

Securex Filing Corp, SEC EDGAR Document Conversion and Filing Procedures are as follow:

- 1. Document Delivery**

Securex Filing Corp. ("SEC") preferred method of document delivery is email. Documents may also be sent via fax, hardcopy or diskette. For delivery by email, documents are to be sent to [file@secfile.net](mailto:file@secfile.net) as an attachment. Securex requests that the filers name and SEC form type be indicated in the Subject box of the email. In the body of the email please indicate date the document must be filed with the Securities and Exchange Commission ("SEC"), the conversion time required and specify ASCII or HTML formatting. The time the documents are received by Securex will constitute the Delivery Date.
- 2. SEC Filing Fees**

When securities are being registered SEC Filing Fees must be paid by the Registrant in advance of the filing in accordance with the SEC provisions of the Lockbox Rule (Rule 3a)
- 3. EDGAR Conversion**

Securex will carry out document conversion services in the ASCII or HTML format specified by the Client within the time delay agreed upon. The converted or "EDGARized" document will be returned to the Client within one (1) business day Delivery Date. An Expedited Service is available upon request by the Client for an additional charge. For documents delivered to Securex in hardcopy format or created in software other than a word processor or spreadsheet program, Securex reserves the right to extend the delivery date of the EDGARized document to the Client. Securex will notify Client in advance of any extension to the delivery date.
- 4. Document Review and Revisions**

Securex will return the EDGARized document to the contact person on file via email for review within the delay described in Item 3 above. In addition, Securex will contact Client to confirm document delivery to the contact person. Client shall inspect the EDGARized document and notify Securex in writing of any revisions or additions that are required. All edits must be faxed to 514-271-5562.
- 5. Test Filing**

Upon receipt of Clients Final Edits of the EDGARized document, Securex will Test File the document with the SEC to ensure the document meets SEC EDGAR standards and that the codes supplied are valid. In the event errors are returned by the SEC EDGAR system, Securex will attempt to correct the problem and re-submit the document for Test Filing. If additional information is required, Securex will immediately contact the contact person on file.
- 6. Live Filing**

Upon written authorization to Live File the EDGARized document, Securex will transmit the document for LIVE Filing to the SEC using the Filer Codes provided by the Client. To ensure that your documents are filed in a timely fashion with the SEC, written authorization is required and must be received by Securex at least one (1) hour before documents are to be LIVE Filed. Securex accepts authorization via email at [file@secfile.net](mailto:file@secfile.net) or via fax at 514-271-5562. Client's authorization constitutes express acceptance of all content presented to client in the last proof copy of document forwarded to Client prior to the Live Filing.
- 7. Confirmation**

Upon receipt of confirmation from the SEC, Securex will independently confirm the acceptance and forward the confirmation notice to you by email or fax. In addition, Securex will contact the Client via telephone to confirm that the EDGARized document was filed and accepted by the SEC
- 8. Archive**

Securex will archive all of Clients original and EDGARized documents in our database for 2 years. Archived documents are available to Client free of charge upon request including SEC correspondence related to each filing. All databases are backed up on a daily and weekly basis with hard copies of all back-ups stored offsite.
- 9. Additional Information**
  - a. Graphics for HTML files must be saved by Client in .GIF or .JPEG formats including any graphics generated in Microsoft Excel or Word. If a graphic or financial table is embedded in a document, the original file must be sent to Securex as a separate file in addition to Clients EDGAR document. Securex will not convert or reformat Clients graphics including the alteration of quality or resolution. Due to limitation with HTML programming, EDGARized documents will not look exactly like the original document submitted to Securex.
  - b. Financial tables that are embedded in a document require additional processing. Securex requires that Client send the original financial table (i.e. Excel file) in addition to document to be EDGARized.
  - c. Securex does not charge for light modifications to EDGARized documents; all modifications that require more that thirty (30) minutes will be billed at the rate posted in Securex Price Schedule.
  - d. The SEC EDGAR system hours of operation for submitting EDGARized documents electronically are 6:00am-10:00pm weekdays, excluding [Federal holidays](#). Files submitted and accepted by the SEC before 5:30pm EST will have the current business day's date. Section 16 filings as well as certain other filings will have the current business day's date if submitted and accepted by 10:00pm EST.