

**Statement on the location of the accounting records, name, address and contact information of the person responsible for their custody corresponding to:**

**Name of the Entity/Foundation:** \_\_\_\_\_

**Fiscal period:** \_\_\_\_\_

The undersigned \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ duly organized and constituted in accordance with the laws of the Republic of Panama, registered in the Public Registry of Panama, Folio No. \_\_\_\_\_ (hereinafter the \_\_\_\_\_), in compliance with the provisions of Law No. 52 of October 27, 2016 and its modification through Act 254 of November 11, 2021 (hereinafter the "Act"), We declare the following to the resident agent of the \_\_\_\_\_:

1. The accounting records and supporting documentation of the Entity or Foundation as defined in the Law, will be kept and maintained at the following physical address:

\_\_\_\_\_

2. The address, name, and contact information of the person who maintains the accounting records and supporting documentation is as follows:

Name of individual: \_\_\_\_\_

Physical address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. We understand and accept the obligation to provide to the resident agent annually, on April 30, with the accounting records or a copy of the accounting records relating to the fiscal period that ended on December 31 of the immediately preceding year.
4. We understand and agree to declare annually, in writing, to the resident agent, the name and contact information of the person who maintains the accounting records and supporting documentation in their custody and the physical address where they are kept, in cases where that said accounting records and supporting documentation be kept in any other place other than the offices of the resident agent, inside or outside the Republic of Panama.

5. We understand and accept that if there is a change in the person who maintains the accounting records and supporting documentation in their custody, we will immediately inform, in writing, the resident agent, the name and contact information of the new person who maintains the records. accounting records and supporting documentation in their custody and the physical address where they are kept. We declare that the resident agent is exempt from all responsibility derived from reporting erroneous, false or inaccurate information to the competent authorities; in which case, the resident agent will not be responsible for such circumstance.
  
6. We understand and accept that the company or foundation must maintain accounting records and supporting documentation for a period of no less than FIVE (5) years, counted from the last day of the calendar year in which the transactions for which they apply were generated. these accounting records, and we undertake to update the physical address where the accounting records and supporting documentation are kept, as well as the name, address and contact information of the person responsible for their custody.
  
7. We accept that failure to deliver the accounting records entails financial penalties for the company and the resident agent, taking into account the seriousness of the offense, the recurrence and the magnitude of the damage; at the same time as the suspension of corporate rights and consequently, the forced administrative liquidation of the "company or foundation" by the authority. We declare that the resident agent is exempt from all liability arising from failure to deliver the accounting records.

We agree that the resident agent reserves the right to resign from his position in the event of the breach of any of the commitments contained in this statement.

Date: \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

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