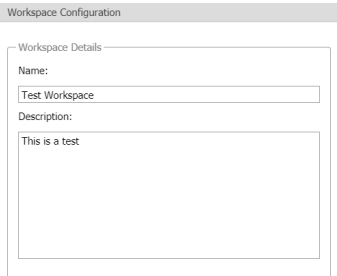

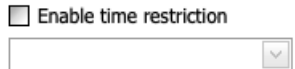
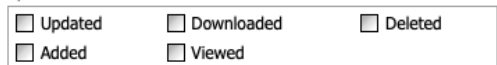





Fact Sheet – Galaxkey Secure Workspace

Organizations commonly share very sensitive files with internal and external entities, such as audit reports, evidences, project files etc. These files carry sensitive data and as a leading advisory service provider in the region, we must protect these at all stages.

We are pleased to introduce a solution from Galaxkey that enables you to securely share your files with both internal and external users. Galaxkey is a leading solution provider serving governments and enterprises globally, with its' strong encryption and security controls.

This solution has been implemented to provide you a simple and secure way to safeguard your files. We urge you to use the solution and feel safe while sharing files!

Features and functionality	
	Creation Create secure workspaces with simple steps. There is no restriction on the number of workspaces you can create – make optimum use of the functionality.
	Access control Add users to share and collaborate on the workspace. Grant access rights based on their roles (e.g. view, edit, download).
	Time restrictions Enable time restrictions to ensure you allow access only till you need. No dormant files shared permanently now!
	Notifications Get notified upon actions on the Workspace, when someone uploads, adds or even views the files.
	Collaboration on MS Office files

	<p>In addition to sharing, you can also collaborate online on Microsoft Office files (Word, Excel, Powerpoint) with anyone.</p>
	<p>Version Control</p> <p>The solution maintains older versions of the files you have collaborated. Error in updating a file? No problem, just revert to an older version.</p>
	<ul style="list-style-type: none"> • You don't need to remember any additional password – the file security features are accessible by simply using your Active Directory password • Communicate freely with external users and Galaxkey will take care of seamlessly securing your email communication • Share any file format or file size

Do's and Don'ts	
<p>Do's</p> <ul style="list-style-type: none"> • Use the solution to share your every sensitive file in a secure manner • The solution provides excellent flexibility – use the appropriate control you need (e.g. access control or set time restriction) <p>Don'ts</p> <ul style="list-style-type: none"> • Do not share your Active Directory password with anyone • If left uncontrolled, the number of workspaces can grow very soon – this will not only make it difficult managing these but also take unnecessary storage space. Do not leave Workspaces that are no longer required on the system. 	