

INSTRUCTIONS FOR UCC FINANCING STATEMENT (FORM UCC-1)

Read and follow all Instructions, especially the instructions regarding the Debtor Name as providing the correct name for the Debtor is crucial.

Fill in fields very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.

Debtor Name: Carefully review applicable statutory guidance about providing the debtor's name. Enter Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Debtor's name. If a portion of the Debtor's name consists of only an initial or an abbreviation rather than a full word, enter only the abbreviation or the initial. If the collateral is held in a trust and the Debtor name is the name of the trust, indicate that the Debtor is an "Organization" and enter the trust name in the Organization's Name field.

Organization Debtor Name. "Organization Name" means the name of an entity that is not a natural person. A sole proprietorship is not an organization, even if the individual proprietor does business under a trade name. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed public organic records to determine Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Debtor's name, it must be included. Do not use words that are not part of the Debtor's name.

Individual Debtor Name. "Individual Name" means the name of a natural person; this includes the name of an individual doing business as a sole proprietorship, whether or not operating under a trade name. The term includes the name of a decedent where collateral is being administered by a personal representative of the decedent. The term does not include the name of an entity, even if it contains, as part of the entity's name, the name of an individual. Prefixes (e.g., Mr., Mrs., Ms.) and titles (e.g., M.D.) are generally not part of an individual name. Indications of lineage (e.g., Jr., Sr., III) generally are not part of the individual's name, but may be entered in the Suffix field. Enter individual Debtor's surname (family name) in Individual's Surname field, first personal name in First Personal Name field, and all additional names in Additional Name(s)/Initial(s) field.

If a Debtor's name consists of only a single word, enter that word in Individual's Surname field and leave other fields blank.

For both organization and individual Debtors. Do not use Debtor's trade name, DBA, AKA, FKA, division name, etc. in place of or combined with Debtor's correct name; filer may add such other names as additional Debtors if desired (but this is neither required nor recommended).

Secured Party's name. Enter name and mailing address for Secured Party or Assignee who will be the Secured Party of record.

Collateral. Use the collateral description field to indicate the collateral covered by this financing statement. Do not include social security numbers or other personally identifiable information.

If collateral is held in a trust or being administered by a decedent's personal representative, check the appropriate box in the Additional Lien information screen. If more than one Debtor has an interest in

the described collateral and the check box does not apply to the interest of all Debtors, the filer should consider filing a separate Financing Statement (Form UCC1) for each Debtor.

If this financing statement relates to a Public-Finance Transaction, Manufactured-Home Transaction, or a Debtor is a Transmitting Utility, check the appropriate box. If a Debtor is a Transmitting Utility and the initial financing statement is filed in connection with a Public-Finance Transaction or Manufactured-Home Transaction, check only that a Debtor is a Transmitting Utility.

If this is an Agricultural Lien (as defined in applicable state's enactment of the Uniform Commercial Code) or if this is not a UCC security interest filing (e.g., a tax lien, judgment lien, etc.), check the appropriate box in the Additional Lien Information screen and attach any other items required under other law.

Alternative Designation. If filer desires (at filer's option) to use the designations lessee and lessor, consignee and consignor, seller and buyer (such as in the case of the sale of a payment intangible, promissory note, account or chattel paper), bailee and bailor, or licensee and licensor instead of Debtor and Secured Party, check the appropriate box.

Optional Filer Reference Data. This item is optional and is for filer's use only. For filer's convenience of reference, filer may enter information that filer may find useful. Do not include social security numbers or other personally identifiable information.

INSTRUCTIONS FOR UCC FINANCING STATEMENT AMENDMENT (FORM UCC-3)

File Number

Enter file number of initial financing statement to which this Amendment relates.

Termination

To terminate the effectiveness of the identified financing statement with respect to the security interest(s) of authorizing Secured Party, select Termination as the Filing Action.

Assignment

To assign (1) some or all of Assignor's right, to amend the identified financing statement, or (2) the Assignor's right to amend the identified financing statement with respect to some (but not all) of the collateral covered by the identified financing statement, select Assignment as the Filing Action.

Continuation

To continue the effectiveness of the identified financing statement with respect to the security interest(s) of authorizing Secured Party, select Continuation as the Filing Action.

Party Information Change

To indicate a party information change, select Party Information Change as the Filing Action, and then specify Add, Delete or Change for either Debtor or Secured Party name.

Collateral Change

To indicate a collateral change, select Collateral Change as the Filing Action, and then specify Add, Delete or Restate. To Assign Collateral select Assignment as the Filing Action.

Name of Authorizing Party.

Enter name of party of record authorizing this Amendment. In most cases, the authorizing party is the Secured Party of record. If this is an Amendment (Assignment), enter Assignor's name. If this is an Amendment (Termination) authorized by a Debtor, check the box and enter the name of the Debtor authorizing this Amendment. If there is more than one authorizing Secured Party or Debtor, enter all of the name(s).

Optional Filer Reference Data. This item is optional and is for filer's use only. For filer's convenience of reference, filer may enter any identifying information that filer may find useful. Do not include social security numbers or other personally identifiable information.