

INFORMATION HANDLING & SUBMISSION NOTICE

CLIENT-006

This notice establishes safe intake expectations before a formal engagement and detailed data-handling plan are in place.

PERMITTED STARTER-PACKAGE INFORMATION

Business identity and contact information; general project descriptions; non-sensitive objectives, workflows, document categories, deadlines, and known constraints; and redacted samples reasonably necessary for initial review.

RESTRICTED INFORMATION

Do not place passwords, multi-factor codes, recovery codes, private keys, full payment-card data, unnecessary government identifiers, medical information, regulated personal data, or production-system credentials in these forms or ordinary email.

Do not provide confidential information belonging to another party unless your organization is authorized to share it for the proposed purpose. Redact information that is not needed for initial review.

SUBMISSION AND ACCESS CONTROLS

Use only the submission method identified by Arcleron. If the matter requires sensitive files or system access, Arcleron and the client will first define an appropriate secure-transfer or controlled-access method. Client remains responsible for authorizing access, maintaining backups, and controlling administrator permissions.

Submission does not obligate Arcleron to accept the engagement. Arcleron may decline, request clarification, require an NDA, limit access, or require additional safeguards before receiving or reviewing information.

CLIENT ACKNOWLEDGEMENT

Please acknowledge

- ☐ I reviewed this notice
- ☐ I will not submit prohibited credentials or payment-card data
- ☐ I am authorized to provide the information submitted
- ☐ I will follow Arcleron submission instructions

Authorized representative name *

Title / role *

Date *

Business email *

INFORMATION HANDLING & SUBMISSION NOTICE - CONTINUATION OF CLIENT-008

Special handling questions or concerns

CERTIFICATION AND SIGNATURE

I certify that the information provided in this form is accurate to the best of my knowledge and that I am authorized to submit it for the organization identified. This signature confirms submission only; it does not create a consulting relationship, authorize work, or execute a separate NDA, Consulting Services Agreement, or Statement of Work.

Choose one signature method

☐ Handwritten signature☐ Electronic signature

Optional electronic signature

If I select Electronic signature and type or draw my name in the signature field below, I agree to conduct this submission electronically and intend that mark to serve as my electronic signature. I may instead print and sign by hand. A copy of the completed form should be retained for my records.

Printed legal name *

Title / role *

Signature - handwritten or adopted electronic signature *

Date signed *

Business email *