

SYNTAQ

Capability Statement

At SYNTAQ we simplify, optimise and automate contracts, documents, and workflows.

We do this by using our Digital Contracting platform to connect people, processes and data required in business contracts to help companies execute smarter agreements.

About SYNTAQ

Up until now automating legal documents was expensive and time consuming. This meant that only the big firms that had money and resources could invest in automation.

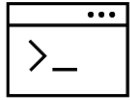
In 2017 we started with a simple mission, to create a platform that could be used by anyone to build and publish sophisticated forms and workflows.

Fast forward to present day and we've developed a platform, where lawyers, auditors, councils, and governments have automated their expert decision making by developing smart apps to collect data and automate the repetitive process of drafting documents.

SYNTAQ's team have helped law firms and Enterprises in Australia, New Zealand, and America by empowering their teams to think differently about how they draft, review, and approve documents. These Enterprises are re-inventing themselves, changing the way legal content is accessed and delivered, blending modern technologies with traditional services.

Products and Services

SYNTAQ offer several different products and services.



Platform	Software Integrations	Support Services	Technology Partner	Custom Development
SYNTAQ has developed a powerful API first platform used by Governments and Organisations to automate agreements, processes, and services.	Use our expertise of running projects with government and large organisations to help you with your cloud platform, APIs, technical architecture, systems integration, or data migration.	We're here to support you long after your custom software is complete. Our Service Level Agreements (SLA) give you peace of mind that if something goes wrong there is a team ready to help when you need it.	Our System and Solution Architects will work with you to discuss the various technologies and systems available to you based on your current and future goals.	With our tried and tested process, we will work with you to develop a software solution which is fit for purpose.

Our Platform – Falcon

Where no code platforms fail, our no limits document assembly platform takes over.



Form Automation

Use our custom form engine to build and collect data

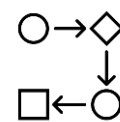
Drag and drop form builder
Form rules with conditional logic
Guidance with tool tips and help
Embed your forms anywhere



Document Automation

Automate simple or complex legal documents

Word Add-In
Conditional logic
E-signatures



Workflow Automation

Automate your workflows, include review and approvals.

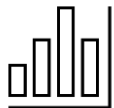
Internal and external review and approval support
Email notifications



Data Storage & Management

Store your data in the cloud or on a separate database instance for reuse at any stage.

Embedded data references for reuse
Archive, soft delete and hard delete
data management policies



Dashboard & Analytics

Report on all the activity on your Account

Export to Excel
Dashboard widgets with critical data



User Management

Advanced user management.

Users, roles, and permissions
management model
Audit history



API

Integrate our platform with your current systems.

Fully documented API in swagger



Flexible Deployment Models

We support a variety of deployment models.

SaaS or PaaS
Full CI/CD model

What we build

Automation is cost effective and reliable, and it lets lawyers, procurement managers, sales teams, HR managers etc. do more important and interesting work. We combine our platform, expertise with process excellence to help you achieve your business outcomes.

Contract Automation

We can automate ANY contract.

Our clients are Governments and sophisticated organisations with preferred precedents and business rules, our difference is that we customise designs for each client. Our designs consider all stakeholders and are based on our tried and tested approach.

Some examples of Automated Contracts

Procurement	Law Firms and In-House Legal	Government Property	People & HR
Government Model Contracts Request for Proposal Request for Information Request for Quote Memorandum of Understanding Outcome Agreement Advance Notice Registration of Interest Legal Service Order	Company Incorporation Loan Agreements Simple and Complex Wills Enduring Power of Attorney Buy and Sell Agreement General Security Agreement Deed of Mutual Wills Business Sale Agreement Co-Ownership Agreement Discretionary Trust Super Fund Share Sale Agreement Deed of Variation General Security Agreement Statutory Demand and Affidavit	Agreement to Lease Deed of Lease Development Agreement	Non-Disclosure Agreements Employment Agreements Individual Flexibility Agreement Vocational Placement Deed Employment Letters New Employee Onboarding Staff Policy Handbook

Document Automation

Like contract automation, we design and automate non-contractual documents.

Automating these documents removes wasted resources, saves time, and increases productivity and predictability.

Some examples of Automated Documents

Finance	Business Operations	Legal
Invoicing Statements	Work proposals Management Reports Sales reports Audit Reports	Contract Summaries Advices

Workflow Automation

Automating contracts or documents in isolation is sub-optimal because every document activity is part of an organisational workflow or process. We help you look at the whole picture to ensure you deliver the best outcomes for your organisation.

Some examples of Automated Workflows

Workflows
Contract lifecycle digitisation – initiation, tender drafting, negotiation, and execution Collaboration, review, and approvals Document storage Workflow intake, allocation/ triage, and tracking New client onboarding New employee onboarding and training Matter management Invoice review, approve and send

Significant Projects

Ministry of Business, Innovation and Employment

<i>Organisation</i>	<i>Business Situation</i>	<i>Solution</i>	<i>Benefits</i>
<i>The Ministry of Business, Innovation and Employment</i> Industry <i>Government</i> Country <i>New Zealand</i>	<p>MBIE had several challenges that they were looking to overcome when they put out a tender for a Document Builder.</p> <p>Government and Government Agencies have complex requirements, and they need a solution that would be flexible enough to meet the demands of not just their Agency but other government agencies that had already expressed interest in contract, document, and workflow automation.</p> <p>MBIE needed a platform not a point solution, enabling flexibility to meet specific but also changing agency needs.</p> <p>Finding a solution provider with the right business model, legal automation expertise and the right committed team was critical to the success of the project.</p>	<p>After competitive bidding process lasting 6 months MBIE recognised that to achieve their ambitions of being able to have a platform and not a point solution, SYNTAQ's Falcon platform was the only option.</p> <p>MBIE saw Falcon as a powerful enabler to self-manage and design not just the procurement process but any paper or document-based process.</p> <p>In collaboration with leading NZ law firm Chapman Tripp, SYNTAQ worked with MBIE to build a digital business application that codified the procurement rules and frameworks as well as automate all data intake, documentation, email notifications, reminders, and approvals.</p> <p>The tool guided users through the procurement process and based on the intelligent Q&A form, only serving users what was required based on their data inputs. The solution is flexible enough</p>	<p>Launched 15 Automated Agreements.</p> <p>Created 3 workflow types</p> <ul style="list-style-type: none"> • Structured workflow process • Bundles (groups of documents) • Standalone Agreements <p>Received expressions of interest from other leading Government agencies to access the solution and procurement documents.</p>

to serve both experienced and new procurement professionals.

Law Society of South Australia

<i>Organisation</i>	<i>Business Situation</i>	<i>Solution</i>	<i>Benefits</i>
<i>The Law Society of South Australia</i>	Every year the Law Society of South Australia (LSSA) conduct an audit of some 400 law firms in South Australia who maintain a Trust account to manage client funds.	SYNTAQ's Product Manager and Legal Technologist sat with the LSSA to design and build an online form and workflow process.	Significant reduction in processing times.
<i>Industry Government</i>			Direct integration with their CRM to access data and manage changes in real-time.
<i>Country Australia</i>	This involved each law firm completing a Form A, Form B and then engaging an Auditor to prepare an External Examiner Report.	LSSA have leveraged Falcons Document and Workflow tools, integrating their CRM and the Falcon forms to critical data so that their clients don't have to re-key data that is already available in their CRM.	Improved client experience, reducing the need to rekey data.
	Once completed these were emailed or posted to LSSA for manual processing, often taking months to complete.	This was further enhanced by allowing not just the lawyers but auditors to collaborate on the same set of data without the need to re-key anything at any point in time.	

Andreyev Lawyers

<i>Organisation</i>	<i>Business Situation</i>	<i>Solution</i>	<i>Benefits</i>
<i>Andreyev Lawyers</i>	Andreyev Lawyers wanted to create a WorkOS, integrating all the functions of the business into a single platform.	Andreyev Portal, a fully customisable Cloud based WorkOS incorporating the following functions:	Significant reduction in the business systems operating costs.
<i>Industry</i>			

Legal Services

Country
Australia

CRM, Lead Management, Client Management, Matter Management, Document Management, Time Recording and Tracking, Reporting, Project Management, Invoicing, Trust Management, Offering Management, User Role, and Permissions Management

All integrated with critical systems:
Microsoft Graph API, OneDrive
Outlook, SharePoint, Xero, SYNTAQ
Falcon, Pin Payments and SendGrid

Build custom solutions that are fit for business.

Improved Lawyer efficiency.

Full technical stack ownership.

Data ownership.

Our Clients

We're used by different industries and teams across the enterprise.

Sales

Procurement

Finance

Marketing

Human Resources

Legal

We currently support businesses locally, nationally, and internationally as an Enterprise ready vendor, including:

- The Ministry of Business, Innovation and Employment
- New Zealand Government Procurement and Property
- Hall and Wilcox
- Minter Ellison
- Law Society of South Australia
- Andreyev Lawyers
- DMAW
- ConMoto Group

- Woollahra Municipal Council
- Legal Consolidated
- Constantine Legal
- Page Seager Lawyers
- Kindrik Partner

Value Proposition

Our Mission:

To help simplify, optimise and automate contracts, documents, and workflows for sophisticated organisations and government.

What makes us different?

We're different for 3 reasons:

- Client Experience by Design

We work hard to create a client experience worth raving about, from the analysis phase to launch we will work with you to define the processes, personnel, and templates first.

- SYNTAQ as a trusted Technology Partner

We believe that we're one of the few automation firms who combine product managers, software developers, legal technologists with experienced legal counsel to deliver end-to-end Technology Solutions.

- Security Certified Automation Platform

No more hard-to-use contracting software. We have one incredible, no limits digital contracting platform and because we built the platform, we know how to get you the best outcome unlocking operational efficiency, streamline collaboration, and minimizes risk.

Our Key Members

		
Andrew Andreyev Founder	Bjarke Larsen CEO	Bruce Fallen Solution Architect
Andrew brings a wealth of experience having worked as a tax accountant, merchant banker and lawyer. Andrew law practice focuses on entrepreneurs, investors and families.	Bjarke joined SYNTAQ in October 2017 and brings with him a wealth of experience. Having built and run a publicly quoted online gambling brand in the UK he will be a safe pair of hands to build and set the strategy for the long-term business growth.	Bruce has been fundamental to building the solution. Bruce experiences at Compaq/ Hewett Packard and Challenger Bank, made him the ideal Solution Architect to work with our Large Enterprise Clients.

Typical Value of Projects

The project's size and complexity dictate our costs and the time involved from you.

We help you design and build solutions from \$5,000 - \$1,000,000

Insurance Coverage

Public Liability: \$20,000,000.00

Policy # ESK0332970999

Products Liability: \$20,000,000.00

Policy # ESK0332970999

Professional Liability: \$5,000,000.00

Policy # ESK0332970999

Cyber Liability: \$5,000,000.00

Policy # ESK0332970999

What's next?

Do you have a project that you want to get underway, but you don't know where to start?

