

Main standalone Components :

- 1- Board, committees, minutes, resolution , my notes = 23,300 SAR
- 2- Legal = 30,000SAR
- 3- Entities, DOA = 43,330 SAR
- 4- Internal Audit = 33,600 SAR
- 5- Risk Management = 52,600 SAR
- 6- Compliance = 45,000 SAR
- 7- ESG Report = 60,000 SAR

Finance & KPI Excluded

All prices Excluding tax

1. Board = 33,300 SAR – Discount (23,600 SAR)
 - A. Board
 - B. Committees
 - C. Minutes
 - D. Resolution
 - E. my notes
 - F. Action Tracker
 - G. Disclosures
 - H. Evaluations
 - I. CEO KPI's
 - J. Incentives Scheme
 - K. Annual report
2. Governance = 73,366 SAR (include Group 1) Discount (63,457 SAR)
 - A. Legal
 - B. Contracts
 - C. Litigations
 - D. POA
 - E. Internal Consultations
 - F. Finance
 - G. KPI's
 - H. Governance
 - I. Internal Audit
3. Company Information = 178,577 SAR (include Group 2 -1) Discount (156,877 SAR)
 - A. Entities
 - B. DOA
 - C. Risk Management
 - D. Compliance
 - E. ESG Report
 - F. Policies
4. Strategy & Standard Operating Procedures = 300 K SAR (include Group 3 -2 -1) Paid once, then annual renew is back to 233,877 - Discount (277, 866 SAR)

Make Sure system is compliant with new companies' law, like board quorum etc

(Prepare Section on SMART ACTIONS, example when legal triggers 5% of net assets) and other CMA triggers ?

SCOPE : **Architecture - UI – Coding – SFX – VFX**

Prevent recording software's from working on diligov, like netflix

KPI's for all modules, when possible, risk, audit, compliance ETC

Multiple signatures on one page – option like financial statements

Add Strategy Module as final module with SOPs (580 K SAR)

Add Fees calculation automatically , as per attendance vis remuneration policy dashboard (DONE)

Back-end admin for logtah



Client end - Admin



Client end - users

- Activate client admin
 - Enable modules
 - Updates templates
 - Updates
 - Upgrades
 - Free module Trials 30 days
 - Invoices
 - Support
 - Auto backup
 - Restore backup on demand
 - Deactivate Clients
-
- Prepare documents
 - Edits
 - Publish
 - Delete
 - Add members and activate
 - Assign permission to view and edit to members on modules , documents etc
-
- View documents
 - Sign
 - Annotate documents
 - Share with other members notes and comments
 - Synch data for offline use



User name:

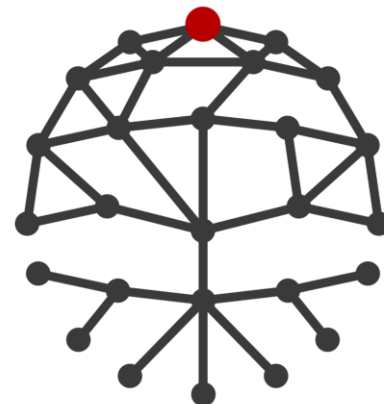
Password:

Sign in

Forgot Password

Quit

All Rights Reserved Diligov 2022
Diligov is a registered trademark



DiliGOV



Search



Logo Company 1

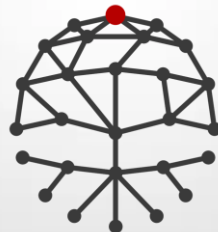
Logo Company 2

Logo Company 3

Logo Company 4

Logo Company 5

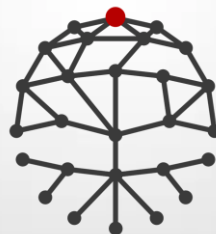
If user name is member of other companies, this icon appears and he can switch to other companies data



DiliGOV



Search



DiliGOV

Avoid Trading Company shares until Financials are published –
also avoid disclosing company financials prior to publishing

Accept



Home



Dashboard



My Notes



Votes & Surveys



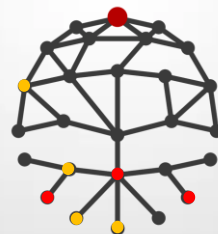
Statistics



Company Information

Log out

Support



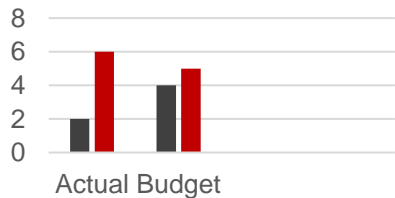
DiliGOV



Dashboard

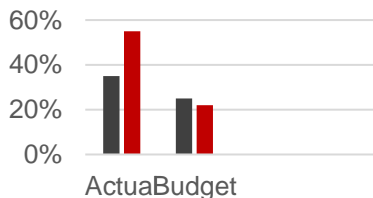
+

Revenue Vs Budget



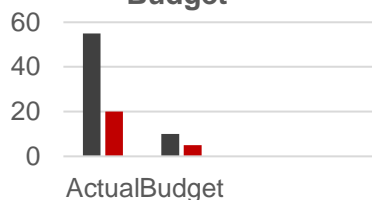
■ 2021 ■ 2022

Gross Profit %



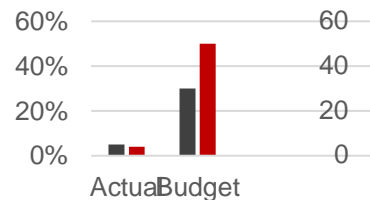
■ 2021 ■ 2022

Net income Vs Budget



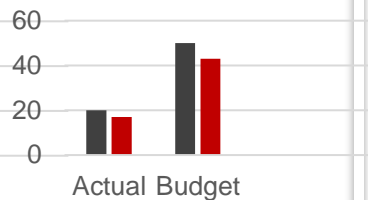
■ 2021 ■ 2022

Return on Assets



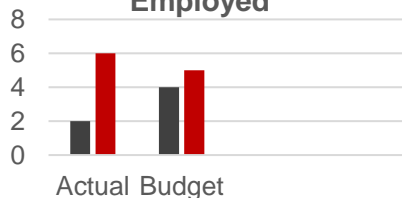
■ 2021 ■ 2022

Return on investment



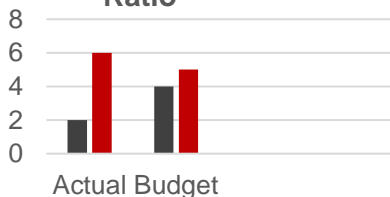
■ 2021 ■ 2022

Return on Capital Employed



■ 2021 ■ 2022

Debt to Equity Ratio



■ 2021 ■ 2022

Action tracker tasks and statistics

Minutes signed vs not

Resolutions signed vs not

Key Risk Indicators

+

Welcome: User name

Connection Security Status : **Strong Encrypted**

12:35 PM - Riyadh - 27/06/2022



Search



Key Risk Indicators

+

Current Ratio (Working Capital)

Risk Alert Thresholds				Trend	
Accept-able	Medium	High	Critical	Last Quarter	Current Quarter
> 150% but not > 200%	120% to 150%	100% to 120%	< 100% or if > 200%		

Cash Ratio

Risk Alert Thresholds				Trend	
Accept-able	Medium	High	Critical	Last Quarter	Current Quarter
> 150%	125% to 150%	100% to 125%	< 100%		

Internal Audit KPI's

+

Welcome: User name

Connection Security Status : **Strong Encrypted**

12:35 PM - Riyadh - 27/06/2022



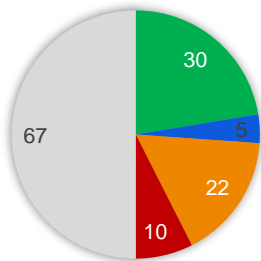
Search



Risks

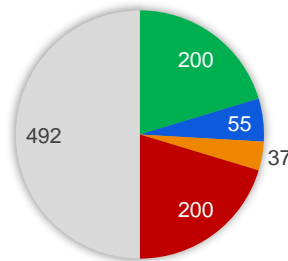


Inherited RISKS



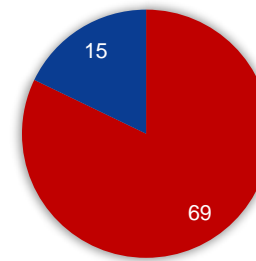
■ HR ■ IT ■ OPS ■ Projects ■ Total

Residual Risks



■ HR ■ IT ■ OPS ■ Projects ■ Total

Risks Vs Controls



■ Risks ■ Controls

Litigations



Welcome: User name

Connection Security Status : **Strong Encrypted**

12:35 PM - Riyadh - 27/06/2022



My Notes

2022



All groups ▾

Quick search...



See all my annotations



Data Sheet for Digital Board Meetings
V2

Enterprise Demo - MEA

Updated on Dec 24, 2020, 11:12 AM



Board Meeting Minutes 06-26-20

Enterprise Demo - MEA

Updated on Sep 27, 2020, 12:37 PM



Annual Report 2017

Enterprise Demo - MEA

Updated on Nov 11, 2018, 07:17 AM

ALL MY ANNOTATIONS

Quick search...



Delete



Handwritten note

Updated on Jun 27, 2022, 06:03 PM

Handwritten note

Updated on Jun 27, 2022, 06:03 PM

Handwritten note

Updated on Jun 27, 2022, 05:51 PM



Activate Windows

Go to Settings to activate Windows.



My Notes

2022

Download

Print

AGENDA

 Data Sheet for Digital Board Meetings V2- 568.4 KB >

2.1 Previous Minutes

 Board Meeting Minutes 06-26-20- 458.97 KB >

3. Matters for Decision

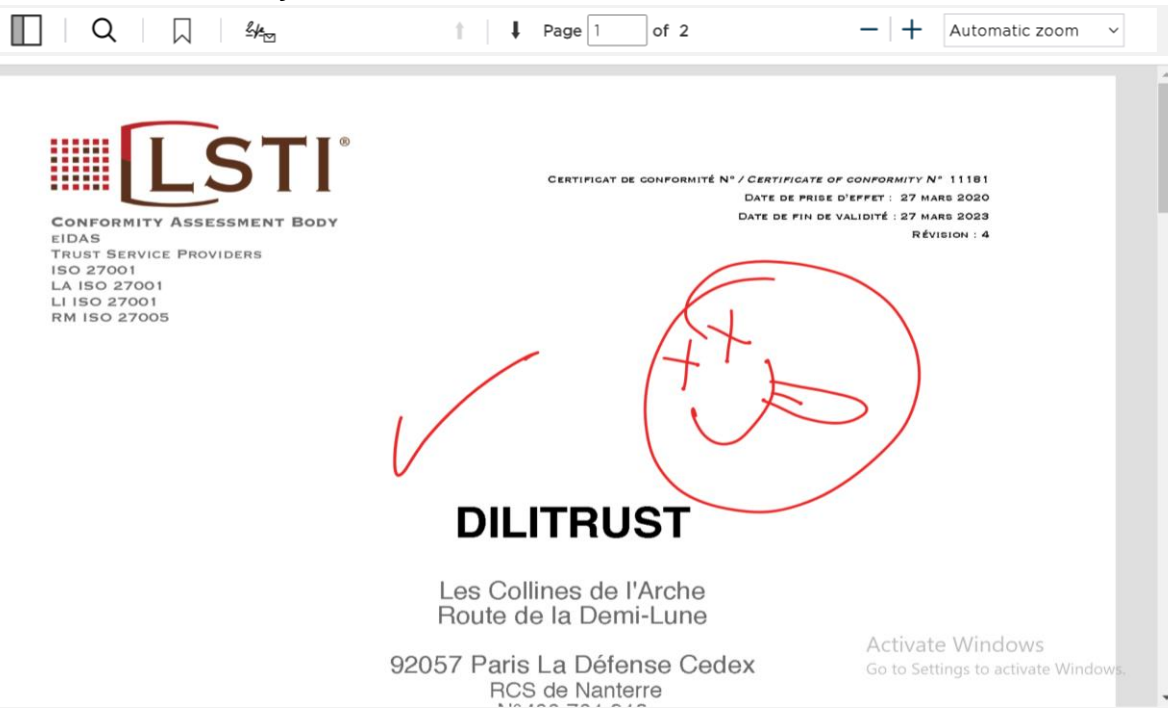
3.1 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)

 Strategy Decision (wm)- 252 KB >

3.2 Major strategy decisions

 Obstacles to successful implementation- 217 KB >

File name – added by @user @ date @ time



Welcome: User name

Connection Security Status : Strong Encrypted

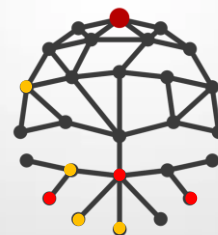
12:35 PM - Riyadh - 27/06/2022



Search



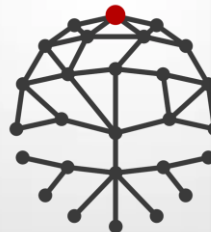
Only available in group 2



DiliGOV



Search



DiliGOV

Notifications

News

Pending

- “User” uploaded document 33.pdf ([For Signing](#))
- “User” published meeting “424234”
- “User” published vote on topic 42342.docx
- “User” Published Board Meeting #66 – Agenda ([View](#))



Search



Profile

Devices – Log in – Accessed Content

Picture

User Name

First Name

Last Name

Biography:

Audit Committee

Board of Directors

NRC Committee

Upload CV

Edit Profile



Search



Edit Profile

Devices – Log in – Accessed Content

Picture

Account:
First name:
Last Name:
Title:

Email:
Current Password:
New Password:
Confirm Password:

Choose a file

Biography:

Copy ID – Manual entry of expiry date “ triggers reminder”

Regional
Settings:

Copy Passport – Manual entry of expiry date “ triggers reminder”

Upload

Language

Content : Download All your Content

Download

Signature:

Time Zone

Enable Two Factor Authentication

Wipe All Local Device Data



Search



Settings

Subscriptions

Members &
Committees

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content

Reminders:

Notify me with :

Email

App Notification

☐☐

Documents

Notify me with :

Email

App Notification

☐☐

Others

Notify me with :

Email

App Notification

☐☐

Meetings

Notify me with :

Email

App Notification

☐☐

Agenda

Notify me with :

Email

App Notification

☐☐

Resolution

Notify me with :

Email

App Notification

☐☐

Reports

Notify me with :

Email

App Notification

☐☐



Subscriptions

Settings

Members &
Committees

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content

Invoice #

Year

Users

Status

Invoice 001

2021

unlimited users

Paid

Invoice 002

2020

unlimited users

Paid

Invoice 003

2019

unlimited users

Paid

Link to invoice PDF

Invoices generates as of date of
activation and counts one year



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

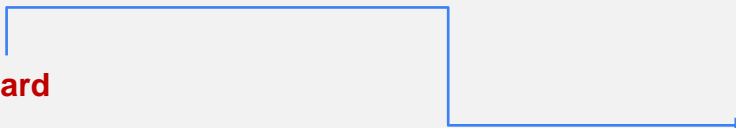
User
Management

Stats

Devices – Log in – Accessed Content



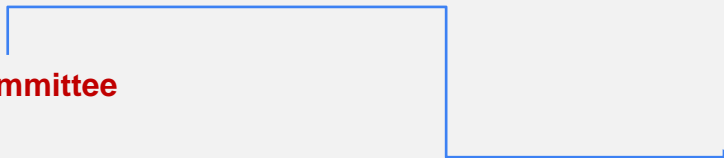
Add Board



Mandatory First ,
cannot create
committee or
members without
board first



Add Committee



Mandatory First ,
cannot create
members without
committee first



Add Members



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content



Add Board

Can be 3 or 4 year per
term

Board of Directors

Set Term

Set Quorum

Set Fiscal Year

Upload Charter

Cancel

Save

Mini Calendar

Drop Down options

50%

66%

75%

Mini Calendar
(Day – Month – Years)



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content



Add Committee

Committee Name

Upload Charter

Cancel

Save



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content



Add Members

Member Name

Assign to Board

Assign to Committee

Assign role

Cancel

Save



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content

Board of Directors

Edit

1- Khalid Abdulla	Chairman
2- Khalid Abdulla	Deputy Chairman
3- Khalid Abdulla	Member
4- Khalid Abdulla	Member
5- Khalid Abdulla	Member
6- Khalid Abdulla	Member

Committee 1

Committee 2

Committee 3

Committee 4

Committee 5

Committee 6



Search



Members & Committees

Settings

Subscriptions

Votes &
Survey

User
Management

Stats

Devices – Log in – Accessed Content

Committee 1

Edit

1- Khalid Abdulla	Chairman
2- Khalid Abdulla	Deputy Chairman
3- Khalid Abdulla	Member
4- Khalid Abdulla	Member
5- Khalid Abdulla	Member
6- Khalid Abdulla	Member

Edit Information

Manage Members (Add / Delete)

Delete

Save

Change
Name

Upload New
Charter



Search



User Management

Settings

Subscriptions

Votes &
Survey

Members &
Committees

Stats

Devices – Log in – Accessed Content

Name

ADD A USER

Choose how you want to add new users:

Using email(s) address(es) ▾

EMAIL ADDRESS(ES)*

GROUP(S) ACCESS

Roles

Activation dates

Member of

Non Board
Audit Committee
NRC Committee
ETC.

None ▾

If you add more than one user at once, they will all share the same group roles and access

CANCEL

CONFIRM

ADD USER

Action

Board Secretary

Internal Audit Director

Compliance

Risk Management

Legal Counsel

Board Member

Committee Member

Chairman

Audit Committee Chairman

NRC Committee Chairman

Custom – for other committee

CEO

CFO



Search



User Management

Settings

Subscriptions

Votes &
Survey

Members &
Committees

Stats

Devices – Log in – Accessed Content

Name	Title	Role	Action
Khalid Abdullah	Board Member	Board Secretary	<div>Edit</div> <div>Edit Permissions</div> <div>Reset Password</div> <div>Delete</div>
		Internal Audit Director	
		Compliance	
		Risk Management	
		Legal Counsel	
		Board Member	
		Committee Member	
		Chairman	
		Audit Committee Chairman	
		NRC Committee Chairman	
+ ADD USER		Custom – for other committee	
		CEO	
		CFO	



User Management

Settings

Subscriptions

Votes &
Survey

Members &
Committees

Stats

Devices – Log in – Accessed Content

Board Secretary	- ACCESS ALL (Super Admin)
Committee Secretary	- Access Respective Committee only (Committee Admin)
Internal Audit Director	- Audit Module only (Module Admin)
Compliance	- Compliance Module only (Module Admin)
Risk Management	- Risk Module Only (Module Admin)
Legal Counsel	- Legal & Contracts Module only (Module Admin)
Board Member	- ACCESS ALL (User only , view, sign , send comments)
Committee Member	- Respective Committee only (User only , view, sign , send comments)
Chairman	- ACCESS ALL (User only , view, sign , send comments)
Audit Committee Chairman	- ACCESS Committee (User only , view, sign , send comments)
NRC Committee Chairman	- ACCESS Committee (User only , view, sign , send comments)
Custom Chairman – for other committee	- ACCESS Committee (User only , view, sign , send comments)
CEO or board	- (User only , view, sign documents, send comments, See Action tracker of all) NO Access on Committee
CFO or board	- (User only , view, sign documents, send comments, See Action tracker of all) NO Access on Committee

+ ADD USER

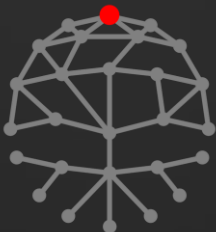
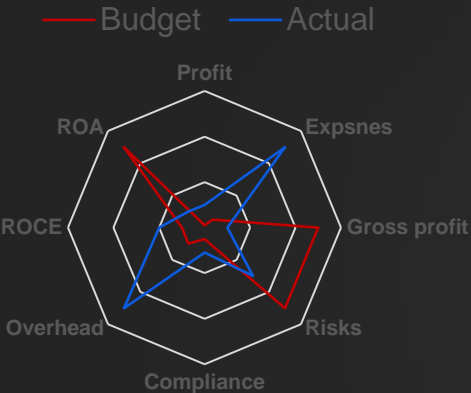
Permissions can be customized per document in system, such as read, print, download, per user (Delete only for Admin)



Search



Dark Mode – Invert Colors



DiliGOV



CALENDAR



Today

June 2022

Day

Week

Month

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
	Events will show up here, link with google calendar for holidays and eid					
5	6	7	8	9	10	11
	Also mention School schedule to hel people plan vacations					
12	13	14	15	16	17	18



Results

Document 13423.pdf contains the word (search) in page 7 – **Open**

Found results for Search in following modules - **Open**

Board Meeting number 343 contains the word search in document (32523.docx) - **Open**

No Such results were found, try different key words

OCR Enabled search, all elements , modules & documents (DOXC, EXCEL , PDF, PPTX)

Obtain results even from inside documents

AR + EN



Search



Swap Language (AR – EN)



DiliGOV



Search



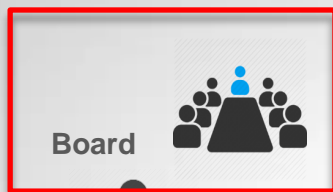
Click or touch logo opens modules



Search



Click or touch Module opens
Features



Reports



Minutes



Compliance



Legal & Contracts



Company information



Environment Sustainability &
Governance



Financials



KPI

Entities



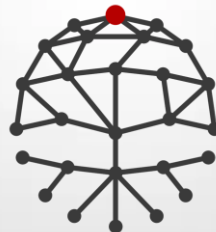
Risk



Audit



Delegation Of Authority



DiliGOV



Search



Annual Calendar



Agenda & Minutes

Resolutions



Click or touch Main
Module ICON
Returns to main
menu

Board Evaluation



Disclosures

Action Tracker



Annual Report



Board

KPI



Committee

Power of Attorney



Board information



Financials



Search



**Reports****2022****Board****Committees****Management reports****External Auditor****Others**

Name

Date

File

Presented at

Owner

Actions

Annual Evaluation

23/05/2022

link to file

Meeting link

Username

Select**View****Export****Sign****Delete**

Others : will include filter
per all categories created



Search



Annual Calendar



Resolutions



Agenda & Minutes

Board Evaluation



Action Tracker



Board



Disclosures



Annual Report

KPI



Committee

Power of Attorney



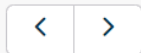
Board information



Financials



CALENDAR



Today

June 2022

Day

Week

Month

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Can double click day
and create meeting
agenda if desired



Resolutions

2022



Name	Date	File	Meeting information	Owner	Status	Action
Test 2	23/05/2022	link to file	Link to meeting agenda	Username	Signed	Select
Test 3	23/05/2022	link to file	Circular	Username	Partial	Select

View

Export

Sign

Delete



One click to send multiple reminders with links to members non signed, on all documents non signed

Remind non signed members



Resolutions

2022



English Only

Dual

Arabic Only

Choose Published Meeting

If chosen system will add to agenda

Assign as Circular

If Circular, system will use next meeting #
and when meeting is created later will be
added to that agenda as circular



Auto Resolution Number
Date+BoardTerm+Meeting #

Auto company name - title

Auto Logo , Header , Footer,
Page Number

AGM Meeting ?

EGM Meeting ?

English Template text
Field

** IF EGM / AGM
- Invitation
- topics

Arabic Template Text
field

Signature Page, Name of all members AR+ EN

Save

Send Now



Search



Resolutions 2022 ▼

English Only

Dual

Arabic Only

Choose Published Meeting

Assign as Circular

If Assigned As Circular , it will
be included in next meeting
agenda to ratify

AGM Meeting ?

EGM Meeting ?

English Template text Field

Arabic Template Text field

Save

Send Now



Search



Resolutions 2022 ▼

English Only

Dual

Arabic Only

Choose Published Meeting

Assign as Circular

English Template text Field

Arabic Template Text field

AGM Meeting ?

EGM Meeting ?

If E/AGM chosen, different
template will be applied

Save

Send Now



Search



Evaluation

2022



Board Member 1



Board Member 1



Board Member 1



Board Member 1



Board Member 1



Board Member 1



Board Member 1



Board Member 1



Committee Member 1



Committee Member 1



Committee Member 1



Committee Member 1

Results derived from NRC evaluation



Search



Evaluation

2022



Khalid abdullah

Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Overall



65

Export



Action Tracker

2022



Task	Date Assigned	Date Due	Owner	Meeting	Status
Test 2	23/05/2022	25/07/2022	CEO	Link	On Going
Test 2	23/05/2022	25/07/2022	CFO	Link	Delayed
Test 2	23/05/2022	25/07/2022	Internal Audit	Link	On Going

This is populated from minutes of previous board, secretary can amend status to

On going

Delayed

Canceled

Not started

Complete

Add to next meeting Agenda

Next agenda addition is without complete or split complete in separate tap



Action Tracker

2022



Task	Date Assigned	Date Due	Owner	Meeting	Status
Test 2	23/05/2022	25/07/2022	CEO	Link	On Going
Test 2	23/05/2022	25/07/2022	CFO	Link	Delayed
Test 2	23/05/2022	25/07/2022	Internal Audit	Link	On Going
Test 2	23/05/2022	25/07/2022	NRC	Link	Delayed
Test 2	23/05/2022	25/07/2022	Username	Link	On Going
Test 2	23/05/2022	25/07/2022	Username		Delayed

System will create PDF with all items and auto attach to next meeting agenda

Add to next meeting Agenda

Statistics for completed vs pending, longest task non done in system

Auto Alignment for Columns, Contain text if too many



Search



This should be a dashboard and charts

That feeds from data input

Make sure KPI section has input for relevant data

Return on Assets



Gross Profit %

Return on investment



Return on Capital Employed



KPI



Revenue Vs Budget

Human Capital Turnover



Net income Vs Budget



Debt to Equity Ratio



Board Information

2022



+ Board of Directors			
Board Member 1	Board Member 1	Board Member 1	Board Member 1
Board Member 1	Board Member 1	Board Member 1	Board Member 1
+ Audit Committee Members			
Committee Member 1	Committee Member 1	Committee Member 1	Committee Member 1
+ Nomination & Remuneration Committee Members			
Committee Member 1	Committee Member 1	Committee Member 1	Committee Member 1

Can view profile and CV inside
profile



Search



Member Profile

Picture

:

First name:

Last Name:

Title:

Biography:

Resume

Contacts

Email

Mobile

Copy ID – Manual entry of expiry date “ triggers reminder”

Copy Passport – Manual entry of expiry date “ triggers reminder”

**Signature appears only to admin + user
but not other users**



Search



Financials

2022



Name	Date	File	Meeting	Owner	Actions
Q1 Consolidated	23/05/2022	link to file	Link	Username	<div>Select</div> <div>View</div> <div>Export</div> <div>Sign</div> <div>Delete</div>

To be available in case finance module not
bought (active in Module 1)





Search



Financials

2022 ▼

Choose Published Meeting

English Only

English Text Field statements

Import

Mark Pages for signing

Arabic Only

Arabic Text Field statements

Import

Mark Pages for signing

Signatures, Chairman , CEO, CFO

Export

Save

Send Now



Search



Annual Report

2022



NameDateFileMeetingOwnerActions

202223/05/2022link to PDFLinkUsername

Select

View

Export

Sign

Delete





Search



Annual Report

2022



English

Arabic

Auto company name – title -
year

Auto Logo , Header , Footer,
Page Number

Can add team members to work on items in report ,
access thru system

**** Import will bypass our template, and they take
responsibility**

English Text Field as per CMA 91
Follow Template

Arabic Text Field as per template
Follow Template

Import

Completed: file xyz. PDF

Assign

EXPORT

Save

Publish



Board Disclosures

Related Party

2022



Board Member



Board Member



Board Member



Board Member



Board Member



Board Member



Committee Member



Committee Member



Committee Member



Committee Member



Committee Member

Results derived from NRC Request / portal

Export All



Related Party

Board Disclosures

2022



Name

Date

File

Meeting information

Owner

Actions

Farm Rent

31 Dec 2022

PDF

Meeting link

@user

Select

View

Export

Sign

Delete

PDF to include, contract , external auditor report on transaction, all other related

Remind non signed members



Search



Independence

Board Disclosures

2022



Name

Date

File

Meeting information

Owner

Actions

Khalid Abdullah 31 Dec 2022

PDF

AD HOC

@user, @user

Select

View

Export

Sign

Delete

Remind non signed members



Search



Competition

Board Disclosures

2022

Name	Date	File	Type	Owner	Actions
------	------	------	------	-------	---------

Khalid Abdullah	31 Dec 2022	PDF	Free Text	@user, @user	<div>Select</div> <div>View</div> <div>Export</div> <div>Sign</div> <div>Delete</div>
-----------------	-------------	-----	-----------	--------------	---

Remind non signed members



Minutes of Meeting

2022



Name	Date	File	Meeting	Owner	Status	Actions
2022	23/05/2022	link to PDF	Link to Agenda	@user	Signed	Select
2022	23/05/2022	link to PDF	Link to Agenda	@user	Quorum Reached	Select
2022	23/05/2022	link to PDF	Link to Agenda	@user	Not Signed	Select
2022	23/05/2022	link to PDF	Link to Agenda	@user	Partial	Select

Signed = we have all signatures completed

Quorum Reached = we have enough signatures to approve this more than 50% signed

Not Signed = no one signed

Partial = we have signatures below 50% of members number

View

Export

Sign

Delete

+

One click to send multiple reminders with links to members non signed, on all documents non signed

Remind non signed members



Search



Minutes

2022



English Only

Dual

Arabic Only

Choose Published Meeting

If note chosen, system
will use next meeting #

Auto Minutes Number
Date+BoardTerm+Meeting #



Auto company name - title

Auto Logo , Header , Footer,
Page Number

English Agenda item
Text Field for discussion
Reservations
Actions
Resolution

Arabic Agenda item
Text Field for discussion
Reservations
Actions
Resolution

Signature Page, Name of member AR+ EN

****Agenda items linked in minutes**

Save

Send Now



Unpublished Meetings

Audit ▼

Board

NRC

Excom

***Select Audience**



Add a Meeting

POP UP
Window



Unpublished

Published

Archived

Meeting title

Description

Start Date: Time

End Date: Time

More Information

Video Conference Link

Cancel

Next

If one of members is on different time zone,
our app will adjust his local time to match
meeting time



Agenda

Meeting title

Description

Start Date: Time

End Date: Time

More Information

Video Conference Link

Drag to rearrange,
and swap numbers

English Only

Dual

Arabic Only

Agenda

	Title	Description	Time	Presenter		
1	Q1 Financials	Report	Time	@user	+	-
1.1	Approval on	Minutes	Time	@user	+	-
2	Approval on	Resolution	Time	@user	+	-
2.1	Approval on	Resolution	Time	@user	+	-

Add new agenda item +

Add Vote +
Add file
Delete

Back

Done



Agenda

Meeting title

Description

Start Date: Time

End Date: Time

More Information

Video Conference Link

Signature +

English Only

Dual

Arabic Only

Agenda



Title

Description

Time

Presenter

1

Q1 Financials

Report

Time

@user



1.1

Approval on

Minutes

Time

@user



2

Approval on

Resolution

Time

@user



Test file.PDF



2.1

Approval on

Resolution

Time

@user



Back

Done

Welcome: User name

Connection Security Status : Strong Encrypted

12:35 PM - Riyadh - 27/06/2022



English Only

Dual

Arabic Only

Agenda

Meeting

Descrip

Start Date: Time

More Inform

Video Confer

Signatu

Agenda



Presenter

@user



@user



@user



@user



Cancel

Upload

Upload Document

Upload

Choose Local File

Document Type

Drop Down list

Back

Done



English Only

Dual

Arabic Only

Agenda

Agenda

Meeting

Descrip

Start Date: Time

More Inform

Video Confer

Signatu

Upload Document

Choose File

Choose Local File

Document Type

Annual Board Report

Annual Budget

Annual Financials

Annual Incentive Scheme

Article of Association

Audit Committee Charter

Audit committee Minutes

Audit committee Report

Audit committee Resolution

Bank Authorized Signatory

Board Charter

Board Minutes

Board Report

Board Resolution

Commercial Registration

Compliance Report

Contract

C-Suite KPI's

Delegation of authority

Disclosure

EGM Minutes

ESG Report

Excom Report

EXCOM Resolution

EXOM Minutes

External Auditor Report

Governance Charter

Internal Audit Report

Legal Case

Legal Report

Management Report

NRC Committee Charter

NRC Evaluation

NRC Minutes

NRC Nominations

NRC Report

NRC Resolution

Policy

Proxy

Quarter Financials

Related Party Transaction

Risk Management Report

Cancel

Upload

Back

Done

Welcome: User name

Connection Security Status : Strong Encrypted

12:35 PM - Riyadh - 27/06/2022



English Only

Dual

Arabic Only

Agenda

Meeting

Descrip

Start Date: Time

More Inform

Video Confer

Signatu

Upload Document

Choose File

Local files can be file already uploaded previously on one of modules

Choose Local File

Annual Board Report
Annual Budget
Annual Financials
Annual Incentive Scheme
Article of Association
Audit Committee Charter
Audit committee Minutes
Audit committee Report
Audit committee Resolution
Bank Authorized Signatory
Board Charter
Board Minutes
Board Report
Board Resolution
Commercial Registration

Compliance Report
Contract
C-Suite KPI's
Delegation of authority
Disclosure
EGM Minutes
ESG Report
Excom Report
EXCOM Resolution
EXOM Minutes
External Auditor Report
Governance Charter
Internal Audit Report
Legal Case
Legal Report

Management Report
NRC Committee Charter
NRC Evaluation
NRC Minutes
NRC Nominations
NRC Report
NRC Resolution
Policy
Proxy
Quarter Financials
Related Party Transaction
Risk Management Report

Cancel

Select

Back

Done

Agenda

Presenter

@user

@user

@user

@user

Document	Category
Audit committee Report	Audit Committee Report
Audit committee Resolution	Audit Committee Resolutions
Audit committee Minutes	Audit Minutes
Board Minutes	Board Minutes
Annual Board Report	Board Report
Annual Budget	Board Report
Board Report	Board report
Related Party Transaction	Board Reports
Bank Authorized Signatory	Board Resolutions
Board Resolution	Board Resolutions
Audit Committee Charter	Company Charters
Board Charter	Company Charters
Governance Charter	Company Charters
NRC Committee Charter	Company Charters
Article of Association	Company Information
Commercial Registration	Company Information
Compliance Report	Compliance Report
Contract	Contracts
ESG Report	ESG Archives
Excom Report	Excom Archives
EXOM Minutes	Excom Minutes
EXCOM Resolution	Excom Resolution
External Auditor Report	External Auditor Archives
Quarter Financials	Financial Archives
Annual Financials	Financials Archive
Delegation of authority	Governance Archives
Internal Audit Report	Internal Audit reports
Legal Case	Legal Archives
Legal Report	Legal Archives
Management Report	Management Reports
Annual Incentive Scheme	NRC Archives
C-Suite KPI's	NRC Archives
Disclosure	NRC Archives
NRC Evaluation	NRC Archives
NRC Nominations	NRC Archives
NRC Report	NRC Archives
NRC Minutes	NRC Minutes
NRC Resolution	NRC Resolutions
Policy	Policies Section
Proxy	Proxy Archives
Risk Management Report	Risk Management Report



Agenda

Meeting title

Description

Start Date: Time

End Date

More Information

Video Conference Link

Signature

English Only

Dual

Arabic Only

Agenda

Title	Description	Time	Presenter
-------	-------------	------	-----------

@user

@user

@user

@user

SIGNATURE REQUEST **DELOITTEE AUDIT COMMITTEE PRACTICES.PDF**

SIGNERS

Choose some users

Select all 0/4

CANCEL

CONFIRM

Back

Done



Agenda

Pictures of confirmed attendance



Quorum Percentage
If below 50% message read NO QOUROM
If more
Quorum Reached

Edit

Meeting title

More Information
"Free Text"

Description

Start Date: Time

End Date: Time

Video Conference Link

Agenda

Title	Description	Time	Presenter
-------	-------------	------	-----------

1	Q1 Financials	Report	Time	@user
---	---------------	--------	------	-------

Test file.PDF

1.1	Approval on	Minutes	Time	@user
-----	-------------	---------	------	-------

2	Approval on	Resolution	Time	@user
---	-------------	------------	------	-------

2.1	Approval on	Resolution	Time	@user
-----	-------------	------------	------	-------

Unpublished Meetings

Generate Bundle

Download All Document

View Access Stats

SAVE



Unpublished Meetings

Audit

Board

NRC

Excom



Add a Meeting

Unpublished

Published

Archived

Meeting title

Description

Start Date:
Time

End Date:
Time

More Information

Video Conference Link



Unpublished Meetings

Audit ▼

Unpublished

Published

Archived

2022 ▼

Board

NRC

Excom

Board Meeting Q3

At request of chairman

Start Date:
Time

End Date:
Time

Online meeting to discuss

Meeting URL :

Meeting title

Description

Start Date:
Time

End Date:
Time

More Information

Video Conference Link

Meeting title

Description

Start Date:
Time

End Date:
Time

More Information

Video Conference Link

Meeting title

Description

Start Date:
Time

End Date:
Time

More Information

Video Conference Link



Unpublished Meetings

Audit ▼

2022 ▼

Board

NRC

Excom

Icon Board Meeting Q3 Edit

Icon Request of Board Meeting Delete

Icon Start Date: Time End Date: Time Clone

Icon Notify

Icon Online meeting to discuss publish

Meeting URL :

See Agenda

Unpublished

Published

Archived

On Mouse Hover, List will
pop up :

Edit
Delete
Clone
Notify
publish

See Agenda



Unpublished Meetings

Audit ▼

2022 ▼

Board

NRC

Excom

Board Meeting Q3

At request of chairman

Start Date:
Time

End Date:
Time

Online meeting to discuss

Meeting URL :

Unpublished

Published

Archived

Notify " Meeting Name"

Recipients **

Select all

0/8 selected

Customize Notification

☐ Add to calendar

☐ Customize Subject and message

Cancel

Notify



Published

Audit

Unpublished

Published

Archived

2022

Board

NRC

Excom

Icon Edit

Board Meeting Q3

Icon Delete

At request of chairman

Icon Clone

Start Date: End Date:

Icon Notify

Online meeting to discuss

Icon Publish

Icon Archive

Meeting URL :

See Agenda

On Mouse Hover, List will pop up :

Delete

Clone

Notify

Unpublish

Archive

See Agenda

Auto pop up notification with message “ Same as notify “



Archived

Audit



2022



Board

NRC

Excom

Board Meeting Q3

At request of chairman

Icon

unarchive

Start Date:
Time

End Date:
Time

Only one meeting to discuss

See Agenda

Meeting URL :

On Mouse Hover, List will
pop up :

Un Archive

See Agenda

Unpublished

Published

Archived

Unarchive will move item to
published

From there you unpublish



Search



Same as board
Annual Calendar



Same as board
Resolutions



Same as board



Minutes

Same as board

Evaluation



Annual Audit Report

Same as board

Action Tracker



Audit Committee

Same as board



Financials

Same as board

KPI



Same as board



Committee
information



Annual Audit Report

2022



A standard report template to be filled in both Arabic and English, when completed it will generate the PDF with company logo & name of chairman for signature

These field derived from committee charter

AS Per Template

Free Text

PDF Generation

Audit Committee Chairman to sign

Save

Save &
Publish



Search



Same as board

Resolutions



Same as board
Annual Calendar



Same as board

Evaluation



XXXX Committee

Same as board



Minutes

Same as board

Action Tracker



Same as board



Committee
information



Search



Same as board
Annual Calendar



Same as board
Resolutions



Same as board
Minutes



Auto reminder
every October

Same as board
Evaluation



Disclosures



Nominations

Same as board
Action Tracker



Nomination
Remuneration
Committee



C-Suite KPI's

Remuneration Policy



Same as board

Committee information



Performance & Rewards



Auto generated from current board term, auto triggers in last year

Nominations

2022 - 2025

Arabic

Dual

English

Candidate 1 CV

Candidate 2

Candidate 3

Candidate 4

Add Candidate

Save &
Publish



Auto generated from current board term, auto triggers in last year

Nominations

2022 - 2025

Arabic

Dual

English

Candidate 1 CV

Candidate 2

Candidate 3

Candidate 4

Name :

Upload CV

Add Candidate

Save &
Publish



Nominations

2022 - 2025

Arabic

Dual

English

Resolution to board
recommending members
for general assembly

Names only
CV;s To be attached in
PDF

Number of nominated
must be higher than
current board number

10 = 15

Can be added to next NRC Meeting after
publish

Save

Save &
Publish



Nominations

2022 - 2025

Arabic

Dual

English

Resolution to board
recommending members
for general assembly

Names only
CV's To be attached in
PDF

Number of nominated
must be higher than
current board number

10 = 15

Follow Template

Can be added to next NRC Meeting after
publish

Save

Generate & Publish



C-Suite KPI's

2022



Approval on CEO KIP's

To be signed by members

Upload CEO KPI

Upload LTIP

Upload STIP

** Must be signed by board

Qualitative	Quantaitive

Can be added to next NRC Meeting after publish for signing
by CEO, NRC Cha, Chairman

Save

Save &
Publish

CEO KPI + LTIP + STIP to be sent to NRC for
signature, then archiving



Performance & Rewards

2022



Approval on Annual
Bonus scheme template

To be signed by members

Upload Bonus Scheme

**** Must be signed by board**

Can be added to next NRC Meeting after
publish

Save

Save &
Publish



Search



Disclosures

2022



Name	Date	File	Type	Owner	Status	Actions
Khalid Abdullah	23/05/2022	link to PDF	Competition	@user	Signed	Select
Saad Nasser	23/05/2022	link to PDF	Related Party	@user	Not signed	Select
						View
						Export
						Sign
						Delete

+

Remind non signed members

Bonus to be sent to NRC for signature, then
archiving



Disclosures

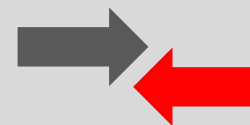
2022



Related Party Transaction



Confirmation of Independence



Competing with Company



Search



Related Party Transactions

2022



Name	Date	File	Meeting	Owner	Status	Actions
2022	23/05/2022	link to PDF	Link to Agenda	@user	Signed	Select
2022	23/05/2022	link to PDF		@user	Qourm Reached	Select
2022	23/05/2022	link to PDF		@user	Not Signed	Select
2022	23/05/2022	link to PDF		@user	Partial	Select

View

Export

Sign

Delete

+

Remind non signed members



Search



Related Party Transaction

2022



English Only

Dual

Arabic Only

Choose Published Meeting

If note chosen, system
will used next meeting #

Auto Related Party Transaction Number
Date+BoardTerm+Meeting #



Auto company name - title

Auto Logo , Header , Footer, Page
Number

First for Audit to recommend to board Then board to
recommend for AGM

English Text Field as per
template

Arabic Text Field as per
template

Upload Contract Attachment

Signature Page, Name of member AR+ EN

Save

Send Now



Search



Confirmation of independence

2022



Name	Date	File	Meeting	Owner	Status	Actions
2022	23/05/2022	link to PDF	Link to Agenda	@user	Signed	Select
2022	23/05/2022	link to PDF		@user	Qourm Reached	Select
2022	23/05/2022	link to PDF		@user	Not Signed	Select
2022	23/05/2022	link to PDF		@user	Partial	Select

View

Export

Sign

Delete

+

Remind non signed members



Search



Confirmation of independence

2022



English Only

Dual

Arabic Only

Choose Published Meeting

If note chosen, system
will used next meeting #



Auto Confirmation of independence Number
Date+BoardTerm+Meeting #

Auto company name - title

Auto Logo , Header , Footer, Page
Number

English Text Field as per
template

Arabic Text Field as per
template

Based on results , member classification changes,
independent – executive – non-executive

Signature Page, Name of member AR+ EN

Save

Send Now



Competition with company

2022



Name	Date	File	Meeting	Owner	Status	Actions
2022	23/05/2022	link to PDF	Link to Agenda	@user	Signed	Select
2022	23/05/2022	link to PDF		@user	Qourm Reached	Select
2022	23/05/2022	link to PDF		@user	Not Signed	Select
2022	23/05/2022	link to PDF		@user	Partial	Select

View

Export

Sign

Delete

+

Remind non signed members



Search



Competition with company

2022



English Only

Dual

Arabic Only

If note chosen, system
will used next meeting #



Auto Number
Date+BoardTerm+Meeting #

Auto company name - title

Auto Logo , Header , Footer, Page
Number

English Text Field as per
Member template

Arabic Text Field as per
Member template

Signature Page, Name of member AR+ EN

****Member involved shall not be allowed to sign other documents
Board Approval/ AGM Approval**

Save

Send Now



Evaluation

2022

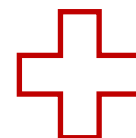


On client View, only see
overall board result



Board Effectiveness

On client View, only see
his assessment



Members Assessment



Search



Peer Assessment

2022 ▼

English Only

Dual

Arabic Only

English Text Field as per
template

OR Manual text entry

Criteria 1

Criteria 2

Criteria 2

Criteria 2

Arabic Text Field as per
template

OR Manual text entry

Criteria 1

Criteria 2

Criteria 2

Criteria 2

Or Default template puts our criteria

Take all rating / by total members number
Then display criterias with new average rating

Wizard for Every Member will evaluate other
Members

Save

Send Now



Search



Peer Assessment

2022



Member Name

What Members see

Criteria Title



Additional Text

Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Overall



Takes you to next
member evaluation

SAVE & Continue



Search



Board Effectiveness

2022 ▼

English Only

Dual

Arabic Only

English Text Field as per
template

OR Manual text entry

Criteria 1

Criteria 2

Criteria 2

Criteria 2

Arabic Text Field as per
template

OR Manual text entry

Criteria 1

Criteria 2

Criteria 2

Criteria 2

Or Default template puts our criteria

Take all rating / by total members number
Then display criterias with new average
rating – See excel sheet

Save

Send Now



Search



Board Effectiveness

2022



Done Once by all members

Criteria Title



Additional Text

Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Criteria 1



Overall



65%

SAVE

On evaluation time, one member evaluate all members excluding him self

After evaluation completed, each member see his result only

NRC see all results of members and board effectiveness



Set Remuneration

Mapped from admin created Committees

[View Remuneration](#)

+

Board of Directors

+

Audit Committee

-

NRC Committee

Membership Fees:

Attendance Fees:

-

Executive Committee

Membership Fees:

Attendance Fees:

SAVE

- Board of Directors	Membership Fees	Attendance Fees	Total
Member Name	40,000	3,000	43,000
Member Name	60,000	3,000	63,000
Member Name			

+ Audit Committee

+ NRC Committee

+ Executive Committee

Auto calculated from Meeting Attendance – Agenda
Q4 = Annual fees received for 2022 or x year

New Committee will be listed automatically	Total Membership Fees	Total Attendance Fees	Total
	100,000	6,000	106,000