



**SEC Filing Services  
Authorization to File**

Company Name: \_\_\_\_\_

**Please provide a comprehensive list below of individuals/firms who are authorized to approve filings for submission on the Company's behalf.**

List of Individuals \_\_\_\_\_,  
Authorized to File: \_\_\_\_\_  
Name/Title \_\_\_\_\_,  
\_\_\_\_\_

**Please provide the most up-to-date contact information for yourself and the Company.**

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

CIK & CCC (For New Filers Only): \_\_\_\_\_

**Please sign below acknowledging that you are authorized to sign on behalf of the Company and that those entities listed above have the authority to authorize filings on behalf of the Company.**

Signature/Date: \_\_\_\_\_,

Name/Title: \_\_\_\_\_,

**Please contact our Filings Department with any questions or concerns.**

Gagandeep Bindra, Filing Manager  
(571) 485-9999 or [gbindra@filing2sec.com](mailto:gbindra@filing2sec.com)



## TERMS OF SERVICE

Thank you for using our EDGAR and XBRL Filing Services (“Services”). The Services are provided by filing2sec, LLC. (“F2S”). By using our Services you are agreeing to the following terms. Please read them carefully.

### **Formatting Guidelines**

All submissions made to F2S on behalf of the EDGAR & XBRL filer should conform to the formatting guidelines set forth by F2S in its Formatting Guidelines. Failure to adhere to these guidelines may result in additional time required for conversion, revisions to the improperly formatted documents, additional fees, or conversion of the document in an alternative format.

### **Expected Conversion Time**

Please note that the conversion times listed below are estimated times that are subject to change based on a number of factors including: the size of the document; the number and complexity of changes; block or detail tagging; and current workload.

|                                     |              |
|-------------------------------------|--------------|
| HTML initial conversions:.....      | 3 to 6 hours |
| HTML revisions:.....                | 2 to 3 hours |
| XBRL: Initial mapping:.....         | 3 days       |
| XBRL: block tagging revisions:..... | 8 hours      |

EDGAR submissions received within 48 hours of the filing deadline for the submission will be subject to a rush fee as described within the F2S Fee Schedule. Additionally, submissions requiring multiple rounds of revisions including but not limited to: improper XBRL mapping, inaccurate or incomplete financial statements and grammatical editing may be delayed in their filings and subject to additional fees.

### **Hours of Submissions**

Submissions for EDGAR Services will be accepted Monday through Friday between the hours of 9 AM and 6 PM EST. F2S also offers “extended hours” of EDGAR operation (in addition to the regular 9-6) by request.

We look forward to working with you and servicing your filing needs! Please feel free to contact us at any time with any additional questions regarding our SEC filing services!

### **Formatting Guidelines**

**Please inquire for a copy of our fee schedule and any special promotions!**