We welcome the opportunity of introducing our Company (subsidiary of Docufile Pty – South Africa) to you and are pleased to provide below a detailed list of our document management services for your perusal.

Products and Services:

- Off-site document Storage
- Document Imaging
- In-house archive Management
- Filing Systems
- Archiving Stationery

The Off-site document storage includes the following services:

- Sorting and Purging
- Packing and Indexing
- Data Capture
- Off-site Storage
- Management Services

Preparation of records for Off-site storage, Docufile (Mtius) Ltd includes the following:

- Sorting all the documents into the correct order.
- Identifying works that require destruction.
- Indexing accurately the contents of each box.
- Supplying an index reflecting all documentation stored off-site.
- Annual supply of lists for destruction.

Michael Leal Avenue Motorway M2 Pailles
Tel: 286 0627 Fax: 286 0628
Email: docufile@intnet.mu ; info@docufile-mauritius.com ; Website : www.docufile-mauritius.com

Docufile (Mtius) Ltd provides a comprehensive consulting and management service to combat COMMON OBSTACLE WHICH OCCURS WITHIN ORGANISATION as follows:

1. Unsuccessful retrievals
2. “Loss” of documents
3. Duplication
4. Lack of space planning
5. Unnecessary archiving of records

Docufile (Mauritius) Ltd will make the above become an ideal situation, which will result in:

1. Cost benefits
2. Make space in customers office
3. Improved control
4. Increase Productivity
5. Elimination of unnecessary papers
6. Improved service to customers
7. Correct retention period applied to all records

At Docufile (Mauritius) Ltd we are committed to customer service and understand the importance of a swift and efficient response.

We trust that the above will be of interest to your company and stay at your entire disposal for any further enquiries.

Best Regards,

Sophie d’Hotman
Director

Michael Leal Avenue – Pailles
Phone: 2860627
Fax : 2860628
Cell : 421 5000

<u>Read the 3 next pages</u>

Off-site Storage Overview regarding Security, Confidentiality and Cost Benefits:

Security and Safety :

- All Docufile off-site storage facilities are monitored by 24 hour armed response and are alarmed with both motion and smoke detection.
- The warehouse facilities are strictly no smoking zones.
- Boxes are stored in racking to prevent water damage in the unlikely event of a flood.
- Fire fighting equipment is on hand and easily accessible.
- The off-site storage facilities are fumigated regularly against vermin.
- An audit trail on a specific file is available, through the computer system i.e who took a file when, and for how long before it was returned.

Confidentiality :

- Access to documents off-site can only be done via authorized signature, and only by an approved and appointed officer of the client.
- Access to documents is only available through the Docufile computer system which is password controlled.
- Stored boxes of documents will never have the client name on but rather a code, thus preventing access outside of the computer system.
- All destructions have to be authorized by the client in writing.
- After documents have been destroyed a certificate of destruction is issued to the client verifying which boxes have in fact been confidentially shredded.
- All documents when delivered are done so with a proof of delivery, which is signed for by the client before the documents are handed over.
- Boxes stay closed until customer needs retrieval or when retention date comes around for destruction.
- Documents stored off-site are an added security against internal fraud.

- Non staff members are prohibited access into the warehouse. Therefore clients have to be accompanied by a staff member at all times.

- All Docufile staff have a confidentiality clause written into their employment contracts.

Cost Benefits :

- Worldwide cost benefits of off-site document storage and management have been proven by the outsourcing of a non-core activity.

- Cost savings are incurred through not having to rent additional space to store what are essentially archival documents.

- By outsourcing the archival component of record management to an off-site storage facility, companies can focus on current documentation and the management thereof, thus creating greater savings through efficiencies.

- Timeout destruction of documents that have reached the end of their legal retention means not having to store and pay for documents that do not have to be kept.

- Staff can concentrate on activities that are essential to the efficient functioning of the company opposed to activities that are not part of their job specification. Additional staff need not be employed to accommodate the ever-growing inventory of documents.

- Improved controls.

- Better utilization of space.

.

We trust that the above will meet your requirements and look forward to a positive response from you. Meanwhile, please do not hesitate to contact me for any additional information.

Sophie d'Hotman
Director

Michael Leal Avenue Motorway M2 Pailles
Tel: 286 0627 Fax: 286 0628
Email: docufile@intnet.mu ; info@docufile-mauritius.com ; Website : www.docufile-mauritius.com