SIGNATURE AUTHORITY INSTRUCTIONS

1. The name of the Permittee shall be typewritten or printed below the signature line. The type of legal entity shall be included in the name of the Permittee (e.g. individual, sole proprietorship, general partnership, limited partnership, corporation, limited liability company).

2. The name and title of all individuals signing for the entity shall be typewritten or printed below the signature line.

3. The Permittee shall provide evidence that the individual signing the document is authorized to bind the legal entity of the Permittee. Notarization does not constitute such proof unless the Permittee is signing as an individual.

4. Corporations (Profit, Non-profit, Flexible Purpose, and Benefit)

   (A) If the Permittee is a corporation, proof of authorization shall be established (pursuant to Corporations Code section 313) if one of the corporate officers listed in Column A below and one of the corporate officers listed in Column B below both sign the documents.

   A
   
   Chairman of the Board
   President
   Vice President

   AND

   B
   
   Secretary
   Assistant Secretary
   Chief Financial Officer
   Assistant Treasurer

   (B) Any combination of signatures other than those listed above in Columns A and B, or a single signature, must be accompanied by a copy of the Board minutes, resolution, or articles of incorporation which state that these individuals have the authority to bind the corporation. Names and titles should be typewritten or legibly printed below the signature line, so the signatures can be identified.

5. Partnerships (Limited and General). All general partners must sign the documents, unless proof is submitted which authorizes an individual partner to bind the other general partners.

   (A) Limited Partnership. If the legal entity is a limited partnership, a Certificate of Limited Partnership (State Form LP-1) is sufficient to establish the authority of a single general partner to bind the Limited Partnership.

   (B) General Partnership. If the Permittee is a General Partnership, a general partnership agreement is sufficient to establish the names of all general partners of a General Partnership. All partners must sign the documents;
or, in the alternative, proof of authority for the signer(s) to bind the General Partnership must be provided.

6. **Limited Liability Company (LLC).** If the Permittee is a LLC, copies of the following documents must be provided in order to establish who may bind the LLC:

   (A) State Forms LLC-1 and LLC-12 if the company was formed in California; and,

   (B) The operating agreement for the LLC for all LLCs whether formed in California or another state.

7. **Sole Proprietorship.** If the individual signing the document is signing as a sole proprietorship, either a Fictitious Business Name Statement or a San Jose Business License is sufficient to establish the authority of an individual to bind a sole proprietorship.

8. **Individuals/Entities Signing for Another.** If the individual or individuals signing the document are signing on behalf of an entity other than the Permittee, and that other entity is authorized to bind the legal entity of the Permittee, then documentation must be submitted which establishes that the individuals have the authority to bind the other entity, and that the other entity has the authority to bind the legal entity of the Permittee.