

# AccuAgent Service - Schedule 4

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

## Registered Agent Responsibilities

As Customer's Registered Agent, TCG shall:

- Serve as a statutory agent in Washington, D.C.
- Receive all documents, including legal notifications and regulatory correspondence, as required by state or federal statute.
- Forward all documents related to Agent Service received on Customer's behalf.
- Act as the billing agent, working with TCG's Strategic Partner, for Customer across all 50 states.\*

\*These services will be provided by TCG's Strategic Partner in the 50 United States.

## Document Handling and Storage

TCG or its Strategic Partner will electronically forward received documents on Customer's behalf as the Registered Agent. Electronic copies of these documents will be stored for two (2) years. Original documents won't be forwarded unless requested within 30 days of receipt. Neither TCG nor its Strategic Partner will keep original documents past 30 days or provide them after that period.

## Limitations of Registered Agent Service

- *Not a Mail-Forwarding Service:* TCG and its Strategic Partner can't forward mail or be used as an alternative mailing address. Only correspondence related to Agent Services will be handled.
- *Not a Billing Address:* TCG and its Strategic Partner won't accept invoices, payments, statements, or notices for Customer. They aren't billing contacts for agencies like USAC.
- *Not Legal Representation:* TCG and its Strategic Partner are not law firms. They don't offer legal representation as part of Registered Agent Service.
- *Limited Review of Correspondence:* TCG and its Strategic Partner won't review the contents of correspondence unless it falls within Registered Agent Services' scope. They won't review or complete documents received as a Registered Agent.
- *Forwarding to Legal Counsel:* TCG and its Strategic Partner may copy Customer's legal counsel when forwarding documents. This doesn't constitute legal representation.

## **Customer Responsibilities**

Customer must provide updated contact information, including address, email, telephone, and fax number to TCG and its Strategic Partner. Failing to provide accurate information might lead to Customer's harm, and they agree to hold TCG and its Strategic Partner harmless from any resulting liability.

## **Term and Fees**

*Term:* The Registered Agent Service Agreement starts upon full payment receipt and lasts for one (1) year. It automatically renews each year unless either party gives 30-day cancellation notice before renewal.

*Fee:* Annual Registered Agent Service fees are due at the start of each term. The fee is earned upon payment and not refundable, except under "Discharge and Withdrawal" terms.

## **Discharge and Withdrawal**

*Discharge:* Customer can discharge the Registered Agent by written notice, with no refund provided.

*Withdrawal:* Registered Agent may resign with 60 days' written notice, refunding 1/12 of the Fee multiplied by the remaining months until expiration or renewal date. Withdrawal may occur without reason.