CORPORATE COMPLIANCE & PUBLIC REPORTING CORPORATE CLIENT INTAKE QUESTIONNAIRE:

DO NOT INCLUDE EDGAR ACCESS CODES OR MATERIAL NON-PUBLIC INFORMATION ON THIS FORM. Filing credentials should be shared only through a secure channel, and MNPI only after a non-disclosure agreement is in place. Regulator comment letters and exchange deficiency notices carry short response deadlines — send them to us immediately.

CONFIDENTIAL. This questionnaire is for public and soon-to-be-public companies managing securities reporting, corporate governance, and regulator correspondence. It covers periodic and current reports, proxy and insider filings, Sarbanes-Oxley and governance compliance, comment letter responses, no-action and exemptive relief, confidential treatment requests, exchange listing compliance, and cross-border reporting. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT (COMPANY):

[__] Legal Entity Name: ______________________________

State / country of incorporation: ______________________ Ticker symbol: ____________

CIK number: ______________________ Fiscal year end: ________ Auditor: __________

Listing / quotation:

- [__] NYSE
- [__] Nasdaq
- [__] NYSE American
- [__] OTCQX / OTCQB
- [__] Pink / expert market
- [__] Private — preparing to go public
- [__] Foreign exchange

Filer status:

- [__] Large accelerated filer
- [__] Accelerated filer
- [__] Non-accelerated filer
- [__] Smaller reporting company
- [__] Emerging growth company
- [__] Regulation A reporting (1-K / 1-SA)
- [__] Alternative reporting (OTC)
- [__] Foreign private issuer

Contact person & title: ______________________

Syndicate Plan Member ID: ______________________

Address: ______________________________

City: ______________________ State: ____________ Country: ___ Zip: _____

Phone: ______________________ Email: ______________________

Securities counsel / outside auditors: ______________________________

PART 1 — SERVICES NEEDED

1.1 Check all that apply:

- [__] Respond to a regulator comment letter
- [__] Periodic reports (10-K, 10-Q, 20-F, 1-K, 1-SA)
- [__] Current reports (8-K / 1-U)
- [__] Proxy statement & annual meeting

[__] Section 16 filings (Forms 3, 4, 5)

[__] Schedules 13D / 13G

[__] Registration statement (S-1, S-3, S-8)

[__] Sarbanes-Oxley & internal control compliance

[__] Corporate governance policies & charters

[__] Insider trading policy & 10b5-1 plans

[__] Confidential treatment request

[__] No-action, exemptive, or waiver request

[__] Exchange listing compliance / deficiency notice

[__] Delinquent filings / becoming current

[__] Restatement or non-reliance (Item 4.02)

[__] Comment on proposed rules / regulatory working groups

[__] Cross-border reporting coordination

[__] Going-public readiness review

1.2 Describe the matter and your objective: ______________________________

____

____

1.3 Deadline (comment response, filing due date, meeting date): ______________________________

PART 2 — CURRENT REPORTING STATUS

2.1 Is the company current in all required filings? [__] Yes [__] No

Delinquent filings and periods: ______________________________

2.2 Date of last periodic report filed: ______________ Next report due: ______________

2.3 Has the company received a regulator comment letter? [__] Yes [__] No

Date received / response due: ______________ Reviewer / office: ______________

2.4 Has a Form 12b-25 (late filing notice) been filed in the last 2 years? [__] Yes [__] No

2.5 Has there been a restatement, material weakness, or non-reliance determination? [__] Yes [__] No

If yes, explain: ______________________________

____

2.6 Has the auditor changed, resigned, or issued a going-concern opinion? [__] Yes [__] No

If yes, explain: ______________________________

____

PART 3 — GOVERNANCE & CONTROLS

Item	In Place	Needs Update	Missing
Board independence & committee composition	[__]	[__]	[__]
Audit committee charter & financial expert	[__]	[__]	[__]
Compensation committee charter	[__]	[__]	[__]
Nominating / governance charter	[__]	[__]	[__]
Code of business conduct & ethics	[__]	[__]	[__]
Insider trading policy & blackout calendar	[__]	[__]	[__]
Clawback policy	[__]	[__]	[__]
Related-party transaction policy	[__]	[__]	[__]
Whistleblower / complaint procedures	[__]	[__]	[__]
Disclosure controls & procedures	[__]	[__]	[__]
Internal control over financial reporting (SOX 404)	[__]	[__]	[__]
Regulation FD policy	[__]	[__]	[__]

3.1 Number of directors: ________________________ Independent directors: ____ Board chair: ______

3.2 Are officers and directors current on their Section 16 filings? [__] Yes [__] No

3.3 Are there 10b5-1 trading plans in place or planned? [__] Yes [__] No

3.4 Is the company controlled by a single holder or group? [__] Yes [__] No

PART 4 — REGULATOR & EXCHANGE MATTERS

4.1 Current matters:

[__] Comment letter on a registration statement
[__] Comment letter on an annual or periodic report
[__] Exchange deficiency notice
[__] Minimum bid price / market value deficiency
[__] Late filing notice
[__] Trading suspension or halt
[__] Regulatory inquiry or subpoena
[__] Enforcement investigation
[__] None

4.2 Agency / exchange and matter reference: ________________ Response due: _______________________

4.3 Summary of the issues raised: ____

____

____

4.4 Is a cure period, compliance plan, or hearing scheduled? [__] Yes [__] No

PART 5 — SPECIAL REQUESTS

5.1 Confidential Treatment Requests:

Agreement or exhibit involved: ____

Information to be redacted (describe generally): ____

Has the company previously obtained confidential treatment for this contract? [__] Yes [__] No

5.2 No-Action, Exemptive, or Waiver Requests:

Rule or requirement involved: ______________________________ Relief sought: ________________

Why relief is appropriate: ____

____

5.3 Rulemaking & Industry Participation:

Interested in commenting on rules or joining working groups? [__] Yes [__] No

PART 6 — TRANSACTIONS & EVENTS

6.1 Events that may trigger disclosure:

[__] Public or private offering underway
[__] Merger or acquisition
[__] Change of control
[__] Reverse merger / de-SPAC
[__] Spin-off
[__] Executive changes
[__] Material contract or litigation
[__] Cybersecurity incident
[__] Bankruptcy or restructuring
[__] None currently

6.2 Anticipated announcement or closing date: ____

Material events generally require a current report within four business days, and selective disclosure raises Regulation FD concerns.

PART 7 — CROSS-BORDER REPORTING

7.1 Is the company listed or reporting in more than one jurisdiction? [__] Yes [__] No

Jurisdictions & regulators: ____

7.2 Are there foreign subsidiaries with local filing obligations? [__] Yes [__] No

If yes, explain: ____

____

7.3 Do you need coordination with foreign counsel or advisers? [__] Yes [__] No

PART 8 — SERVICE PROVIDERS, DOCUMENTS & CERTIFICATION

Provider	Firm	Contact
Auditor		
Transfer agent		
EDGAR / XBRL filing agent		
Investor relations		
Proxy solicitor		

8.1 Is a non-disclosure agreement required before documents are shared? [__] Yes [__] No

Please provide the following, if applicable. Check each item available. Do not send EDGAR access codes by email.

[__] Charter & bylaws

[__] Comment letter & prior responses

[__] Board & committee charters

[__] Audit committee reports / auditor letters

[__] Draft filings for review

[__] Most recent annual & quarterly reports

[__] Exchange notices

[__] Governance policies & code of ethics

[__] Cap table & insider list

[__] Material agreements

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the company named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _______________________, 20___

Signature: ____

Print Name: _____________________________

Title: _____________________________

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.