

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

Client Name and Address:

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Via: Electronic Mail

**RE: ENGAGEMENT FOR REPORTING SERVICES UNDER THE CORPORATE TRANSPARENCY ACT**

Dear Client:

We are pleased to confirm our agreement in connection with the provision of reporting services under the Corporate Transparency Act ("CTA"). This engagement letter outlines the terms and conditions of our agreement.

Scope of Services:

Our firm will provide reporting services to assist you in fulfilling the obligations under the Corporate Transparency Act by preparing and submitting Beneficial Owner Information Reports as required by the Act.

Responsibilities:

The client agrees to provide our firm with all necessary and accurate information and documentation required for the preparation of Beneficial Owner Information Report(s). The Client further acknowledges that it is solely responsible for the information provided and warrants the accuracy and completeness of the same. Client agrees to indemnify and hold harmless the Firm from any cause of action arising from the Firm's reliance on the information provided which will be used to make the required BOI report(s).

Confidentiality:

All information provided by the Client will be treated with the utmost confidentiality and will only be disclosed to third parties as required by law or with the Client's express consent. Pursuant to state and federal law, information disclosed to the Firm for the purpose of seeking legal services is subject to the Attorney-Client privilege.

Fees:

Our fees for the reporting services will be billed as a flat-fee rate to be agreed upon at the start of the engagement. We require prepayment of the fees and fees are earned when paid. No refunds will be provided.

Terms of Engagement:

This engagement is effective upon acceptance by the Client and will continue until the completion of the reporting services, unless terminated by either party upon written notice. Termination will not relieve the Client of the obligation to pay for services rendered. Once reporting is properly made and accepted by FINCEN, the service will be considered completed with no further obligation on the part of the Firm. Any further services requested after completion will incur additional charges.

Client understands and agrees that the Corporate Transparency Act has ongoing reporting obligations that will require the reporting company to report to FINCEN any changes in the information initially reported within the time frames applicable at the time of the change. The Firm will not be responsible for any ongoing monitoring or reporting requirements incurred by the Client's entity.

Governing Law:

This engagement letter shall be governed by and construed in accordance with the laws of the State of Texas without regard to its conflict of law principles. This agreement is intended by the parties to constitute a binding contract enforceable under the laws of the State of Texas.

Please sign and return a copy of this letter to confirm your acceptance of our engagement. If you have any questions or concerns, please do not hesitate to contact us.

We look forward to working with you and assisting you in meeting your obligations under the Corporate Transparency Act.

Sincerely,

*/S/ John Mitchell*

For the Firm

I understand and agree to these terms and conditions.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date