Entity Management

Companywide governance and compliance for your subsidiaries made easy

Store, share, and safeguard your vital entity data.

You've got a big job to do. Today's fast-paced regulatory climate means you can't afford to waste time wading through stacks of file folders or toggling between spreadsheets whenever you need to update or review entity data.

The solution? CSC Entity Management.

Our secure compliance and governance solution offers a powerful yet user-friendly way to store, organize, and monitor the status of all your global corporate entities.

We designed **CSC Entity Management**^{SM} with your needs in mind. Pull up and view the exact jurisdiction details you want to see. Retrieve specific corporate records with ease. Query your portfolio and receive comprehensive, customizable reports. All of your records are archived and easily retrieved—plus you can share and transfer information to colleagues, board members, and legal counsel both inside and outside your company.

CSC Entity Management has the power to handle all your current subsidiary requirements and the flexibility to grow with you as your company expands. You'll enjoy improved companywide compliance, a clearer view of your organization, and a calculated approach to managing all of your legal entities.

Like all of CSC's business solutions, CSC Entity Management can be accessed from wherever you are with just a secure internet connection and a valid login. And there's no charge for additional seat licenses or automatic software upgrades, either. Your system administrator is empowered to add as many users as they like and extend login privileges to anyone who needs access.

With its world-class tracking and reporting features, CSC Entity Management is the perfect solution to:

- ✓ Update and organize corporate data
- ✓ Establish an unlimited number of custom fields to track unique entity data
- ✓ Manage upcoming compliance due dates and expirations, including annual reports
- ✓ Manage entity merger changes and transaction history details
- ✓ Create, manage, and search minute books and governance documents
- ✓ Generate documents via a guided workflow
- ✓ Create and manage electronic signature requests with DocuSign®
- ✓ Maintain sensitive officer and director information
- ✓ Create transparency around officer and director changes via a human capital management integration with Workday®
- ✓ Build, update, and export organization charts
- ✓ Record and amend stock and ownership information
- ✓ Generate strategic reports for painless audits and better decision making
- ✓ Manage your doing business as (DBA) portfolio at all jurisdiction levels
- ✓ File forms 3, 4, and 5 for Section 16 compliance

How it works

Every time CSC conducts an entity filing on your behalf, the CSC Entity Management platform captures the associated data and documents to automatically update your entity records..

CSC Entity Management then organizes your data into easy-to-use screens. Custom layouts allow you to track and manage data that can vary from entity to entity in a scalable fashion. Intuitive reporting tools let you serve up subsidiary details any way you want.

Features

Entity summary

CSC Entity Management provides an entity summary details page that includes the basic core entity data that flows in automatically in conjunction with CSC's Registered Agent and Global Subsidiary Management (GSM) services. The data is updated for you when CSC handles your corporate transactions. The entity details page can be tailored with custom fields and additional categories of information. Fields can easily be assigned to all entities or a subset of entities via a custom layouts feature.

Corporate tracker

CSC's Corporate Tracker service monitors your entities' secretary of state statuses and good standing. Our tool tracks and manages delinquencies, administrative dissolutions, revocations and other changes to your entities' statuses and reports them directly to you via email alerts, giving you the early warning you need for timely resolution. The solution identifies the type of change, creates a before and after snapshot of the entity in question, and displays an "as of date" for each status update.

Calendar module

Includes compliance tracking tools like the Good Standing Calendar, DBA Calendar, and My Calendar. CSC's Good Standing Calendar automatically creates annual compliance events for U.S. entities, and for international entities that use CSC's GSM service. Event status is automatically updated when CSC handles your compliance filings. Clients also have the flexibility to add custom compliance events to the calendar.

Reporting

CSC Entity Management gives users the option to use standard, formal board-ready reports with more than 30 standard report templates, and features an ad-hoc reporting module where organizations can design and save their own report templates. CSC can also build custom report templates through our Professional Services Team.

Entity API

CSC Entity Management features a secure application programming interface (API) that establishes a framework for integrating data and documents stored in CSC Entity Management with one or multiple internal enterprise or third-party applications.

Beneficial ownership visualization

CSC Entity Management provides a secure, structured approach to tracking information required in Financial Crimes Enforcement Network (FinCEN) beneficial ownership reports (BOIR) as set forth in the Corporate Transparency Act (CTA). The Beneficial Ownership Visualization Report aggregates the company's entity data, owners, owning entities, and appointment information for owning entities, as well as CTA-related compliance information such as CTA classifications, FinCEN IDs, and individual taxpayer identification numbers (ITINs), providing unparalleled transparency to owners and individuals with appointments across ownership structures. Configurable grids make capturing, viewing, editing, and exporting reporting information easy.

Global heat map

Our technology platform provides transparency into entity data, documents, structure charts, compliance events—and brings newfound clarity to your geographic footprint with the interactive heat map feature. The map provides a visualization of where your entities are around the world, allowing users to zoom in on specific regions, drill down to country, state, and providence levels. With customizable options to depict both active and inactive entities, the map shows at a glance the volume of your entities by jurisdiction. The convenient search feature within the map locates any entity in your portfolio in real time.

Officers and directors

CSC Entity Management lets you easily create and apply standard slates of officers and directors across any number of entities and create unlimited titles for officers, directors, members, managers, partners, powers of attorney, committee members, and other custom capacities. You can also maintain current and historical officer and director titles and terms and re-elect an entire slate of officers or directors within an entity. CSC also maintains officer or director and member or manager data on your entities in conjunction with annual report outsourcing and GSM services.

Workday integration

CSC provides powerful transparency around changes in your Workday® HR system that impact the officer and director records maintained in CSC Entity Management through a direct, pre-built integration. This secure integration connects employee records stored within Workday with the legal entity data housed in CSC Entity Management to improve the accuracy of your director and officer records and shorten the process of making necessary updates when changes occur. Data changes that can be tracked using this integration include name, employee status, job title, business title, company name, location, and region. Secured roles and permissions as well as configurable notification features ensure that only appropriate users are granted access to view these sensitive changes.

Searching

CSC Entity Management's powerful search features allow your organization to search across any of your entity data within your portfolio. This includes any entity-related data, such as entity name, jurisdiction, entity status, officer or director names and titles, etc. In addition, CSC's full-text document searching capability lets you search for documents containing a specific word or phrase. With this capability, you can easily locate any document where a reference to a specific activity, officer name, or other detail is contained within the text. CSC Entity Management automatically applies an Optical Character Recognition (OCR) layer to PDF documents that are uploaded into the Minute Books and Other Documents sections, ensuring that these documents are fully text searchable upon upload.

Section 16 Filing

CSC's secure, SaaS-based, Section 16 filing solution is available as part of CSC Entity Management, and allows users to create, manage, and file Section 16 documents for insiders and reporting owners. In just minutes, you can create, preview, and transmit Electronic Data Gathering, Analysis, and Retrieval system (EDGAR) formatted forms 3, 4, and 5 directly to the U.S. Securities and Exchange Commission (SEC). You have the ability to prepare draft filings in advance, and test file or live file directly with the SEC. The solution also includes the ability to file for multiple reporting owners in the same filing, and maintain footnote libraries for quick access to commonly used footnotes. Filing acceptance messages are available immediately and emailed to you after a filing is placed.

Stock and ownership

CSC Entity Management allows you to track your current and historical stock and ownership details and enables you to retrieve and report on any point-in-time data elements. Users can create an unlimited number of custom fields in the capital, ownership, and ownership transactions sections.

Document management and electronic minute books

Built on OpenText™ Documentum, our document management system enables easier handling and safer storage for all your vital corporate records in more than 200 document formats. Beyond storage capabilities, you'll have the functions to generate documents and route them for signature electronically all while working within the platform. The system is role based, giving your administrator(s) total control over viewing and editing access. CSC Entity Management enables you to assign minute books to a particular entity, create the most relevant folder structure, and attach minute books or any other documents to a particular entity or create portfolio-wide folders. In addition to the documents that automatically flow into the platform via filings that CSC performs, documents can also be efficiently imported via the drag and drop function, and administrators can restrict user access via a folder level security feature. The CSC Entity API can be leveraged to create an ongoing, secure feed of documents into your internal or third-party document management system.

Organization charts

CSC Entity Management makes visualization of your organization easy, giving you the ability to create organization charts based on ownership data. Users can include specific criteria (such as ownership at any historical point-in-time), add entity-related attributes to the display, create complex formatting rules with shapes and a complete color palette, and export and share your organization charts. Advanced charting features include the ability to create sub-charts, enabling organizations to intentionally split larger charts into multiple pages, including on-screen manipulation to control the precise positioning of each entity, and an org chart legend feature to clearly explain the meaning of each formatting rule.

NEW YORK LAW JOURNAL

Named Best Entity Management System **11** YEARS

CORPORATE LEGAL OPERATIONS CONSORTIUM (CLOC) 2021 STATE OF THE INDUSTRY REPORT

Recognized as **Most Used Provider for Corporate Governance and Entity Management**

NATIONAL LAW JOURNAL

Recognized as a **2022 Legal Technology Trailblazer**

The CSC partnership

World-class security

CSC employs the highest level of security for all applications, including Office of Foreign Assets Control (OFAC) checks and other clearances. All applications and data is maintained on CSC servers, networks, and data storage systems. Systems are located within a world-class, ISO 27001–certified and Service Organization Control (SOC)–audited hosting facility. Third-party auditing firms conduct annual SOC 2® Type II assessments.

Technology

The heart of the CSC Entity Management platform is CSCNavigator℠, our unified legal and compliance system. CSCNavigator gives you a single point of entry for CSC's corporate services, service of process, and order results. No other service provider or software company puts so many business tools within your reach in a single login.

Outstanding support

When you use the CSC Entity Management platform, you'll also benefit from CSC's outstanding client support and user training program. Whether you need help configuring the system to meet your needs or familiarizing new users with its many capabilities, our specialists will work with your team to make sure you're getting the most out of CSC Entity Management.
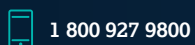
To learn more about CSC Entity Management or to arrange a demonstration of the platform, call us at **1-800-927-9800** or visit **cscglobal.com/entity.**

CSC is the world's leading provider of global business administration and compliance solutions, specializing in entity formation and management, domiciliation, accounting and reporting, legal and regulatory compliance, real estate, financial, M&A and other specialized administration, and corporate transaction support. We help our clients navigate regulatory complexities for every phase of the business life cycle. CSC is the trusted partner of choice for more than 90% of the Fortune 500®, more than 90% of the 100 Best Global Brands (Interbrand®), and more than 70% of the PEI 300.

Founded in 1899, CSC prides itself on being privately held and professionally managed for 125 years. CSC has offices and capabilities in more than 140 jurisdictions across the globe. Driven by a fierce client spirit, we're capable of doing business wherever our clients are—and we accomplish that by employing experts in every business we serve.

We are the business behind business®. For more information, visit cscglobal.com.

1 800 927 9800   **cscglobal.com/entity**

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