

Client Responsibilities for Engagement

To ensure the successful completion of the services outlined in this engagement letter, [Client Name] agrees to fulfill the following responsibilities:

- **Provision of Information:** You agree to provide all financial records, documentation, and relevant information required for the performance of our services in a timely manner.
- **Accuracy of Data:** You are responsible for the accuracy and completeness of all information provided to us. We will not audit or verify the information unless specifically agreed upon in writing.
- **Access to Personnel:** You will ensure that our team has access to relevant staff members who can provide explanations or clarify information regarding your operations and finances.
- **Internal Controls:** You are responsible for establishing and maintaining internal controls to prevent and detect fraud or error within your organization.
- **Decision Making:** While we provide professional advice, all final management decisions and responsibilities remain with you.
- **Timely Review:** You agree to review all drafts, reports, and filings provided by us and notify us of any required changes or approvals before established deadlines.
- **Compliance:** You are responsible for ensuring that your business operations comply with all applicable laws, regulations, and industry standards.

Failure to provide necessary information or meet these responsibilities may result in delays or additional fees as outlined in the terms of this engagement.

Acknowledged by:

Authorized Signature

Date