

# Board Portal & File Repository

## A Paperless Boardroom for Effective Corporate Governance

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Nasdaq Boardvantage<sup>®</sup> is the Maples Group's preferred provider of bespoke online meeting and entity document management solutions. The technology enhances the end users' experience of accessing and navigating meeting materials and entity documentation in an intuitive and user-friendly way. It simplifies how meeting materials are stored and distributed and offers a fully integrated and centralised location for the retention of relevant entity documents that can be readily accessible by authorised representatives.

### Key Features

- Fast and intuitive access to information and files from supported platforms (including smart phones, tablets and / or PCs) both online and offline;
- Ability to add notes or comments to files and easily share them with other meeting members;
- Easily locate information by searching individual or all documents, with the ability to filter by key words, date range, TeamSpaces and file type;
- Add private and shared annotations to any file, with additional capabilities to highlight, draw and drop pins;
- Agenda driven navigation;
- Access to personal spaces and reading areas;
- Immediate access to a comprehensive repository of entity documentation;
- Set permissions and restrict access for individual files or entire folders, giving specified users access to information in the way it is intended;
- Customer configurable security features for governance and workflow management controlled from a central platform;
- Use Presenter Mode to control flow, advance pages or pass control to other presenters; and
- Configurable retention settings to align with corporate governance policies.

### Board Portal Functionality

Using Nasdaq Boardvantage, we are able to prepare and distribute meeting materials to authorised persons in a streamlined and efficient manner. Users have the ability to sync meeting materials and other entity documentation for offline access across multiple smart devices.

Users are also able to review, bookmark and annotate their meeting packs and other documentation and provide comments and feedback on specific documents. This functionality provides users with the ability to efficiently navigate meeting materials through a client app or via a web browser.

## File Repository Functionality

We can also offer a file repository facility. For our Irish clients, the use of this feature may help address the 'retrievability of records' requirements outlined by the Central Bank in its feedback statement in respect of the Consultation on Fund Management Company Effectiveness – Managerial Functions, Operational Issues and Procedural Matters, Consultation Paper 86 – Third consultation ("CP86"). The Central Bank requires all fund management companies to maintain entity records in a secure and quick retrievable form in or from Ireland. The file repository allows us to compile and store copies of all relevant meeting and entity documentation on behalf of our clients within a

platform which is accessible by directors and any other authorised persons. Investment Funds to which CP86 is not immediately applicable may wish to consider the benefits of this facility as a matter of good governance.

## Cyber Security Considerations

The Maples Group has undertaken extensive due diligence in respect of the security arrangements of Nasdaq Boardvantage. We believe that the board portal and file repository offer the highest level of security for document storage and distribution, details of which are contained within the 'Nasdaq Boardvantage Security' fact sheet, which is available upon request.

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