

# SECRETARIAT



**Secretariat** enables your corporation to **minimize risk and ensure compliance** for all associated entities **with ease**. With Secretariat, seamlessly keep track of all entity information, records, and documents in a centralized platform. Additionally, ensure that users receive automatic reminders about upcoming deadlines to file regulatory forms and paperwork on time.

## WHAT OUR CLIENTS SAY ABOUT SECRETARIAT

"With Secretariat, we were able to consolidate all records, current and historic, into one database, and provide access to the people that need that information. It really did enhance the level of service we were able to provide to our stakeholders."

Shelley Wilson

Senior Manager of Legal Operations and Support,  
The Independent Order of Foresters

"[Secretariat] is the most user-customizable corporate secretary system in the world. This is the technology you need, the way you need it."

Society of Corporate Secretaries  
and Governance Professionals

## ROBUST

- System with the ability to have custom workflows and configurable fields to fit your needs
- Many out-of-the-box reports, as well as the option to add advanced custom reports

## FLEXIBLE

- Flexibility over the fields you need to track your entities
- Create organizational charts with the information that's most important to you

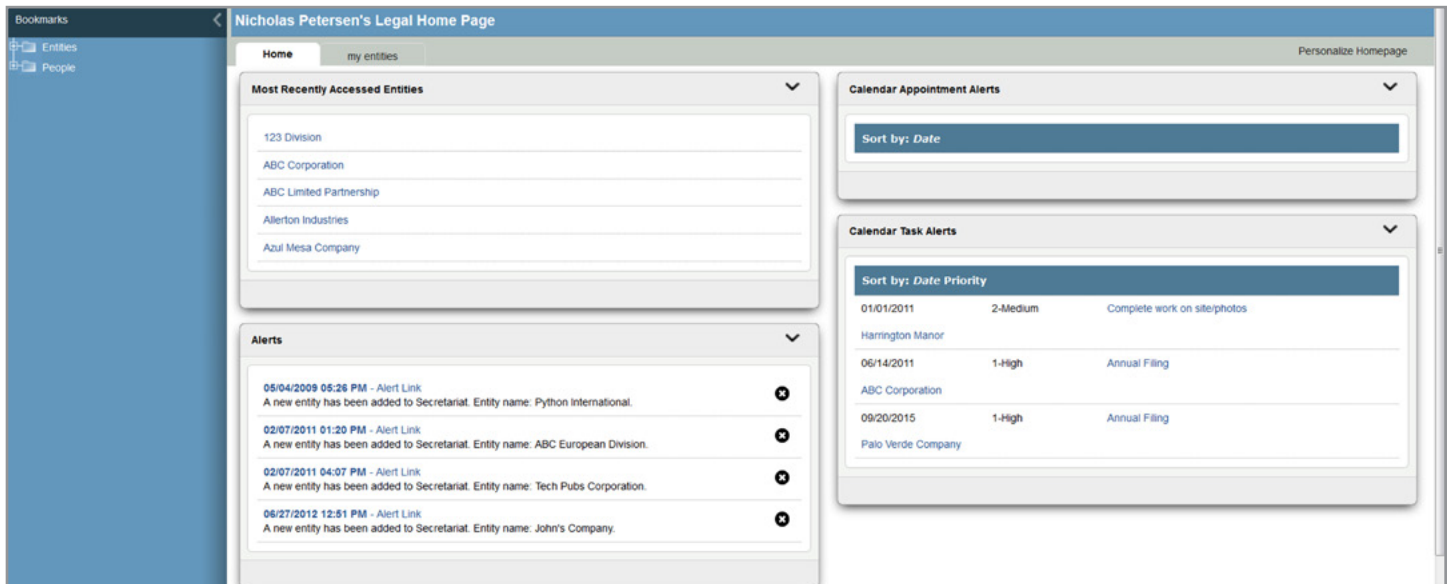
## SECURE

- Maintain control from the central office while allowing distributed offices to input data
- Option to require approval for end-user changes

## TRUSTWORTHY

- Market leader since 1989
- Designed by corporate secretaries, specifically for the office of the corporate secretary

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The intuitive and simple Secretariat home page allows the user to easily manage their most recently accessed entities, and view important upcoming calendar and task deadlines

## ACCESS A SINGLE SOURCE OF TRUTH

- Keep all entity information, such as officers, directors, and formation in one centralized database
- Easily access, add or update any entity information 24/7, with the ability to require approval to changes
- Retrieve records quickly and easily with powerful search capabilities
- Store all historical documents with the relevant entity record

## MITIGATE RISK

- Ensure you never miss a filing deadline with Secretariat keeping track of all key dates and compliance deadlines
- Receive notifications for upcoming deadlines such as filings
- Automatically send alerts to individuals when pre-defined events occur

## VISUALIZE YOUR CORPORATE ENTITY STRUCTURE

- Visualize and understand the overall structure of your corporation and the relationships between entities
- Configure the view you'd like to see with Microsoft Visio®
- Pick what information is included, change display shapes based on entity type, change colors and fonts based on specific criteria, and display multiple owners with footnotes instead of complicated lines.