

With systems tailored to meet the needs of small to mid-sized reporting issuers, Marrelli Support Services Inc. ("MSSI") is the preferred choice from the back office to the boardroom.



Financial Accounting & Reporting



Scalable Chief
Financial Officer Services



Cash Management Services



Escrow



Bookkeeping Services



IPO, RTO, Pro-forms &
other specialized support





MSSI applies the Canadian Standard on Quality Control and engage an independent third-party to perform annual CSAE 3416 audit, and accordingly maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements. Further, MSSI is fully committed in its compliance with the anti-money laundering (AML) and counterterrorist financing (CTF) requirements as laid out by Financial Transactions and Reports Analysis Centre of Canada (FINTRAC).

All service providers that handle cash payments are required to be registered with FINTRAC and are subject to penalties and sanctions for non-compliance. Non-compliance by the service provider may also have an impact on your Company. Refer to [Public notice of administrative monetary penalties](#) published by FINTRAC.

Outsourced Chief Financial Officer - (CFO Function):

- Depending on the reporting issuer's size and scope of the CFO mandate, management may choose to outsource their CFO role to a MSSI team member on a fractional basis.
- On a select basis, we offer the appointment of one of our senior team members to the position of Chief Financial Officer for a reporting issuer.
- Our CFO team consists of a select number of senior members of the firm with strong financial reporting and compliance backgrounds. Each opportunity is carefully matched to the appropriate MSSI team candidate.

MSSI offers:

Financial Reporting Services

- The Company shall prepare management unaudited quarterly financial statements in accordance with International Financial Reporting Standards (IFRS® Accounting Standards) as adopted by the International Accounting Standards Board (IASB), or any successor entity, as amended from time to time.
- Interim reporting conducted by dedicated financial reporting analysts, examining the issuer's books and records for the period
- Thorough on established processes; comprehensive preparation of financial statements, including detailed notes for client review and comments upon acceptance
- Collaborative execution of the annual statutory audit in conjunction with the reporting issuer's auditors
- Filing of quarterly or annual documents with DSA Filing Services, seamlessly integrating the preparation, client review, and public filing process of a reporting issuer's documents on SEDAR+

Bookkeeping, including Payroll Services

An assigned bookkeeper will ensure day-to-day transactions are recorded correctly and in a timely manner in accordance with your instructions.

Core Bookkeeping Services include:

- Recording of journal entries
- Periodic disbursements (i.e., scheduled payment runs)
- Administration of funds transfers (i.e., wire payments)
- Processing of expense reports
- Processing scheduled periodic payroll: recording of payroll entries and salary payments for members of Board of Directors, committees, management, and employees
- Maintenance of aged accounts-payable and accounts-receivable listings
- Maintenance of general ledger and sub-ledgers
- Preparation of trial balances
- Preparation and submission of Harmonized Sales Tax (HST) and Quebec Sales Tax (QST) returns on a timely basis
- The production of reports using specialized accounting software based on the client's identified needs

Cash Management Services

RBC Royal Bank - Products and Services Offered to MSSI Clients

- Access to RBC's sophisticated and flexible online banking platform called RBC Express ®;
- RBC Express ® provides local and global cash management needs through a convenient and secured web-based client can access anywhere, anytime. RBC Express ® services include: balance reporting, account activity, account transfer, balances, bank statements, digital image on all paper transactions, funds transfer, stop payments, and ACH direct deposit (Automated Clearing House) wire payments.

Letters of Credit/Guarantee & VISA cards

- Access to the Business VISA cards that better suits the needs of your company.
- ® Registered trademarks of Royal Bank of Canada. RBC and Royal Bank are registered trademarks of the Royal Bank of Canada.

Investment Solutions

- Preferred Fixed Rate Investment account: A solution designed for surplus funds that reflects what most of our clients have identified as critical for their business: optimal yields on liquid securities with minimal fees and online access*; We have used our size to ensure our clients receive banking benefits others do not.

Foreign Exchange

- Access to one of the world's largest traders in foreign currencies, RBC Capital Markets;
- Foreign currency accounts

Insurance

- Confidence starts with being prepared. Unlike many service providers, Marrelli maintains certain insurance coverage for cybersecurity-related risks. Contact us to learn more about the coverage available and how it can support your business.
- Training for social engineering; we will call to ensure payments are correct under specific protocols accepted by industry standards.

Specialized Needs

- Administration of the issuer's participation in the Canadian Flow-Through Share program, including preparation of flow-through tax filings, submission to governmental regulatory bodies (Canada Revenue Agency and Revenu Québec), and preparation of comprehensive supporting back-up files. Flow-through submissions are targets for compliance audits, making compliance crucial
- Assistance with accounting and reporting for business combinations and acquisitions, such as a reverse takeover, acquisition of a third-party company, or an asset spin-out
- Assistance in preparing the necessary disclosure and reporting documents, including pro-forma financial statements



marrelli

Support Services Inc.

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For more information on Marrelli Support Services Inc.,
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