

# SUPPLEMENTAL TERMS

## Registered Agent and Administrative Services



*This document is part of your Service Proposal and describes the service terms applicable to this service.*

We have issued the accompanying Service Proposal and these Supplemental Terms in order to document the understanding between us as to the scope of the work that we will perform for you in relation to this service.

These Supplemental Terms outline the additional terms and conditions related to our provision of **Registered Agent and Administrative Services** services to you, and signature on these Supplemental Terms is required in order for us to complete this service for you.

### Registered Agent

Pursuant to this Supplemental Terms document and our Service Proposal outlining pricing, duration of our engagement, and other matters, we agree to be appointed as your registered agent for your Oregon and/or Washington business entities.

We will file appropriate notification to the Oregon Secretary of State Corporation Division and/or Washington Secretary of State Corporations and Charities Division notifying them of our appointment as your registered agent. We may use one or more wholly-owned subsidiaries to serve as your registered agent, but we will remain responsible for receipt of any documents, papers, or other items served upon the registered agent, and will transmit such items to you timely upon receipt.

In states where we cannot serve as your registered agent, we will refer you to a third-party service provider, and will administer that third-party service provider's services for you. At all times, we are acting as an agent of you and/or your business entities.

### Administrative Services

Additionally, upon your request, we may assist you with annual renewal of your business registration, filing simple changes to your business registration, or other matters, but we cannot prepare any legal documents for you or your business entities, and we cannot provide any advice related to such documents.

We will file such documents with the appropriate jurisdiction electronically, where available, and you expressly agree to indemnify and hold us harmless related to our acceptance of your electronic signature, or our use of electronic filing on your behalf.

You will be responsible for all third-party fees (including those charged by registration agencies, third-party service providers, or others) incurred on your behalf, and all such fees will be passed through to you at cost, unless otherwise specified in your Service Proposal.

### Legal Advice

We are not attorneys, and accordingly we cannot give you legal advice, draft legal documents for you, or opine on legal matters. We will refer all such inquiries to your own attorney or provide referrals to competent attorneys at your request.

As expressly requested by you, we may discuss your situation with your selected attorney, and may share documents, information, or other matters with your attorney upon request. Should you wish to revoke our authorization to discuss matters with your legal representative at any time, please contact us in writing to do so.

Reviewed and Accepted for [Client Name]:

By: [Client Authorized Signer Name]

Its: [Client Authorized Signer Title]

Date: \_\_\_\_\_