

# AccuReg Service - Schedule 2

These terms apply to The Compliance Group's ("TCG") AccuReg Service ("AccuReg Service"). By accepting a Service Order for AccuReg Service, the Customer agrees to these terms in addition to the generally applicable terms and conditions set forth in the Master Service Agreement.

## AccuReg Service Overview

AccuReg Service is a document preparation and filing service where TCG assists in preparing and filing reports, documents, or submissions ("Reports") required by law to be submitted to Governmental Agencies within predetermined deadlines. TCG does not provide legal advice but offers access to its AccuCompliance Platform and document preparation and filing services. These services are for private use and not legal advice.

For specific legal matters, consult a licensed attorney. If needed, TCG can refer you to Marshlian & Donahue, PLLC, or another qualified attorney. TCG's services and platform are not substitutes for legal advice.

An attorney-client relationship is not created by hiring TCG or using its services.

## Scope of AccuReg Service

A subscription to AccuReg Service outsources the management of recurring compliance reporting requirements to TCG. This includes reporting to regulatory agencies like the FCC, PUCs, PRTB, and CRTC.

## Fees

AccuReg Service is offered under recurring Subscription-Based Fixed-Fees ("Subscription-Based Fixed-Fees"), detailed in the Service Order. Most of TCG's work is covered within these fees. Out-of-Scope or Non-Fixed-Fees may apply in specific cases:

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

## In Scope Services

Certain services are within the scope of AccuReg Service's Fixed-Fee Rate:

- Gathering required information.
- Reviewing provided data.
- Drafting Covered Reports.
- Allowing Customer review.

- One round of revisions.
- Preparing and submitting Reports.
- Setting up online accounts with Government Agencies.
- Paying filing fees.
- Storing Reports.
- Communication related to compliance reporting.

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

In cases where Out-of-Scope or Non-Fixed-Fees apply, TCG informs the Customer of Individual Case Basis ("ICB") pricing or written notice of such fees. Written authorization is required from the Customer before proceeding, except in exigent circumstances.

### **Customer's Responsibility for Data**

Customer must provide accurate and complete information ("Data") in response to TCG's Data Requests. Failure to do so may hinder compliance reporting.

### **Data Request Schedule**

TCG will provide a reporting calendar with due dates. Data Requests are sent after the reporting period's close.

### **Data Submission Process**

Customers must respond to and submit Data Requests in accordance with the following process:

- Monthly Data Requests: Within five (5) calendar days after the reporting period.
- Quarterly Data Requests: Within twenty-four (24) calendar days after the end of the reporting period.
- Annual Data Requests: Fifteen (15) calendar days before the reporting due date.

### **Special Data Requests**

Certain reports require a Non-routine Data Request, with Customer returning it at least seven (7) calendar days before the due date.

### **One-Time Filing Data Requests**

Customer provides Data in TCG's specified format. TCG can assist in formatting for a fee.

### **Accuracy of Data**

Customer is solely responsible for Data accuracy. TCG does not verify Data provided.

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

Late-submitted Data may incur Expedite Fees and mailing costs. The Late Data Policy applies.

### **Late Data Policy**

Customer failing to submit timely, accurate Data may face Expedite Fees per Report, as outlined.

### **Data Submission Policy**

*Expedite Fee:*

- Received within 7 days of deadline: \$75 per filing/report
- Received within 2 days of deadline: \$125 per filing/report

### **Delinquent Data Submission**

Customers must submit complete, accurate Data on time to avoid penalties.

### **Timely Filing Assurance**

If Data is received less than three (3) days before a deadline, TCG does not guarantee timely filing. These terms ensure clarity, transparency, and responsibility in the AccuReg Service process.