

Dear MBE CPAs:

This representation letter is provided to MBE CPAs (“Firm”) in connection with the preparation and filing of the initial *Beneficial Ownership Information* (“BOI”) report for _____ (herein referred to as “Management,” “we,” “our,” or “us”) to the Financial Crimes Enforcement Network (“FinCEN”) as required by the Corporate Transparency Act (“CTA”).

To the best of our knowledge and belief, Management confirms the following representations:

1. Management understands and acknowledges that Firm’s engagement is limited solely to providing limited advisory services to our company for the preparation and submission of our initial BOI report to FinCEN as required under the CTA.
2. Management understands that Firm’s limited services do not include providing legal advice with respect to determining if an exemption applies to our company or whether any relationships constitute “beneficial ownership.” As such, Management understands that the Firm will not be responsible for certifying or opining on our company’s compliance with the CTA. Management accepts full responsibility to engage separate legal counsel to assist in addressing any legal issues that may arise.
3. Management has made available to Firm all the required information and documentation necessary under applicable CTA regulations for the company, our beneficial owners, and if applicable, any company applicant(s).
4. Management acknowledges and understands that Firm will not be responsible for providing any further services related to our company’s ongoing requirement to update and/or correct BOI reports with FinCEN. Management accepts full responsibility for monitoring all reportable changes for our company and our beneficial owners (e.g., a change in beneficial owners; any change to a beneficial owner’s name, address, or unique identifying number; or any other information previously provided to FinCEN) and for ensuring that such changes are timely reported to FinCEN.
5. Management agrees to notify Firm in writing at least fifteen (15) business days prior to the due date for submission if we require assistance from Firm in filing an updated and/or corrected report on our behalf. Management acknowledges that Firm is under no obligation to provide such additional services unless mutually agreed to under a separate written agreement.
6. **Management authorizes Firm to file our initial BOI report on our behalf.**
7. **Management represents, certifies, and warrants to Firm that all information provided to the Firm for purposes of the preparation and submission of the initial BOI report as required under the CTA is true, correct, and complete, and we agree that Firm may rely solely, without independent verification, on the accuracy and completeness of the information provided.**

8. Management acknowledges the importance of oral and written management representations in the performance of Firm's limited services and agrees to release and indemnify Firm and its personnel from any and all claims, liabilities, costs, and expenses attributable to any misrepresentation by Management and our representatives.

Sincerely,

Client Representative