA NAPOLI OF, 32	GUATEMALA CITY,	1009	GUATEMALA

5. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
BEN PITTS	3010 HUTCHISON MCDONALD RD., STE. F	CHARLOTTE	NC	28269-4280

6. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
BEN PITTS	3010 HUTCHISON MCDONALD RD., STE. F	CHARLOTTE	NC	28269-4280

**Agent for Service of Process** (If the agent is an individual, the agent must reside in California and Item 8 must be completed with a California street address (a P.O. Box address is not acceptable). If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 8 must be left blank.)**7. NAME OF AGENT FOR SERVICE OF PROCESS**

RICHARD RHINEHART

8. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
330 GOLDEN SHORE SUITE 50 LONG BEACH, CA 90802			

**Davis-Stirling Common Interest Development Act** (California Civil Code section 1350, et seq.)9. ☐ Check here if the corporation is an association formed to manage common interest development under the Davis-Stirling Common Interest Development Act and proceed to items 10, 11 and 12.**NOTE:** Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

10. ADDRESS OF BUSINESS OR CORPORATE OFFICE OF THE ASSOCIATION, IF ANY	CITY	STATE	ZIP CODE
--	------	-------	----------

11. FRONT STREET AND NEAREST CROSS STREET FOR THE PHYSICAL LOCATION OF THE COMMON INTEREST DEVELOPMENT (Complete if the business or corporate office is not on the site of the common interest development.)	9-DIGIT ZIP CODE
---	------------------

12. NAME AND ADDRESS OF ASSOCIATION'S MANAGING AGENT, IF ANY	CITY	STATE	ZIP CODE
--	------	-------	----------

**13. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.**

07/19/2012

DAVID ROBERSON

DIRECTOR OF ACCOUNTING

DATE

TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM

TITLE

SIGNATURE



**State of California  
Secretary of State**

**N**

**Statement of Information**

*(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)*

Filing Fee: \$20.00. If this is an amendment, see instructions.

**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**F140282**

**FILED**

In the office of the Secretary of State  
of the State of California

**SEP-17 2014**

This Space for Filing Use Only

**1. CORPORATE NAME**

SPECIALTY COFFEE ASSOCIATION OF AMERICA

**2. CALIFORNIA CORPORATE NUMBER**

C1701045

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

**3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY**

**CITY**

**STATE**

**ZIP CODE**

117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**4. MAILING ADDRESS OF THE CORPORATION**

**CITY**

**STATE**

**ZIP CODE**

SCAA 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

**5. CHIEF EXECUTIVE OFFICER/**

**ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

RICHARD J RHINEHART 117 WEST 4TH ST SUITE 300, SANTA ANA, CA 92701

**6. SECRETARY**

**ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

GUY BURDETT 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**7. CHIEF FINANCIAL OFFICER/**

**ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

GUY BURDETT 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

**8. NAME OF AGENT FOR SERVICE OF PROCESS**

RICHARD RHINEHART

**9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL**

**CITY**

**STATE**

**ZIP CODE**

117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Common Interest Developments**

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

**11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.**

09/17/2014

ELLIOT GWINN

STAFF ACCOUNTANT

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

SI-100 (REV 01/2014)

APPROVED BY SECRETARY OF STATE



**State of California  
Secretary of State**

N

**Statement of Information**

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.  
IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

**F140282**

**FILED**

In the office of the Secretary of State  
of the State of California

**SEP-17 2014**

This Space for Filing Use Only

**1. CORPORATE NAME**

SPECIALTY COFFEE ASSOCIATION OF AMERICA

**2. CALIFORNIA CORPORATE NUMBER**

C1701045

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE  
117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

4. MAILING ADDRESS OF THE CORPORATION CITY STATE ZIP CODE  
SCAA 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE  
RICHARD J RHINEHART 117 WEST 4TH ST SUITE 300, SANTA ANA, CA 92701

6. SECRETARY ADDRESS CITY STATE ZIP CODE  
GUY BURDETT 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

7. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE  
GUY BURDETT 117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS (Name of the corporation or agent must be a California resident or a corporation that appears to be a California resident)  
RICHARD RHINEHART

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE  
117 WEST 4TH STREET SUITE 300, SANTA ANA, CA 92701

**Common Interest Developments**

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

09/17/2014

ELLIOT GWINN

STAFF ACCOUNTANT

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE


SIGNATURE

SI-100 (REV 01/2014)

APPROVED BY SECRETARY OF STATE

NCTO

A0802134

	<b>Secretary of State</b> <b>Certificate of Amendment of</b> <b>Articles of Incorporation</b> <b>Name Change Only - Nonprofit</b>	<b>AMDT-</b> <b>NP-NA</b>
<b>IMPORTANT — Read instructions before completing this form.</b> <b>Filing Fee — \$30.00</b> <b>Copy Fees — First Page \$1.00 &amp; .50 for each attachment page;</b> <b>Certification Fee — \$5.00</b>		
<b>1. Corporation Name</b> (Enter the exact name of the corporation as it is currently recorded with the California Secretary of State) <b>SPECIALTY COFFEE ASSOCIATION OF AMERICA</b>		<b>2. 7-Digit Secretary of State File Number</b> <b>C1701045</b>

**FILED**  
 Secretary of State  
 State of California  
 AUG 24 2017

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- Item 3a:** Enter the number, letter, or other designation assigned to the provision in the Articles of Incorporation being amended (e.g., "1," "First" or "A"). See instructions if the provision in the Articles of Incorporation being amended does not include a number, letter, or other designation. Any attachment is made part of this document.
- Item 3b:** Enter the new corporate name.

**3. New Corporation Name**

- 3a.** Article I of the Articles of Incorporation is amended to read as shown in Item 3b below:
- 3b.** The name of the corporation is ASSOCIATION FOR SPECIALTY COFFEE.

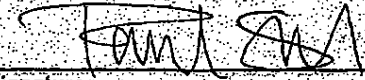
**4. Approval Statements**

- 4a.** The Board of Directors has approved the amendment of the Articles of Incorporation.
- 4b.** Member approval was (check one):
- ☒ By the required vote of the members in accordance with California Corporations Code section 5812, 7812, or 12502.
- ☐ Not required because the corporation has no members.

**5. Read, sign and date below (See instructions for signature requirements. Note: Both lines must be signed.)**


We declare under penalty of perjury under the laws of the State of California that the matters set forth herein are true and correct of our own knowledge and we are authorized by California law to sign.

Aug. 8, 2017  
 Date

  
 Signature

Paul Stack  
 Type or Print Name of President

Aug. 2, 2017  
 Date

  
 Signature

Guy Burdett  
 Type or Print Name of Secretary



I hereby certify that the foregoing  
transcript of 1 page(s)  
is a full, true and correct copy of the  
original record in the custody of the  
California Secretary of State's office.

AUG 31 2017 <sup>PM</sup>

Date: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Alex Padilla".

ALEX PADILLA, Secretary of State



September 11, 2017

I certify this is a true copy.

A handwritten signature in black ink, appearing to be 'Richard Rhinehart', written over the printed name.

Richard Rhinehart  
Chief Executive Officer / Executive Director

**SPECIALTY COFFEE  
ASSOCIATION OF AMERICA**

**FINANCIAL STATEMENTS WITH  
INDEPENDENT AUDITOR'S REPORT**

**YEARS ENDED  
SEPTEMBER 30, 2016 AND 2015**

# **SPECIALTY COFFEE ASSOCIATION OF AMERICA**

## **TABLE OF CONTENTS SEPTEMBER 30, 2016 AND 2015**

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Notes to Financial Statements .....	8





Gilbert Associates, Inc.  
CPAs and Advisors

## INDEPENDENT AUDITOR'S REPORT

**Board of Directors  
Specialty Coffee Association of America  
Santa Ana, California**

We have audited the accompanying financial statements of Specialty Coffee Association of America, which comprise the statements of financial position as of September 30, 2016 and 2015, and the related statements of activities, functional expenses, and of cash flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors  
Specialty Coffee Association of America  
Page two

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Specialty Coffee Association of America as of September 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Gilbert Associates, Inc.*

**GILBERT ASSOCIATES, INC.**  
**Sacramento, California**

**January 26, 2017**

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## STATEMENTS OF FINANCIAL POSITION SEPTEMBER 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 1,236,841	\$ 867,123
Accounts receivable	464,583	528,638
Inventory	157,248	142,163
Prepaid expenses	176,053	160,194
Total current assets	<u>2,034,725</u>	<u>1,698,118</u>
<b>NONCURRENT ASSETS:</b>		
Property and equipment, net	276,469	377,431
Intangible assets, net	153,179	96,197
Security deposit	<u>9,000</u>	<u>9,000</u>
<b>TOTAL ASSETS</b>	<u>\$ 2,473,373</u>	<u>\$ 2,180,746</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Deferred revenues	\$ 1,555,948	\$ 1,351,753
Accrued expenses	500,290	287,843
Accounts payable	170,514	151,298
Deferred rent	41,053	39,491
Current portion of note payable	6,968	6,729
Total current liabilities	<u>2,274,773</u>	<u>1,837,114</u>
<b>NON CURRENT LIABILITIES:</b>		
Note payable	<u>15,935</u>	<u>22,903</u>
<b>TOTAL LIABILITIES</b>	2,290,708	1,860,017
<b>NET ASSETS, Unrestricted</b>	<u>182,665</u>	<u>320,729</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 2,473,373</u>	<u>\$ 2,180,746</u>

The accompanying notes are an integral part of these financial statements.

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## STATEMENTS OF ACTIVITIES YEARS ENDED SEPTEMBER 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
<b>OPERATING REVENUES:</b>		
Exposition and events	\$ 4,367,300	\$ 3,880,071
Professional development	1,691,127	1,743,432
Membership dues	1,208,207	1,051,939
Resource center sales, net of cost of sales of \$283,725 in 2016 and \$228,558 in 2015	332,101	227,699
Publications	116,509	67,180
Management fees	30,267	37,500
Member services and development	24,255	15,300
Other	5,817	36,844
Total operating revenues	<u>7,775,583</u>	<u>7,059,965</u>
<b>OPERATING EXPENSES:</b>		
Program Services:		
Exposition and events	4,050,291	4,080,854
Membership	796,415	530,218
Education programs	450,470	365,142
Publications	218,003	167,480
Resource center	181,244	55,778
Total program expenses	<u>5,696,423</u>	<u>5,199,472</u>
Supporting Services:		
Management and general	1,860,382	1,573,701
Total operating expenses	<u>7,556,805</u>	<u>6,773,173</u>
<b>INCOME FROM OPERATIONS</b>	218,778	286,792
<b>UNIFICATION EXPENSES</b>	<u>356,842</u>	<u>115,312</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	(138,064)	171,480
<b>NET ASSETS, Beginning of Year</b>	<u>320,729</u>	<u>149,249</u>
<b>NET ASSETS, End of Year</b>	<u>\$ 182,665</u>	<u>\$ 320,729</u>

The accompanying notes are an integral part of these financial statements.

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED SEPTEMBER 30, 2016

	Program Services					Supporting Services	
	Exposition and Events	Membership	Education	Publications	Resource Center	Management, General, and Unification	Total
Salaries and benefits	\$ 1,828,408	\$ 627,704	\$ 321,508	\$ 147,996	\$ 156,158	\$ 613,013	\$ 3,694,787
Event costs	1,714,527	34,555	2,000			79,541	1,830,623
Professional services	114	60,400	49,561		11,022	438,954	560,051
Travel and entertainment	155,242	41,041	33,835	63	4,582	301,196	535,959
Office expenses	22,402	3,196	7,600	41,750	2,230	200,017	277,195
Software license and fees	115,620	403	24,521	36	4,899	127,581	273,060
Depreciation and amortization						175,229	175,229
Marketing and promotion	102,465	4,469	2,044	16,095	1,325	8,378	134,776
Rent expense						120,686	120,686
Telephone and internet	37,114	306	943			44,931	83,294
Postage and delivery	40,741	13,524	642	12,063	956	12,102	80,028
Leases - operating	8,044					27,907	35,951
Insurance expense						29,743	29,743
Advertising	23,944		2,821		72	904	27,741
Product research & devel						22,737	22,737
Licenses and memberships	1,670	10,817	4,995			4,640	22,122
Taxes						4,642	4,642
Bad debt expense						3,990	3,990
Interest expense						1,033	1,033
Total expenses	<u>\$ 4,050,291</u>	<u>\$ 796,415</u>	<u>\$ 450,470</u>	<u>\$ 218,003</u>	<u>\$ 181,244</u>	<u>\$ 2,217,224</u>	<u>\$ 7,913,647</u>

The accompanying notes are an integral part of these financial statements.

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED SEPTEMBER 30, 2015

	Program Services					Supporting Services	
	Exposition and Events	Membership	Education	Publications	Resource Center	Management, General, and Unification	Total
Salaries and benefits	\$ 1,897,002	\$ 472,218	\$ 152,253	\$ 115,343	\$ 50,750	\$ 411,239	\$ 3,098,805
Event costs	1,683,642	9,433	70,267	158	689	52,563	1,816,752
Professional services	3,579	27,548	5,817	7,884	1,554	238,917	285,299
Travel and entertainment	183,669	3,348	53,637	590	1,759	254,755	497,758
Office expenses	18,981	61	9,346	4,502	367	187,711	220,968
Software license and fees	131,507	5,374	19,120	172	29	106,848	263,050
Depreciation and amortization						151,167	151,167
Marketing and promotion	83,929		728	32,309	200	14,877	132,043
Rent expense						121,704	121,704
Telephone and internet	25,665	268	1,719		330	43,291	71,273
Postage and delivery	20,300	4,243	1,688	5,988		23,187	55,406
Leases - operating						23,257	23,257
Insurance expense						37,394	37,394
Advertising	8		25	534	100	1,524	2,191
Licenses and memberships	1,519	7,725	10,181			7,446	26,871
Taxes	24,136					4,185	28,321
Bad debt expense	6,917		40,361			6,752	54,030
Interest expense						2,196	2,196
Total expenses	<u>\$ 4,080,854</u>	<u>\$ 530,218</u>	<u>\$ 365,142</u>	<u>\$ 167,480</u>	<u>\$ 55,778</u>	<u>\$ 1,689,013</u>	<u>\$ 6,888,485</u>

The accompanying notes are an integral part of these financial statements.

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## STATEMENTS OF CASH FLOWS YEARS ENDED SEPTEMBER 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Increase (decrease) in net assets	\$ (138,064)	\$ 171,480
Reconciliation to net cash provided by operating activities:		
Depreciation and amortization	175,229	151,167
Changes in:		
Accounts receivable	64,055	159,926
Inventory	(15,085)	(2,318)
Prepaid expenses	(15,859)	20,777
Security deposit		5,794
Accounts payable	19,216	(130,392)
Accrued expenses	212,447	94,555
Deferred rent	1,562	30,361
Deferred revenues	204,195	140,255
Net cash provided by operating activities	<u>507,696</u>	<u>641,605</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Acquisition of intangible assets	(80,272)	(56,408)
Purchases of property and equipment	<u>(50,977)</u>	<u>(88,448)</u>
Net cash used by investing activities	<u>(131,249)</u>	<u>(144,856)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Principal payments on note payable	<u>(6,729)</u>	<u>(5,932)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	369,718	490,817
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<u>867,123</u>	<u>376,306</u>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<u>\$ 1,236,841</u>	<u>\$ 867,123</u>
<b>SUPPLEMENTAL ACTIVITY:</b>		
Interest paid	<u>\$ 1,033</u>	<u>\$ 2,196</u>
<b>NON-CASH TRANSACTIONS:</b>		
Leasehold improvements obtained by incurring note payable	<u>\$</u>	<u>\$ 35,564</u>

The accompanying notes are an integral part of these financial statements.

# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 2016 AND 2015

---

### 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

**Nature of operations** – The Specialty Coffee Association of America (the Association) was incorporated on December 27, 1991 as a nonprofit national trade association and is headquartered in Santa Ana, California.

The purpose of the Association is to promote nationwide public interest regarding coffee and coffee beverages of the highest quality, provide education about cultivation, processing, preparation, and marketing of specialty coffee, establish a common forum for discussion among industry members, ensure a sense of industry purpose and cooperation, and to enhance the unified character of the industry.

**Basis of accounting and financial statement presentation** – The financial statements are prepared on the accrual basis of accounting and in conformity with professional standards applicable to not-for-profit entities.

**Revenue recognition** – Membership dues are recognized based on the subscription year to which the dues relate. Exposition and events revenue are recognized in the fiscal year in which the related event occurs. Education training program and event fees are recognized in the fiscal year in which the training occurs. Resource center sales are recognized when the inventory is shipped to the customer. Directory publication revenue is recognized in the fiscal year in which the directory is published.

**Functional expenses** – The costs of providing various program services have been summarized on a functional basis in the statements of activities and of functional expenses. Accordingly, certain costs have been allocated among the program services based on employee's time incurred and management's estimate of the usage of resources.

**Cash and cash equivalents** – For financial statement purposes, the Association considers all investments with an initial maturity of three months or less to be cash equivalents.

The Association minimizes credit risk associated with cash by periodically evaluating the credit quality of their primary financial institution. The balance at times may exceed federally insured limits. The Association has not experienced any losses in such accounts and management believes the Association is not exposed to any significant credit risk related to cash.

**Accounts receivable** – Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management has estimated an allowance for doubtful accounts based on historical performance. As of September 30, 2016 and 2015, an allowance for doubtful accounts was recorded at \$4,382 and \$6,752, respectively.

**Inventory** – Inventory consists of educational materials and promotional items related to the specialty coffee industry. Inventory is stated at the lower of cost or market value on an average cost basis.



# SPECIALTY COFFEE ASSOCIATION OF AMERICA

## NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 2016 AND 2015

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**Intangible assets** represent the capitalized costs to develop consumer reports, which are available as digital downloads for sale to customers and an internally developed market survey. These assets are amortized over their estimated useful lives of three years. Accumulated amortization totaled \$56,572 and \$33,281 as of September 30, 2016 and 2015, respectively.

**Property and equipment** is stated at cost. The Association capitalizes all expenditures of property and equipment in excess of \$500. Depreciation is computed using the straight-line method over estimated useful lives of individual assets ranging from 3 to 10 years.

**Deferred rent** – The Association records rent expense on a straight-line basis, and the deferred rent liability pertaining to free rent and future rent increases has been accrued.

**Income taxes** – The Association is exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code. The Association has applied the accounting principles related to accounting for uncertainty in income taxes and has determined that there is no material impact on the financial statements. With some exceptions, the Association is no longer subject to U.S. federal and state income tax examinations by tax authorities for years prior to 2012.

**Use of estimates** – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Subsequent events** have been reviewed through January 26, 2017, the date the financial statements were available to be issued. Management concluded that no material subsequent events have occurred since September 30, 2016 that require recognition or disclosure in the financial statements.

**Reclassifications** – Certain 2015 amounts have been reclassified to conform with the 2016 financial statement presentation.

## 2. PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	<u>2016</u>	<u>2015</u>
Office furniture and equipment	\$ 284,270	\$ 267,389
Leasehold improvements	72,601	70,102
Computer and hardware	441,294	441,641
	<u>798,165</u>	<u>779,132</u>
Less: accumulated depreciation and amortization	<u>(521,696)</u>	<u>(401,701)</u>
Property and equipment, net	<u>\$ 276,469</u>	<u>\$ 377,431</u>

## SPECIALTY COFFEE ASSOCIATION OF AMERICA

### NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 2016 AND 2015

#### 3. DEFERRED REVENUE

Deferred revenue consists of the following:

	<u>2016</u>	<u>2015</u>
Conference exhibitors	\$ 804,728	\$ 711,818
Memberships	665,240	596,235
Programs and events	<u>85,980</u>	<u>43,700</u>
Total deferred revenue	<u>\$ 1,555,948</u>	<u>\$ 1,351,753</u>

#### 4. OPERATING LEASE

The Association leases office space for their headquarters location in Santa Ana, California under a long-term agreement. Rental expense for the years ended September 30, 2016 and 2015 was \$120,686 and \$121,704, respectively. Future minimum payments under the lease are as follows:

Fiscal year ending September 30:

2017	\$ 108,270
2018	111,518
2019	114,864
2020	118,315
2021	121,560
Thereafter	<u>114,763</u>
Total	<u>\$ 689,290</u>

#### 5. NOTE PAYABLE

Related to the lease described above, the Association entered into a note payable agreement with their lessor to finance leasehold improvements. The note bears interest at a rate of 3.5% per annum with monthly payments, including accrued interest, of \$689, and matures August 2019. Future minimum principal payments related to the note are as follows:

Fiscal year ending September 30:

2017	\$ 6,968
2018	7,861
2019	<u>8,074</u>
Total	<u>\$ 22,903</u>

# **SPECIALTY COFFEE ASSOCIATION OF AMERICA**

## **NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 2016 AND 2015**

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### **6. SIMPLIFIED EMPLOYEE PENSION PLAN**

The Association has a defined contribution Simplified Employee Pension Plan (SEP) covering all employees with at least one year of service. Contributions to the plan are at the Association's discretion. During the fiscal years ended September 30, 2016 and 2015, the Association elected to fund the SEP \$106,411 and \$71,959, respectively. Unpaid contributions to the plan are included in accrued liabilities.

### **7. RELATED PARTY TRANSACTIONS**

The Association sponsored the creation of the Coffee Quality Institute (the Institute) in 1996. The Institute provides research and education for the improvement of the quality of coffee and is endorsed by the Association. However, the Institute is not under the control of the Association, and therefore, the financial statements do not include the accounts of the Institute.

During 2015, the Institute shared facility space with the Association and the Institute was invoiced \$14,375 by the Association for its share of the facility expenses and supplies. The Association was billed \$17,041 and \$32,845 by the Institute for contracted services and support, supplies, and event sponsorships during fiscal years 2016 and 2015, respectively. These billings were applied against the Institute's accounts receivable balance owed to the Association. As of September 30, 2016 and 2015, the Institute owed the Association \$164,634 and \$132,100, respectively.

The Association and Specialty Coffee Association of Europe (SCAE) are each 50% owners of World Coffee Events Limited (WCE), an events management company for the specialty coffee community worldwide. The Association's Executive Director serves as a non-voting member on WCE's Board of Directors. The Association accounts for its ownership in WCE under the equity method. Because the financial statements of WCE reflect a net deficit balance at September 30, 2016 and 2015, the Association's initial investment in WCE of \$13 has been reduced to zero as of September 30, 2016 and 2015. During 2016 and 2015, the Association earned management fee revenue of \$30,267 and \$37,500, respectively, from WCE. As of September 30, 2016 and 2015, WCE owed the Association \$192,196 and \$170,041, respectively.

### **8. SUBSEQUENT EVENT AND BUSINESS COMBINATION**

During 2015, the Association committed resources to explore the potential combination of the Association and SCAE. The Association's Board and Management collectively believed that such a combination would allow for international growth, greater influence on policy, research alignment, and provide for a unified set of standards and definitions for the specialty industry. In January of 2016, the Association and SCAE agreed to move forward with the combination. In May of 2016, members of SCAE voted and approved an initiative to move towards unification. Subsequently, in August of 2016, members of the Association approved an initiative to move forward with the unification of the entities. Effective January 1, 2017, SCAE and the Association began to operate as a unified entity. The combined entity continues to work towards finalizing the legal and organizational process of the business combination.

Expenses of \$356,842 and \$115,312 were incurred during 2016 and 2015, respectively, to facilitate the unification. Such expenses consist primarily of professional services and travel costs.



**FILE COPY**

**CERTIFICATE OF REGISTRATION  
OF AN OVERSEA COMPANY**

(Registration of a UK establishment)

Company No. FC034704

UK Establishment No. BR019797

The Registrar of Companies hereby certifies that

**SPECIALTY COFFEE ASSOCIATION**

has this day been registered under the Companies Act 2006 as having  
established a UK Establishment in the United Kingdom.

Given at Companies House on **19th October 2017**.



**Companies House**



**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**