

**ACTIVITY DESKS PROGRAM  
PRINCIPAL DESIGNATION**

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

Please complete and submit this form when naming the designated principal.

**"Principal"** means a corporate officer or director, a partner in a partnership, a sole proprietor, or an individual with an ownership interest in the activity desk who shall be a signatory of any client trust account of the activity desk.

Complete and submit this form with appropriate evidence.

Evidence of the designated principal may be submitted in the following forms:

- 1) Copy of the signature card indicating the designated principal; or
- 2) An original signed letter by the financial institution verifying the signatory on the client trust account (Form AD-05); AND
- 3) List of officers of a corporation, partners, managers or members as filed with the Business Registration Division.

Activity Desk Name: \_\_\_\_\_

License No.: \_\_\_\_\_

Name of Designated Principal: \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Mail completed form and evidence to:

Activity Desks Program  
DCCA, PVL Licensing Branch  
P. O. Box 3469  
Honolulu, HI 96801

Deliver to office location at:

Activity Desks Program  
DCCA, PVL Licensing Branch  
335 Merchant Street, Room 301  
Honolulu, HI 96813

Phone #: (808) 586-3000

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.