

**Delaware Division of Corporations  
401 Federal Street – Suite 4  
Dover, DE 19901  
Ph: 302-739-3073  
Fax: 302-739-3812**

**Statement of Adoption  
of Transparency and Sustainability Standards**

Dear Sir or Madam:

Attached please find a form for a Statement of Adoption of Transparency and Sustainability Standards in accordance with Title 6, Chapter 50E, Section 5003E of the State of Delaware Code. The fee to file the Statement of Adoption is \$250, which includes the certificate that is statutorily required to be issued. Please make the check payable to “Delaware Secretary of State” or we do accept MasterCard, Visa, Discover and American Express credit cards.

A Renewal Statement must be submitted to the Secretary of State between October 1<sup>st</sup> and December 31<sup>st</sup> of each year.

For the convenience of processing your order in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type the name of the person signing under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don't hesitate to call us at (302) 739-3073.

Sincerely,

Department of State  
Division of Corporations

encl.  
rev. 10/18

## Special Instructions – Statement of Adoption of Transparency and Sustainability Standards

*This form is to be used as a Template only. The following instructions will help you in correctly completing your Standards Statement. The instructions are numbered to correspond with the article being referenced.*

- 1. The current and complete name of the entity. If the entity is incorporated or formed with the Division of Corporations, enter the name exactly as it appears in our records. Please visit our website to verify the name.*
- 2. Acknowledgement of adoption of resolutions by the entity's Governing Body regarding Standards and Assessment Measures.*
- 3. List the exact Entity website internet link to the information specified in Article 3 as required by statute.*
- 4. Acknowledgement of requirement to deliver, upon request and within 30 days, to the Secretary of State its most recent Report.*
- 5. Acknowledgement of 3 specific commitments as required by statute.*
- 6. Delaware street address, including street name and number, city and zip code, of the address to which the Secretary of State shall mail any notice.*
- 7. Acknowledgement that declarations contained in the Statement of Adoption are true and correct.*

**Execution Block** - *The document must be signed by an authorized person of the entity. The name of the person must be typed or written legibly underneath the signature.*

*This form contains the basic information required by statute; if you need to add additional information permitted by statute you may draft a new document.*

*Sincerely,  
Delaware Division of Corporations*

STATE OF DELAWARE STATEMENT OF  
ADOPTION OF TRANSPARENCY AND  
SUSTAINABILITY STANDARDS

1. The name of the entity as formed in the State of Delaware is \_\_\_\_\_  
\_\_\_\_\_.

2. The entity hereby acknowledges that the Governing Body of the Entity has adopted resolutions setting forth the Entity's Standards and Assessment Measures.

3. The internet link on the entity's principal website, which contains the Standards and Assessment Measures, the Third Party Criteria used to develop the Standards, a description of the process by which such Standards were identified, developed and approved and any Report filed is as follows:

Such information will be readily available at no cost and without the requirement of the provision of any information and will remain available for so long as the Entity remains a Reporting Entity.

4. The entity hereby acknowledges that they have agreed to deliver to the Secretary of State, within 30 days after a request therefor by the Secretary of State, its most recent Report.

5. The entity hereby acknowledges its commitment to:

a. use the Assessment Measures to assess the Entity's performance in meeting its Standards.

b. review and assess its Standards and Assessment Measures from time to time, and make sure such changes thereto as the Governing Body in good faith determines are necessary or advisable in furtherance of meeting the Entity's Standards.

c. prepare and make readily available to the public at no cost and without the requirement of the provision of any information (by posting on the Entity's Website at the link identified above) a copy of its Report within 90 days of the end of each Reporting Period.

6. The address within the State of Delaware to which the Secretary of State shall mail any notices is as follows  
(street), in the City of \_\_\_\_\_, Zip Code \_\_\_\_\_.

7. The below Authorized Person hereby acknowledges that the information contained in this Statement is accurate and complete.

By: \_\_\_\_\_  
Authorized Person

Name: \_\_\_\_\_  
Print or Type