

[Company Letterhead]

[Date]

[Name of Tax Authority]

[Department/Division]

[Address Line 1]

[Address Line 2]

[City, Postcode]

[Country]

RE: Notification of Country-by-Country Reporting (CbCR) Compliance

To Whom It May Concern,

This letter serves as formal notification regarding the Country-by-Country Reporting (CbCR) obligations for [Name of Ultimate Parent Entity / Reporting Entity] and its constituent entities for the fiscal year ending [Date].

In accordance with [Local Law/Regulation Reference] and the OECD Base Erosion and Profit Shifting (BEPS) Action 13 guidelines, we provide the following information:

1. Reporting Entity Information:

Name: [Full Legal Name of Reporting Entity]

Tax Identification Number (TIN): [TIN Number]

Address: [Registered Business Address]

2. Reporting Role:

The above-named entity is filing as the: [Ultimate Parent Entity / Surrogate Parent Entity / Constituent Entity].

3. Reporting Period:

This notification covers the fiscal period from [Start Date] to [End Date].

4. Filing Details:

The Country-by-Country Report will be filed with the tax authority of [Country Name] on or before [Filing Deadline Date].

We confirm that all relevant data regarding global allocation of income, taxes paid, and indicators of economic activity among tax jurisdictions will be included in the report as required.

Should you require further information or clarification, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]