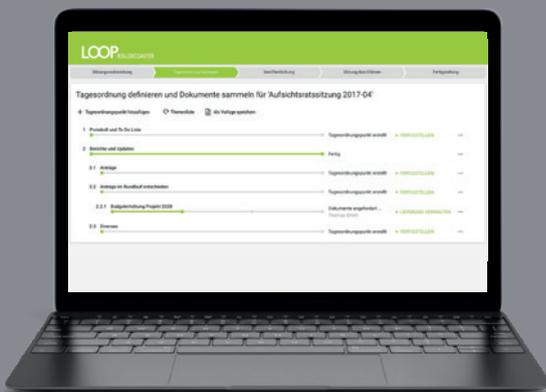


FACT SHEET | BoardSuite

The professional platform for all board communications

With today's board communications, security, compliance and efficiency are of crucial importance.

The innovative Brainloop BoardSuite guarantees all these things – for the entire lifecycle of your meeting documents and beyond. With Brainloop BoardSuite, you safeguard the process of creating and distributing your meeting documents, while ensuring that even the delivery process itself is secure and conforms to regulations. The later use of meeting results is also protected.



THE BOARD OFFICE

- > Manages and monitors the delivery of meeting content
- > Receives documents on decisions going through the motion process
- > Adds motions directly to the meeting agenda or
- > Starts a circular procedure to vote on a motion
- > Creates and distributes meeting packs with a few clicks
- > Writes and distributes the minutes securely and directly

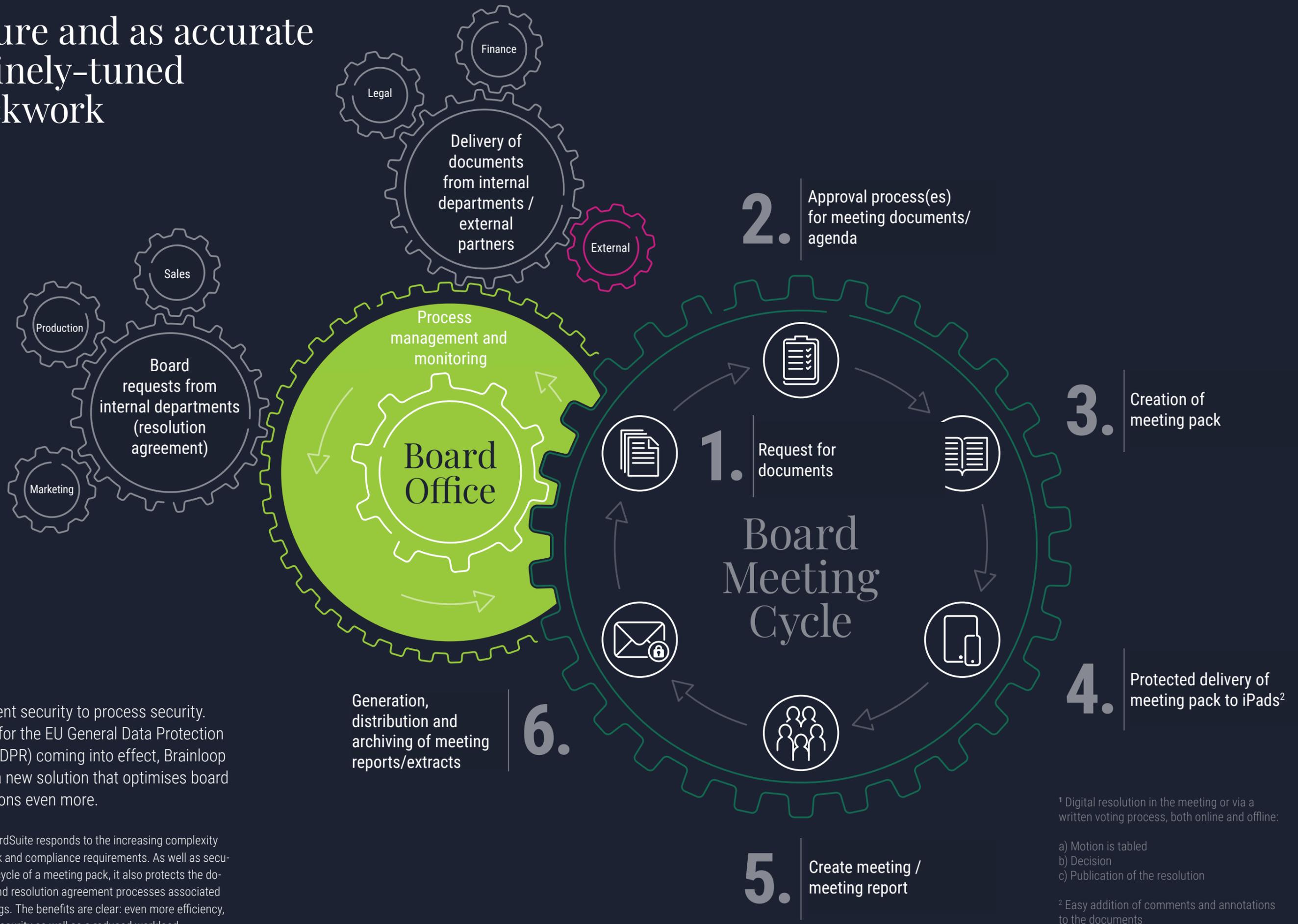
BOARD MEMBERS

- > Always have an overview of all relevant information
- > Have fast access at any time to the board pack and to motions in the circular voting procedure
- > Vote digitally at in-person meetings as well as in circular procedures
- > Read and comment on content, both online and offline
- > Make better-informed decisions earlier, faster, more securely



“I can definitely recommend Brainloop. My colleagues started working with it right after a short introduction – there were hardly any queries and feedback was exclusively positive.” **Georg Nyffeler**, Director Telematics

Secure and as accurate as finely-tuned clockwork



From document security to process security. In good time for the EU General Data Protection Regulation (GDPR) coming into effect, Brainloop is launching a new solution that optimises board communications even more.

The Brainloop BoardSuite responds to the increasing complexity of governance, risk and compliance requirements. As well as securing the entire lifecycle of a meeting pack, it also protects the document delivery and resolution agreement processes associated with board meetings. The benefits are clear: even more efficiency, control and legal security as well as a reduced workload.

THE BOARD SUITE IN THE BOARD OFFICE: BETTER CONTROL, MORE EFFICIENCY

Process support brings assurance:

- > Brainloop Flows guide you securely through the board meeting and decision-making process
- > Carry out board meeting preparation, reporting and follow-ups in an end-to-end process
- > Create the agenda and use it to directly request document delivery with a few clicks
- > Track the status of requested documents within the agenda and use the chat function for follow-ups
- > Meet every deadline with the reminder functions

Easy creation of meeting packs::

- > Write and distribute the meeting minutes within the application
- > Automatically create excerpts of the minutes tailored to specific target groups
- > Manage motions within the system: quickly assign a motion from a business department to a meeting or to a circular voting procedure
- > Add the motions to the meeting minutes once they have been agreed via digital voting
- > Communicate the resolutions securely and efficiently to the right people

BRAINLOOP HELPS YOU

- > Plan and implement your board solution
- > Train your administrators and board members' assistants
- > Solve issues with skilled 24/7 support hotline in three languages



BENEFITS FOR BOARD MEMBERS

- > Fast and intuitive access to information and documents on their iPad, iPhone, Windows or Android tablet
- > Meeting calendar linked directly to the current meeting pack
- > Easy to add and share notes and comments
- > Full-text search, thumbnails and bookmarks help users quickly pinpoint the information they need
- > Easy and secure resolution processes with voting procedure, even on the road
- > Online and offline access
- > Synchronisation of all meeting-related documents ensures users always have the latest information
- > Local app content is deleted if the device is lost or stolen

SECURITY AND COMPLIANCE

- > German provider
- > Data is stored in certified German datacentres – failsafe and highly available
- > Tamper-proof audit trail of all activities
- > Process support ensures regulatory compliance
- > Automatic deletion of app content if mobile devices are lost or stolen
- > All Brainloop solutions enable GDPR-compliant working methods
- > 256-bit end-to-end encryption on the server, during data transmission and on mobile devices
- > Integrated rights management
- > Two-factor authentication on all devices
- > Shielding from provider staff and IT administrators
- > ISO-certified operation of the solution

