



MICHAEL FOSTER, ESQ.

Chief Legal Officer & Global General Counsel

AMCG LEGAL DEPARTMENT | AMCG LLC

330 West 34th Street | New York, NY 10001

888-241-3293 (W) | www.amconsultgroupllc.com

OFFICE OF THE CHIEF LEGAL OFFICER

PRIVILEGED & CONFIDENTIAL

LEGAL REQUEST INTAKE FORM

PAGE 1 OF 4

Complete all required fields marked with an asterisk (*).

1 REQUESTER INFORMATION

1. What is your full legal name? *

2. What organization or company do you represent?

Your title or role

3. What is your email address? *

What is your telephone number? *

4. What is your mailing address?

5. How are you connected to AMCG LLC? *

☐ Client

☐ Vendor

☐ Employee

☐ Business partner

☐ Other

6. How should the Legal Department contact you? *

☐ Email

☐ Telephone

☐ Either

Please retain a copy of this completed form and any supporting documents.

LEGAL NOTICE & PRIVILEGE DISCLAIMER: This document and any accompanying attachments issued by the Office of the Chief Legal Officer of **AMCG LLC** contain information that is highly confidential, legally privileged under international multi-jurisdictional attorney-client frameworks, and strictly protected under global intellectual property laws. It is intended solely for the designated recipient(s).

PRELIMINARY & NON-BINDING STATUS: Any legal evaluations, proposed terms, settlement frameworks, or corporate negotiations detailed herein are strictly preliminary, advisory, and non-binding. No statement, offer, or communication originating from this office shall constitute an enforceable obligation or a binding contract. Permanent legal and commercial commitments strictly require a formal, written contract fully executed and signed directly by the **Chief Executive Officer** of **AMCG LLC**. Unauthorized review, duplication, or distribution of this communication is strictly prohibited.



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Describe the matter clearly so it can be routed and reviewed efficiently.

2 LEGAL MATTER DETAILS

7. What type of legal request are you submitting? *

- | | | | |
|--|--|---|--|
| ☐ Contract review | ☐ Compliance | ☐ Dispute or claim | ☐ Intellectual property |
| ☐ Employment | ☐ Privacy or data | ☐ Corporate governance | ☐ Other |

8. What is the title or subject of your request? *

9. Please explain the request, issue, or question in detail. *

10. Which people, companies, agencies, or other parties are involved?

11. Are there important dates, notices, hearings, or response deadlines? *

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Provide context and identify any supporting material.

3 STATUS AND REQUESTED ASSISTANCE

12. How urgent is this request? *

☐ Routine ☐ Time-sensitive ☐ Immediate attention requested

13. What action or assistance are you requesting from the Chief Legal Officer? *

14. What steps have already been taken, and with whom have you communicated?

4 SUPPORTING DOCUMENTS AND FORMAL STATUS

15. What supporting documents are attached or available?

16. Is this matter currently part of a lawsuit, subpoena, agency inquiry, or formal complaint?

☐ Yes ☐ No If yes, identify the matter and reference number:

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Review the notice, certify the information, and follow the sending instructions.

5 CERTIFICATION AND SUBMISSION

IMPORTANT NOTICE

Submission of this form does not create an attorney-client relationship, guarantee representation, or confirm acceptance of the matter. Do not send passwords, payment-card data, government identification numbers, medical records, or other highly sensitive information unless specifically requested. The requester remains responsible for all legal and response deadlines unless AMCG LLC confirms otherwise in writing.

☐ I certify that the information provided is accurate and authorize AMCG LLC to review this request and contact me.

Printed name *

Signature *

Date *

SUBMISSION INSTRUCTIONS

PLEASE PRINT, SIGN, AND DATE THIS FORM BEFORE SENDING.

Submit the completed form and supporting documents:

Address to Office of the Chief Legal Officer, AMCG LLC
Mail to 330 West 34th Street, New York, NY 10001
Email info@amcg-llc.com

☐ Completed form included

☐ Supporting documents included, if applicable

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