



INVOICE #
ENGAGEMENT

For the attention of:

Date: _____

CTA ENGAGEMENT LETTER

The Corporate Transparency Act (CTA) is a federal law enacted in the United States to enhance corporate transparency and to address concerns that the inaccessibility of U.S. companies' beneficial ownership information (BOI) allows bad actors to engage in money laundering, tax fraud, corruption, and other illicit activity. The CTA requires certain entities to disclose their BOI to the Treasury Department's Financial Crimes Enforcement Network (FinCEN).

Harding Bell International Inc (HBI) in conjunction with its advisor(s) will act as your CTA compliance partner and provide the following service(s):

- **CTA Compliance Consulting** – HBI in conjunction its legal advisor(s) will examine your organizational structure(s) and determine your compliance obligations under the CTA regulations and any potential exemptions from filing that your organization(s) may be eligible for.
- **Beneficial Ownership Assessment** – HBI will assist your organization to identify who your beneficial owners are stipulated in the CTA, including an assessment of substantial control and ownership interest thresholds.
- **Company Applicant Identification** – HBI will assist in identifying the company applicants, considering whether they individuals directly involved in the filing process, who are primarily responsible for directing or controlling the filing.
- **BOI Reporting and CTA Compliance** – HBI will prepare and file the Beneficial Ownership Information (BOI) reports on your behalf, ensuring all necessary details are provided within the guidelines and deadlines specified.
- **FinCEN Identifier Application** – Where applicable and beneficial, we will assist in applying for a FinCEN identifier by gathering the necessary identifying information.
- **Continuous Support** – HBI will provide ongoing support on CTA rules, regulatory updates and best practices to maintain compliance.

Provision of these services will ensure compliance with the Corporate Transparency Act (“CTA”) and the reporting of beneficial ownership information is timely filed with the Financial Crimes Enforcement Network (“FinCEN”).

We will rely on all or any of information given to us by you in order to provide the services listed above. However, we will not audit or otherwise verify the information you submit, although it may be necessary to ask you for clarification of some or all of the information from time to time.

It is your responsibility to provide accurate and timely information to HBI. Specifically, you are responsible for:

- The timely communication to HBI of information necessary for the **initial filing** requirements of companies established **before January 1, 2024**.
- The timely communication to HBI of changes and corrections to information necessary for the **initial filing** requirements of companies established **before January 1, 2024**.
- The communication to HBI of information necessary for the **initial filing** requirements of companies established **on or after January 1, 2024 within 45 calendar days** of the date the entity was legally formed. (Filings are due to FinCEN within 90 calendar days of the date of formation).
- The communication to HBI of any changes or corrections to the information required for **ongoing filing** requirements **within 15 calendar days** of the change or correction being made for **all companies**. (Filings are due to FinCEN within 30 calendar days of the change or correction).

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. HBI is not rendering any legal service(s) as part of this agreement. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements:

FEES FOR SERVICE(S)

| Category | Payable Fee |
|--------------------------------------|---|
| INITIAL CTA Filing Fee (per entity): | \$495.00 (payable on signing of this agreement) |
| ONGOING CTA Filing Fee (per entity): | \$195.00 (payable annually in advance) |

ACCEPTING OUR SERVICE(S)

We have read the above terms and conditions and agree to engage Harding Bell International, Inc. to deal with compliance matters relative to the above-named entity in the US. This engagement letter shall endure until written notice is served by either party received at least 90 days prior to services being provided. We understand that HBI is not rendering any legal service(s) as part of this agreement.

YES – I would like HBI to Provide CTA Compliance Assistance

NO – I Do Not Require HBI CTA Compliance Assistance

TERMS OF PAYMENT

Unless otherwise stated or agreed all invoices issued by Harding Bell International are due upon receipt. We would like to express our appreciation for this opportunity to work with you.

HARDING BELL INTERNATIONAL, INC

Accepted by: _____

Print Name: _____

Date: _____

AUBURNDALE 113 Pontotoc Plaza Auburndale FL 33823
KISSIMMEE 8687 West Irlo Bronson Memorial Hwy. Ste #206 Kissimmee FL 34747
LAKELAND 114 Palmola St. Lakeland FL 33803
LAKE WALES 29 State Road 60 West Lake Wales FL 33853
LONGWOOD 710 Miami Springs Drive. Ste #100 Longwood FL 32779



SalesSupport@HBItax.com
Tel: (863) 968-1010
Fax: (863) 968-1020
www.HBItax.com