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Organization Staff Level Certification for C Tech's Enterprise License

The purpose of this letter is to certify the *staff level* for your organization. **For the purposes of this certification, *staff level* is defined as the number of full-time equivalent employees, and consultants or contractors working within the licensed organization's facilities, at the time of the Subscription Term start date indicated below.** C Tech's Enterprise License pricing is based on staff size level tiers rather than the number of software users. This certification is subject to the terms of C Tech's End User License Agreement, Version 202603.

Organizations must be a legal entity which files a tax return with the appropriate government agency (e.g., U.S. IRS, Foreign Entity Tax Authority). The staff level must include all personnel of the organization being licensed, including all subsidiaries and affiliates. Subsidiaries and affiliates must be wholly owned by the organization to be licensed under the parent.

The undersigned certifies that their organization's staff level as defined below is correct. The undersigned also certifies that they are empowered by their organization to bind it on contractual issues.

The undersigned acknowledges and agrees to the following reporting obligations during the Subscription Term:

a) **Organic Growth.** Organic changes in employee count (i.e., changes not resulting from mergers or acquisitions) during the Subscription Term that result in no more than a 15% staff level increase do not need to be reported during the year. However, if organic growth during the Subscription Term results in more than a 15% increase, a prorated license fee increase may be due. All changes in employee count that affect the applicable staff size level must be reported prior to the renewal date.

b) **Mergers and Acquisitions.** Any merger, acquisition, or similar corporate transaction that affects the organization's applicable staff size level tier must be reported to C Tech immediately, regardless of the size of the resulting staff level change. Such events are subject to prorated license fee increases in accordance with Section 4.4 of C Tech's End User License Agreement.

The undersigned acknowledges that any misrepresentation of, or omission of information relevant to, the staff level for the purpose of paying reduced subscription fees would constitute a violation of C Tech's License Agreement and could subject the individual and/or organization to civil and/or criminal penalties.

SUBSCRIPTION TERM START DATE: _____

STAFF LEVEL (Number of equivalent full-time employees): _____

Please enter the actual Staff Level as of the Subscription Term Start Date above.

If an estimate is used, round up to ensure that the level provided is not underestimated.

Signed: _____ Date _____

Name & Title: _____

Organization: _____

Address: _____

City, State, Postal Code: _____

Country: _____

Phone & email: _____ _____