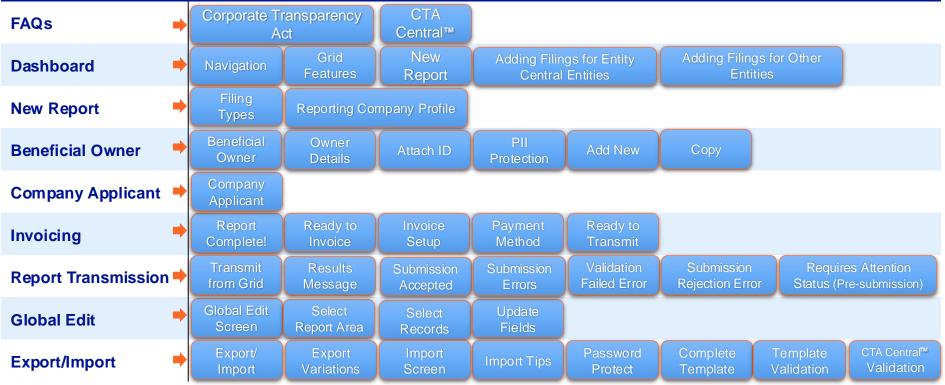
Working with CTA Central[™]

CTA Central[™]



9/17/2024

CTA Central[™] User Guide – Contents



to jump to that subject

Click any

OGENCYGLOBAL®

Frequently Asked Questions

- Does the Corporate Transparency Act (CTA) apply to my companies?
 - Our CTA Exemption Wizard can assist with a preliminary determination whether your company is exempt from filing. Consultation with an attorney to confirm is recommended.
- Who should be included as a Beneficial Owner?
 - Cogency cannot advise on this as legal interpretation is required.
 FinCEN's <u>Small Entity Compliance</u> <u>Guide</u> provides guidance.

- Can Cogency help me get a FinCEN ID?
 - Cogency is not able to obtain a FinCEN ID for a beneficial owner or Company Applicant. You can obtain online <u>here</u>
- Who is the Company Applicant?
 - The person who submitted the formation filing for the company AND the person who controlled or directed the formation filing. If Cogency filed this document, we provided the FinCEN ID for the Cogency Company Applicant with the filing evidence and can provide on request.



Frequently Asked Questions

- How Does CTA Central Protect the Security of My Data?
 - The PII you enter into CTA Central is actually stored on your personal device, so is not available to someone hacking into Cogency Global's systems.
- Can I send an email to the beneficial owner from the platform, so they can enter information?
 - No, that would require us to store aggregated data. You can download a PDF of the filing in progress or export for future import to request information from others.

- Can another user access the information
 I enter into CTA Central[™]?
 - Not directly! If you need another user to provide information, we recommend exporting the reports in progress and sending to the other user for completion.
- Why don't I see an entity Cogency Is Agent for?
 - To pull an entity from Entity Central the person using CTA Central must be linked to the entity as a contact or an authorized Entity Central User for the entity.



Click CTA Resources button to access Cogency's CTA FAQ's, CTA Central[™] Entity Central™ a 2 webinar links and more Instructions: [hide] To begin creating the Beneficial Ov dd Filinas" Click CTA Central[™] at any filing type and ac Welcome to CTA Centre 6 time to return to the home Click Hide to hide our Register e "Add Entities CTA Central[™] button. All page the **Instructions** so the screen allows Click CTA Wizard to access Cogency's that more of the grid marked as exempt or deleted from the list. However, no changes made in CTA Corporate Transparency Act Exemption require filing of the Entity Central® records. is viewable Wizard which is designed to help by leport. Entity Reports with a status of "Ready to Invoice" are ready to proceed to the payment section. Click on providing a preliminary assessment of the "Ready to Invoice" tab to select one or more reports to be included on a single invoice. You will have the option to pay by credit card, wire transfer or by check. Upon completion of the creation of the whether one or more exemptions to the invoice and selecting your preferred payment method, the status of the selected entity reports will be reporting requirements of the Corporate updated to "Ready to Transmit". Use the "Ready to Transmit" tab to select and transmit the desired BOI Reports to FinCEN. Transparency Act apply to any of your formation: ed as PII (eve icon appears on field) will not be accessible if you log companies Search can assist in finding a We recommend using the export or download features to preserve particular entity within the 1. After adding the entity names and filings to the CTA Entities grid (see CTA - Entities grid instructions), click on "Initial Report" under the entity name to begin Add Entities from Entity Central® + Add Filings preparing your BOI Report. All Ready to Transmit Ready to Invoice 2. Review and edit the information for each Reporting Company. If you are not ready to complete the BOI Report, click Save and return at a later time. Entity **1**T Show Exempt 📅 Delete All Q Search. 3. After reviewing the BOI Report, saving changes, and confirming that all



Click Entity Central[™] to access Cogency's

Entity Data Management tool.

Use + Add Entities from Entity Central to populate the grid with your Entity Central entities

To add entities not found in Entity Central, click + Add Filings

The Show Exempt checkbox will allow you to show or hide the entities marked Exempt When the Show Exempt box is unchecked, the Exempt entities will not show in the grid.

Delete All will delete all entities in the grid except where the status is "Ready to Invoice", "Requires Attention" or "Ready to Transmit"

Export Grid offers options to export grid data to PDF or Excel

(CTA Central™	Global Edit Export/Impor	t BOIR Data		
Ins	tructions: [show]				
СТА	- Entities	+ Add Entities from Entity Central®		+	Add Filings
All	Ready to Invoice Ready to Transmit				
Ent	ity 1 C Search	_	Show Exempt 🚺 Del	ete All 🕒 E	xport Grid
	Filing Type	-115	T File Date T	FinCEN Transcript	
Ŧ	Fatit				1
		Get Started			G. 🗰
	H EARLY BIRD ANCHORAGE LLC				
	Initial Report	Get Started			C. 🗰
•	Entity: AN EARLY BIRD BENNINGTON LLC				
	Initial Report	Submission Rejected	5/6/2024	D .	🕂 D.
•	Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC	;			
	Initial Report	Get Started			G. 🗰
	Entity: EARLY BIRD DESIGNERS OF BENNINGTON inc				
	-				



CTA - Entities + Ad	Entities from Entity Central®	Add Filings to CTA Central		
All Ready to Invoice Ready to Transmit	Add Filings to CTA Centra			
	 Choose a Filing Type Initial report Correct prior report Update prior report Newly exempt entity 		When complete, clic	k Save
To add new CTA Central Entities, type one or more names into the Name(s) section. E sure they are each on their own line You may also copy and paste from any wo or spreadsheet document. Names will still need to be on one line each	Add New CTA Central Entities Evidence CTL	Add New Entities or Choose Exis Add New CTA Central Entities Existing CTA Central Entities Enter or copy/paste one or more names Name(x) ABC Corp DEF LLC		Save



When + Add Filings is clicked,

this popup will appear

	CTA - Entities			+ Add Entitie	es from I	PDF that will contain the data for that particular entity. This document is <u>not</u> formatted to file with FinCEN. It is for recordkeeping and sharing only						
All Ready to Invoice		Ready to Transmit		The trash can be used to delete that particular entity from grid if it does <i>not</i> have a status of "Requires Attention", "Reto Invoice" or "Ready to Transmit". Deletions will include entity and all associated information/documents.					on", "Rea	ıdy		
sta W ar	s you progress through atus will be captured a hen all fields required e populated, the Status Ready to Invoice"	nd displayed. to file the BOI report	F MYRTLE BEA	Status ACH, LLC	٣	Exempt	File Date	T	FinCEN Transcript			
	dits can still be made u ansmitted to FinCEN	ntil the report is	G	et Started						G. 🗰		
	Entity: EARL	Y BIRD DESIGNERS O	OF NYC, LLC									
	Initial report		G	et Started						D: 💼		



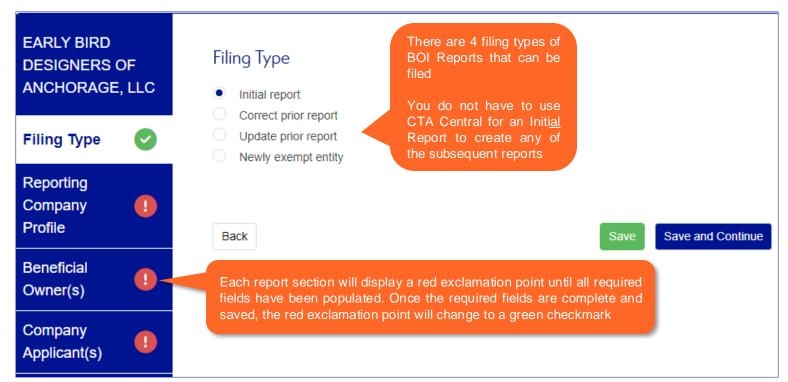
For each entity, you can print out a Cogency Global Report

CTA - Entities

- All Shows all entities in the CTA Entities list regardless of Status
- Ready to Invoice Entities with the status of Ready to Invoice will be shown in this tab. It is from here that entities can be selected and invoiced. Entities can also be transmitted from this tab, if ready
- Ready to Transmit Entities with the status of Ready to Transmit will be shown in this tab. It is from here that entities can be selected and transmitted to FinCEN. Entities can also be transmitted from the Ready to Invoice tab if done together

СТА	- Entities		+ Ad	d Entities from Entity Central®]		+ Add I	Filings
	All	Ready to Invoice	Ready to Transmit					
E	ntity 1 T	Search	Сіскі	ng the report	Show Exempt	Delete All	Export C	Ərid 🔻
	Filing Type		Get Started	eport name link button will begi	n the	FinCEN Transcript		
-	Entity: Blue S	šky Inc.		ating a BOI Repor	5/20/2024	De-	+ D.	
-	Entity: EARLY	BIRD DEP MERS (OF ANCHORAGE, LI					
	Initial report		Get Start	ed			G. 🛅	
•	Entity: EARLY	BIRD DESIGNERS C	OF BENNINGTON, LLC					
	Initial report		Submission R	ejected	6/4/2024	Per	🛨 🕞	







Reporting Company Profile

A reporting company is defined in the CTA as "a corporation, LLC or other similar entity that is created by the filing of a document with the Secretary of State or a similar office under the law of a state or Indian Tribe; or formed under the law of a foreign country and registered to do business in the US by the filing of a document with such a filing office.

Select "EIN" if the reporting company has a U.S. Employer Identification Number (EIN). Select "SSN-ITIN" if the reporting company utilizes a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) as a tax identification number. Select "Foreign" if the reporting company has a tax identification number issued by a foreign jurisdiction and does not have a U.S. tax identification number.

If the Reporting company is an Entity Central entity imported into the **CTA – Entities** grid, information such as EIN Number, Jurisdiction of Formation, State of Jurisdiction, Alternate Names and Principal Place of Business will automatically populate when available

SALADS,	Reporting Company Profile for FRISCO SALADS, LLC	
	Request to receive FinCEN Identifier (FinCEN ID)	
e 🕜	Foreign pooled investment vehicle $^{\textcircled{0}}$	
	Name of the Reporting Company	
	FRISCO SALADS, LLC	
	Tax Identification Type * EIN (Employer Identification Number)	
	SSN/ITIN (Social Security Number/Individual Taxpayer Identification Number) Foreign Tax Identification Number	
s) !	Tax Identification Number (no dashes)	
<i></i>	123456789 Jurisdiction of formation or first registration	
	Country/Jurisdiction of formation* United States of America	•
	Domestic Reporting Company	
	Alabama	•
	Tribal jurisdiction of formation	•
	Does the Reporting Company operate under any alternate names? * Yes No 	
	Alternate Names (DBAs/Assumed Names)	^
	FRISCO SALADS OF BIRMINGHAM	Ô
	+ Add	
	Principal Place of Business Current U.S. Address	
	United States of America	•
	Street Address* 12 Hill Street	

FRISCO S

Filing Type

Reporting

Company Profile

Beneficial Owner(s)

Applicant



Beneficial Owner(s)

A beneficial owner is **any** individual who, directly or indirectly:

- 1. Exercises *substantial control* over a reporting company; <u>OR</u>
- 2. Owns or controls at least 25 percent of the **ownership** *interests* of a reporting company.

(See 31 CFR 1010.380, FinCEN's Final Rule for BOI Reporting, for the definitions of "*substantial control*" and "*ownership interests*" and see examples of such in FinCEN's Small Entity Compliance Guide)

Parent/Guardian information instead of minor child.

(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)

Beneficial Owner is an Exempt Entity

Beneficial Owner is an Exempt Entity

– Company Name*

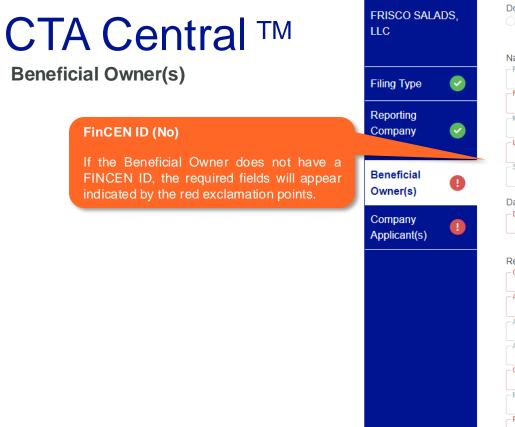
Yes No	cial Owner have a FinCEN ID? *	
Enter FinCEN ID ((no dashes)	0
Beneficial Owner's N	Name (These fields are optional and will not be transmitted to FinCEN.)	
- Last Name		

Does the Beneficial Owner have a FINCEN ID? If Yes, a field will appear to enter the number. This field is required

There are also fields to add the Beneficial Owner's Name that is associated with the FinCEN ID. These fields are not required and will not be transmitted to FinCEN. They are for your recordkeeping only

If the FinCEN ID belongs to an exempt company, please check this box. The Company Name will then be required





Does this Beneficial Owner have a FinCEN ID? *
Ves No
Name
Prefix
First Name*

Last Name*

Suffix

Date of Birth

	- DOB*			_
500 -		Ð	雦	0

Residential Address

Country*			
Country	0	•	0
- Address 1*		0	0
- Address 2			0
- Address 3			0
- City*		0	0
- Region			0
- Postal Code*		0	0



Beneficial Owner(s)

Identifying Document Type

There are 4 types of documents that are acceptable to use for Beneficial Owner identification.

The unique identifying number, issuing jurisdiction and a copy of the document are required.

Identifying Document Image

File should be in JPG, JPEG, PDF or PNG format. Avoid punctuation in file names. Attach a unique file for each beneficial owner and company applicant, even when they are the same person.

FRISCO SALADS,	
LLC	- Address 2
	Address 3
Filing Type 🛛 🔗	City*
D <i>t</i>	Region
Reporting Company 🕗	Postal Code*
Profile	County 🖉
Beneficial Owner(s)	Identifying Document Type *
Owner(S)	State-issued driver's license
DODV D	State/local/Tribe-issued ID
rippileurit(5)	U.S. passport
	Foreign passport
	Identifying Document Number
	Identifying Document Number*-
	Identifying Document Issuing Jurisdiction
	Identifying Document Issuing Jurisdiction*
	Identifying Document Image ①
	Select file or drop file here
	A document is required.

Address 1¹



Beneficial Owner(s)

Personally Identifiable Information (PII)

Once saved, all PII will be hidden. Click the eye icon to reveal the field information.

FRISCO SALA LLC	NDS,
Filing Type	S
Reporting Company Profile	v
Beneficial Owner(s)	Ø
Company Applicant(s)	•

Date of Birth		
- DOB*		
Residential Address		

- Country*	9	•	6
- Address 1*	. 4		
		P	জ
Address 2			0
Address 3			0
- City*		••••]	8
- State*	۹	•	জ্ঞ
Postal Code*		9	3
		(P	<u>@</u>
- County			0

Identifying Document Type *

- State-issued driver's license
- State/local/Tribe-issued ID
- U.S. passport
- Foreign passport

Identifying Document Number

- Identifying Document Number*	-	
•••••	P	®.

Identifying Document Issuing Jurisdiction

Identifying Document Issuing Jurisdiction* -



Beneficial Owner(s)

EARLY BIRD DESIGNERS OF ANCHORAGE, LLC

APP

Add Another

When a Beneficial Owner has been entered and saved, it will populate a list where additional Beneficial Owners can be added using + Add Another

After confirming all Beneficial Owners have been entered, the red exclamation point on the menu will change to a green checkmark indicating that the section is complete



 \checkmark

 \checkmark

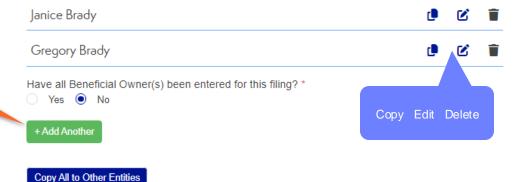
Beneficial Owner Information for EARLY BIRD DESIGNERS OF ANCHORAGE, LLC

Important Note:

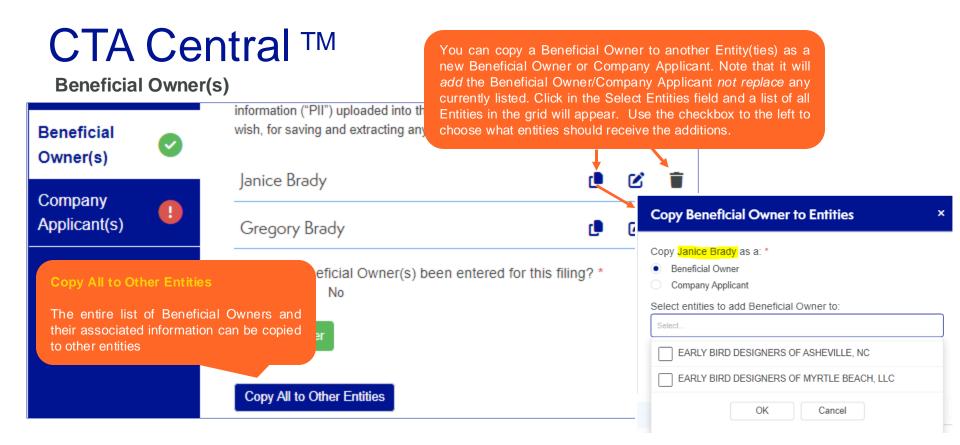
You must login to the same device to complete the BOI Report to access data previously entered.

Beneficial Ownership PII will be stored locally on your computer or device and, for security reasons, not transmitted to or retained on Cogency's servers.

Cogency Global Inc. does not store or retain any personally identifiable information ("PII") uploaded into the Software. Users are responsible, if they so wish, for saving and extracting any PII uploaded into the Software.









Company Applicant(s)

A company applicant is defined in the CTA as "any individual who files an application to form a corporation, limited liability company or other similar entity under the laws of a state or Indian Tribe; or registers or files an application to register a corporation, limited liability company or other similar entity formed under the laws of a foreign country to do business in the US.

FinCEN regulations indicate that when there is more than one individual involved in who submits the filing, and the individual controlling or directing the filing.

FRISCO SALADS, LLC Filing Type Reporting Company Profile Beneficial Owner(s)

Company Applicant Information for FRISCO SA

Important Note:

You must login to the same device to complete the BOI Report to ac

Company Applicant PII will be stored locally on your computer or de to or retained on Cogency's servers.

Cogency Global Inc. does not store or retain any information (inclu "PII") uploaded into CTA Central. Users are responsible, if they uploaded into their account.

Is the Date of Formation prior to 1/1/2024? *

Date of Formation

Yes : If Date of Formation is **before 1/1/2024**, no Company Applicants are required. When Yes is chosen, the red exclamation point will change to the green check mark

No: If Date of Formation is **after 1/1/2024**, it will ask if the Company Applicant has a FINCEN ID. If No, the fields as seen on the Beneficial Owner data will be needed.

After a Company Applicant is entered, the Company Applicant section updates to the green check mark. Up to 2 Company Applicants can be entered. You will be asked to verify if only 1 Company Applicant is entered.

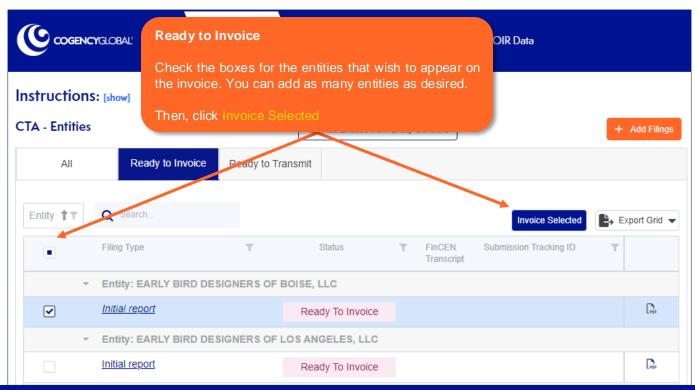
If Cogency Global filed the formation documents, you must list two company applicants, Cogency is the 'direct filer' only.



CTA	Centra	TM		kmar	k, the stat	an entity have a tus will update to				
Instructions: () CTA - Entities	_		Click the Re		to Invoice	tab	÷	Add Filings	EARLY BIRD DESIGNERS O BOISE, LLC	OF
	Ready to Invoice	Ready to Transn	nit						Filing Type	0
F	iling Type	τ	Status	T	FinCEN Transcript	Invoice Selected Submission Tracking ID	T Ex	port Grid 🔻	Reporting Company Profile	S
	ntity: EARLY BIRD DESIG	F	Ready To Invoice					D.	Beneficial Owner(s)	
	ntity: EARLY BIRD DESIG	F	Ready To Invoice					De-	Company Applicant(s)	v
	Entity: EARLY BIRD OF DE	SIGNERS OF T	ULSA, LLC					D		

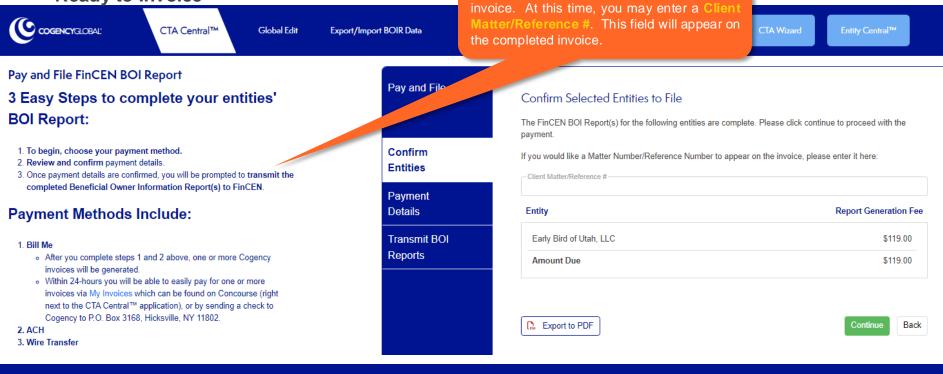


Ready to Invoice





Ready to Invoice



Follow the 3 easy steps to complete the



COGENCYGLOBAL

CTA Central[™] Global Edit

Choose your payment method and follow the instructions

Once paid, you will receive an email confirmation. When payment is made with a credit card, you will also receive a separate email with the transaction details

CTA Resources

Pay and File FinCEN BOI Report

3 Easy Steps to complete your entities' BOI Report:

- 1. To begin, choose your payment method.
- 2. Review and confirm payment details.
- 3. Once payment details are confirmed, you will be prompted to transmit the completed Beneficial Owner Information Report(s) to FinCEN.

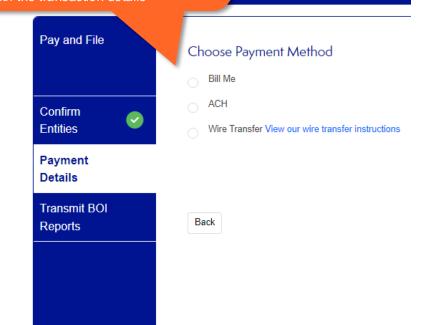
Payment Methods Include:

1. Bill Me

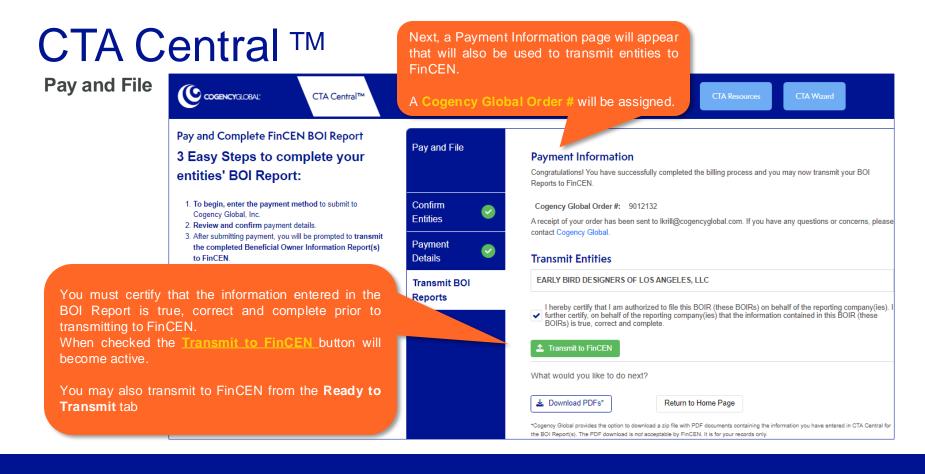
- After you complete steps 1 and 2 above, one or more Cogency invoices will be generated.
- Within 24-hours you will be able to easily pay for one or more invoices via My Invoices which can be found on Concourse (right next to the CTA Central[™] application), or by sending a check to Cogency to P.O. Box 3168, Hicksville, NY 11802.

2. ACH

3. Wire Transfer









Ready to Transmit Ready to Transmit If transmission is not done at the time of payment, it can be done from the Ready CTA - Entities + Add Filings to Transmit tab Ready to Transmit Ready to Invoice All Q Search... Entity **1**T Transmit Selected 🖹 Export Grid 🔻 Filing Type Submission Tracking ID Y. Status T File Date FinCEN T T Transcript Entity: ABCD Corp Ŧ Newly exempt entity BOIR6lig1ph6p9I7BZeV **Ready To Transmit** Entity: AN EARLY Check the boxes for the entities you wish to transmit to FinCEN. You can send as many entities as desired Initial report BOIRrZqM6RE4opUKFqWu Then, click Transmit Selected



CTA Centra

FinCEN Transmission D

Central TM	Pay and File	Payment Information Congratulations! You have successfully completed the billing proces Reports to FinCEN.	s and you
	Confirm 🥥 Entities	Cogency Global Order #: 9022235 A receipt of your order has been sent to Ikrill@cogencyglobal.com. I contact Cogency Global.	f you have
	Payment Details	Transmit Entities	
	Transmit BOI Reports	ABC Corp	
		Attention Bi	Rs) on beh nformation
		The Report(s) have been transmitted to FinCEN. Please check the Entities grid at a later time to	
After clicking Transmit, you will re confirmation that your filing has be transmitted to FinCEN. The status Entities grid will update when a Fi has been given to the filing.	een s in the	Return to Home Page Close	ining the infor
nde been given to the hing.		112	ining the infor



FinCEN Submission Details

	AL! CTA Cen	al™ Global Edit Export/Import BOIR Data	
Instructions: [sho CTA - Entities All Entity ↑ ▼ Q	When the status is "S been accepted by Fin The FinCEN Transci	e direct from FinCEN. CTA Central	the ort,
Filing Type	Ţ	Status T Exempt File Dat T FinCEN Transcript	
Entity: Blue S Initial report	ky Inc.	Submission Accepted 5/20/2024	



Submission Status

Transmission Successful – Submission Failed Instructions ABC Corp The filing you submitted to FinCEN has errors. Please resolve the errors below and re-Submission Validation Failed **CTA** - Entities + Add Filings submit the filing. Ready to In All If you have any questions, please contact CTATeam@cogencyglobal.com for assistance. The successfully transmitted filing was given a "Submission Validation Failed" status from Description Resolution Entity 1T Export Grid 💌 Submission FinCEN. This is most likely due to field format Errors PartyldentificationNumberText can not be 123456789 or all the same number Filing Type (e.g., 00000000, 8888888888, etc.) correctness. Filing Type Entity: ABC Corp Back Continue **D**. Initial Report 5/14/2024 bmission Validation Reporting Failed Compar A new menu item, "Submission Errors" will appear when Profile ▼ Entity: Green Escapes LLC there is some type of error from FinCEN. On this page you will Initial Report 5/14/2024 **D**. Submission Rejected see why the filing submission failed. Benefic **Click Continue** Transmission Successful - Submission Rejected You will be returned to the Filing Type menu item. Correct the The successfully submitted filing was given a "Submission Rejected" errors status from FinCEN. With "Submission Rejected status, you will receive a FinCEN transcript that can be seen here. This most likely is for all



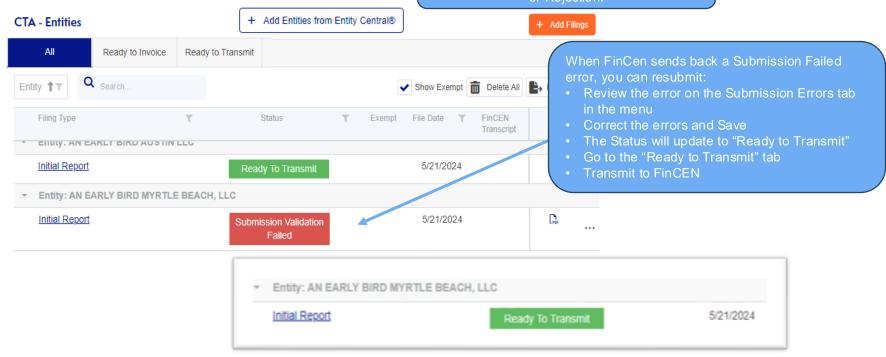
other failures.

27

Note: Cogency does not charge for submitting a corrected report due to a Submission Failure or Rejection.

Submission Failed

Note: Cogency does not charge for submitting a corrected report due to a Submission Failure or Rejection





Submission Rejected

Note: Cogency does not charge for submitting a corrected report due to a Submission Failure or Rejection.

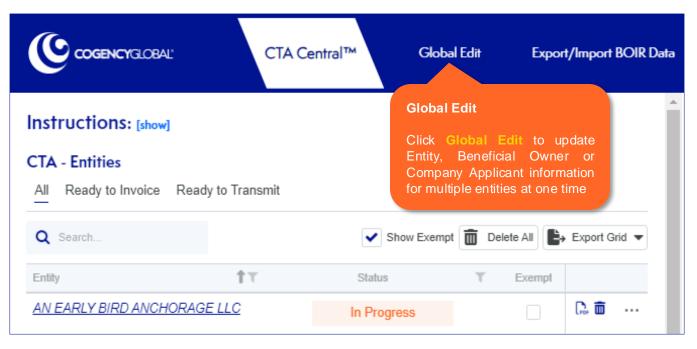
CTA - Entities	+ Add Entities from Entity Central® + Ad	d Filings
All Ready to Invoice Ready Entity ↑ Q Search Filing Type Y	Indy to Transmit Show Exempt Delete All Status T Exempt File Date FinCEN Transcript	 When FinCen sends back a Submission Rejected error, they consider it a completed filing. A Correct Report must be filed to resubmit. Review the error on the Submission Errors tab
Initial report		 in the menu Using the blue plus button, create a "Create Prior Report" filing
Embly: EARLY BIRD BROOKLYN CENTER Initial Recort Correct prior report	FinCEN sends a transcript along with the status of	 Correct the errors and Save The Status will update to "Ready to Transmit" Go to the "Ready to Transmit" tab Transmit to FinCEN
L	Submission Rejected	



CTA Central [™] **Requires Attention Requires Attention Status** This status is given to entities that had the status of: Ready to Invoice OR **Ready to Transmit** CTA Central™ Global Edit Export/Import BO But the PII data was purged by a cache clearing or the data is being accessed by a new device. Instructions: [show] Click the Reset BOI report PII to reenter PII information. The CTA - Entities + Add Entities from Entity Central® entity status will be update to "In Progress". All Ready to Invoice Ready to Transmit Q Search.. Slow Exempt Entity **1**T ABC Corp Entity is ready, but cannot be transmitted to FinCEN. Personal identifying information (PII) is not found on your device. To continue, visit CTA Central on the originating device or click Reset BO Y File Date Filing Type T Exempt. Report PII. Resetting the report will retain and display the non-PII information. Entity: EARLY BIRD DESIGNERS OF ST. PAUL, LLC Reset BOI report PI • Initial report Get Started Back Entity: EARLY BIRD DESIGNERS OF TAMPA, LLC * C. Initial report **Requires Attention** ...



Global Edit





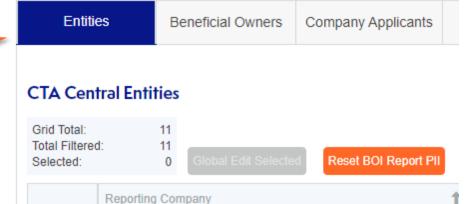
Global Edit

Global Edit

To globally edit multiple records, click on the appropriate section below a

Return to Home







Global Edit

		1. 2.	In the grid, o Click <mark>Global</mark>	n the left, cheo Edit Selected	ck which d	entities	you would l	ike to update				
Global I	Edit											
To globally e	edit multiple records, click on the appropriate section belo	w and eneck the check	xbox on the left in the g	rid to select those recor	rds you want to	o edit. Click the	e Global Edit butto	n to edit the fields. Click Save Char	nges to update all s	selected records with th	he values you have	entered.
Return to	Home											
Enti	ties Beneficial Owners Company Applicants											
	ntral Entities											
Grid Total: Total Filter Selected:		1		C	Search					Show Pli	Clear Selected	Export Grid 👻
	Reporting Company	†T Filing Type	▼ Status				Place of Business U.S. Address	Tax Identification Type	Tax Identification Number	Country/Juris Y of Formation	Domestic/Foreign Reporting Company	Formation Prior To 1/1/2024?
						Boise, I US	D 56999	Number)		America	formation: Idaho	~
~	EARLY BIRD DESIGNERS OF LOS ANGELES, LLC	Initial report		Ready To Invoice			n Street geles, CA 90210	EIN (Employer Identification Number)	149512366	United States of America	State of formation: California	~
	EARLY BIRD DESIGNERS OF MYRTLE BEACH, LLC	Initial report		Get Started			n Street Beach, SC 29529	EIN (Employer Identification Number)	698595555	United States of America	State of formation: South	
✓						UŚ		,			Carolina	



Global Edit

Fip: You can use Global Edit to upload ID's for the same owner to multiple reports

Entities Global Edit		
Update the field(s) below. Click Save Changes to update all selected Entities with th	ne values you have entered.	Entity Global Edit
Principal Place of Business Current U.S. Address Country Street Address City State Postal Code Have all Beneficial Owner(s) been entered for this filing? Yes No	Request to receive FinCEN Identifier (FinCEN ID)? Yes No Is the Date of Formation prior to 1/1/2024? Yes No To update the Domestic/Foreign Reporting Company fields, please choose the Country/Jurisdiction of formation below: Jurisdiction of formation or first registration Country/Jurisdiction of formation	A screen will appear with the fields eligible for global edit Make desired updates and click Save Changes. Once saved, the updates will be made
Have all Company Applicant(s) been entered for this filing?		
Save Change	s Cancel	



CTA Central [™] **Export/Import BOIR Data** Export data entered in CTA Central or import BOIR information via Excel COGENCYGLOBAL" CTA Central™ Global Edit Export/Import BOIR Data CTA Wizard Instructions: [show] Domestic Reporting Company



Export/Import BOIR Data

Export

There are 2 types of Export reports available:

- Simple Report
 - For recordkeeping or sharing
- Export for Future Import
 - For editing and importing into CTA Central

Suggestions are given to help choose the report that will suit your needs.

Instructions:

You may export or import the information you have input on for each Beneficial Owner Information Report ("BOIR) into an Excel Report. There are different reports available. We have provided likely uses to help you choose the best report for your purposes.

For security purposes, you may add a password to each Excel Report.

Important Notes: Save any exported or imported BOIR Data Excel Reports in a secure location for future reference and *don't* forget to note your password as Excel does not offer any way to recover a forgotten password.

Export BOIR Data

Report 1 – Simple Export – this report works best when:

Export Simple Report

- You wish to circulate the data from in progress initial BOI Reports to confirm and/or collect additional information from other parties (i.e. beneficial owners), AND you intend to enter that data by typing it into CTA Central[™].
- 2. You wish to present fully completed BOIR data prior to submission to FinCEN for internal and/or outside counsel review.
- 3. You wish to retain completed data from initial BOI Reports in a consolidated format <u>after</u> submission of the reports to FinCEN. The file can be stored as a reference to verify information disclosed on each entity BOIR.

Report 2 – Export for Future Import – this report works best when:

By Export for Future Import

- You wish to use our import feature to add information to partially completed BOIRs before submission to FinCEN. Simply add necessary information to the spreadsheet and then import it into CTA Central[™] to complete the report.
- You wish to save the information from fully completed BOIRs <u>after</u> submission to FinCEN in a format that will allow you to use our import feature in the future to prepare <u>updated or corrected BOIRs</u> should there be any change in information included on the init al BOIR.



Export/Import BOIR Data

Import

Up to 2000 entities can be loaded in one import.

The Excel must be in the correct format to import correctly. Download the Template for Import. There are instructions on the first tab of the Excel template. The instruction tab does not need to be removed prior to import

You may also import the "Export for Future import Report"

Please note: You can assign a password, if needed. Cogency does not have access to the passwords and cannot assist if it is lost or forgotten

Import Entities, Beneficial Owners and Company Applicants

Step 1: Download template required for importing up to 3,000 Entities, Beneficial Owners and Company Applicants for Initial Filings.

-OR-

Click the Export for Future Import button to export existing data in CTA Central™ to edit.

Step 2*: Enter or edit data following the instructions worksheet included in the template or import file.

Step 3: Upload the import file.

▲ Download Template for Import

Upload the import file.

Select template file	or drop file here	

If the Excel file requires a password, please enter a password below. Otherwise leave blank. Cogency Global, Inc. does not sto this password.

- Password		
	Import Cancel Return To Home	



Export/Import BOIR Data

Import

Please see Additional Import Notes that will assist you in successfully importing your BOIR data into CTA Central

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Upload the import file.

		· •
Select template file	or drop file here	
	•	

If the Excel file requires a password, please enter a password below. Otherwise leave blank. Cogency Global, Inc. does not store this password.

Password	
	Import Cancel Return To Home

*Additional Import Notes:

NEW - For new records, leave the 'Is this an edit...' column in the template blank. This will create a new record in CTA Central™.

EXISTING - To edit records that exist in CTA Central[™], enter 'Yes' in the 'Is this an edit...' column. Edits to the Reporting Company Name for an entity, or the FinCEN ID/Name of a Company Applicant or Beneficial Owner are not available for import as these fields are required to match to an existing record in CTA Central[™] and will result in a record that could not be imported.

At a minimum, the Reporting Company Name must have a value to import an entity, beneficial owner or company applicant. Rows with an empty Reporting Company Name will be ignored.

Beneficial Owner and Company Applicant must have a Reporting Company listed that is also included on the Entities worksheet. Rows with a Reporting Company Name not found in the Entities worksheet will be ignored.



Export/Import BOIR Data

Import

Click **Download Template for Import.** An option will appear that will allow you to set a password for the document you create. If you decide to opt for a password, it will be needed in order to import

Note: Cogency does not store the passwords

Then, click Download Template

Download template required for importing NEW Entimes, Benefic		
🛓 Download Template for Import		
Upload the template file.		
· · ·	Password Protect Template (optional)	×
If the Excel file requires a password, please enter a password below. Otherwi	Due to the personal identifying information that may be enter your file password protected, please enter a password below Global, Inc. does not store this password. Enter a password below or leave blank. Password (optional)	



Export/Import BOIR Data

Import

To successfully import, there must be a Reporting Company Name. The Reporting Company name must be entered <u>exactly</u> the same in column A on all 3 worksheets. No other information is required to import

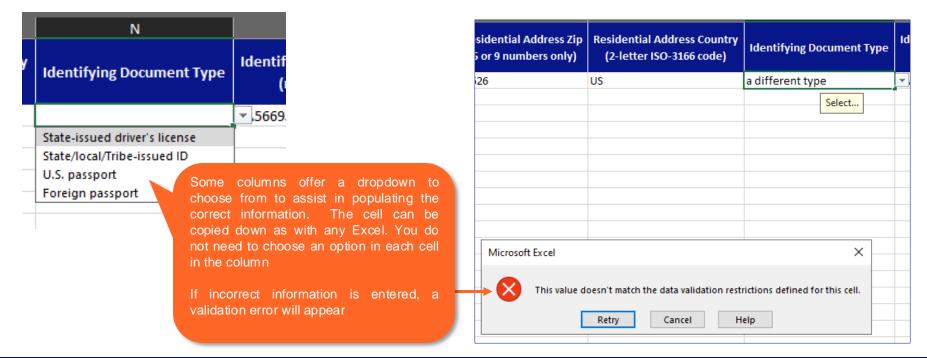
The template workbook has four worksheets.

- Instructions: Provides additional help on fields (this worksheet does not have to be deleted prior to import)
- Entities
- Beneficial Owners
- Company Applicants

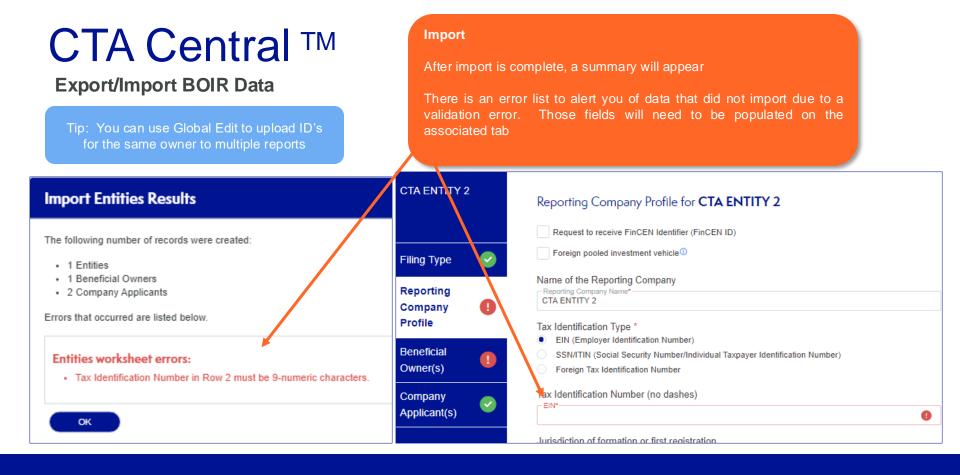
	A	В	с
	Reporting Company Name (max 150 characters)	Request to receive FinCEN Identifier (FinCEN ID)? (enter Yes/No)	Is the Date of Formation Prior To 1/1/2024? Ta (enter Yes/No)
1			
	 Instructions 	Entities BeneficialOwners Com	panyApplicants 🕒



Export/Import BOIR Data









Thank You!



The Right Response at the Right Time, **Every Time**.®

For more information, Contact us:

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