

Corporate Governance with Secretariat[®] from Bridgeway

Bridgeway understands the challenges that you face every day in ensuring corporate compliance. Secretariat from Bridgeway was designed specifically by corporate secretaries to manage the legal structure and life of a corporate entity.

Automating key processes saves time and ensures that your information is accurate and up-to-date. Secretariat uses a comprehensive database system and a series of wizards, reports, reminders, document creation and document storage tools to streamline the process of keeping a corporate entity current and compliant.

Secretariat helps you manage the details. You are able to keep track of all subsidiary information and respond to changes quickly. You can easily notify responsible parties and anticipate and meet deadlines. Bridgeway solutions are based on best practices – methodologies proven successful within high performance corporate legal departments. Bridgeway aligns technology with people and processes to make compliance easier with Secretariat.

World-wide reach

Secretariat's unique security features make it easy to distribute the workload to local offices while maintaining the entire database at corporate headquarters. You can maximize resources and rely on high quality and current entity information. And with 24/7 service available, our doors are always open to your users.

An essential part of your corporate governance program

- Ensure that your corporate records are trustworthy and complete
- Save time and effort
- Know that your entities are compliant
- Locate information easily with full search capability

Proven	☑ Trusted by Fortune 500
Reliable	☑ 19-year track record
Scalable	☑ Fits small to large corporations
Extendable	☑ Integrates with other solutions
Essential	☑ Automates processes for high performance
Flexible	☑ Web-based installed or hosted

It's cost effective. It's a best practice. It's smart.

Secretariat[®]

Distribute information easily

Update, view, and share information anytime, anywhere the Internet reaches.

Just click on the entity name from your home page, and open the company summary.

Then email current information to keep everyone informed.

World class reporting tools

- Enjoy a dashboard view with reports powered by Business Objects.™
- Control unique preferences with reusable widgets to display multiple reports.
- Maintain user/group-based security attributes when accessing reports.

The screenshot shows the Secretariat dashboard for user Juliet Collins. The interface includes a top navigation bar with 'Home', 'Entities', 'People', 'Jurisdictions', 'Calendar', 'Reports', 'Wizards', 'Titles', and 'Search'. Below this is a 'Bookmarks' sidebar with a tree view of organizational units like 'Board of Directors' and 'Widget Family Tree'. The main content area is divided into several widgets: 'Lobby' with a 'Chesapeake BE, L.L.C.' entry; 'Most Recently Accessed People' listing users like Berardi, Jane; 'Favorite Reports' with links to 'All Appointments and Tasks Report by User'; 'Most Recently Accessed Entities' listing 'Bagel Importers Incorporated'; and 'Most Recently Accessed People' listing 'Berardi, Jane'. On the right, there are reports for 'Bridgeway Crystal Report', 'Bagel Importers Company Incorporated' (with 'Name Changes' and 'Registrations Established' details), 'Custom Links' (including 'the Society' and 'US Securities & Exchange Commission'), and 'Alerts on Tasks' with a table of tasks.

Restricted Entity Edits

- Administrator grants rights by users or groups.
- Before posting to database, flag new or edited entities as "Changes Pending" until they are approved. No other edits are allowed to the record except by original restricted user or by approver.

The screenshot shows the 'Entities List' page in Secretariat. It features a filter sidebar on the left with fields for 'Name starts with' (set to 'Caldwell') and 'Agents'. The main area displays a table of 37 records. The table has columns for 'Name', 'Entity Type', 'Name Type', 'Status', and 'WorldView Site'. The records include various entities such as 'Aurcastle Test Demo', 'Allado Dico', 'AS2 Testing Services Group', 'Asian Media Interactive, LLC', 'Asian Packaging Inc.', 'Axiom Corporation', 'Axiom Inc.', 'Banana Republic', 'Banana Republic of California', 'Brownman Broadcasting System, Inc.', 'Burbank Joe Warriors Hockey Club', 'Burbank National League Baseball Club, Inc.', 'Caldwell-White OnLine Contract', 'Celanese B LLC', 'Celanese C LP', 'Celanese Corp', 'Celanese D LP', 'Compliance Tool New Zealand Limited', 'Cox Department Corp', 'Cox Foreign Corp', and 'Cox New Division'. The table also shows 'Displaying 1 to 25 of 37 record(s) found'.

Features you really use

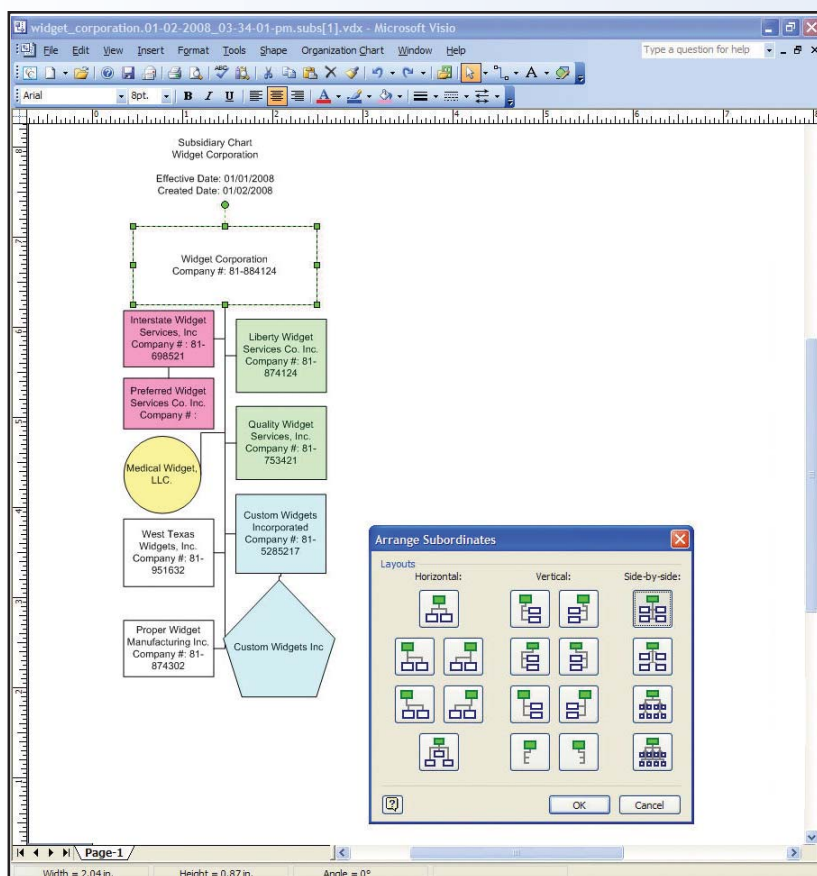
- Manage all corporate minute book information for every corporate entity type. Use standard entity types or create and configure new ones.
- Customize standard reports and create reports on the fly with self-serve access to world-class reporting tools.
- Assemble documents by merging fields, text and graphics into ready-to-print papers for signatures, and store the templates for easy access and re-use.
- Manage all relevant documents with a built-in document repository or links to your document management system.
- Use wizards for repetitive tasks, generating reports, forms and documents and updating key information.
- Access an editable library of enhanced resolutions.
- With the integrated rules engine, automatically notify users of important information and create automated workflow to streamline processes.
- Offer various departments instant, secure access to current entity information from a self-service Web page.
- Link with your team's calendar to view and prioritize important dates.

Full Text Search Capability

- Search for single word or string within attached documents
- Index documents stored either in the database or on the server.
- Schedule a document index as a task or run it manually.
- Save, modify and delete templates for search results.

New & Improved CorpCharts

- Create simple or complex hierarchical graphs to illustrate parent or subsidiary status.
- Easily update existing charts when the corporate structure changes.
- Set preferences for colors, shapes and fonts by entity type or region.
- Launch Visio window to display your charts. Click and drag an entity shape and the children shapes will follow. Select either horizontal or vertical views.



Bridgeway solutions work together to promote compliance.

Bridgeway's matter management solutions, eCounsel and LawManager, are designed exclusively for busy in-house legal departments. Store all related matter information in one central location, track important tasks, and generate easy-to-read reports from all your information. Bridgeway solutions fully integrate with one another, providing you with centralized information and unprecedented flexibility with one vendor, one database, one support call, one source, and one process.

Enterprise-wide extensions

New compliance guidelines and reporting requirements are expanding the boundaries of the corporate secretary's office to encompass all aspects of the organization. As your responsibilities grow, Bridgeway has the power to extend your entity management tool to deliver an enterprise-wide corporate compliance tracking solution.

- Automatically notify your compliance officer of predefined (Sarbanes-Oxley) events such as the addition of a board member who has positions within other subsidiaries, or when a company's ownership shifts by a predefined percentage.
- Automate workflow around any specified Secretariat task/project such as dissolution of a company. Automatically notify the tax department and set a list of predefined steps in motion.
- Integrate with your human resources (or other) system for updates to contact information for directors and officers.
- Notify the tax department of an approaching annual return deadline or a change of company name.
- Integrate with your legal department's patents and trademarks system, and tie patents back to company owners within Secretariat.
- E-mail the Assistant Corporate Secretary when a renewal date of any kind is approaching.
- Set a predefined series of calendar events in motion when an entity becomes qualified in a new jurisdiction.
- Synchronize with your legal department's matter management system to identify where an individual interfaces across the organization.
- When an entity is sold, automatically check your legal department's matter management system for any outstanding legal matters and immediately notify the Chief Compliance Officer.

Solutions ■ Relationships ■ Results



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