



arendt automated documents™

# Arendt Automated Documents

## efficient document automation made for you

Daily business often involves the production of countless documents. Whilst some may be similar, you will likely have to adapt each one to a specific policy, request, scenario or company. This is something that automated technology can help you do efficiently. Arendt can support you in setting up the right solution.

### Automation: transform your documents into intelligent templates

Arendt's adaptable questionnaire captures key information and details to generate a bespoke document. You can work from Arendt's high-quality automated templates, let us adapt your proprietary documents for you, or work with us to create new templates for your business.

### Advantages: less time spent, more added value

- Create a line of consistent and accurate templates. The risk is managed, mistakes are avoided, and you save time that would normally be lost to multiple rounds of editing and formatting.
- When you let the system do the drafting, you reduce costs. This leaves time for document review and other work requiring skilled human intervention.
- Your documents are generated intelligently, applying the logic of previous versions and reusing stored data. That means every document for a given area is consistent.
- Manage documents faster: create or process high volumes efficiently.

### Arendt by your side

Arendt offers a dedicated team of legal experts, legal engineers and paralegals. We offer a complete incorporation package for businesses including tailor-made services for the establishment, management and liquidation of funds and SPV's, and understand the contracts, board procedures and every aspect of legal, financial and regulatory documentation that currently takes time to be drafted, processed, reviewed and changed. Arendt combines this expertise with the market's leading automation solution: Contract Express, developed by Thomson Reuters.

### Do you have specific questions on automation capability?

Benefit from Arendt know-how to:

- Get a complete audit of your production process and a customised automation proposal.
- Improve proprietary material: optimise your templates and get valuable legal input.

### your contacts

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For more information or to audit your current document production, contact us: [AutoDocs@arendt.com](mailto:AutoDocs@arendt.com)

[arendt.com/AutoDocs](https://arendt.com/AutoDocs)



Automation to serve your business. With Arendt Automated Documents, customise your templates and efficiently organise production of the standard forms and contracts you need most often. Different options are available.

1

## OPTION 1: automate with Arendt

Automation and production is fully outsourced to and managed by Arendt. Enjoy unlimited access to automated standard documents or use of your existing templates.

2

## OPTION 2: automate in-house

Keep document processing in-house but use Arendt's automated platform. Benefit from Arendt's stamp of approval and expertise during service set-up and template review.

3

## OPTION 3: consulting

Receive Arendt's best practice advice on document automation.

			1	2	3
SET-UP	<b>PROCESS REVIEW – Preliminary legal audit to:</b> <ul style="list-style-type: none"><li>- Gauge the quality of your documents and processes</li><li>- Identify key templates (needs, discovery, pain points, etc.)</li><li>- Assess automation feasibility</li></ul>		INCLUDED		
	<b>TEMPLATE PREPARATION</b> <ul style="list-style-type: none"><li>- Supervised by a project manager (senior Arendt lawyer)</li><li>- Prepared by Arendt's legal engineers and paralegal team</li><li>- Using Arendt templates or your own</li></ul>		✓	✓	✗
	<b>AUTOMATION</b> Coding and automation by Arendt legal engineers		✓	✓	✓
	<b>INITIAL QUALITY CONTROL</b> <ul style="list-style-type: none"><li>- Content review for legal integrity by Arendt experts</li><li>- Testing process performed by your project manager</li></ul>		✓	✓	✗
	<b>TECHNICAL SET-UP</b> <ul style="list-style-type: none"><li>- Platform set-up</li><li>- Integration with your existing database</li></ul>			✓	✗
	<b>DEDICATED PROJECT MANAGER</b> Regular meetings and consulting throughout		✓	✓	✗
OPERATIONAL	<b>DOCUMENT PROCESSING</b> Arendt generates and processes documents from data you provide		✓	✗	✗
	<b>ONGOING QUALITY CONTROL</b> Checking for legal and regulatory compliance and accuracy, at least once per annum		✓	✓	✗
	<b>SECURITY</b> <ul style="list-style-type: none"><li>- Software hosted in Arendt's secure EU Data Centre with remote data centre backup (option 1) <u>OR</u></li><li>- Software hosted in Thomson Reuters' EU cloud (option 2)</li></ul>		✓	✓	✗
	<b>BESPOKE PLATFORM</b> Access via a dedicated secure portal			✓	✗
	<b>TRAINING</b> At inception or ongoing support			✓	✓

For more information or to audit your current document production, contact us: [AutoDocs@arendt.com](mailto:AutoDocs@arendt.com)