

# AccuCorp Service - Schedule 3

These terms govern The Compliance Group's ("TCG") AccuCorp Service. By accepting an AccuCorp Service Order, the Customer agrees to these terms in addition to the Master Service Agreement.

## AccuCorp Service Overview

AccuCorp Service involves document preparation and filing. TCG helps prepare and file reports, returns, documents, or submissions ("Reports") required by law to Governmental Agencies by predetermined deadlines, whether recurring or non-recurring.

## Legal Disclaimer

TCG is not a law firm and its services aren't a substitute for legal advice. TCG does not review provided information for legal accuracy, draw conclusions, offer opinions, or apply the law to the Customer's situation. Hiring TCG or using its services does not create an attorney-client relationship. For legal advice, TCG can refer the Customer to Marshlian & Donahue, PLLC, or another licensed attorney upon request.

## Scope of AccuCorp Service

TCG prepares and files corporate Annual Reports with Secretaries of State ("SoSs") on behalf of AccuCorp Service subscribers in jurisdictions listed in the Customer's Service Order.

## Fees

AccuCorp Service is offered under Subscription-Based Fixed-Fees ("Subscription-Based Fixed-Fees") detailed in the Service Order. These fees cover most work, but Out-of-Scope or Non-Fixed-Fees may apply in specific circumstances:

- When Customer doesn't fulfill Responsibilities.
- When Customer requires additional consultative services beyond AccuReg Service.
- When purchasing a la carte compliance reporting services.

## In Scope Services

Certain services are within the scope of AccuCorp Services' Fixed-Fee Rate:

- Gathering and compiling required information.
- Reviewing Customer-provided data for completeness.
- Drafting Covered Reports.
- Making draft Reports available for Customer review.
- Allowing one round of revisions to Reports.
- Preparing and submitting Reports.
- Setting up online accounts with Government Agencies if necessary.
- Paying Government Agency filing fees.
- Storing Reports or copies.
- Reasonable communication with Customer about compliance reporting.
- Filing fees are pass-through expenses borne by the Customer.

### **Out-of-Scope Services**

Not all TCG services are within the AccuCorp Services Fixed-Fee rates. Out-of-Scope services are detailed in the Master Service Agreement.

### **Notice and Approval of Fees**

Whenever Out-of-Scope or Non-Fixed-Fees apply, TCG will provide either Individual Case Basis ("ICB") pricing or written notice. In most cases, TCG will await written authorization of ICB pricing before proceeding.

### **Expedite Fees for Late-Submitted Data**

Customer's failure to submit timely and accurate Data may lead to Expedite Fees and other consequences:

- Expedite Fee for Data submitted within 7 days of the deadline: \$75 per filing/report.
- Expedite Fee for Data submitted within 2 days of the deadline: \$125 per filing/report.

### **Late Submission Policy**

Late-submitted Data may result in delayed submission of Reports and penalties imposed by government agencies. If Data is provided less than five (5) days before a deadline, TCG might submit Reports using expedited methods, with expenses deducted from the Customer's Escrow Account per the Master Services Agreement. TCG does not guarantee timely filing if Data is received less than three (3) days before the deadline.

*These terms ensure transparency, accountability, and clarity regarding the AccuCorp Service's procedures and responsibilities.*