

Imports Facility U.S. Registration Agent  
P.O. Box 3743  
Silver Spring, Maryland 20901 USA  
Tel: (866) 899-4310 \* Fax: (866) 455-9481  
E-mail Address: preregister@agdecorp.com  
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# American Global Data Exchange Corporation

## U.S. FDA Food Agent off Line Payment Instructions:

1. Fill out the U.S. Food Facility Designated Agent Service Agreement form from your local Bank, have it signed and notarized. (*Make sure the signatory on the U.S. Food Facility Designated Agent Service Agreement is the person signing and certifying U.S. FDA form 3537.*)
2. Compute your Facility Registration fees based on the Attachment # 1 fee schedule of the U.S. Food Facility Designated Agent Service Agreement. You may forward the calculated payment by:

a) Bank Transfer instructions, Send payment:

To: Chevy Chase Bank  
Address: 6200 Chevy Chase Drive  
Laurel, Maryland 20707-2997

ABA Routing No: 255071981  
Branch: Rockville Pike, Maryland.  
Contact: James H. Scales  
Vice President Chevy Chase Flagship Branch  
Phone: (301) 881-9116  
Fax: (301) 770-6782

b) Western Union Send payment to:

AGDE Corporation, Inc.  
5801 Nicholson Lane  
Suite 1424  
North Bethesda, Maryland 20852

c) FEDEX payment to:

AGDE Corporation, Inc.  
5801 Nicholson Lane  
Suite 1424  
North Bethesda, Maryland 20852

d) DHL Payment to:  
AGDE Corporation, Inc.  
5801 Nicholson Lane  
Suite 1424  
North Bethesda, Maryland 20852

3. Review the Food Facilities Registration Instructions form ins3537 and acquire all the information requested in the form as you will need it to complete registration.
4. Fill out the Food Facilities Registration form 3537.
5. ***You may also allow AGDE Corporation to register on line for you and administer your account. You will be issued a user id, password and registration number for access to your FDA account.***
6. Review all documents and signatures again, fax Form 3537 and U.S. Food Facility Designated Agent Service Agreement to AGDE Corporation, Inc. at FAX:1+(866) 455-9181 Or E-mail to: [contracts@agdecorp.com](mailto:contracts@agdecorp.com) .
7. MAIL via FedEx / DHL / UPS to:  
AGDE Corporation, Inc.  
5801 Nicholson Lane  
Suite 1424  
North Bethesda, Maryland 20852

**PLEASE NOTE REGISTRATION CANNOT BE COMPLETED BEFORE U.S. AGENT FEE PAYMENT IS RECEIVED.**