**A few logos of different companies

AI-generated content may be incorrect.**

**Newsfile EDGAR Next Enrollment Form**

**Complete the form below and email it to** [**office@newsfilecorp.com**](mailto:office@newsfilecorp.com) **to communicate your EDGAR Next enrollment strategy to Newsfile. While enrollment begins March 24, 2025, filers can continue to use legacy EDGAR to submit filings until September 15, 2025, whereafter EDGAR Next becomes mandatory.**

|  |  |  |
| --- | --- | --- |
| **Company Name**  *If you are an Individual, your name.* |  | |
| **EDGAR Next Enrollment Method** | YES | **Newsfile Leads**. **$250 per year**. Newsfile will enroll the client on EDGAR Next and add five account administrators from our EDGAR Filing Team to ensure account access and prompt turnaround times in the case of EDGAR account changes. Newsfile will also add up to two company account administrators (defined below) who will be responsible for ensuring account records are up to date in the Confirmation Quarter. Newsfile will be responsible for managing our 4 EDGAR Filing Team members acting as account administrators on the client’s behalf and managing annual account confirmations. |
| NO | **Client Leads**. **No fee**. The client or another party will enroll the client on EDGAR Next and will delegate filing rights to Newsfile (CIK 0001062993) through their login.gov account and provide Newsfile the new CCC (which is reset during EDGAR Next enrollment). The client will be responsible for annual account confirmations. There will be a fee of $750 for Newsfile to reactive an EDGAR CIK account that has been deactivated. |

**If you selected, “YES – Newsfile Leads”, please provide the following additional information:**

|  |  |  |
| --- | --- | --- |
| **CIK** | *[We will use the codes on file, if available]* | |
| **CCC** | *[We will use the codes on file, if available] Enrollment will automatically reset the CCC. The new CCC will be visible on the filer’s dashboard after enrollment to all individuals authorized on the dashboard. Client will ensure all parties that have been filing on the company’s behalf are issued the new CCC.* | |
| **Passphrase** | *[We will use the codes on file, if available. If the passphrase cannot be located, Newsfile can regenerate it for a fee of $150.]* | |
| **Single-Member Company?** *A single-member company is defined as an entity with a sole individual serving as the only equity holder, director, and officer, or holding equivalent positions.* | YES | You must provide information for at least one account administrator. |
| NO | You must provide information for two account administrators. |
| N/A | The filer is an individual filer making filings in their personal capacity. You must provide information for at least one account administrator. |
| **Company’s First Account Administrator (FAA)** *Could be company representative or securities lawyer; will be required to create a login.gov account and responsible for reviewing and approving EDGAR records annually. All clients must provide at least a First Account Administrator.* | | |
| FAA First Name |  | |
| FAA Middle Name |  | |
| FAA Last Name |  | |
| FAA Suffix |  | |
| FAA Business Street Address 1 (no P.O. Box) |  | |
| FAA Business Street Address 2 |  | |
| FAA City |  | |
| FAA U.S. State or Foreign State |  | |
| FAA Zip Code |  | |
| FAA Country/Province Code |  | |
| FAA Business Phone Number |  | |
| FAA Email |  | |
| FAA Employer Full Legal Name |  | |
| FAA Employer CIK (if employer has a CIK) |  | |
| **Company’s Second Account Administrator (SAA)**  *Could be company representative or securities lawyer; will be required to create a login.gov account and responsible for reviewing and approving EDGAR records annually. Non Single-Member companies must provide a Second Account Administrator.* | | |
| SAA First Name |  | |
| SAA Middle Name |  | |
| SAA Last Name |  | |
| SAA Suffix |  | |
| SAA Business Street Address 1 (no P.O. Box) |  | |
| SAA Business Street Address 2 |  | |
| SAA City |  | |
| SAA U.S. State or Foreign State |  | |
| SAA Zip Code |  | |
| SAA Country/Province Code |  | |
| SAA Business Phone Number |  | |
| SAA Email |  | |
| SAA Employer Full Legal Name |  | |
| SAA Employer CIK (if employer has a CIK) |  | |

**Details and requirements of data elements**

Below are details of all data elements specified:

Company Name (If you are an individual, your name)

* Name of the filer
* Required
* Max length 150 characters

Confirmation Quarter

* Annual confirmation quarter. The quarter-end date by which it will perform annual confirmation on EDGAR.
* An account administrator must annually confirm on behalf of the filer that the filer’s users, account administrators, technical administrators, and delegated entities are authorized by the filer to act on its behalf, and that the filer’s information on the dashboard is accurate.
* Required

Single-Member Company

* Whether the filer is a single-member company. A single-member company is defined as an entity with a sole individual serving as the only equity holder, director, and officer, or holding equivalent positions.
* Required
* Although individuals and single-member companies are only required to authorize one account administrator, we recommended that you authorize at least two account administrators so that management of the filer's account is not interrupted by the unavailability of an account administrator. Following enrollment, additional account administrators can be added in the EDGAR Filer Management Dashboard.

First Account Administrator (FAA) First Name

* First account administrator’s first name
* Required
* Max length 50 characters

FAA Middle Name

* First account administrator’s middle name
* Optional
* Max length 30 characters

FAA Last Name

* First account administrator’s last name
* Required
* Max length 60 character

FAA Suffix

* First account administrator’s suffix (Jr, Sr, etc.)
* Optional
* Max length 10 characters

FAA Business Street Address 1 (no P.O. Box)

* First account administrator’s street address line 1
* Required
* Max length 40 characters

FAA Business Street Address 2

* First account administrator’s street address line 2
* Optional
* Max length 40 characters

FAA City

* First account administrator’s city
* Required
* Max length 30 characters

FAA US State Code or Foreign State

* If First account administrator has a US Address
  + First account administrator’s state code
  + Required, unless non-US Address
  + Must be a US state code listed at [SEC.gov | EDGAR State and Country Codes](https://www.sec.gov/submit-filings/filer-support-resources/edgar-state-country-codes)
  + Max length 2 characters
* If First account administrator has a non-US Address
  + First account administrator’s state
  + Optional
  + Max length 30 characters

FAA Zip Code

* If First account administrator has a U.S. address
  + First account administrator’s U.S. zip code
  + Required, unless non-US Address
* If First account administrator has a non-U.S. address
  + First account administrator’s non-U.S. postal code
  + Optional
* Max length 10 characters

FAA Country/Province code

* If First account administrator has a U.S. address
  + First account administrator’s country/province code
  + Required
    - X1 (for the U.S.)
* If First account administrator has a non-U.S. address
  + First account administrator’s country/province code
  + Required
    - If first account administrator is Canada, it must be one of Canadian province codes listed at [SEC.gov | EDGAR State and Country Codes](https://www.sec.gov/submit-filings/filer-support-resources/edgar-state-country-codes)
    - If first account administrator is other than Canada, it must be one of country codes listed at [SEC.gov | EDGAR State and Country Codes](https://www.sec.gov/submit-filings/filer-support-resources/edgar-state-country-codes)
* Max length 2 characters

FAA Business Phone Number

* First account administrator’s business phone number
* Required

FAA Email

* First account administrator’s email
* Required
* This will be primary email address at which the first account administrator will be contacted and with which they will be identified.

FAA Employer Full Legal Name

* If First Account Administrator is not the applicant (for an individual applicant), or an employee of the applicant or its affiliate (for a company applicant), provide the full legal name of the prospective account administrator’s employer
* Optional, if employee of applicant
* Required, if not an employee of applicant

FAA Employer CIK (if the employer has a CIK)

* If First Account Administrator is not the applicant (for an individual applicant), or an employee of the applicant or its affiliate (for a company applicant), provide the CIK (if any) of the prospective account administrator’s employer
* Optional, if employee of applicant
* Required, if not an employee of applicant and employer has CIK

Second Account Administrator (SAA) First Name, SAA Middle Name, SAA Last Name, SAA Suffix, SAA Business Street Address 1 (no P.O. Box), SAA Business Street Address 2, SAA City, SAA US State Code or Foreign State, SAA Zip, SAA Country/Province code, SAA Business Phone Number, SAA Email, SAA Employer Full Legal Name, SAA Employer CIK (if employer has a CIK)

* For individuals and single-member companies (see above)
  + This group of data elements is optional because only one account administrator is required for individuals and single-member companies. However, the filer will be unable to manage their EDGAR account if the single account administrator is not available. For this reason, the filer is encouraged to authorize a second account administrator to ensure that an account administrator is always available to take necessary actions.
* For non-single member companies (see above)
  + This group of data elements is required because two account administrators are required.
  + Details and requirements are same as first account administrator’s data elements requirements (see above).