

Beneficial Ownership Information Instructions

1. On your computer or device, go to https://www.fincen.gov/boi and select "File a report using the BOI E-Filing System" selection.



2. To start filing your report, select "Get Started" or "File BOIR"



3. You will have the option to File your BOIR via PDF or File Online. In this case, I chose to File Online BOIR by Selecting "Prepare & Submit BOIR". Also, once you select to file online, you'll need to Agree that you're entering a US Government information system.



An official website of the United States go FINANCIAL CR ENFORCEMEN	wernment Harr's how you know ~ IIMES T NETWORK	
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Beneficial Owner	WARNING! You are entering a U.S. Government information system management of the Treasury. This information system management of the Treasury. This information system management management management purposes. The U.S. Government management management management of the system. By accessing and using this system, users are consenting to U.S. Government monitoring, recording, and audit all at activity on this information system. Imagement management of U.S. Government monitoring, recording, and audit all at the activity on this information system. Imagement management of the system. Imagement management management of the system. Imagement management	

4. Select the type of filing of Initial Report to file your BOI for the first time and Next. The date prepared will auto-fill.

Beneficial Ownership Information Report (BOIR)	
OMB No. 1506-0076	
Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol an must be completed by all companies to file the report. Reporting companies, however, must include all infor them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requ under HELP.	e the fields that, <i>ot a minimum</i> , mation 31 CFR 1010.380(b) requires rements are summarized above
Filing Information Reporting Company Company Applicant(s) Beneficial Owne	r(s) Submit
Filing Information	
⑦ Need help?	~
 *1. Type of filing: a. Initial report b. Correct prior report c. Undate arise report 	
O d. Newly exempt entity	
Date prepared (auto-filled)	

5. If you have not previously requested a FinCEN ID, you can do so when filing by selecting "Request to receive FinCEN ID". Otherwise, go to Step 5 to

enter your Reporting Company Legal name. If your company is doing business under a trade name or DBA, enter that information is Step 6 and select Next. Please Note: If you have more than one trade name or DBA, select Add Alternate Name to open an additional field.

Filing Information Reportin	ng Company Company Applicant(s)	Beneficial Owner(s)	Submit
Part I. Reporting Compan	y Information		
⑦ Need help?			~
3. Request to receive FinCEN ID			
4. Foreign pooled investment veh	icle		
Legal name and alternate name(s)		
⑦ Need help?			~
*5. Reporting Company legal name			
6. Alternate name (e.g. trade name, DE	BA)		
Add Alternate Name			
Form of identification			
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Previous			Next

6. Enter your Form of Identification by selecting an option in the Tax identification type dropdown box and the address information below.

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7. Select "Existing Reporting Company" and it will gray out the Company Applicant fields. This option is for companies created prior to January 1, 2024. Select Next.

BOI E-FILING FILE BOIR HELP	
Filing Information Reporting Company Company Applicant(s) Bene	ficial Owner(s) Submit
⑦ Need help?	~
2 16. Existing reporting company (check if existing reporting company as of January 1, 2024)	
17. (This item is reserved for future use)	
Part II. Company Applicant Information	Add Company Applicant
⑦ Need help?	~
Company Applicant #1	^
Company applicant FinCEN ID	
⑦ Need help?	~
18. FinCEN ID	
Local name and date of hirth	
③ Need help?	~
Previous	Next
BOI E-FILING FILE BOIR HELP	
Filing Information Reporting Company Company Applicant(s) Bener	ficial Owner(s) Submit
⑦ Need help?	*
6. Existing reporting company (check if existing reporting company as of January 1, 2024)	
17. (This item is reserved for future use)	
Part II. Company Applicant Information	Add Company Applicant
⑦ Need help?	*
Company Applicant #1	^
Company applicant FinCEN ID	
⑦ Need help?	~
18. FinCEN ID	
Legal name and date of birth	
⑦ Need help?	~
Previous	Next

8. You will be directed to Part III – Beneficial Owner Information. If the Beneficial Owner is a minor, select Parent/Guardian information instead of minor child. Otherwise, enter your FinCEN ID if you obtained one prior to filling out the BOI form. Do not include the dashes "-" as the system will auto-populate this for you. 9. This will close the section as you've already self-reported your information and uploaded a government issued document to prove your identity. If the system states, you're missing information when trying to submit and you've entered your FinCEN ID, go back to the previous screen, remove your FinCEN ID and manually enter the information. Once your information has been entered, select Add Beneficial Owner to attach to your report. The system will try to auto-add a 2nd beneficial owner, select remove 2nd Beneficial Owner, if not applicable.

If you don't have a FinCEN ID, enter your information in the next step below.

BOI E-FILING FILE BOIR HELP	
under HELP.	
Filing Information Reporting Company Company Applicant(s) Beneficial Owner	r(s) Submit
34. (This item is reserved for future use)	
Part III. Beneficial Owner Information	Add Beneficial Owner
⑦ Need help?	~
Beneficial Owner #1	^
Need help? S. 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 FinCEN ID	
⑦ Need help?	~
36. FinCEN ID	
Freemak aukike,	
Previous	Next

10.{If you obtained a FinCEN ID prior to this application, skip this step} If you're an exempt entity, select "Exempt Entity". Otherwise, enter your Legal Name and DOB and residential address and upload a form of identification. Once your information has been entered, select Add Beneficial Owner to attach to your report. The system will try to auto-add a 2nd beneficial owner, select remove 2nd Beneficial Owner, if not applicable.

BOI E-FILING FILE BOIR	HELP				
Filing Information	Reporting Company	Company	Applicant(s)	Beneficial Owner(s)	Submit
⑦ Need help?					~
37. Exempt entity	Only	select this fi exempt	eld if you're an entity.		
Legal name and date	of birth				
⑦ Need help?					~
*38. Individual's last name	e or entity's legal name		*39. First name		
40. Middle name	41. S	uffix		*42. Date of birth	
Residential address					
⑦ Need help?					*
*43. Address (number, stro	eet, and apt. or suite no	o.)		*44. City	
*45. Country/Jurisdiction	*46.	State		*47. ZIP/Foreign post	al code
Previous					Next
Filing Information Form of identification	Reporting Company	Company / diction	Applicant(s)	Beneficial Owner(s)	Submit
			tao Identificing		
Select an ID type	type	~	49. Identifying	document number	
*50. Identifying documen	t issuing jurisdiction				
a. Country/Jurisdiction			b. State		
Select a country/jurisdic	tion	\checkmark	Select a state		~
c. Local/Tribal			d. Other local/T	ibal description	
Select a local/tribal		~			
*51. Identifying documen	t image e or <u>choose from folder</u>				

11.On the next screen, enter your email address, confirm your email address, First Name/Last Name and Agree that you are authorized to file this BOIR on behalf of the reporting company. Also confirm that you are a human by selecting the I am a human box. Submit the BOIR.

	BOIE-FILING FILE BOIR HELP	
	Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, at a minimum, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.	
	Filing Information Reporting Company Company Applicant(s) Beneficial Owner(s) Submit	
	Complete all fields below before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.	
	"Confirm Email	
	*First Name	
	"Last Name	
	*I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting	
[company, that the information contained in this BOIR is true, correct, and complete.	
		_
	Filing Information Reporting Company Company Applicant(s) Beneficial Owner(s) Submit	
	Guiden	
	 certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting company, that the information contained in this BOIR is true, correct, and complete. I agree 	
	COMPLIANCE REMINDER: The willful failure to report complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.	
	V Lam human Captoba Privacy - Terms	
	Submit BOIR	
	Previous	
	*: PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE ~	

12.Once it has been successfully submitted, you will receive a confirmation status and have the option to download below. You're have completed the process!

An official website of the United States government Here's how you know



BOI E-FILING FILE BOIR HELP

Submission Status Confirmation

Status	FILING SUCCESSEUL. You may download the transmist below
Status	FILING SUCCESSFUL. You may download the transcript below
BOIR ID	
Submission Tracking ID	
Received Timestamp (UTC)	2024-01-04T02:15:41Z
eporting Company FinCEN ID	
BMITTER INFORMATION	
First name	Willean
Last name	Guiden
E-mail address	
IMPORTANT! Before closin	g this page, we strongly recommend downloading your transcript b
IMPORTANT! Before closin	g this page, we strongly recommend downloading your transcript