

# Board Management System

Board.G application facilitates the work of the board of directors and its secretary, integrating all important functions. This creates a unified system that saves time, avoids errors, and significantly reduces penalties.



# Invest The Time And Effort Of Your Board Members

BoardG Application is a platform that facilitates the work of both Board Members and Board Secretary. As this application has integrated all the important functions of the Board that usually require vast efforts, excess time and continuous follow-up from the Board Secretary and the Members and Central Bank Guidelines, creating a one-stop system that enables them to reduce effort, save time and avoid mistakes and penalties significantly.



# BoardG Team Values



## Collaboration

We consider our clients as our partners; we closely work together to build the Best Solutions. By helping each other we invest in each other's growth.



## Self-Improvement

We're constantly developing, testing, and improving to make sure we're delivering the best experience to our customers. We are not afraid to make mistakes. We learn from others and from our challenges and successes.



## Flexibility

We offer innovative solutions in technical design and development that strike the right balance between the needs of clients and business objectives.



## Excellence

We will produce the best products and deliver the best services we are capable of providing. We will challenge the process, the product, and our opinions. We will be the first in adapting new technologies to simply offer our clients the best solutions. We strive to be known as the innovators in application development.



# BoardG Features

## Board Members Features

### 1. Personal Profile

- Inclusive of different types of Board members: Executive Board Member, Non-Executive Board Member, Independent Board Member, Elected or a Representative and their Position.
- Ability to update profile, view position information, required training, certificates and other information.
- The application will send monthly reminders to members to review and confirm updating their profile, which will help in preventing any issues with the regulatory bodies like CMA/CBK.

### 2. Meetings of Board, Committees, And General Assembly

- View Minutes Of Meeting and other meeting related files.
- Accept/Reject Meeting and add reason.
- Attend Meeting Online.
- View Meeting Agenda.

### 3. Disclosures

Follow-up and sign on the disclosures sent by the Board Secretary.



# BoardG Features

## 4. Tasks

The ability to follow up and implement the required tasks and create new tasks.

## 5. Document Center

The ability to store multiple versions of files to track changes that occur on each, and when they were posted or uploaded to the application.

## 6. Calendar

View the Calendar for meetings and tasks and synchronize it with Google, Apple, etc...

## 7. Board and Committees Resolutions

View and sign on the resolutions of the Board of Directors and committees sent by the Secretary of the Board.

## 8. Announcements

Follow and view all new announcements on the Application.



## BoardG Features

### Board Members Features (Continue)

#### 9. AML Courses

The Anti-money laundering training has become mandatory for all board members by Kuwait regulations on annual basis. BoardG provides online AML courses, where members can watch videos, read materials, take short quizzes, apply for final exam and acquire an attendance certificate.

#### 10. Assign and Follow-up KPIs

The ability to assign different types of annual KPIs, update and self-evaluate.

#### 11. Orientation Process

Review and sign the terms imposed by CMA on the new members of the Board.

#### 12. Electronic Signature

The application enables board members to sign important and urgent documents electronically via sign now to save time and effort and to be more secure.

#### 13. Corporate Governance

View Corporate Governance Content.



## BoardG Features

### Board Secretary Features

#### 1. Add & Update Members

A section to view all Board Members with their roles and responsibilities, tracked with dates and versions, with the ability to add, update, or delete members and generate reports.

#### 2. Meetings of Board, Committees, And General Assembly

- Create and manage Board & Committees' Meetings of all types and track the number or required meetings per year as per regulations.
- Schedule meetings, view conflicts with other committee meetings, track acceptance and rejection of timing, attendance status.
- Create meeting agenda, Minutes of Meeting, internal notes, and other related meeting files.

### Board Secretary Features (Continue)

#### 3. Disclosures

- Ability to send different disclosures to members and obtain their signature.
- Ability to generate reports and share it with CMA.
- Ability to generate CMA Letters and Disclosure Forms and acquire signatures of the CEO or deputy CEO electronically.

#### 4. Tasks

- Ability to add, follow and carry out required tasks, search all tasks and task details.
- A list of fixed tasks can be added at the beginning of the year.



# BoardG Features

## 5. Document Center

The ability to store multiple versions of files to track changes that occur on each, and when they were posted or uploaded to the Application.

## 6. Calendar

View the Calendar for meetings and tasks and synchronize it with Google, Apple, etc.

## 7. Board and Committees Resolutions

Ability to send the declared resolutions of The Board and The Committees to members to obtain feedback, signatures and track the response rate

## 8. Announcements

Ability to add new announcements and send them to inform members of new news.

## 9. Assign and Follow-up KPIs

Ability to assign different types of annual KPIs to Board Members.

## 10. Assign and Follow-up KPIs

- Ability to fill out CMA's Nomination Form for new members and track applications.
- The Application will send a reminder to Compliance if the reply from.
- CMA exceeds 2 weeks.

## 11. Training plan

Create and Follow up on the annual Training Plan specified for Board Members, view its status and upload training certificates.





# BoardG Features

## 12. Corporate Governance

View Corporate Governance content.

## 13. Committee Information and Guidelines

- Add committees, setup their info, and assign members to each committee.
- Provide information on committees and guidelines for Members.

## 14. Reports

Ability to view and export several annual reports/ Dashboards, including.

- Meeting attendees
- Meeting decisions

- Disclosures of company
- Quarterly and Yearly report
- Shareholders report
- Meeting agenda
- Disclosures of member
- Task status
- Committee reports

## 15. File Template

Ability to upload all formal papers, edit them online, and export them to be used in other places in system

## 16. Orientation Process

Develop and review the terms imposed by the CMA on the new members of the Board



## BoardG Features

### Technical Features

- Register and receive your own company server
- Support by Email, SMS And Notifications
- iPad Application For Members
- Interface in Arabic & English
- Keeping A Log for Actions
- Synchronized Calendars
- High Security for Data
- Notifications Center
- Advanced Search
- General Settings
- Add Tag Words
- Cloud-Hosted



# BoardG Features

## Product Updates

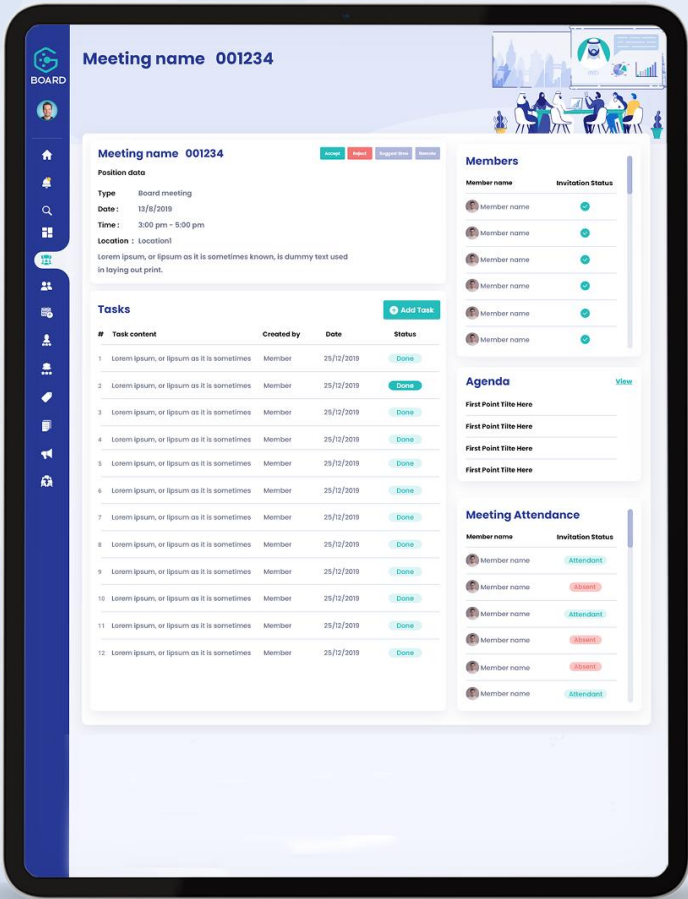
### 1. Board Member's Tablet Application:

The Board Member Can Access BoardG By Downloading the Application on his/her iPad Tablet, Log In And view All Meetings, Tasks and more.

### 2. Online Meetings:

The Boardge application facilitates the attendance and participation of members and simplify the communication between them through modern means of communication.

The Secretary of the Board can set up a meeting and send invitations to members who in turn can register their attendance online.



## BoardG Features

### Future Plan

#### BoardG Future Development Plan:

We believe in the importance of continuous development that ensures our clients that our applications will continue to work efficiently over the years while keeping up with the latest technologies available in the market.

Hence, our dedicated team has already begun working on further development of BoardG Application through the addition of new services and the creation of new systems that can be integrated with it to increase its efficiency and comprehensiveness.

1

#### Android Tablet Application:

The Board Member Can Access BoardG By Downloading the Application on his/her Android Tablet, Log In And view All Meetings, Tasks and more. The Secretary of the Board can set up a meeting and send invitations to members who in turn can register their attendance online.

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#### Chatting:

Every user has the ability to communicate with other application users through the Chat feature.





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THANK YOU