



DILITRUST

DiliTrust Governance

User Manual – Corporate Law

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1. OVERVIEW OF DILITRUST GOVERNANCE

DiliTrust Governance is a platform designed to improve the efficiency of legal departments by allowing them to manage the entirety of their legal activities in one place, to archive their data, and to manage their documentation. DiliTrust Governance allows you to check on your activities in real time as well as to share and review documents, all in a collaborative, flexible, efficient, and secure environment.

DiliTrust Governance contains three core modules

- Management of Legal Forms
- Contracts
- Litigations

This user manual covers the first module, Management of Legal Forms. **Contracts** and **Litigations** are covered in separate user guides.

These manuals are available on request from DiliTrust Support for those who wish to consult them.

1.1. DiliTrust Governance

The platform is designed for the management and updates of stocks and holdings. The application's functionality covers, among other things, the following areas:

- Management of stocks
- Automatic management of scopes of ownership and control between companies
- Legal monitoring of natural and legal persons
- Management of complex capital operations
- Visual presentation of organizational charts for rooms and legal forms, etc.

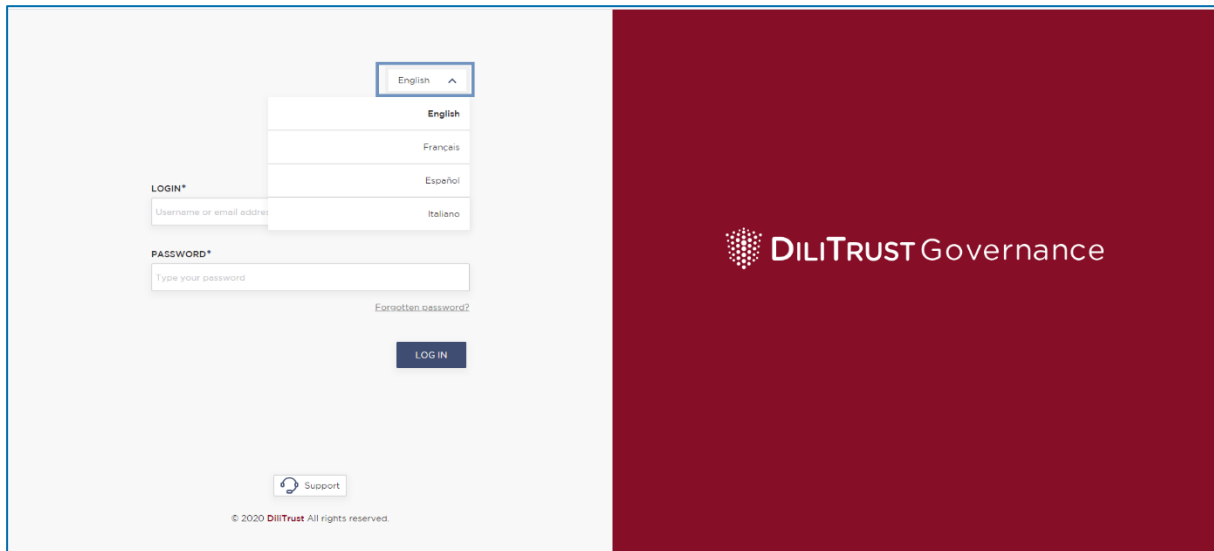
DiliTrust Governance can help you answer questions such as:

- Who owns Company X? Since when? To what extent?
- What is the value of the shares that you are about to sell?
- How has the capital of a company changed since January 1, 2013?
- What was the configuration of the group on June 30, 2019?
- Which mandates are expiring soon?
- And many more

The screenshots included in this document come from an internal DiliTrust environment.

1.2. Changing the Language

From the home screen, DiliTrust Governance allows you to choose your display language. To do so, you select the language of your choice from the dropdown menu as indicated in this screenshot:



1.3. Connecting to DiliTrust Governance

DiliTrust Governance allows you to manage and integrate different roles according to the level of confidentiality of your data. Our security management takes into consideration the fact that your data is confidential and sensitive.

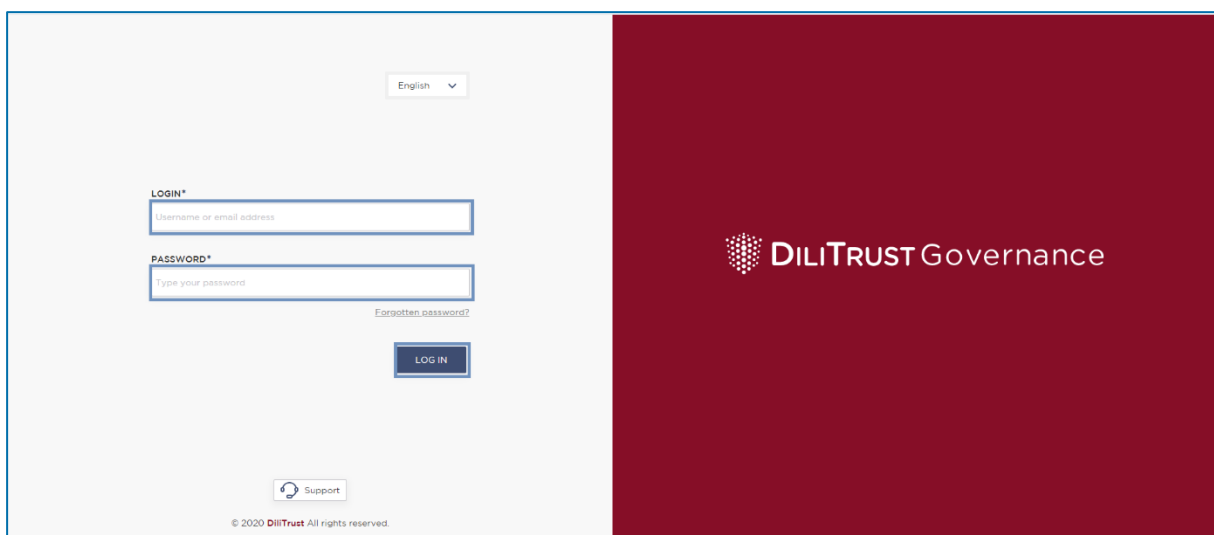
As a result, access to data, as well as to various functionalities, can be configured by the manager.

To access the solution, a user must have a login ID and a password. If two-factor authentication (TFA) is enabled, the user will also be asked to enter a code that they will receive by text message (SMS).

To access the DiliTrust Governance platform, you must first enter the URL shared by your portal administrator into your internet browser. These URLs are:

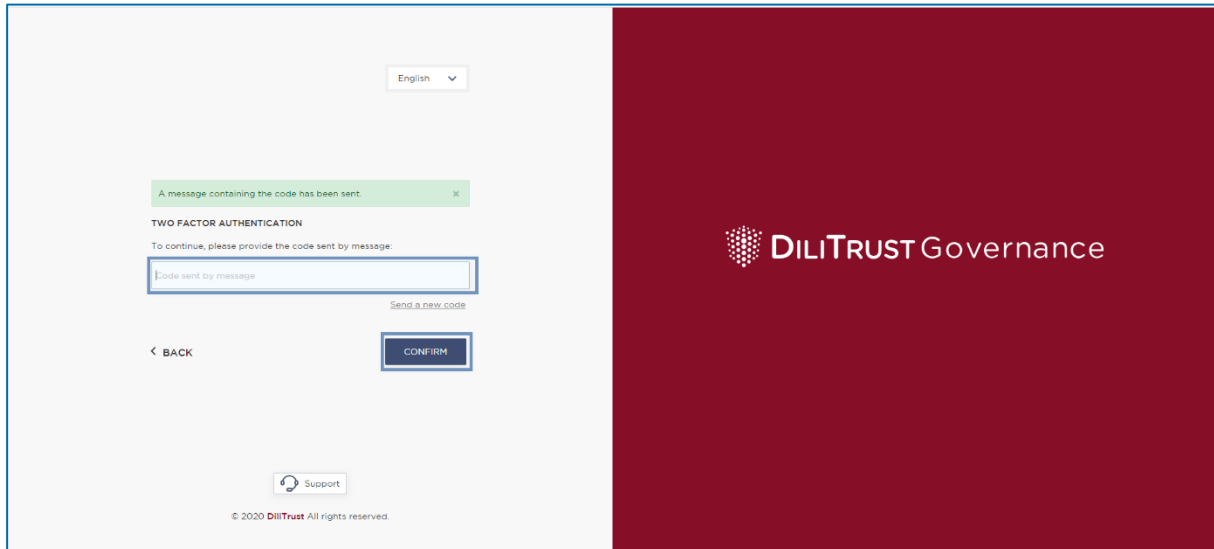
- For Europe: <https://gov-eu.dilitrust.com/>
- For North America: <https://gov-na.dilitrust.com/>

Once entered, you will see the following screen:



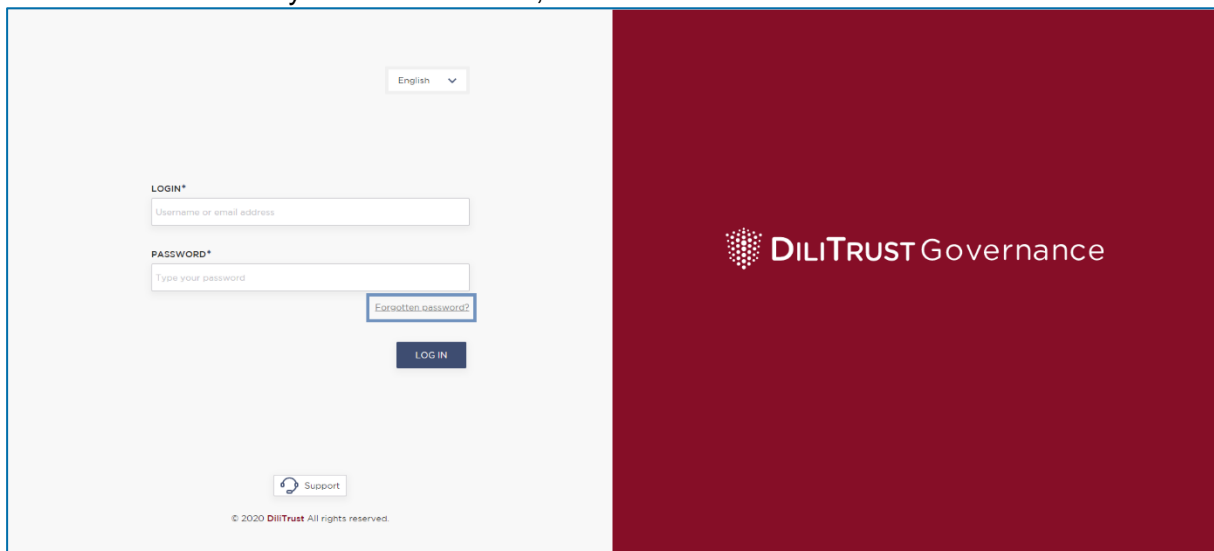
Enter your [Login ID](#) and your [password](#), then click on the **Log In** button.

If two-factor authentication (TFA) is enabled, you will receive an SMS text message on the mobile phone number associated with your account, containing an [authentication code](#) to enter in the field entitled [To continue, please provide the code sent by message](#), then click on the **Confirm** button:



If you do not receive your authentication code, you may request a new code by clicking on **Send a new code** on the two factor authentication page.

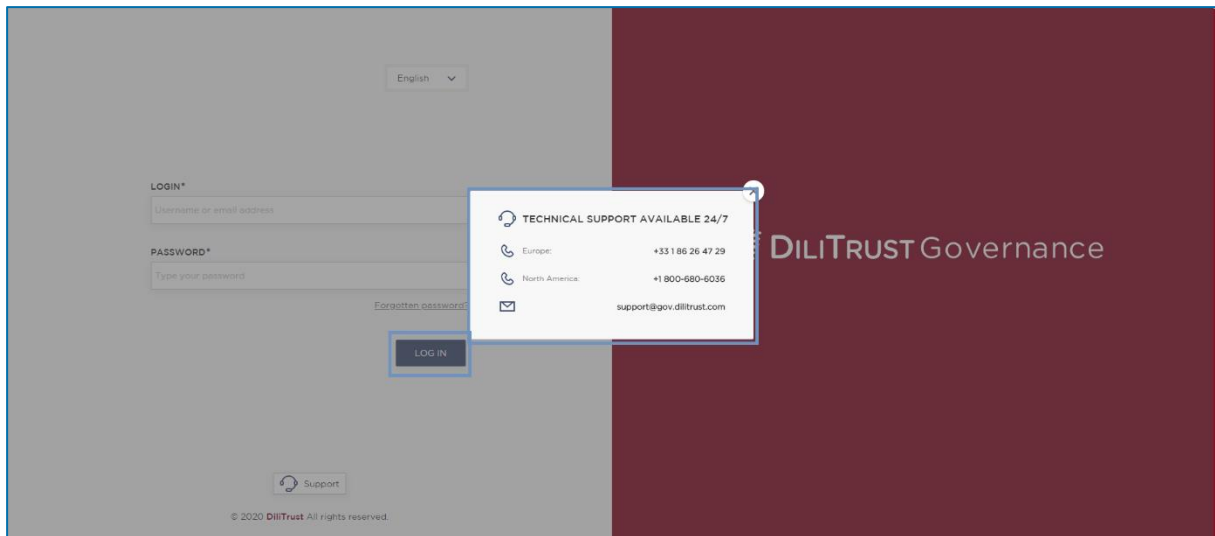
Note: If you have forgotten your password, do not worry. Click on **Forgotten password?** You will be asked to enter your [email address](#), then click the **Confirm** button.



You will receive an email at the email address associated with your account which contains instructions on how to reset your password.

If you do not receive an email, contact your portal manager.

On the connection page, the **Support** button shows you the contact information for DiliTrust Support.



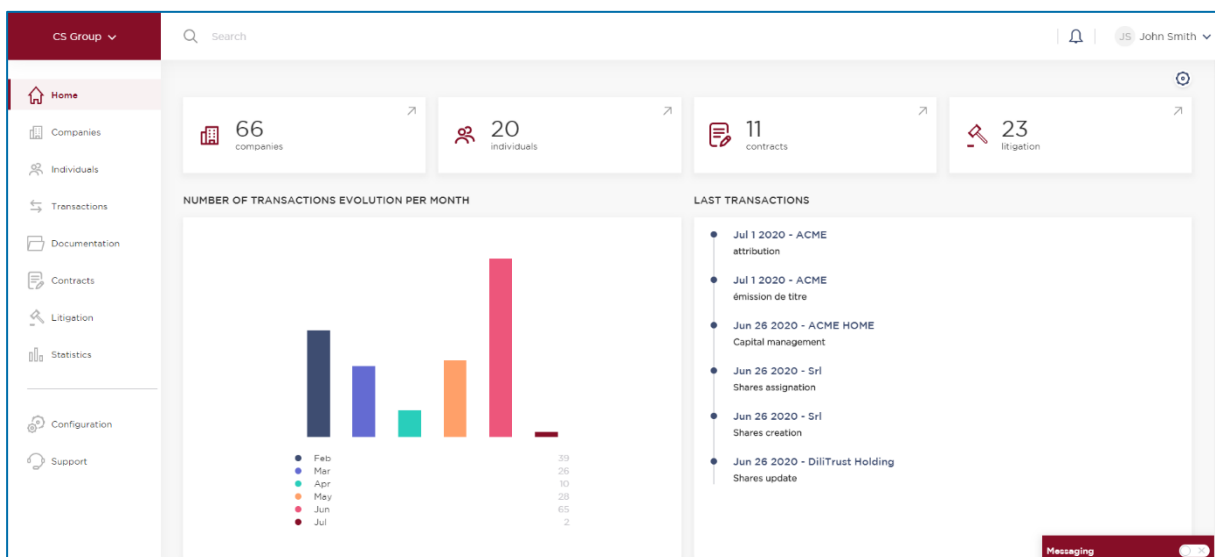
1.4. Home

Once you have connected to the DiliTrust Governance platform, you will arrive on the **Home** page, which gives you a dashboard overview of certain indicators. You will also see a header which is visible on every page within the application, which contains

- The name of your company
- A global search bar
- A notification menu
- See and Modify your profile, and Logout

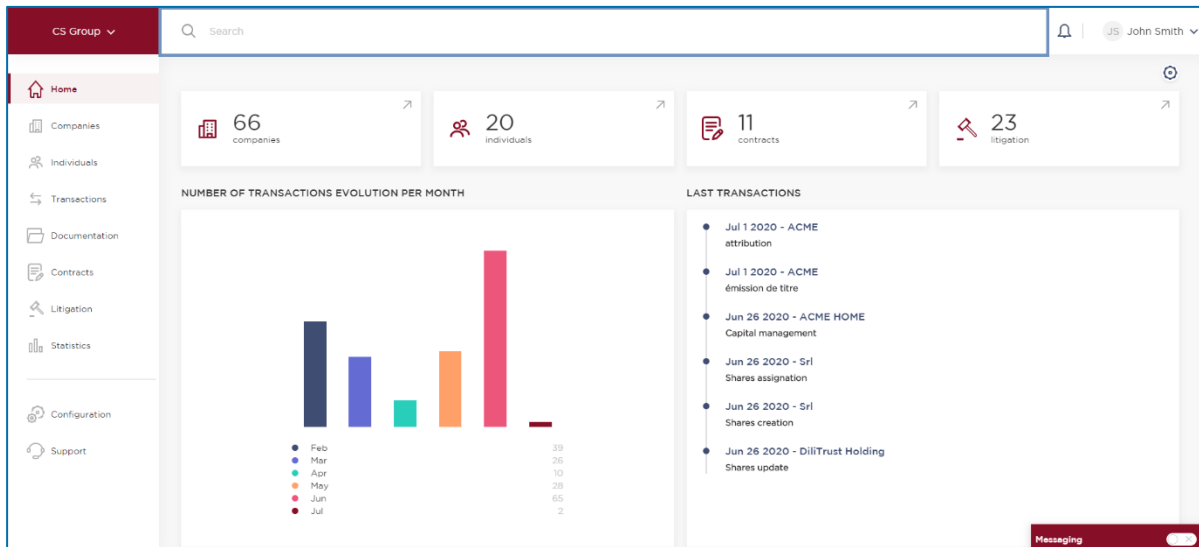
1.4.1. Company Name

The company name is found in the upper left corner of your screen and serves as a shortcut directly to the home page. In this screenshot, the name of the company is **ACME Group**.



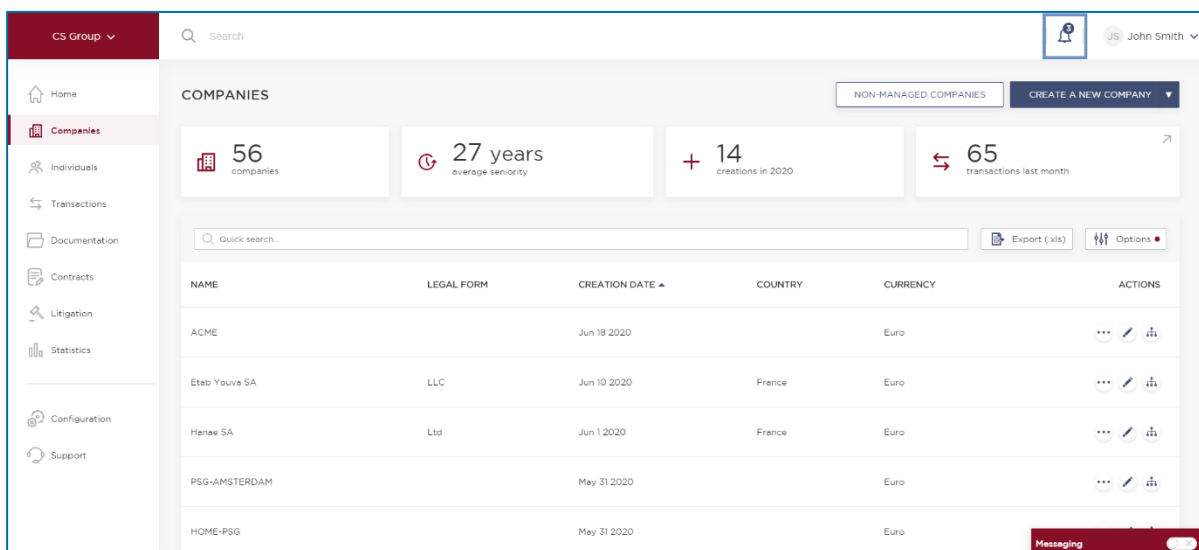
1.4.2. Search Bar

The search bar allows you to search within all the companies, people, rooms, documents, contracts, and litigations to which you have access.



1.4.3. Notifications

This functionality allows you to consult the list of all the alerts which you have received by email, with the possibility to directly access any of the various elements by clicking on the relevant notification.



The dashboard shows a summary of companies with the following metrics:

- 56 companies
- 27 years average seniority
- + 14 creations in 2020
- ↔ 65 transactions last month

COMPANIES

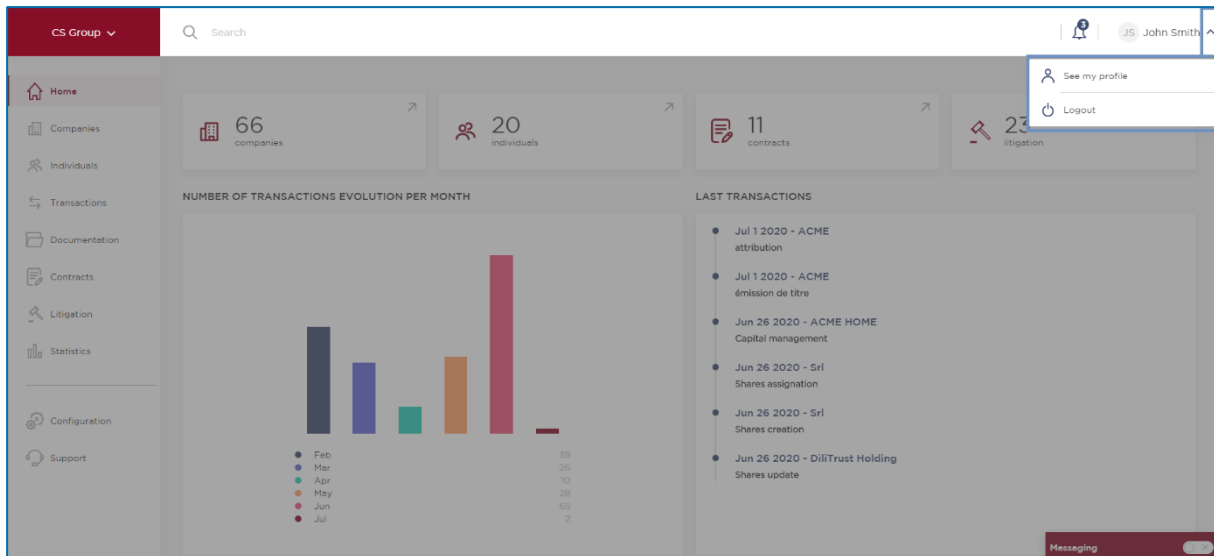
NAME	LEGAL FORM	CREATION DATE	COUNTRY	CURRENCY	ACTIONS
ACME		Jun 18 2020		Euro	⋮ ✎ 📄
Etab Youve SA	LLC	Jun 10 2020	France	Euro	⋮ ✎ 📄
Henee SA	Ltd	Jun 1 2020	France	Euro	⋮ ✎ 📄
PSG-AMSTERDAM		May 31 2020		Euro	⋮ ✎ 📄
HOME-PSG		May 31 2020		Euro	⋮ ✎ 📄

Note: By following the actions indicated in the above screenshot, you will have the option to delete any of the alerts from the notification list.

1.4.4. See and Modify Your Profile, and Logout

To see or modify your profile or to log out of DiliTrust Governance, you must click on the arrow next to your name and choose:

- **See my profile** to view or modify your profile
- **Logout** to disconnect from the application



Example: Modifying my profile

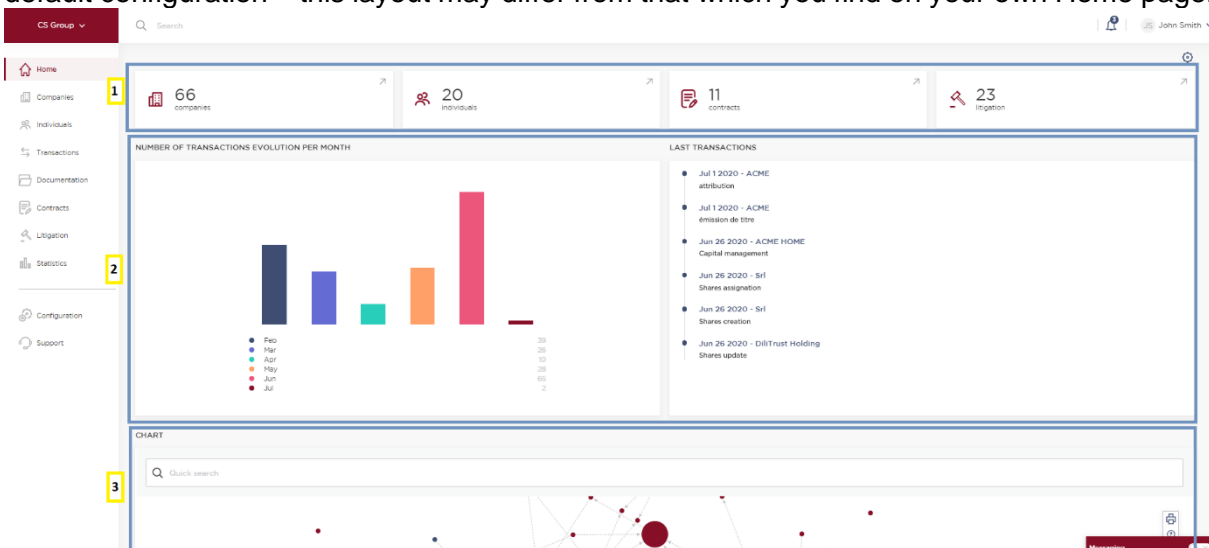
To modify your profile, you must click on **See my profile** and then on the **Edit** button to view, update, or edit the following elements:

- Your first and last name, title, picture, email address, password, phone number for two-factor authentication, contact information, biography, title within the group, time zone, and signature.
- You can also generate your [ten security codes](#) for two-factor authentication. Please be aware that the delay between two TFA processes may be [each time, 15 minutes, one hour, one day, three days, or one week](#) depending on the configuration established by your portal administrator.

Note: If you are using TFA, it is strongly recommended to generate your security codes and to keep them in a safe place. These single-use codes can replace an SMS code in case of any problems with the telephone network or if your mobile phone is off.

1.4.5. Dashboard

The dashboard on the Home page gives you an overview of certain indicators which may be configured by your portal administrator. The screenshot below shows the dashboard in its default configuration – this layout may differ from that which you find on your own Home page.



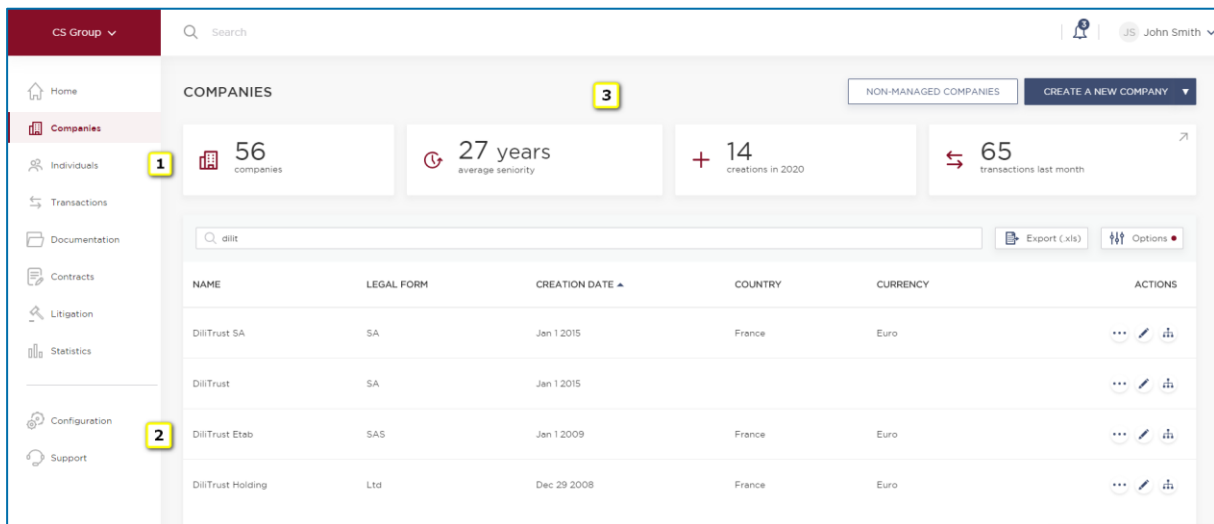
- **1:** This shows the global number of companies, individuals, contracts, and litigations that exist within your portal. You can access each of these items by clicking the relevant tile.
- **2:** To the left, the historic number of transactions per month, and to the right, the most recent transactions.
- **3:** The organizational chart of every **Company** (dark red), **Individual** (blue), and **Branch** (light red) within your portal, with lines indicating ownerships and holdings. You can access the associated folder by clicking on any of these entities. You may also perform a search by **name**, **Legal Form**, **first name**, etc. from the search bar above the **organizational chart**. The size of a company in the organizational chart is related to its capital value, without adjusting for specific currency.

Note: This view is unique for each user.

1.5. Layout of the Platform

In DiliTrust Governance, the screen is divided into three separate parts:

- **Part 1:** Access to navigation tabs to areas such as: Companies, Individuals, Transactions, Documentation, Contracts, Litigation, and Statistics.
- **Part 2:** Access to the **Configuration** and **Support** menus
- **Part 3:** Access to the contents of the selected area (here it is **Companies**)



1.5.1. Home, Data Type, Transactions, and Statistics Menus

In the upper left of your screen, you have access to the **Companies**, **Individuals**, **Transactions**, **Documentation**, **Contracts**, **Litigation**, and **Statistics** menus.

Explanation:

What do each of these menus do?

Menu	Description
Home	Shows an overview of certain indicators.
Companies	Used to create, manage, and view all the companies and branches to which you have access.
Individuals	Used to create, manage, and view all the individuals to whom you have access.
Transactions	Used to transcribe more complex operations on companies and to view the complete transaction history.
Documentation	Used to add, manage, and view all the documents to which you have access.

Contracts	Used to add, manage, and view all the contracts to which you have access.
Litigation	Used to add, manage, and view all the litigations to which you have access.
Statistics	Used to consult statistics tables and graphics which summarize the use of DiliTrust Governance and user activity (names, access creations, access creators, last connections, activity logs, etc.)

1.5.2. Configuration and Support

In the lower left of your screen, you have access to the **Configuration** and **Support** menus.

Explanation:

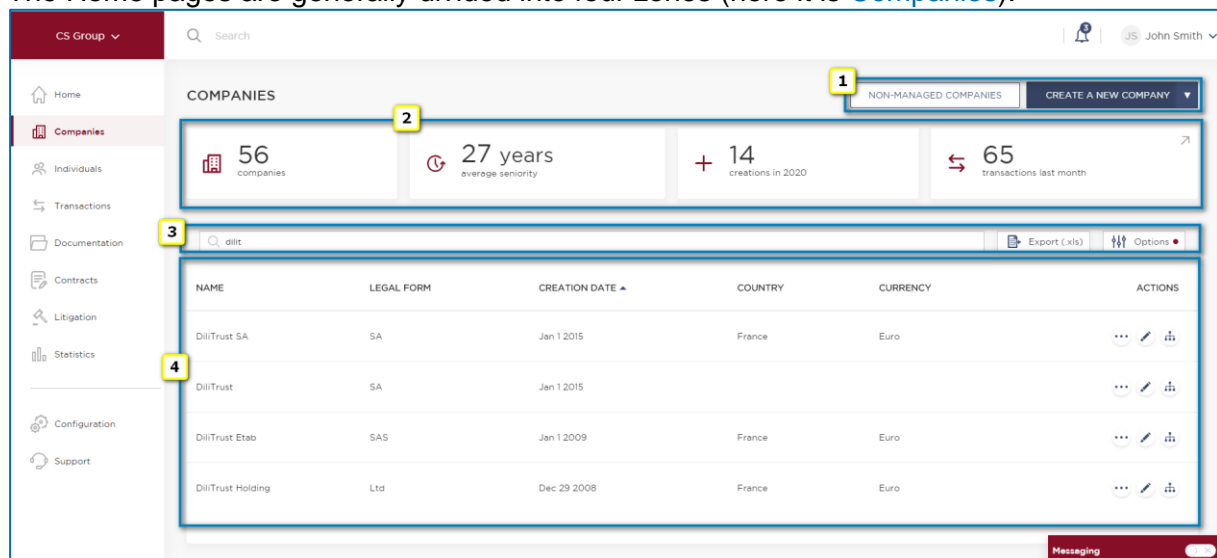
What do each of these menus do?


Menu	Description
Configuration	For the Portal Administrator, allows them to configure the portal and to manage security and access to DiliTrust Governance.
Support	Access to the contact information for the Support team.

1.5.3. Access to Managed Data

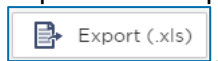
The pages for each type of managed data (**Companies**, **Individuals**, **Contracts**, **Litigations**) are similar. Clicking on one of these menus brings you to its Home page (list of companies and branches, individuals, contracts and litigations).

The Home pages are generally divided into four zones (here it is **Companies**):

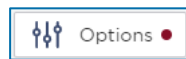


- Part 1: Create companies and view non-managed companies
- Part 2: Display area:
 - Total number of companies
 - Average age of companies calculated based on their creation date
 - Number of companies created in the existing year (here 2020 having a creation date in 2020)
 - The number of transactions in the previous month, with the possibility to click through to access a **Transactions/Transactions Statistics** menu containing a list of every past transaction.
- Part 3: Allows you to:
 - Perform a quick search of the values of certain columns of the table (part 4), which are chosen using the **Options** button . These options are displayed in the screenshot below:

- Export the displayed list of managed data via the **Export (.xls)** button



- Add and remove table columns (Part 4) via the **Options** button



- **Part 4:** A table listing the companies and branches to which you have access. Multiple features are available in the **Actions** column:
 - Access any company file by clicking on the name in the **Name** column
 - Edit the file for a company of your choice by clicking the **Edit company** icon
 - Consult the organizational chart for a company by clicking on the relevant **See organizational chart** icon
 - Through the three dot (ellipsis) icon , you can delete a company via the **Delete company** icon , set an end date via the **Set end date** icon , view the company transaction history with the **Company tracking** icon , and view its capital via the **Company capital** icon .

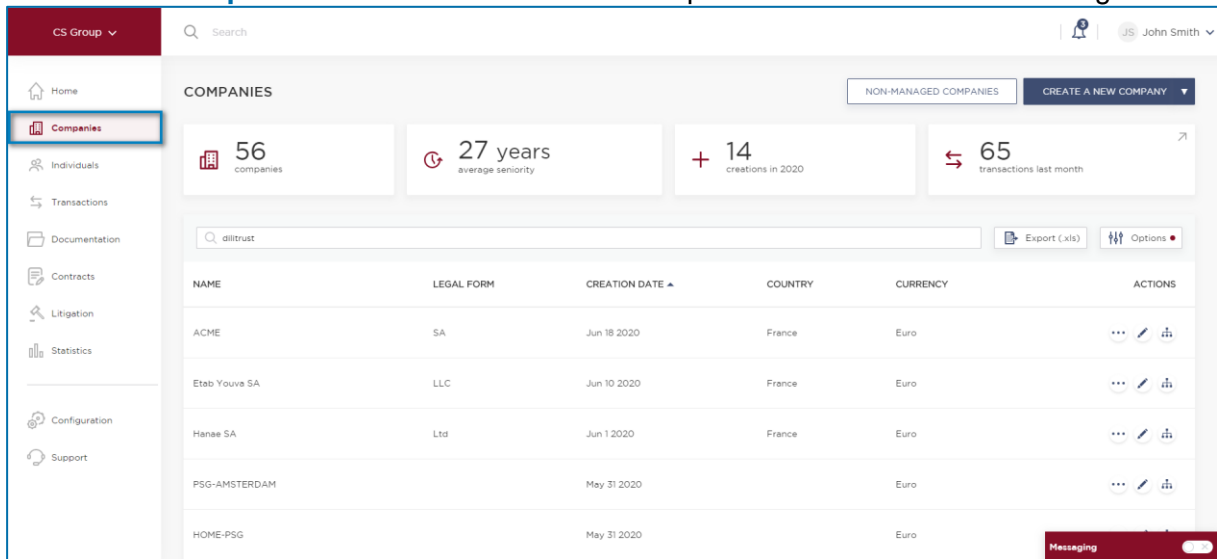
Each of these actions will only be available to you if you have the necessary permissions.

Note: Be careful – if you delete a company, branch, individual, contract, litigation, or other element in DiliTrust Governance, it cannot be restored even by your portal administrator. Therefore, before deleting any element, be sure to consult with your portal administrator.

2. COMPANIES AND BRANCHES

2.1. Viewing the List of Companies and Branches

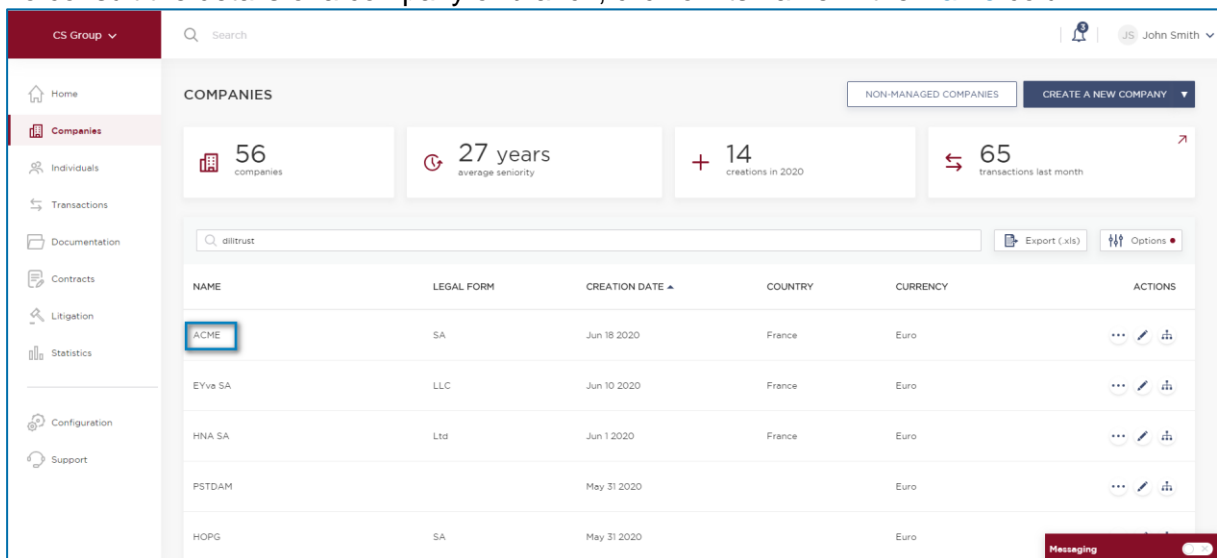
Click on the **Companies** tab to access the list of Companies. You will see the following screen:



NAME	LEGAL FORM	CREATION DATE	COUNTRY	CURRENCY	ACTIONS
ACME	SA	Jun 18 2020	France	Euro	...
Etab Youve SA	LLC	Jun 10 2020	France	Euro	...
Hanae SA	Ltd	Jun 1 2020	France	Euro	...
PSG-AMSTERDAM		May 31 2020		Euro	...
HOME-PSG		May 31 2020		Euro	...

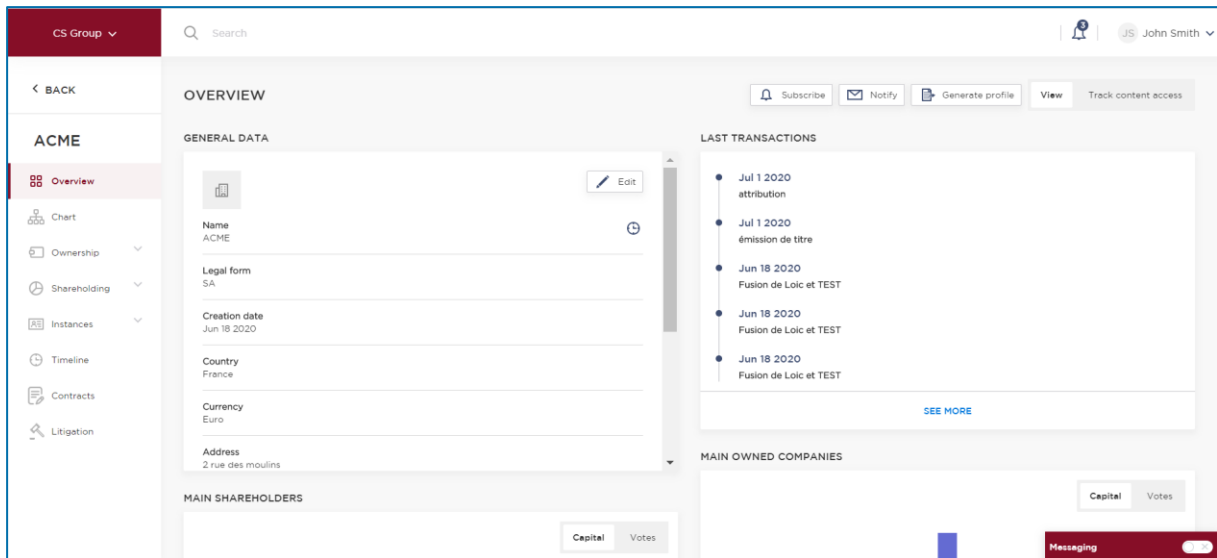
2.2. Consulting a Company or Branch

To consult the details of a company or branch, click on its name in the **Name** column:



NAME	LEGAL FORM	CREATION DATE	COUNTRY	CURRENCY	ACTIONS
ACME	SA	Jun 18 2020	France	Euro	...
EYve SA	LLC	Jun 10 2020	France	Euro	...
HNA SA	Ltd	Jun 1 2020	France	Euro	...
PSTDAM		May 31 2020		Euro	...
HOFG	SA	May 31 2020		Euro	...

The file for the selected company or branch will open and you will find yourself on the **Overview** menu for that company or branch:

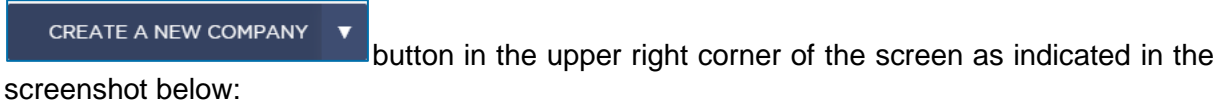


This screen (as is the case with most screens in DiliTrust Governance) is divided into two parts: the left navigation section and the right section where you will see the results.

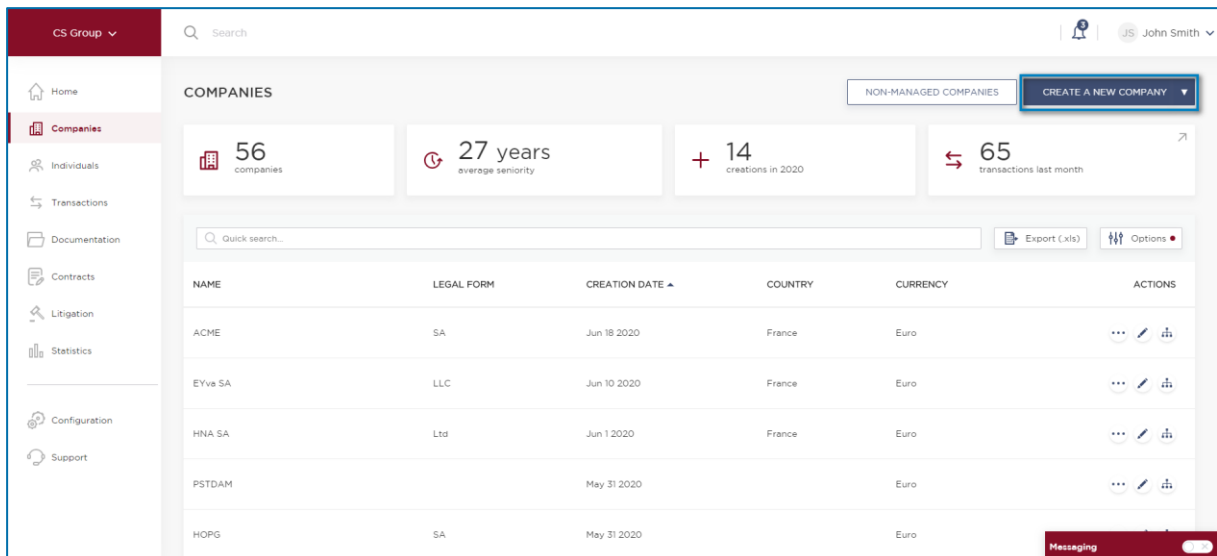
Note: Not all users will share the same authorizations and may only consult or edit information for some or all companies of the portal according to their permissions.

2.3. Creating a Company or Branch

You may create a company or branch via the company creation wizard. To access the wizard, you must go to the Company menu and click the **Create a new company**



button in the upper right corner of the screen as indicated in the screenshot below:



Information tab:

This tab appears after clicking the **Create a new company** button.

X

CREATE A COMPANY

INFORMATION
LOGO
ADDRESS
EXTRA INFORMATION

NAME*

LEGAL FORM

COUNTRY

CREATION DATE

CURRENCY

This company is a branch

ENTITY MANAGEMENT

Simplified capital management

No share value management

Automatic numbering of accounts and movements of shares

Shares numbering

Type of ownership management

Explanation:

The role of each field of this tab:

Label	Description
Name	Enter the name of the company This should be an exact replica of the company name as it appears in the articles of association, as it will set how the company is identified within the portal
Legal form	Enter or select the legal form of the company
Country	Select the country of the company
Creation date	Enter the creation date of the company. Typically, this date will correspond with the date of incorporation of the company
Currency	Enter the currency of the society's capital. <u>Attention:</u> The currency cannot be modified after adding shares
This company is a branch	Option to create a branch. To do so, check the box. You will then see the Mother company box where you can select the parent company of this branch. Note that the Shareholding menu (available for companies) will not be displayed for branches
Automatic numbering of accounts and movements of shares	Option allowing the automatic numbering of shareholder accounts and movements of shares, which are visible in the following menus: Shareholding > Shareholding Transactions or Ownership > Ownership Transactions
No share value management	Allows you to choose whether to assign a nominal value to the company's shares. If checked, the fields Share Value and Currency will not be displayed in the share creation wizard for this company.

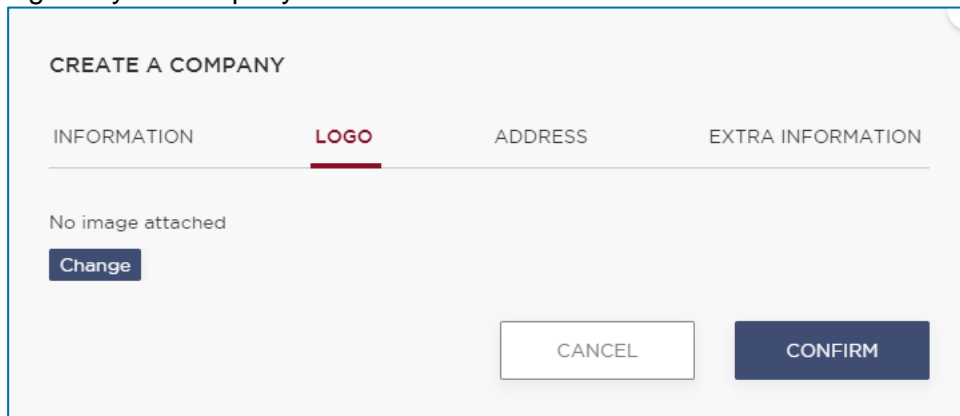
Shares numbering	Option to automatically number the shares as they are created. Once activated, the numbering of shares is mandatory. Attention: Once the shares are created, it will not be possible to deactivate the numbering
Type of ownership management	Option to allow splitting up and regrouping of shares. Once activated, the actions to split up and regroup shares will be possible for this company

Note: Fields with an asterisk are mandatory fields. E.g. [Name](#).

For a field associated with a reference list (i.e. has a dropdown menu), such as Country, Legal Form, etc., you may add a value to the dropdown list. This is configurable by going to [Configuration > Data customization > Reference lists](#), modifying the relevant reference list, and checking the box for **Allow on-the-fly items creation when editing content** (this action may only be performed by a portal administrator.)

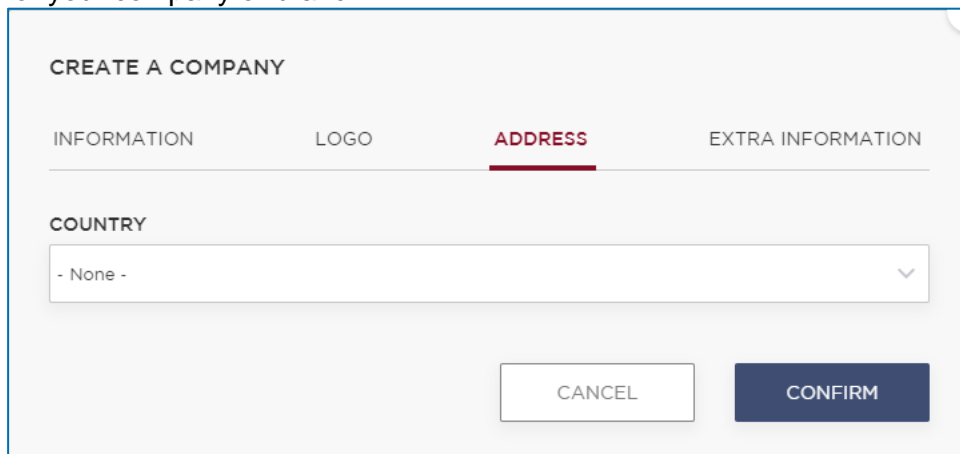
Logo Tab:

When you click on the [Logo](#) tab in the company creation wizard, you have the option to add a logo for your company or branch.



Address Tab:

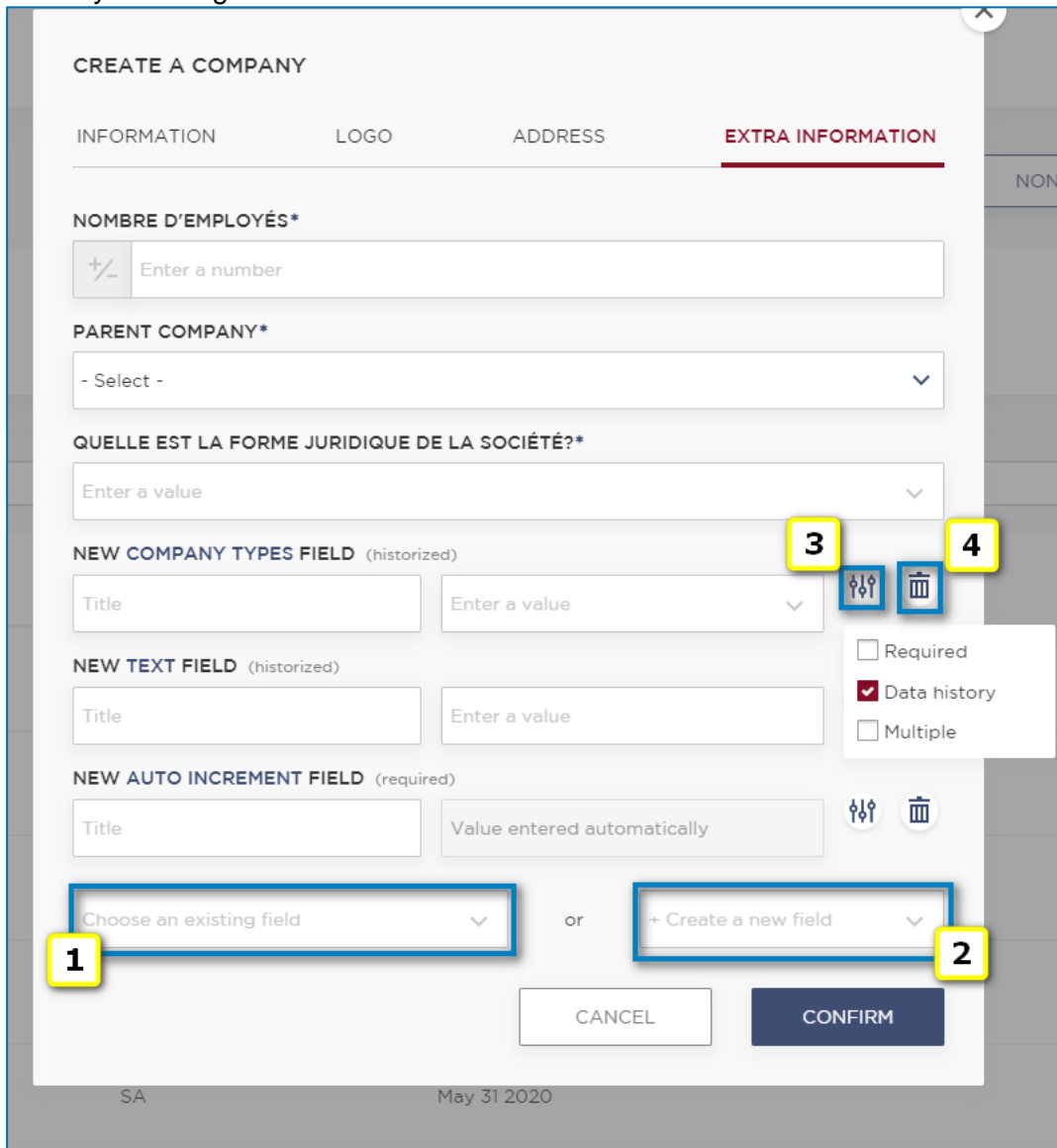
This is the screen that appears when you click the [Address](#) tab. Here you can add an address for your company or branch.





Note: By choosing a value in the [Country](#) field in the [Address](#) tab, other fields such as [Address](#), [Postal Code](#), [City](#), [Province](#), [Postal Code](#), [State](#), etc. will appear according to the selected country.

Extra information tab:

When a user is creating a company or branch, the **Extra information** tab in DiliTrust Governance allows them to add additional fields or create new customized fields. This may be done by following the directions in the screenshots and tables below.



Explanation:

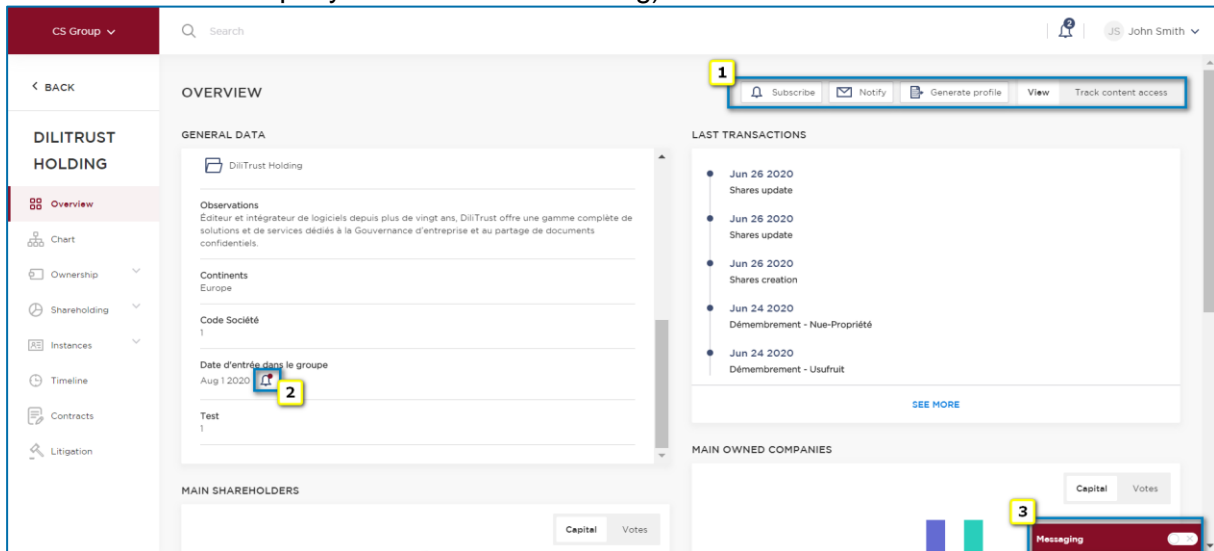
Label	Description
Choose an existing field	1: You have the option to select a field that already exists in your portal and add it to the creation wizard
Create a new field	2: You can create a new field that does not already exist in your portal by defining the type and adding it to the creation wizard 3: You can use the Options  button to choose whether the field is Required , will retain a Data history , and whether Multiple options are allowed. These options will be available depending on the type of custom field 4: You can delete  a field that has been added or created.

Note: There are multiple types that can be attributed to a custom field: **Yes/No**, **Text**, **Amount**, **Auto increment**, **Date**, **Number**; **Entities** such as Companies, Contracts, Individuals, Litigations; and **Reference lists** such as Country, Currency, Shares designation, etc.

Required fields will always show in the **Extra information** tab for new company creation.

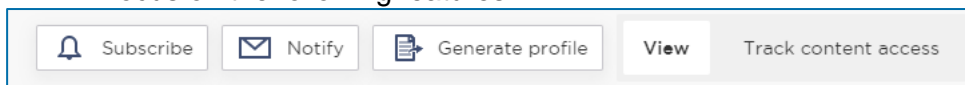
The **Cancel** button on each tab allows you to cancel the creation and **Confirm** saves and creates your company or branch. Confirm may only be clicked when all the required fields have been filled out.

Once you have clicked the **Confirm** button, the file for the company or branch will appear (here it is the file for a Company called DiliTrust Holding):




Explanation:

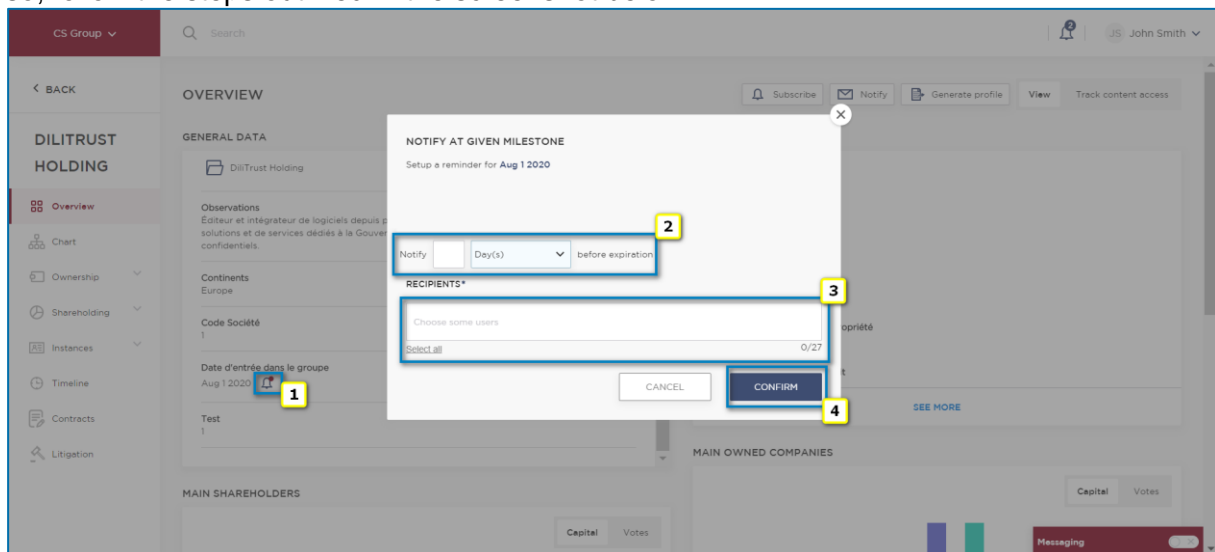
- Focus on the following features





Label	Description
Subscribe	This button allows you to subscribe and unsubscribe from a company. When you are subscribed, you will receive email alerts for any transactions for this company (or branch).
Notify	This button allows you to send ad hoc notifications by email to some or all of your users.
Generate profile	This button allows you to generate a profile for this company or branch with the current data, the fields of your choice, and the option of PDF or Word format
View	This button is found on most of your screens and allows you to return to the Overview screen of your managed data
Track content access	This button is found on most your screens. It gives you a historical view of all the views and updates of this entity (user's name, date and time, action, device/browser used to connect)

- Focus on the alert feature :

Like elsewhere in the application, it is possible to configure alerts for any future dates. To do so, follow the steps outlined in the screenshot below:



- Click the **Bell** icon  next to the date in question
- In the **Notify** field, select when you would like to receive the notification (On the expiration date, or a certain number of days, weeks, months, or years beforehand) For example: 3 months before the expiration date
- In the Recipients field, choose the **Users** or **Teams** to receive this alert
- Click the **Confirm** button to save your alert

- Focus on the chat function :

Chat option available on demand. It allows you communicate with other users in your portal.

2.4. Searching a Company or Branch

2.4.1. Possible Searches

All of the information entered in DiliTrust Governance is indexed and can be searched by a user.

DiliTrust Governance offers two types of searches:


- A **quick search** within each type of data managed (such as a Company)
- A **global search** available at the top of the screen anywhere within the application which searches all your managed data (companies, litigations, contracts, documents) which contain the search term

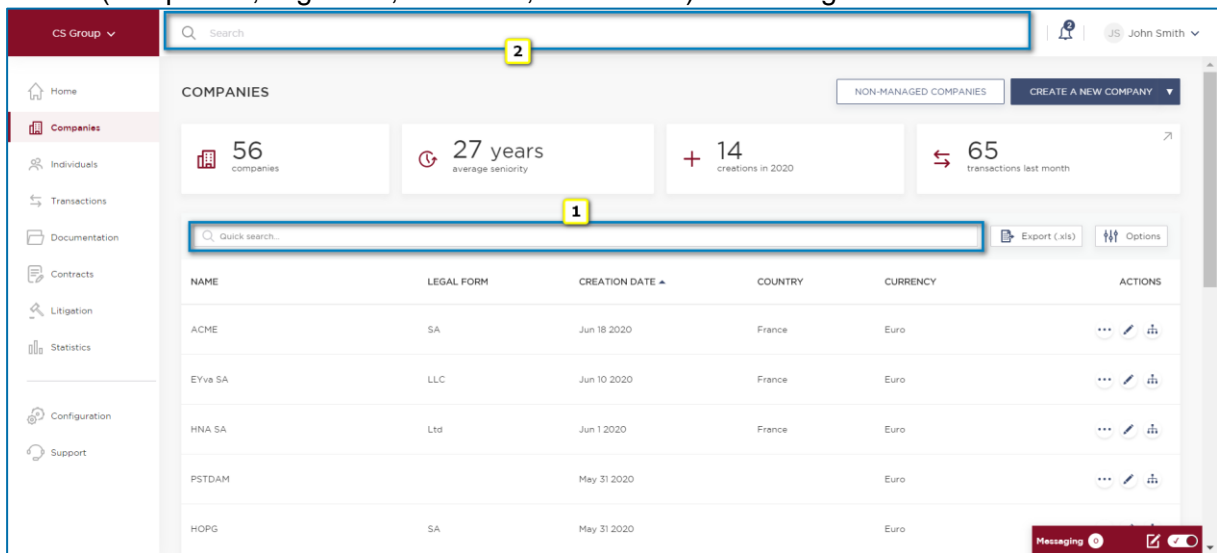
Note: Searches with DiliTrust Governance can be performed by type of data or globally.

Here, we will go over the quick search within a company.

2.4.2. How to Access Search Results of a Company?

There are two ways to access search results:

- The **quick search** (1 in the following screenshot). By default, the quick search applies to the contents of the **Name** and **Legal form** columns. The **Options**  menu allows you to choose which columns will be searched.
- The **global search** (2 in the screenshot) returns a list of every type of element (companies, litigations, contracts, documents) containing the search term.



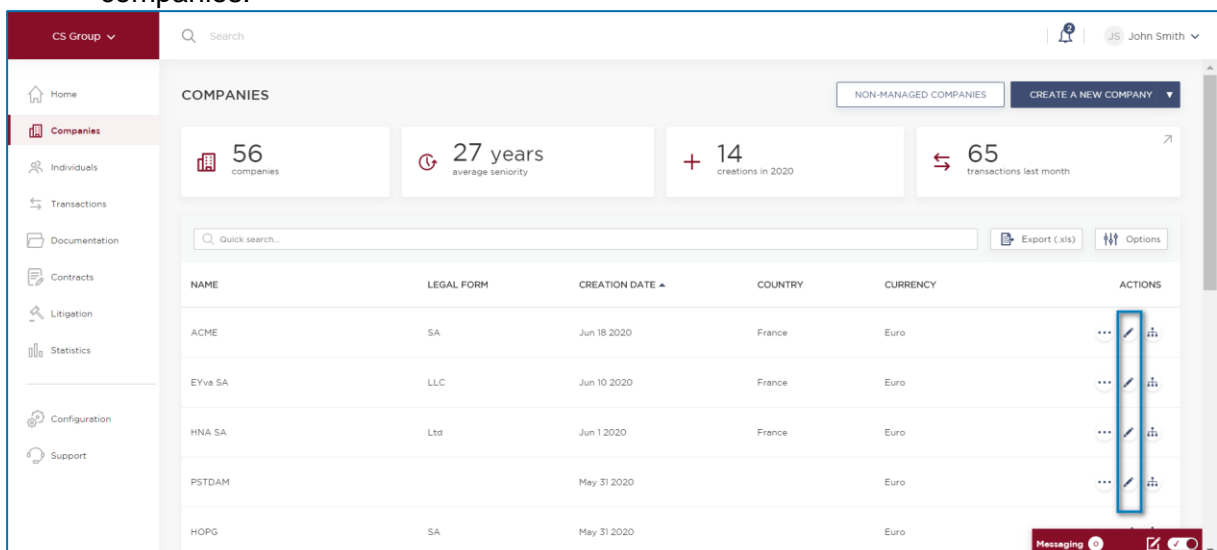
The screenshot displays the 'COMPANIES' section of the DiliTrust interface. At the top, there is a global search bar (2) and a user profile for John Smith. Below this, summary cards show 56 companies, 27 years average seniority, 14 creations in 2020, and 65 transactions last month. A quick search bar (1) is located below the summary cards. Below the search bar is a table with the following data:

NAME	LEGAL FORM	CREATION DATE	COUNTRY	CURRENCY	ACTIONS
ACME	SA	Jun 18 2020	France	Euro	...
EYve SA	LLC	Jun 10 2020	France	Euro	...
HNA SA	Ltd	Jun 1 2020	France	Euro	...
PSTDAM		May 31 2020		Euro	...
HOPG	SA	May 31 2020		Euro	...


2.5. Updating Company or Branch Information

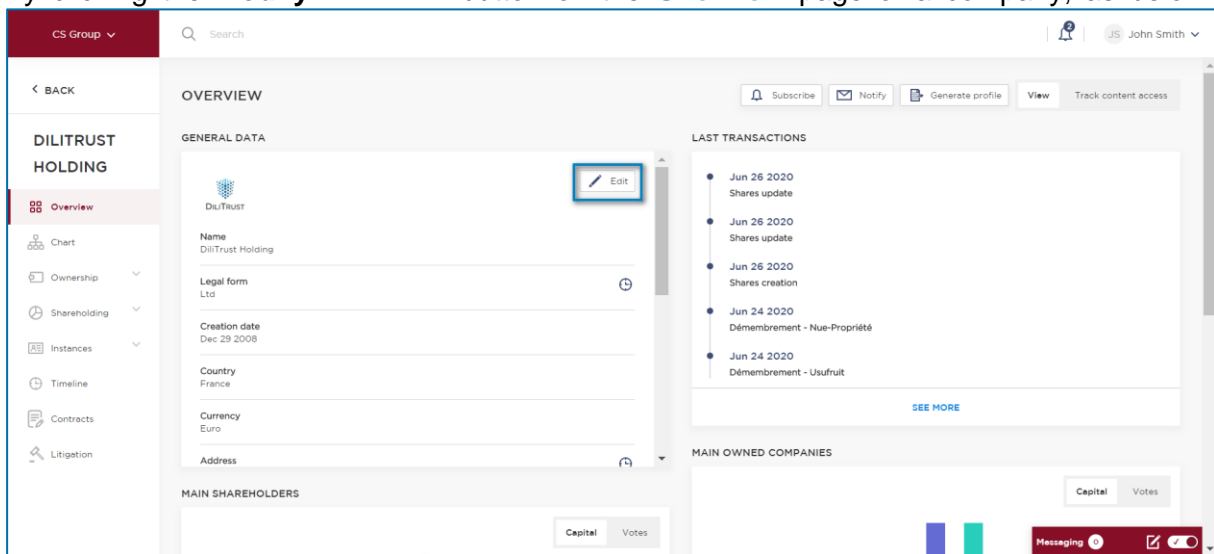
You can update information (general data) in DiliTrust Governance from two places:

- By clicking the **Edit company**  button for the relevant element in the list of companies:



The screenshot shows the same 'COMPANIES' section as above. A blue box highlights the 'Edit company' button (pencil icon) in the 'ACTIONS' column for the 'ACME' company row.

By clicking the **Modify**  button on the **Overview** page of a company, as below:





Case Study: How to update a company's fields?

Example:

Here are two examples of updating the **Name** and **Legal form** fields of a company:

- **Example A:** Due to an input error during the company creation, we would like to modify the **Name** *DiliTrust* to *DiliTrust Holding* without adding to the history of the company.
- **Example B:** We would like to modify the **Legal Form** *SA* to *SAS* and add the change to the history.

Procedure to follow for each case:

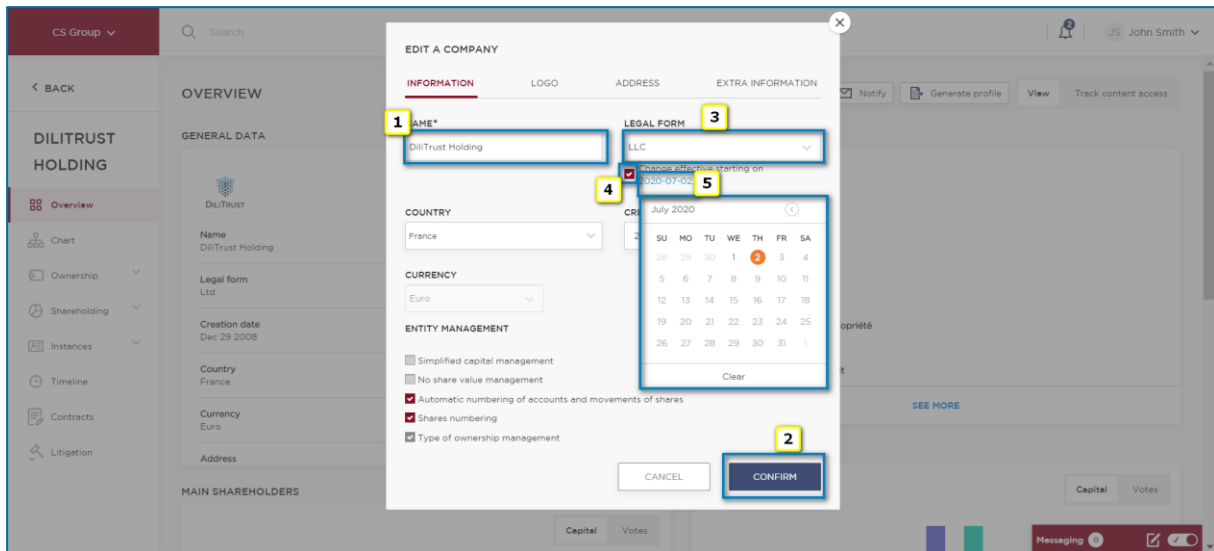
After clicking on the **Edit company**  button on the list of companies or the **Edit**  button on the Overview page of the company file, a window will open.

A. Editing the Name

To update the **Name** as in **Example A**, we will make the change without clicking on the **Add history** box which appears as we type. This is illustrated by actions 1 and 2 in the screenshot below.


B. Changing the Legal form and adding the change to the history:

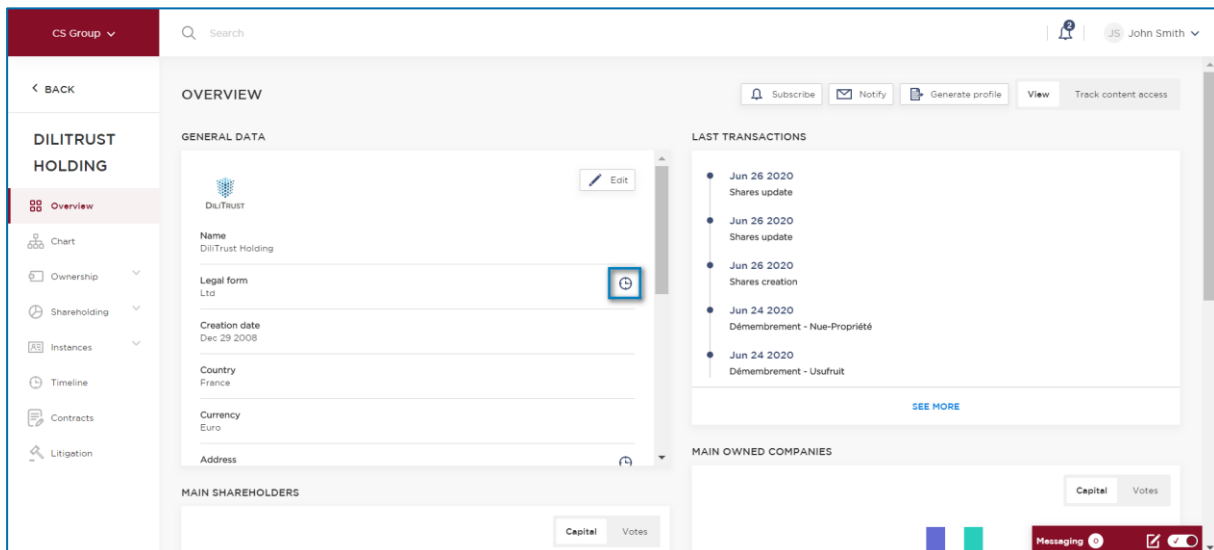
To update the **Legal form** (see **Example B** above), you must select a value from the dropdown menu or add a new value, and then check the **Add history** box. You may also select the date on which this change is effective. (Actions 3, 4, 5, and 2 in the screenshot below).



Note: Updates are performed the same way everywhere within DiliTrust Governance. You cannot add a history value to the same date of an existing history. Historical changes to values can be made in the past if they are after the date of creation for the given element. In other words, you cannot add a historical change to a company prior to the date it was incorporated. Changes in the future beyond the current date are also not possible.

2.5.1. Viewing the History of a Field


To view the history of a field, click on the **Clock** icon  of the field in question. This icon will only appear if a history exists. This is illustrated in the screenshot below:





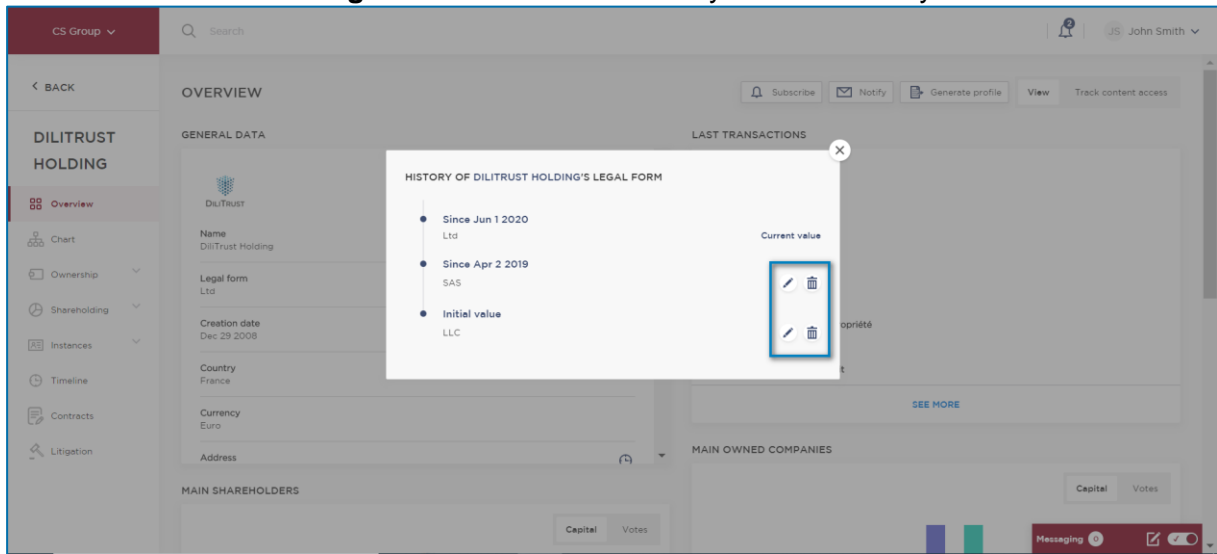
Attention: The creation date of a company must be a date prior to any other dates (transactions, mandates, etc.) and cannot be later than the current date. If you do not know the date of incorporation or founding of a society when you create it in DiliTrust Governance, it is always possible to create it without a date and return to fill it in later. This also applies to other types of managed entities.

2.5.2. Modify or Delete an Entry from the History

To modify or delete an entry from the history, follow these steps:

- Click on the **Clock** icon  of the relevant field. As seen below, a new window will open

- Click on the **Pencil**  to modify an entry in the history
- Click on the **Garbage Can**  to delete an entry from the history




NOTE:

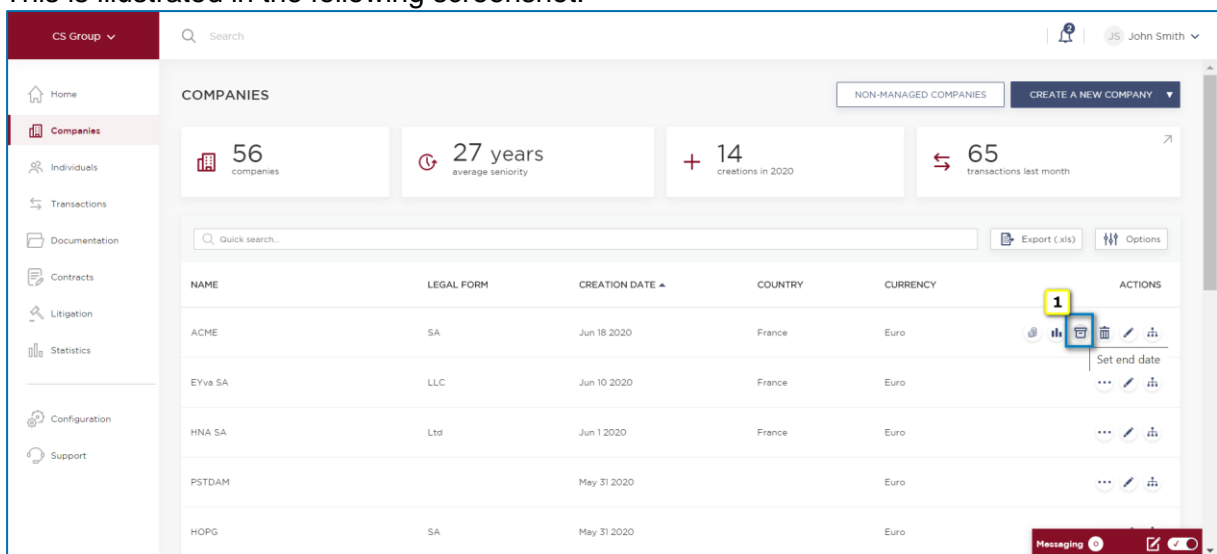
The only value that cannot be deleted from the history of a field is the current value. You can modify this value by editing the file and changing the value without checking the [Add history](#) option.

2.6. Adding an End Date to a Company or Branch

With DiliTrust Governance, you can close a company or branch by giving it an [End Management Date](#).

To do so, you go into the list of Companies and click the **Set end date**  button to the right of the company which you intend to close.

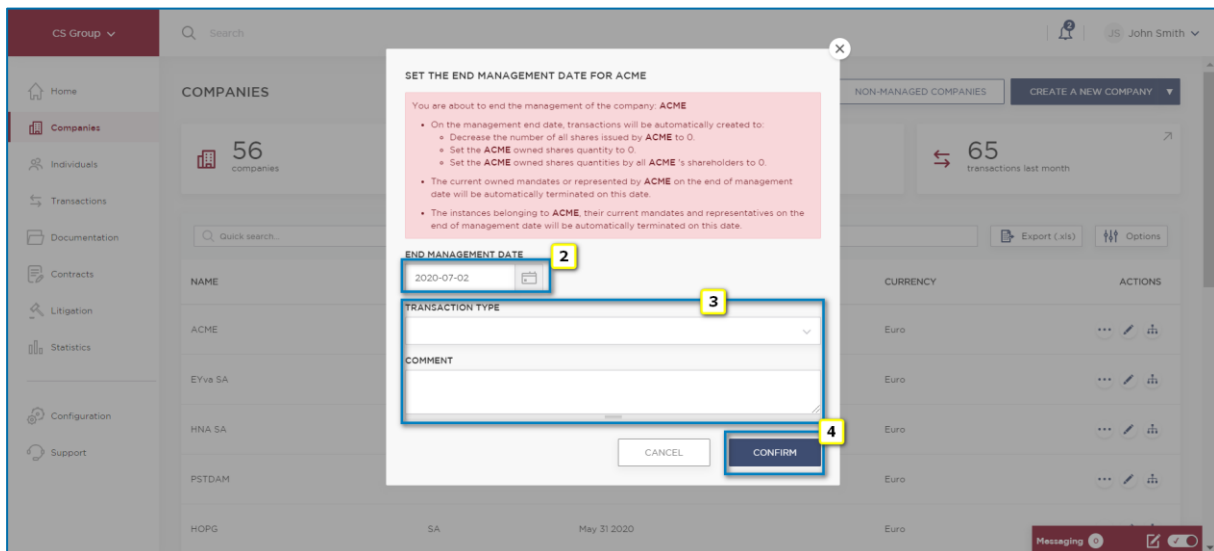
This is illustrated in the following screenshot:



Next, you may enter:

- An End Management Date
- A Transaction Type
- A Comment

- Next, click on the **Confirm** button



Once you have clicked **Confirm**:

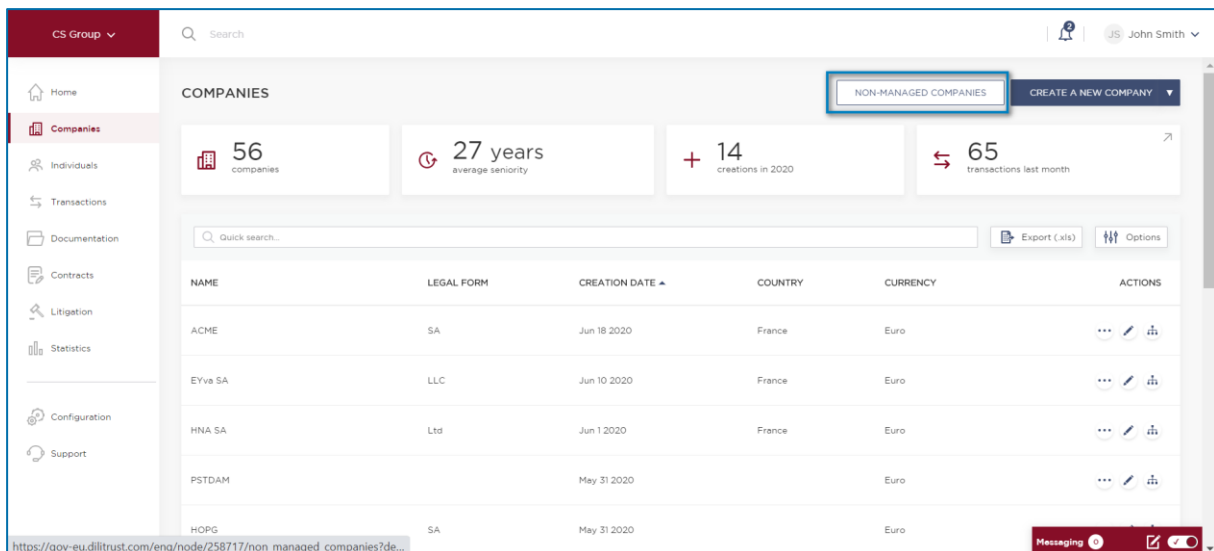
- Transactions will be automatically created to:
 - Decrease the number of all shares issued by the company to 0
 - Set the shares owned by the company to 0
 - Set the quantity of shares owned by the company's shareholders to 0
- Any mandates that are owned or represented by the company as of the end date will be automatically terminated on this date
- The instances belonging to the company, their mandates, and their representatives as of the end date will also be terminated on this date
- Finally, the company or branch will be moved to the list of non-managed companies which can be accessed by clicking the **non-managed companies** button

Note: The end management date must be later than the date of any past operations and mandates that have been entered.

Attention: If you have accidentally added an end date to a company, removing the end date does not automatically cancel the effects mentioned above. To do that, after removing the end date from the company, you must follow these additional steps:

- Delete the end date transactions from the company's **Ownership Transactions** and **Shareholding Transactions** menus
- For any mandates, you must manually remove the **End Date** from the instance as well as from each mandate. You can typically identify these mandates as they have an **End Date** that is the same as the end date for the instance.

After clicking **Confirm** in the end date wizard for the company or branch, it will be moved to the area for companies that have ended. The history for these companies is preserved and can be accessed by clicking the **non-managed companies** button.



CS Group ▾ Search [JS] John Smith ▾

COMPANIES **NON-MANAGED COMPANIES** CREATE A NEW COMPANY ▾

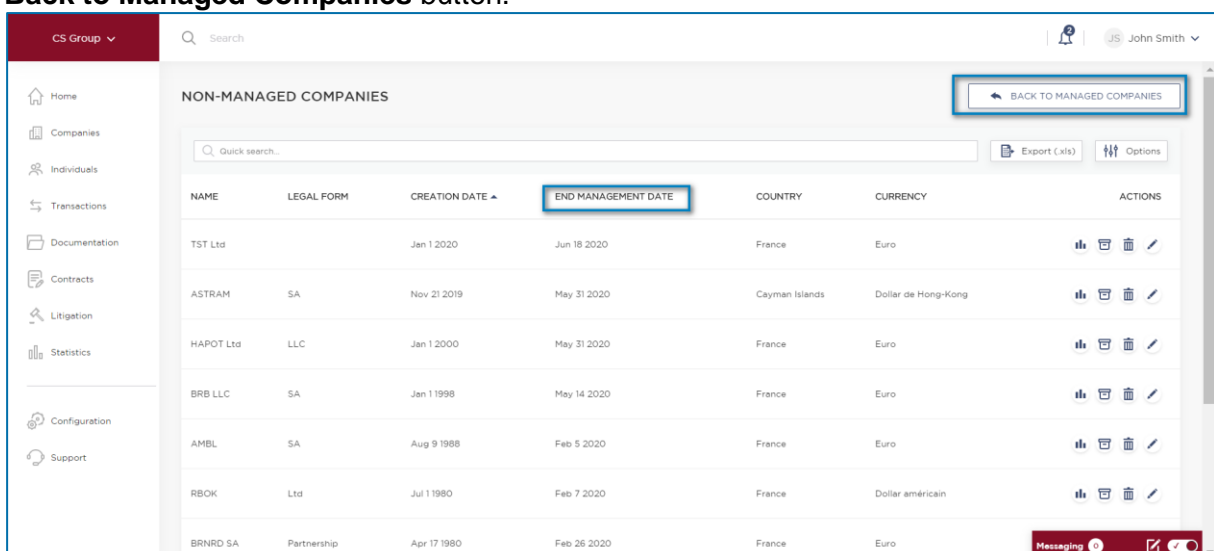
56 companies 27 years average seniority + 14 creations in 2020 ↺ 65 transactions last month ↗

Quick search... Export (.xls) Options

NAME	LEGAL FORM	CREATION DATE ▲	COUNTRY	CURRENCY	ACTIONS
ACME	SA	Jun 18 2020	France	Euro	⋮ ✎ 🗑
EYvs SA	LLC	Jun 10 2020	France	Euro	⋮ ✎ 🗑
HNA SA	Ltd	Jun 1 2020	France	Euro	⋮ ✎ 🗑
PSTDAM		May 31 2020		Euro	⋮ ✎ 🗑
HOPG	SA	May 31 2020		Euro	⋮ ✎ 🗑

https://gov-eu.dilitrust.com/eng/node/258717/non_managed_companies?de... Messaging 0 🔔

Once you have clicked the **Non-managed companies** button as shown below, you will find yourself on the list of companies that have ended, with their end date visible in the **End Management Date** column. To return to the list of managed companies, you must click the **Back to Managed Companies** button.



CS Group ▾ Search [JS] John Smith ▾

NON-MANAGED COMPANIES **BACK TO MANAGED COMPANIES**

Quick search... Export (.xls) Options


NAME	LEGAL FORM	CREATION DATE ▲	END MANAGEMENT DATE	COUNTRY	CURRENCY	ACTIONS
TST Ltd		Jan 1 2020	Jun 18 2020	France	Euro	📊 🗑 ✎
ASTRAM	SA	Nov 21 2019	May 31 2020	Cayman Islands	Dollar de Hong-Kong	📊 🗑 ✎
HAPOT Ltd	LLC	Jan 1 2000	May 31 2020	France	Euro	📊 🗑 ✎
BRB LLC	SA	Jan 1 1998	May 14 2020	France	Euro	📊 🗑 ✎
AMBL	SA	Aug 9 1988	Feb 5 2020	France	Euro	📊 🗑 ✎
RBOK	Ltd	Jul 1 1980	Feb 7 2020	France	Dollar américain	📊 🗑 ✎
BRNRD SA	Partnership	Apr 17 1980	Feb 26 2020	France	Euro	📊 🗑 ✎

Messaging 0 🔔

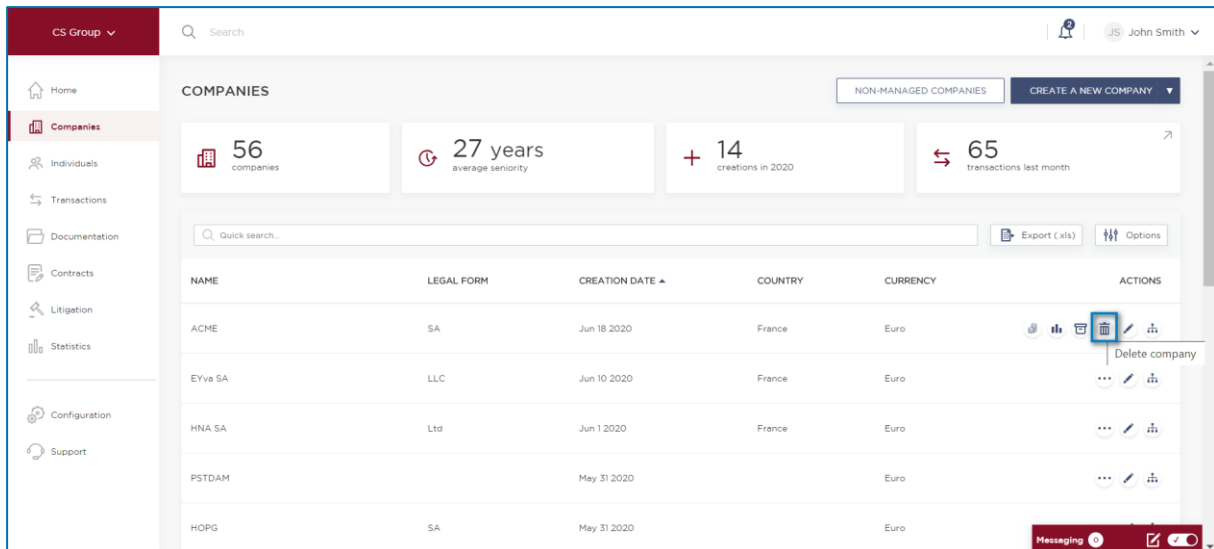
2.7. Deleting a Company or Branch


In the event you have created a company or branch by mistake, DiliTrust Governance allows you to delete it.

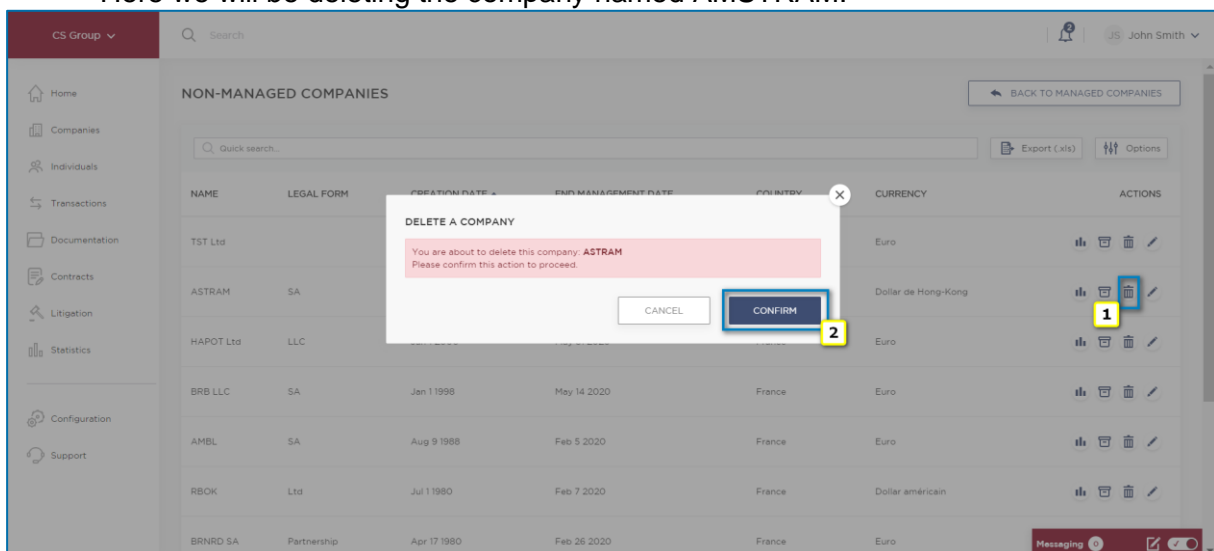
To delete a company or branch:

- For a managed company or branch, go to the list of companies, click on the corresponding **Delete Company**  button, then click **Confirm** in the window that appears.

Here we want to delete the company named Amsterdam:



- For a non-managed company or branch, go to the list of non-managed companies, and click the corresponding **Delete Company**  button, then click **Confirm** in the window that appears. Here we will be deleting the company named AMSTRAM:

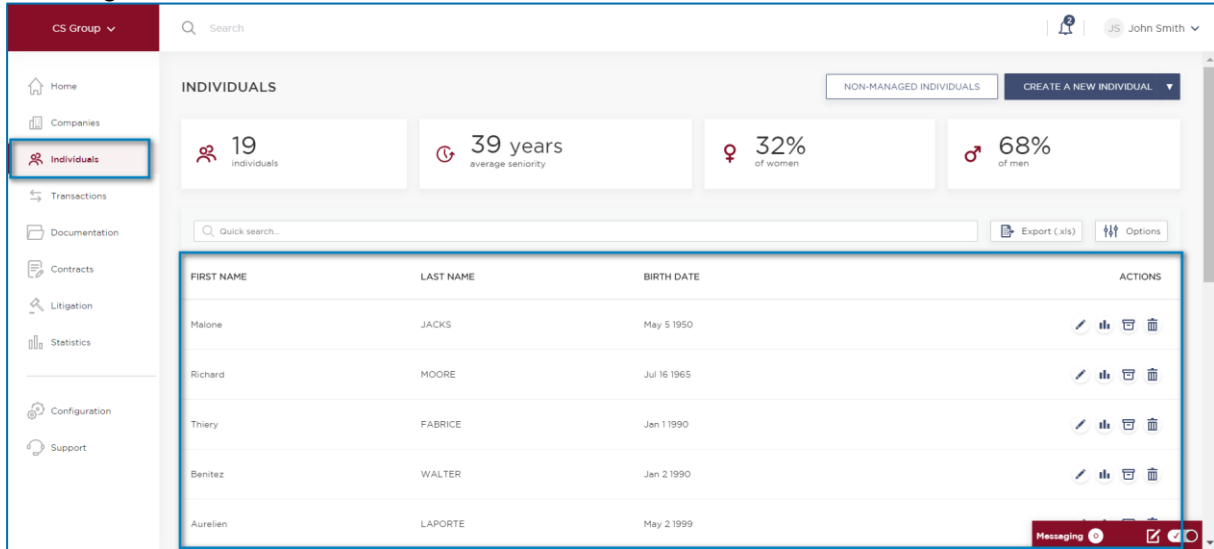


Note: You cannot delete a company or branch that is still linked to any other type of managed data. Before any deletion, please confirm that any such links have been removed. For example, be sure that you have already deleted all mandates, shares, shareholders, etc. Note that deleting a share also deleted all transactions related to those shares. For companies which own shares in other companies, you must delete all shareholding operations from the menu **Ownership > Ownership Transactions**.

3. INDIVIDUALS

3.1. Viewing the List of Individuals

To access the list of individuals, click the **Individuals** tab in the left menu. You will see the following screen:

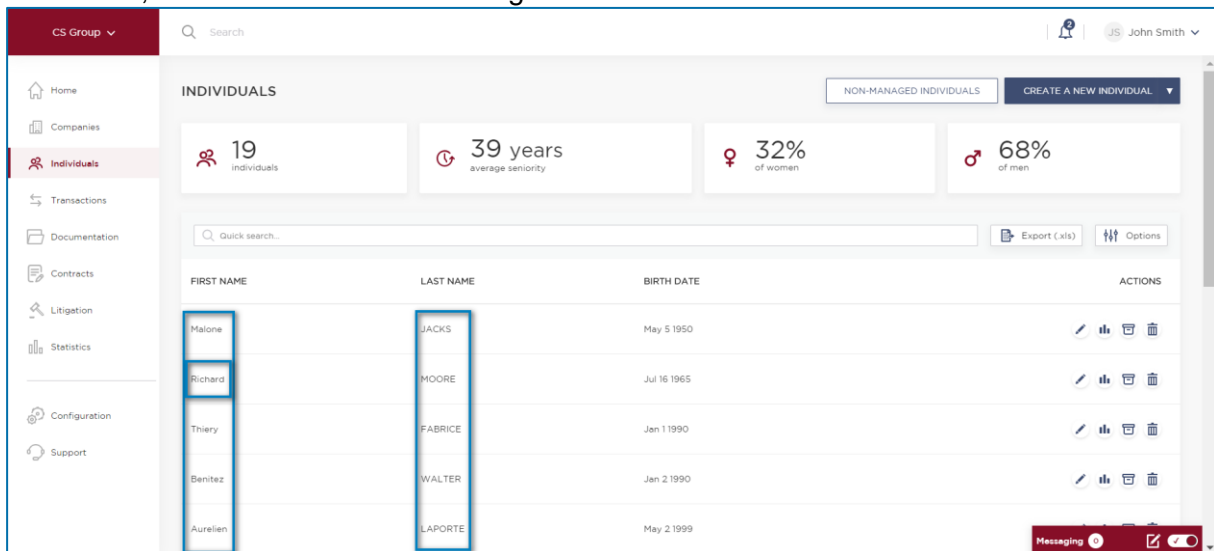


The screenshot displays the 'INDIVIDUALS' section of the application. At the top, there are summary statistics: 19 individuals, 39 years average seniority, 32% of women, and 68% of men. Below these is a search bar and an 'Export (xls)' button. The main area contains a table with the following data:

FIRST NAME	LAST NAME	BIRTH DATE	ACTIONS
Malone	JACKS	May 5 1950	[Edit] [Share] [Delete]
Richard	MOORE	Jul 16 1965	[Edit] [Share] [Delete]
Thierry	FABRICE	Jan 1 1990	[Edit] [Share] [Delete]
Benitez	WALTER	Jan 2 1990	[Edit] [Share] [Delete]
Aurelien	LAPORTE	May 2 1999	[Edit] [Share] [Delete]

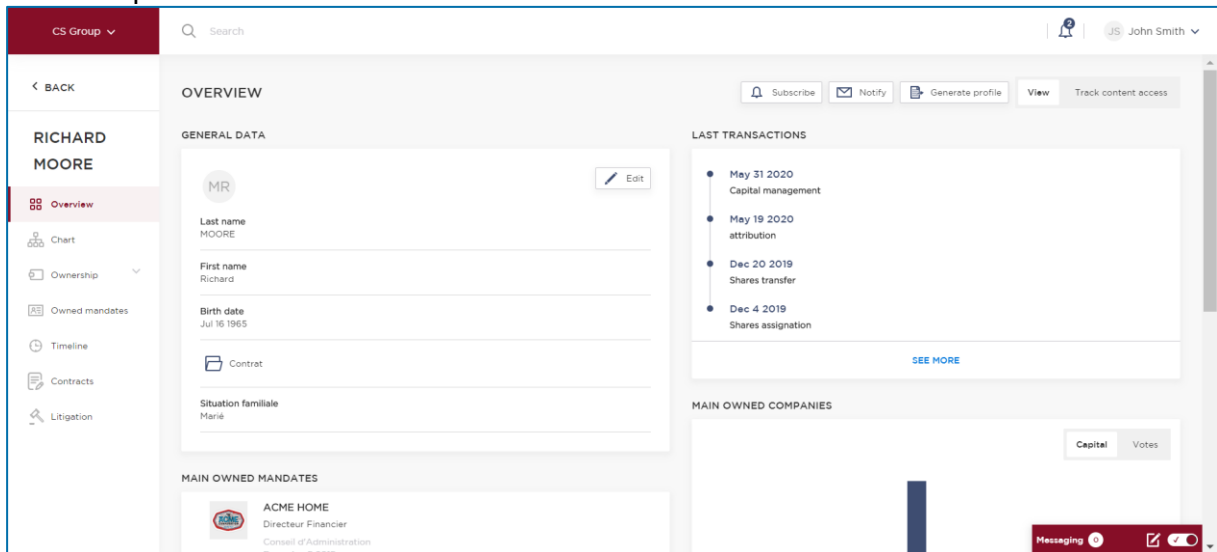
3.2. Consulting an Individual's Information

To view an individual's details, you must click on their **First** or **Last Name** from the list of individuals, as illustrated in the following screenshot:



This screenshot is identical to the previous one, but with blue boxes highlighting the 'FIRST NAME' and 'LAST NAME' columns in the table, indicating that clicking on these names leads to the individual's details page.

This will open the individual's file:

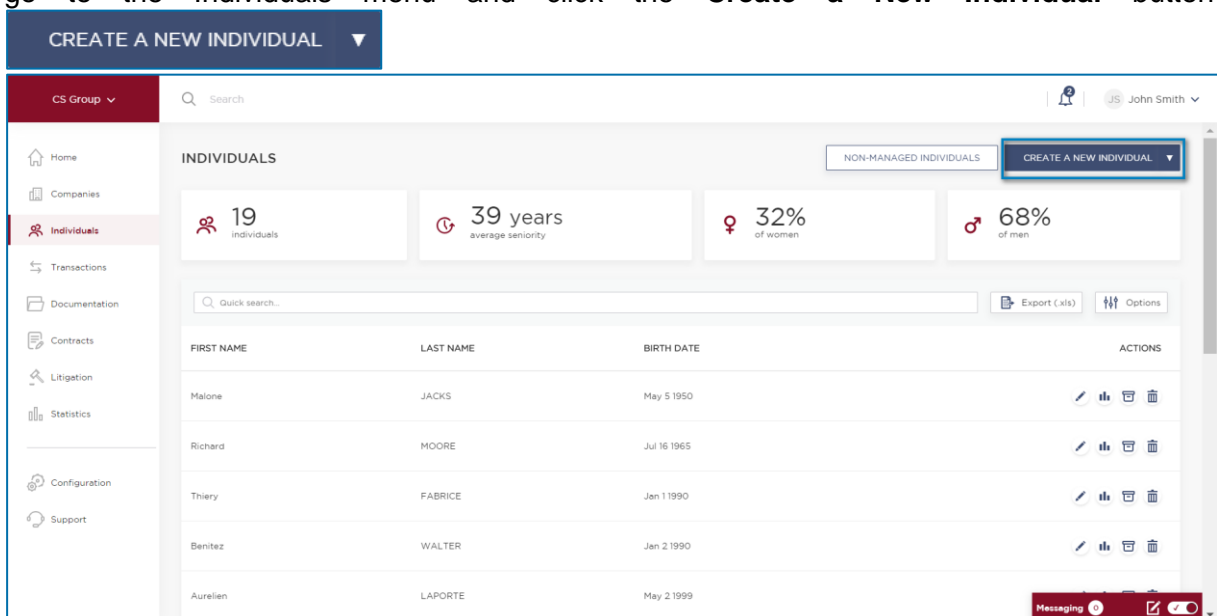


This screen (as is the case with most screens in DiliTrust Governance) is divided into two parts: the left navigation section and the right section where you will see the results.

Note: Not all users will share the same authorizations and may only consult or edit information for some or all companies of the portal according to their permissions.

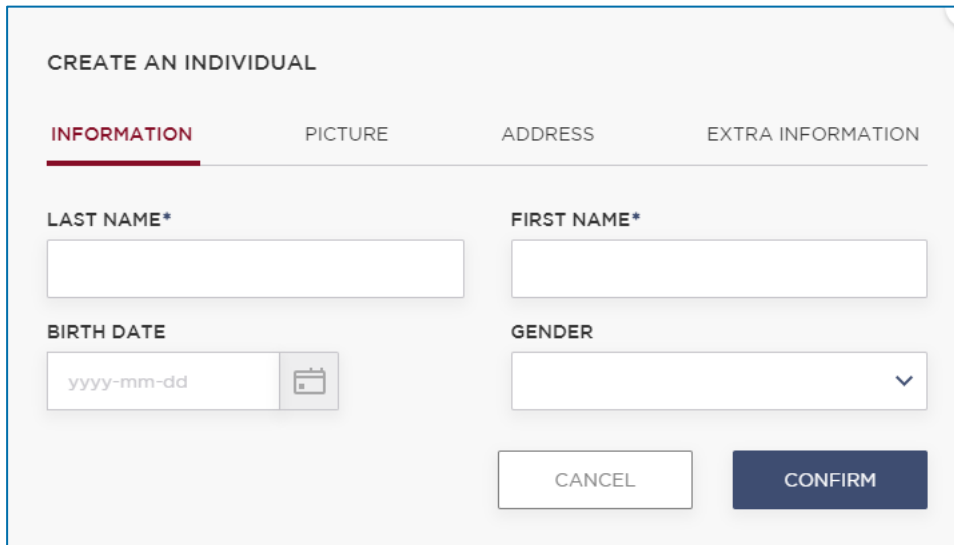
3.3. Creating an Individual

You may create an individual via the individual creation wizard. To access the wizard, you must go to the Individuals menu and click the **Create a New Individual** button



Information Tab:

Once you have clicked on the **Create a New Individual** button from the Individuals menu, the individual creation wizard will appear:



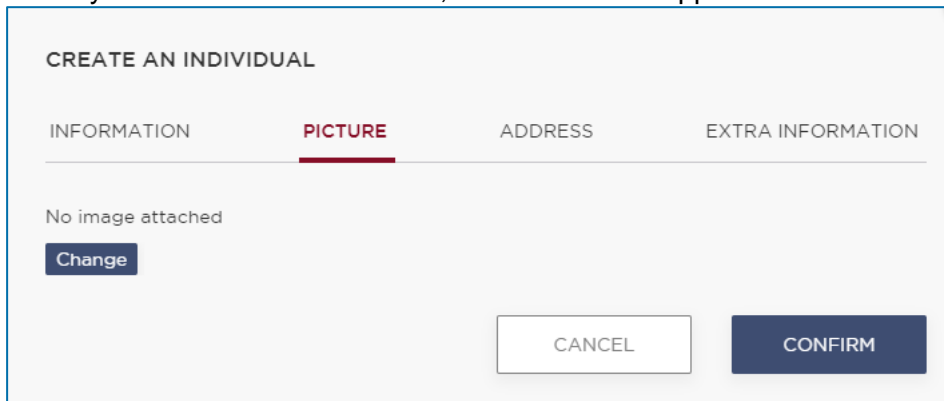
Explanation:

The purpose of each field in this tab:

Label	Description
Last Name	Enter the individual's last name.
First Name	Enter the individual's first name
Birth Date	Enter the individual's birth date
Gender	Enter the individual's gender

Picture Tab:

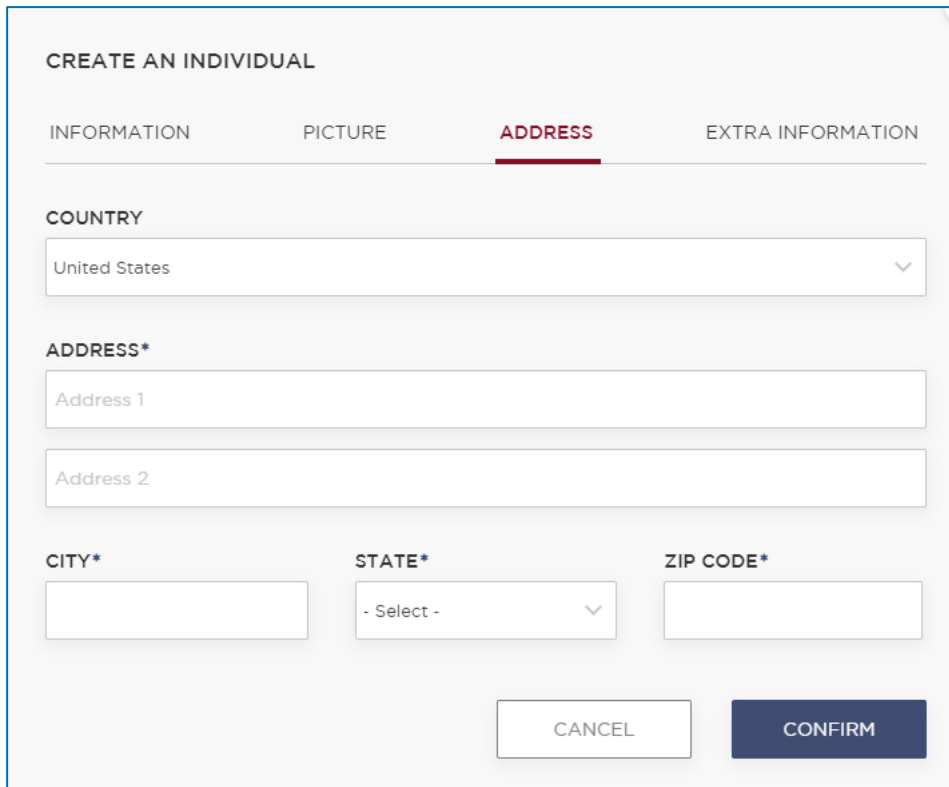
When you click on the **Picture** tab, its contents will appear:



The **Change** button allows you to enter a photo of the individual.

Address Tab:

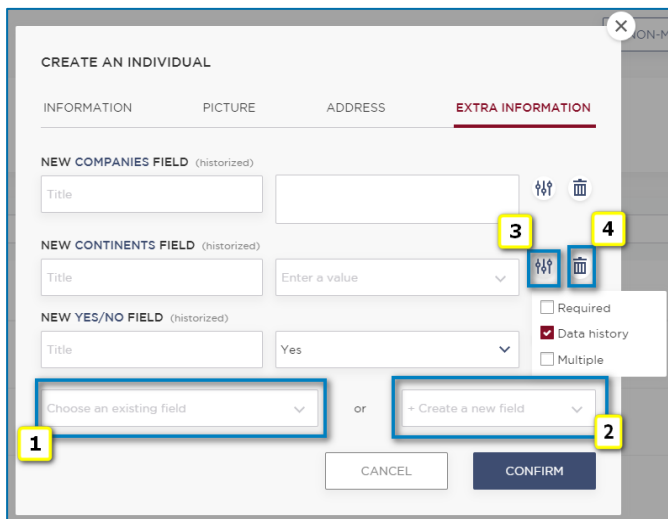
This is the screen that appears when you click the **Address** tab. Here you choose a **Country**, after which the other address fields will appear:



This tab is to enter the person's contact details as of their creation date. You may then save by clicking the **Confirm** button if you do not wish to add additional details.

Extra Information Tab:



This is the screen that appears when you click the **Extra Information** tab. You have the option to add additional fields. You may choose from fields that already exist within your portal or create a new custom field.



Explanation:

Here are the details of the information you can enter:

Label	Description
Choose an existing field	1: You have the option to select a field that already exists in your portal and add it to the creation wizard

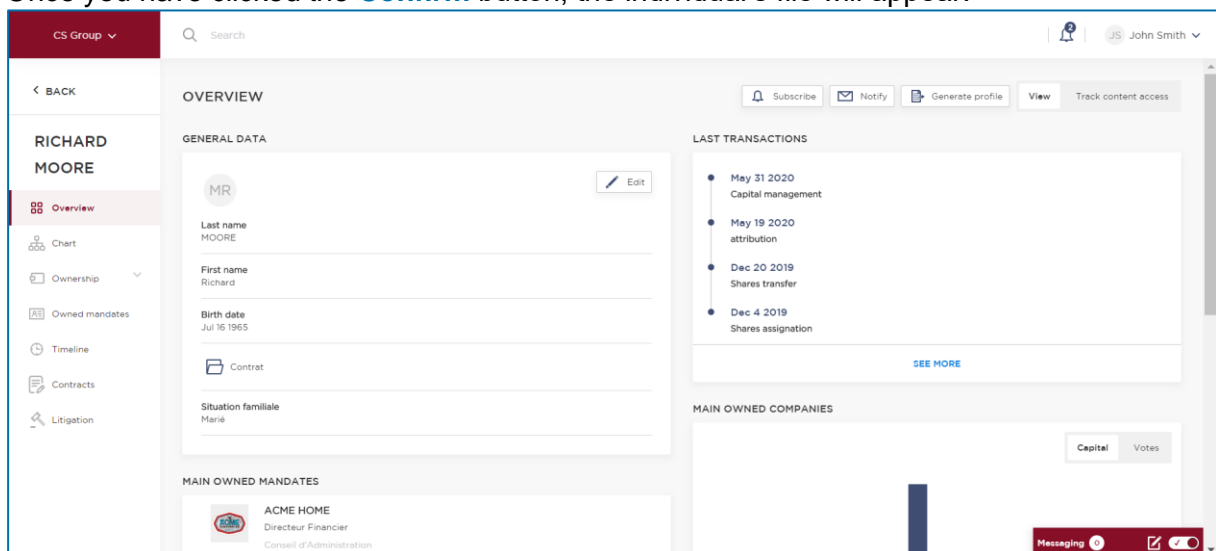
Create a new field	<p>2: You can create a new field that does not already exist in your portal by defining the type and adding it to the creation wizard</p> <p>3: You can use the Options  button to choose whether the field is Required, will retain a Data history, and whether Multiple options are allowed. These options will be available depending on the type of custom field</p> <p>4: You can delete  a field that has been added or created.</p>
--------------------	--

Note: There are multiple types that can be attributed to a custom field: **Yes/No**, **Text**, **Amount**, **Auto increment**, **Date**, **Number**; **Entities** such as Companies, Contracts, Individuals, Litigations; and **Reference lists** such as Country, Currency, Shares designation, etc.

Required fields will always show in the **Extra information** tab for new company creation.

The **Cancel** button on each tab allows you to cancel the creation and **Confirm** saves and creates your company or branch. Confirm may only be clicked when all the required fields have been filled out.


Once you have clicked the **Confirm** button, the individual's file will appear:

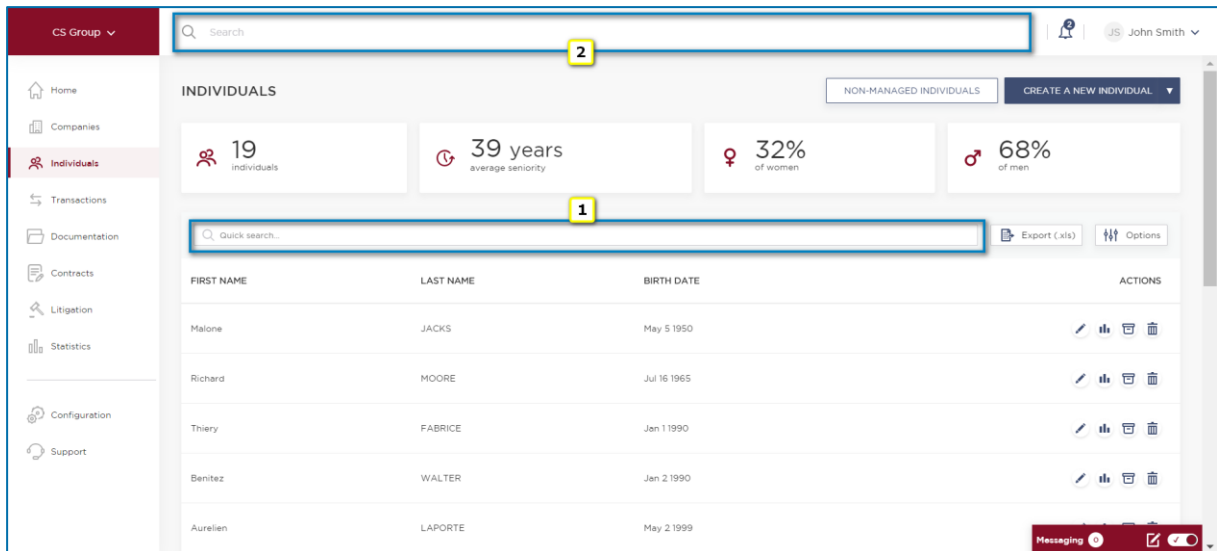


3.4. Searching for an Individual

3.4.1. How to Search for an Individual?

You may search for an individual in two ways:

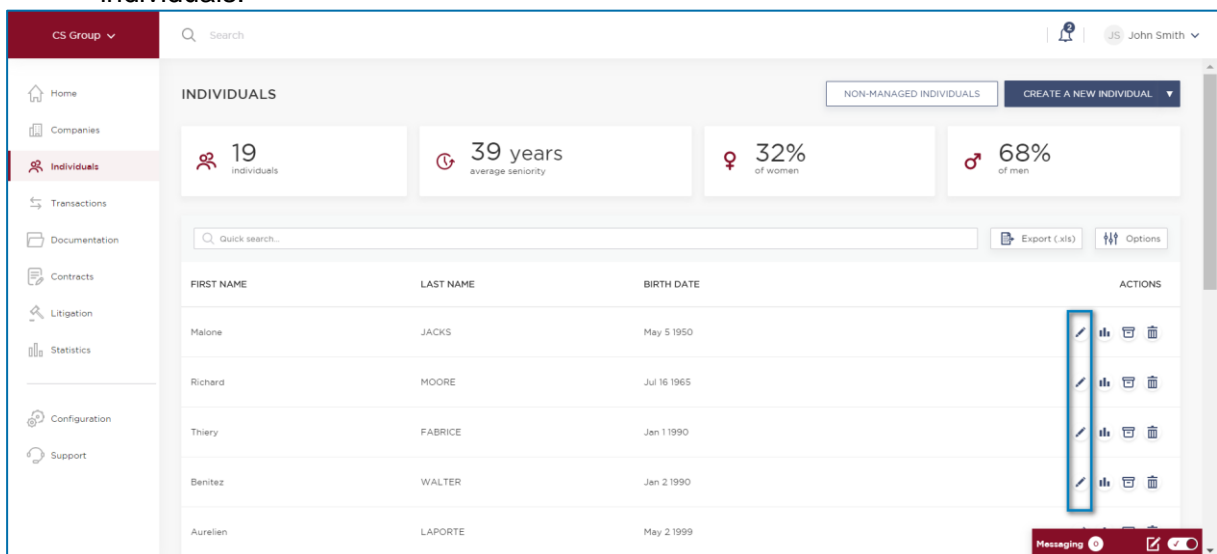
- Using the **quick search** within the Individual data area. The columns which will be used for the search can be configured using the **Options**  **Options** menu.
- Using the **global search**.



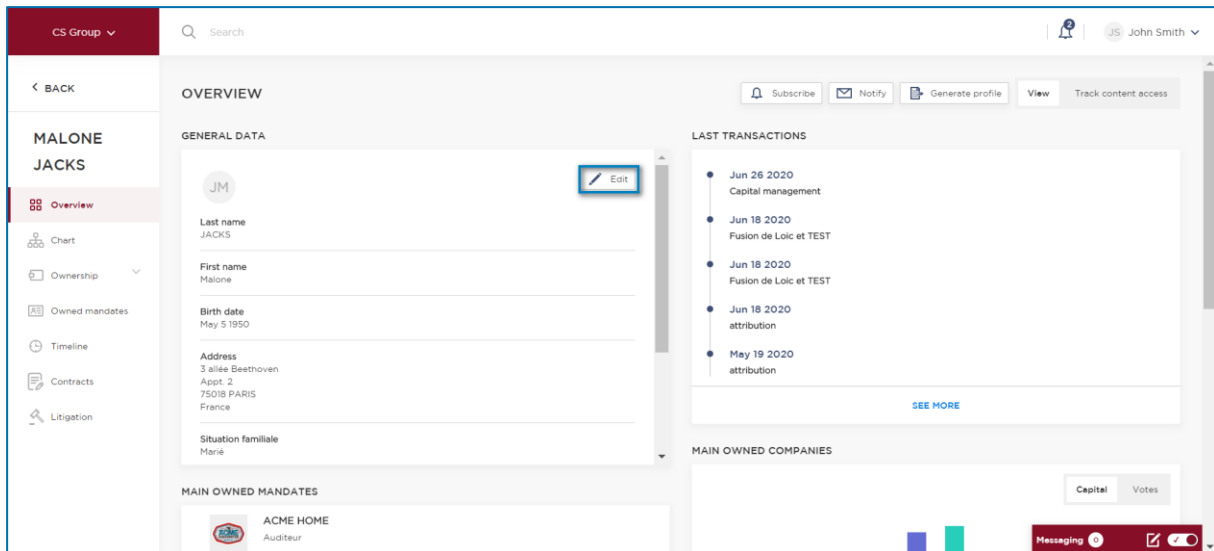
3.5. Updating an Individual's Information

You can update information for your individuals in DiliTrust Governance from two places:

- By clicking the **Edit individual**  button for the relevant person in the list of individuals:




- By clicking the **Edit**  **Edit** button on the **Overview** page for an individual, as below:



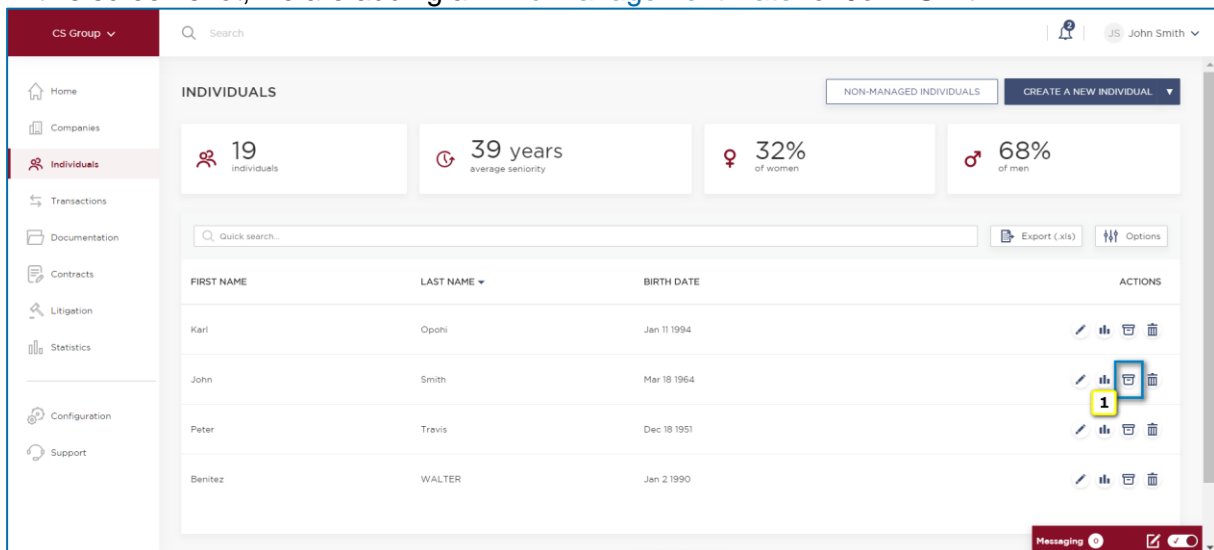
Note: Consulting and updating information for an individual (editing, adding or removing history from a field) is performed in the same way as for a company.

3.6. Adding an End Date to an Individual

With DiliTrust Governance, have the option to add an [End Management Date](#) to an individual.

To do so, you go into the list of Individuals and click the **Set end date**  button to the right of the selected individual.

In this screen shot, we are adding an [End Management Date](#) for John Smith:



Next, you may enter:

- An End Management Date
- A Transaction Type
- A Comment

Next, click on the **Confirm** button.

SET THE END MANAGEMENT DATE FOR JOHN SMITH

You are about to end the management of **John Smith**

- On the management end date, a transaction will be automatically created to:
 - Set the owned shares quantities by **John Smith** to 0.
- The current owned mandates or represented by **John Smiths** on the end of management date will be automatically terminated on this date.

END MANAGEMENT DATE 2

2020-07-02

TRANSACTION TYPE 3

COMMENT

CANCEL

CONFIRM 4

These are the effects of adding an end date to an **Individual**:

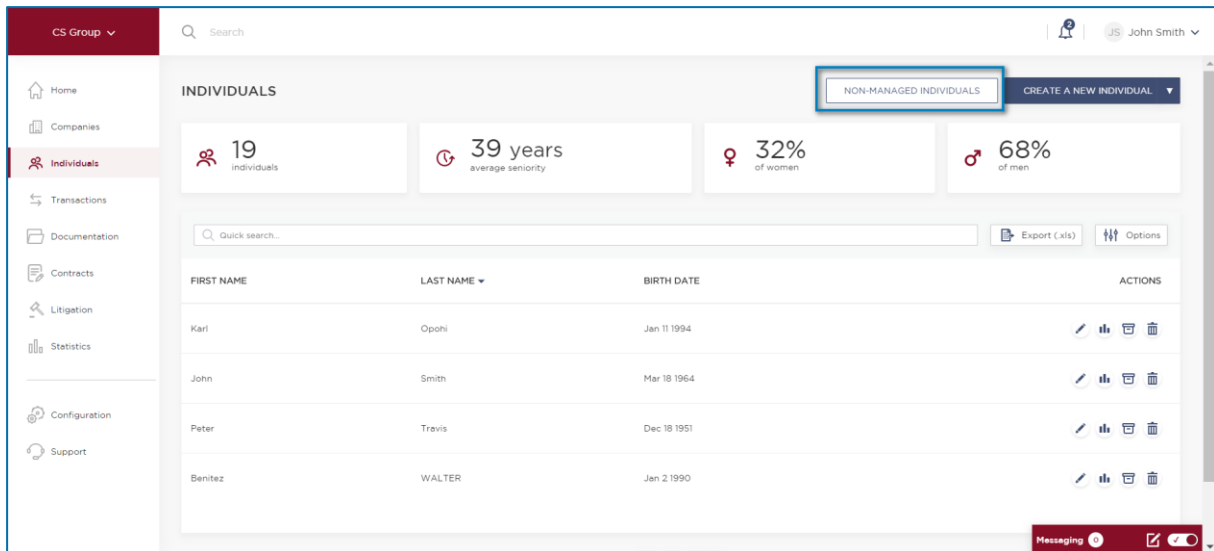
- If the person holds share, a transaction will automatically be created to see the number of owned shares to 0
- Any mandates that are held or represented by the individual as of the end date will be automatically terminated on this date

Note: The end management date must be later than the date of any past operations and mandates that have been entered.

Attention: If you have accidentally added an end date to an individual, removing the end date does not automatically cancel the effects mentioned above. To do that, after removing the end date from the individual, you must follow these additional steps:

- Delete the end date transactions for the person from the **Ownership > Ownership Transactions** menu
- For any mandates, you must manually remove the End Date using the **Update Mandate End Date** button

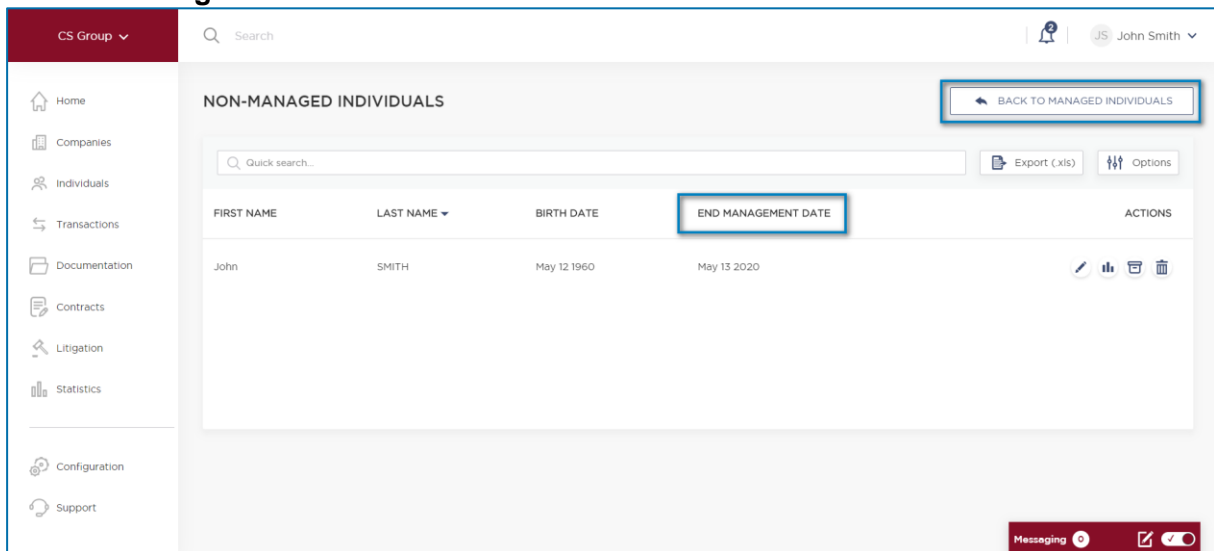
After clicking **Confirm** in the end date wizard for the individual, they will be moved to the area for non-managed individuals. This space can be accessed by clicking the **Non-Managed Individuals** button, as shown in the screenshot below:



The screenshot shows the 'INDIVIDUALS' dashboard. At the top right, there is a button labeled 'NON-MANAGED INDIVIDUALS' which is highlighted with a blue box. Below this, there are four summary cards: '19 individuals', '39 years average seniority', '32% of women', and '68% of men'. A table below lists individuals with columns for 'FIRST NAME', 'LAST NAME', and 'BIRTH DATE'. The table contains four rows of data.

FIRST NAME	LAST NAME	BIRTH DATE	ACTIONS
Karl	Opohi	Jan 11 1994	[Edit] [Share] [Copy] [Delete]
John	Smith	Mar 18 1964	[Edit] [Share] [Copy] [Delete]
Peter	Travis	Dec 18 1951	[Edit] [Share] [Copy] [Delete]
Benitez	WALTER	Jan 2 1990	[Edit] [Share] [Copy] [Delete]

Once you have clicked the **Non-Managed Individuals** button, you will find yourself on the list of individuals whose management has ended, with the corresponding end date visible in the **End Management Date** column. To return to the list of managed individuals, you must click the **Back to Managed Individuals** button as shown in the screenshot below.



The screenshot shows the 'NON-MANAGED INDIVIDUALS' dashboard. At the top right, there is a button labeled 'BACK TO MANAGED INDIVIDUALS' which is highlighted with a blue box. Below this, there is a search bar and 'Export (xls)' and 'Options' buttons. A table below lists individuals with columns for 'FIRST NAME', 'LAST NAME', 'BIRTH DATE', and 'END MANAGEMENT DATE'. The table contains one row of data.

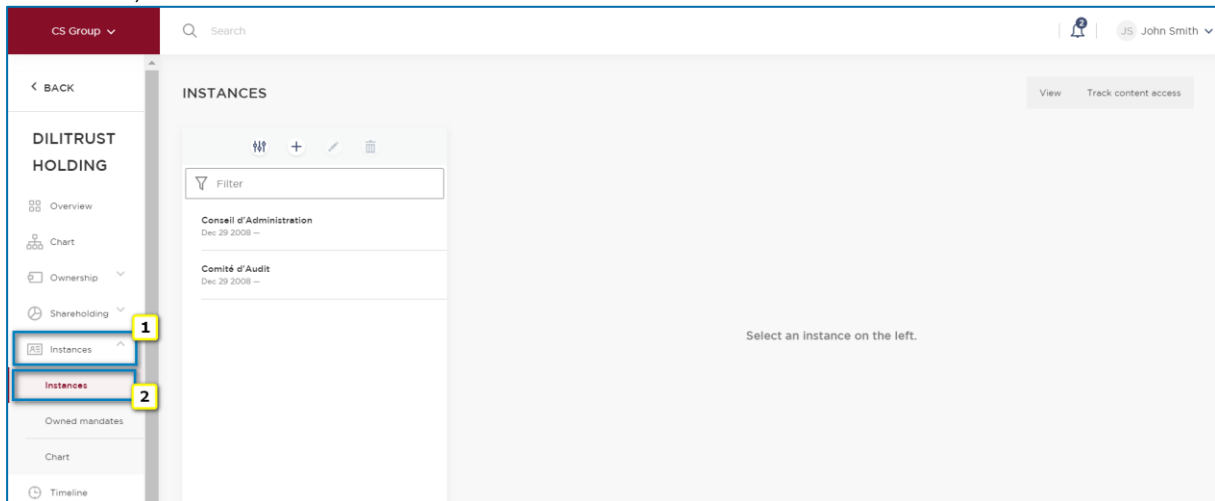
FIRST NAME	LAST NAME	BIRTH DATE	END MANAGEMENT DATE	ACTIONS
John	SMITH	May 12 1960	May 13 2020	[Edit] [Share] [Copy] [Delete]

4. MANDATES

To access a company's mandates, first choose the company from the Companies menu, then go to the **Instances > Instances** menu on the left column of the screen.

4.1. Instances

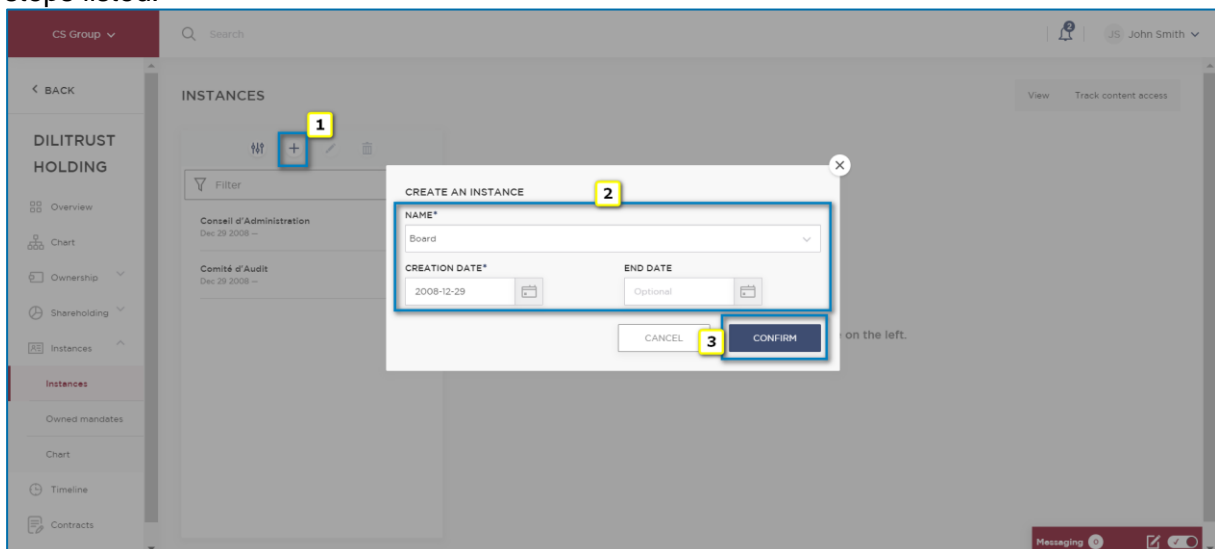
The **Instances** submenu allows you to create instances of your choice to which you can add mandates,



4.1.1. Adding an Instance

Example: We would like to add an instance named **Board** to the DiliTrust Holding company.

To do so, click the **+** button (1). The creation wizard window will open and you can follow the steps listed:



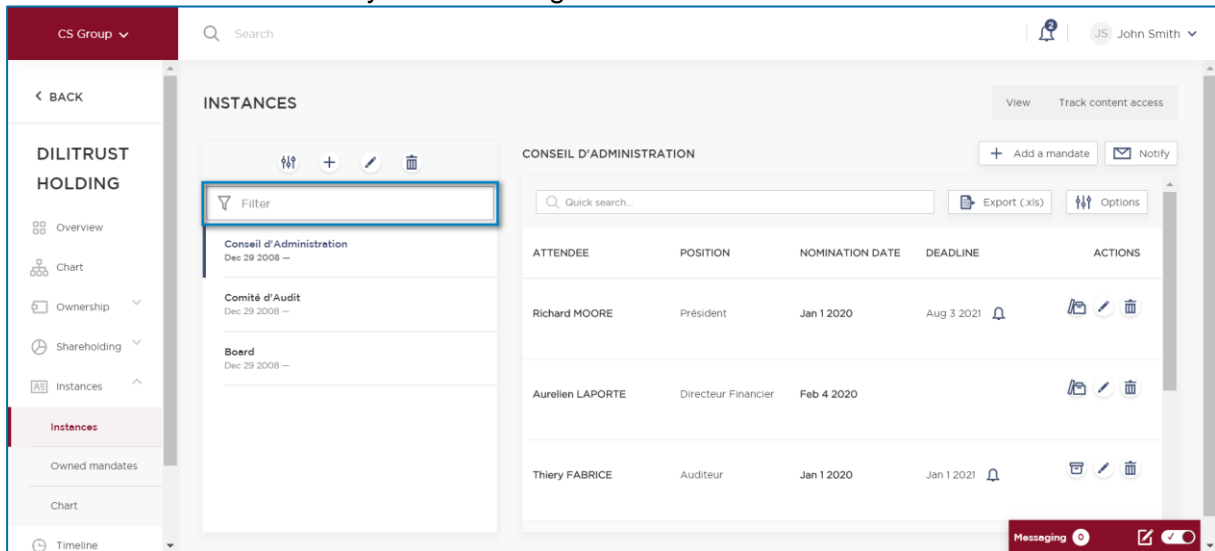
Explanations:

Label	Description
Name	This field allows you to choose an existing name from the portal or to create a new one of your choice.
Creation Date	The date from which the instance will exist for this company, and after which we can add mandates,

End Date This field is optional. It is used when you wish to have an ending date for your instance (for example, when the company's legal form will be changing.) As of this date, the instance and its mandates will be moved to the list of instances that have ended.


4.1.2. Searching for an Instance

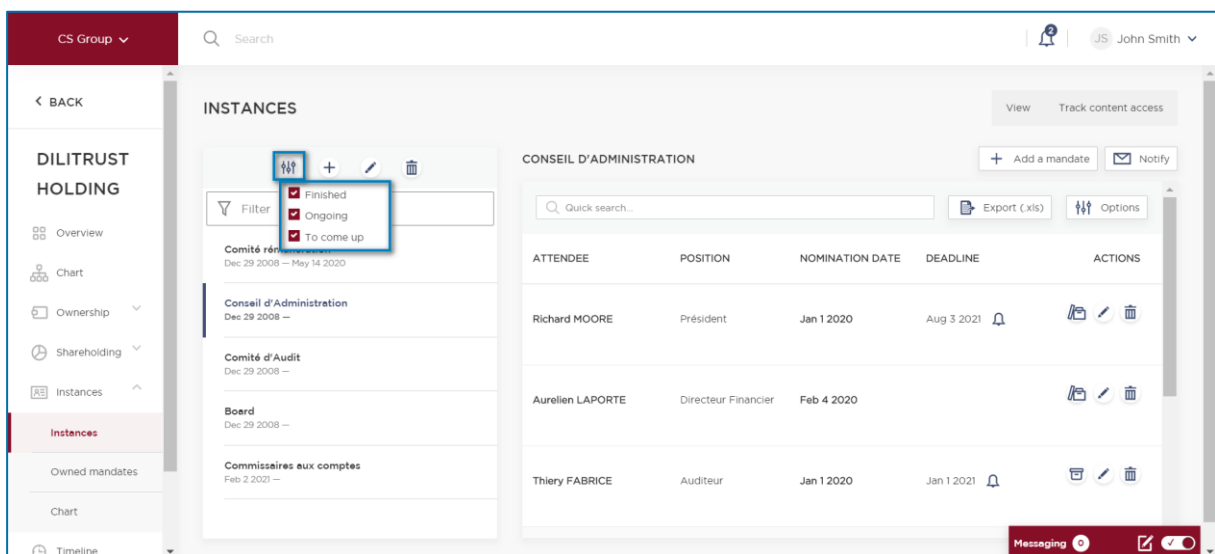
To search for an instance in the **Instances > Instances** submenu, you must enter part of all of the name of the instance you are looking for in the **Filter** field outlined below:



4.1.3. Viewing Finished, Ongoing, and Upcoming Instances


By default, only the **Ongoing** instances are displayed. To view the **Finished** and **Upcoming** instance, here are the steps to follow:

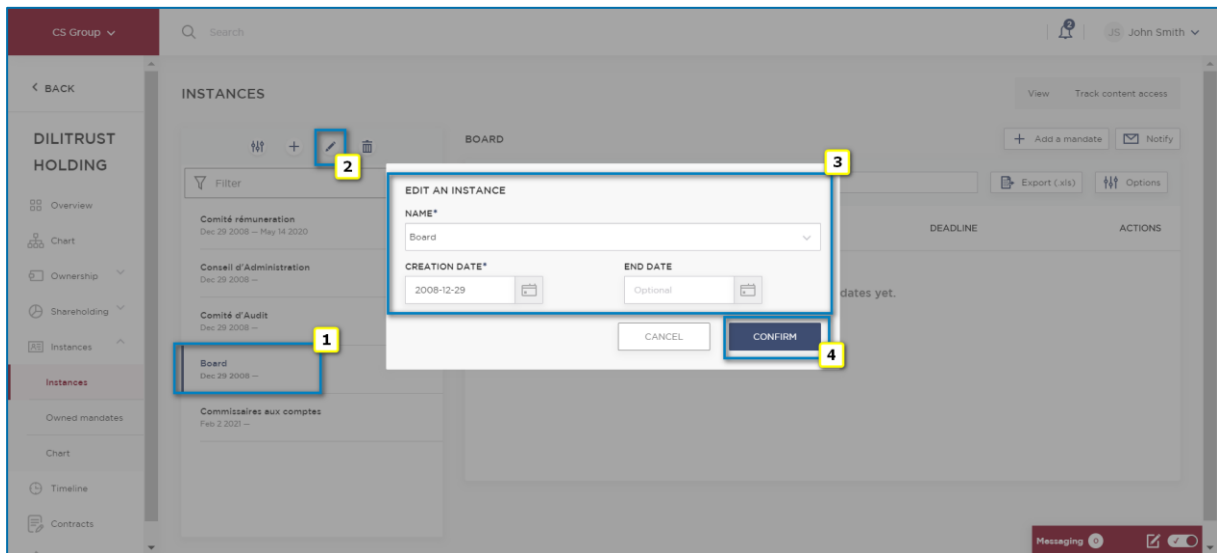
- Click or put your mouse on the **Options**  button
- Check the box for **Finished** or **Upcoming**



4.1.4. Modifying or Ending an Instance


To update or end an instance, you must:

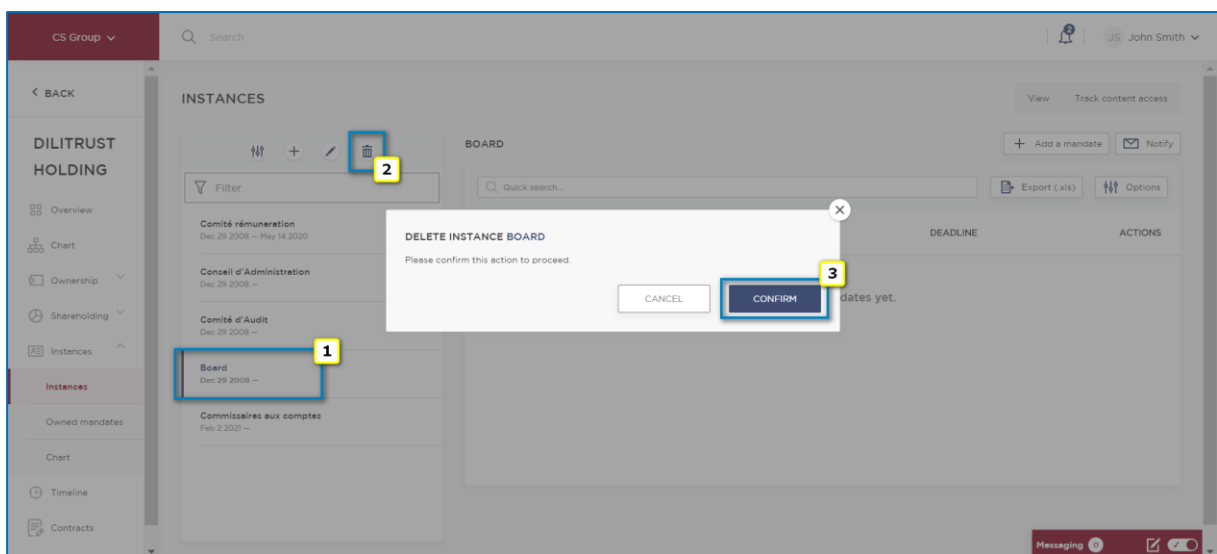
- Select the relevant instance
- Click the Pencil icon  (2) to **edit**
- Make the desired change
- Click the **Confirm** button



4.1.5. Deleting an Instance

To delete an instance, you must:

- Choose the relevant instance from the list
- Click the Trash Can icon  (2) to **Delete**
- Click the **Confirm** button

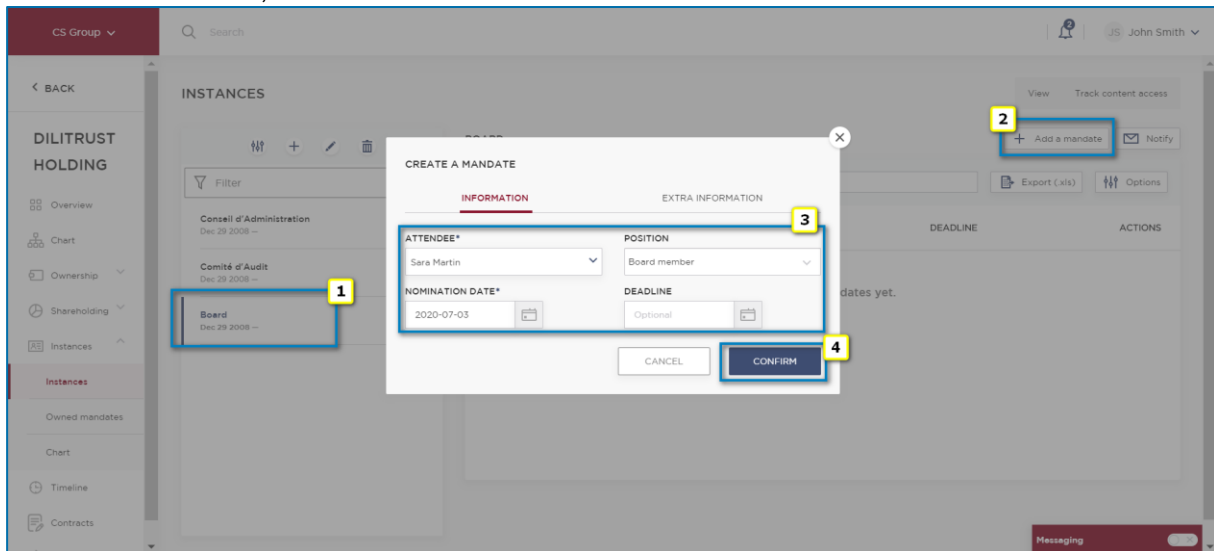


Note: You cannot delete an instance that contains mandates, whether they are ongoing, upcoming, or expired.

4.2. Mandates

4.2.1. Adding a Mandate to an Instance

Example: In this example, we want to add members (mandates) to the [Board of Directors](#) instance in the DiliTrust Holding company. To do so, you must first have created the [Board of Directors](#) instance, then follow the actions illustrated in the screenshot below:



To add a mandate, you must:

- Click on the instance to which you are adding the mandate

Then click the **Add a Mandate**  button. The mandate creation wizard will open and allow you to fill out the following fields:

Explanations:


Label	Description
Information Tab	
Attendee	This field allows you to choose an attendee, which may be a legal or natural person
Position	This field allows you to choose the attendee's position
Nomination Date	This field is for the date on which the attendee was nominated to the mandate
Extra Information Tab	
This tab allows you to add additional information to the mandate	

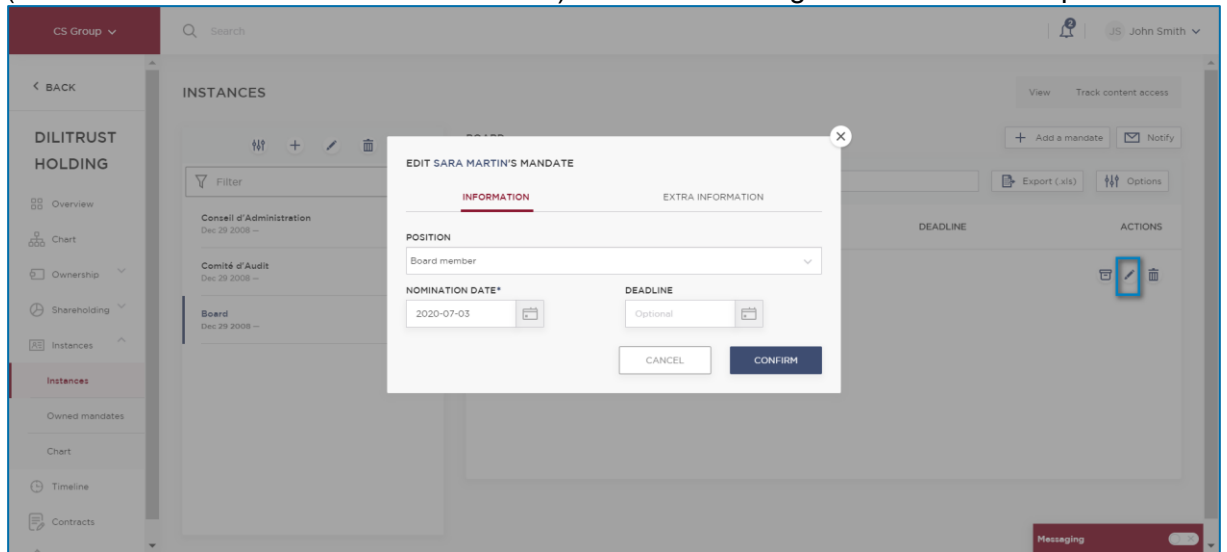
- Finally, click the **Confirm** button to save your mandate or **Cancel** to leave the wizard without creating the mandate.

Note: The list of legal or natural persons visible in the [Attendee](#) field will be updated based on their [Nomination Date](#). For example, if the nomination date is prior to the birth date or creation date of the individual or company, they will not appear in the list. Throughout the lifecycle of a mandate, the [Nomination Date](#) will always be the same and should only be modified if you have made an error when creating the mandate.

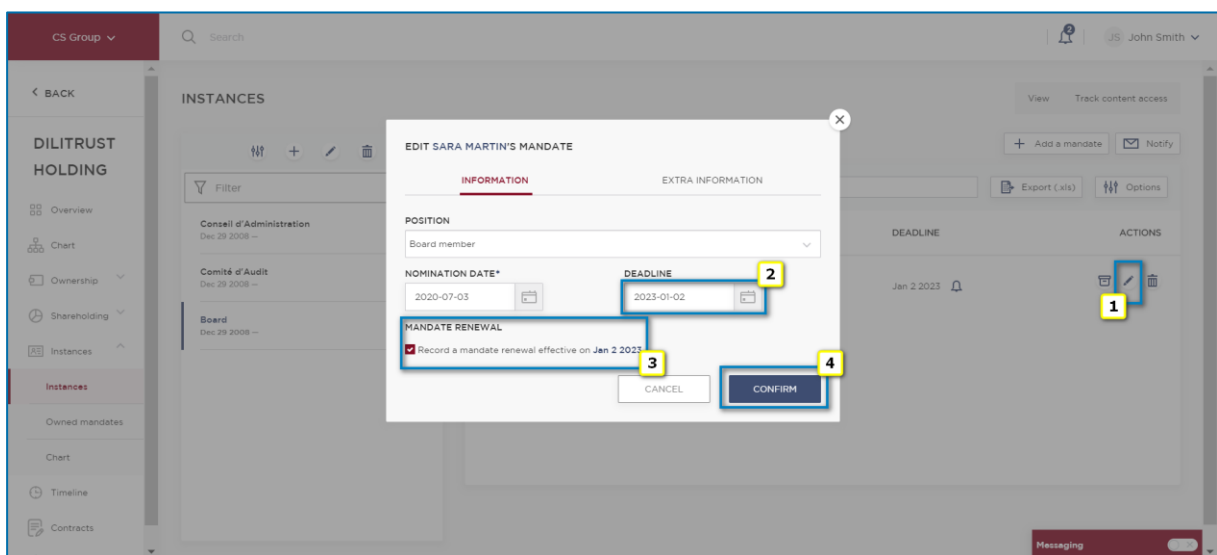
4.2.2. Renewing a Mandate

Example: To renew a mandate, follow these instructions:

- Click the **Edit Mandate**  button that corresponds with the mandate to be renewed (here it is Sara Martin's mandate). The following window will open:

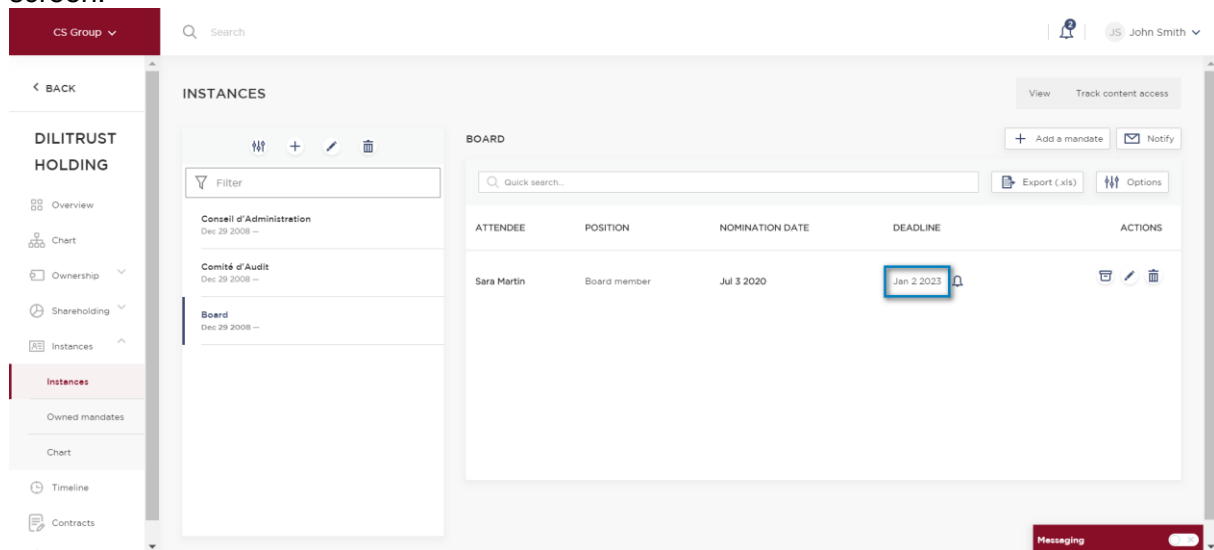


- Delete the previous deadline (e.g. 2021-05-20) and enter the new deadline (e.g. 2021-05-14)
- The mandate renewal option will appear. Leave the [Record a mandate renewal effective on ...](#) box checked
- Click the **Confirm** button to save the renewal (see below)



Note: When editing a mandate, the [Attendee](#) field cannot be modified and therefore does not appear in the edit mandate wizard.

Once the renewal has been saved, the new deadline will appear on the mandate summary screen:



Descriptions:


Deadline: The end date expected when creating the mandate. As of this date, the mandate will be moved to the Ended section even if an end date has not been entered.

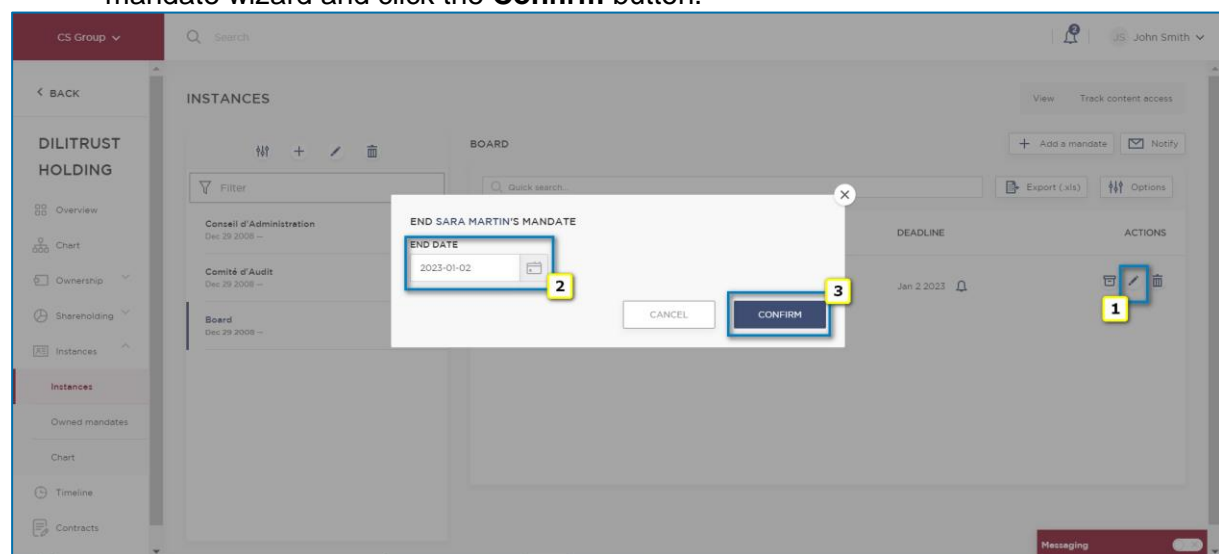
Date de fin: The official end date for the mandate, which is entered manually.



Note: To view the details for each mandate renewal, you must go into the **Timeline** menu for the mandate's company (e.g. DiliTrust Holding) or that of the individual attendee (e.g. Richard Moore.)

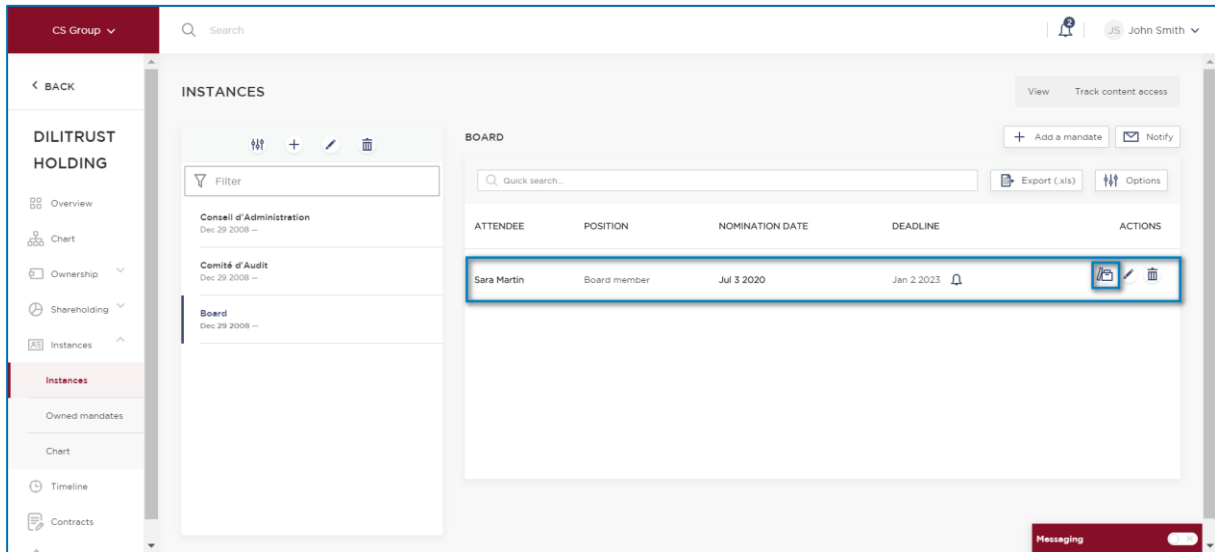
4.2.3. Closing a Mandate

Example: To close a mandate, you must follow these steps:

- Click the **End Mandate** icon  for the mandate which you wish to end (e.g. that of Aurélien Laporte)
- Enter the end date (e.g. 2021-06-17) of the mandate in the **End Date** field of the end mandate wizard and click the **Confirm** button.




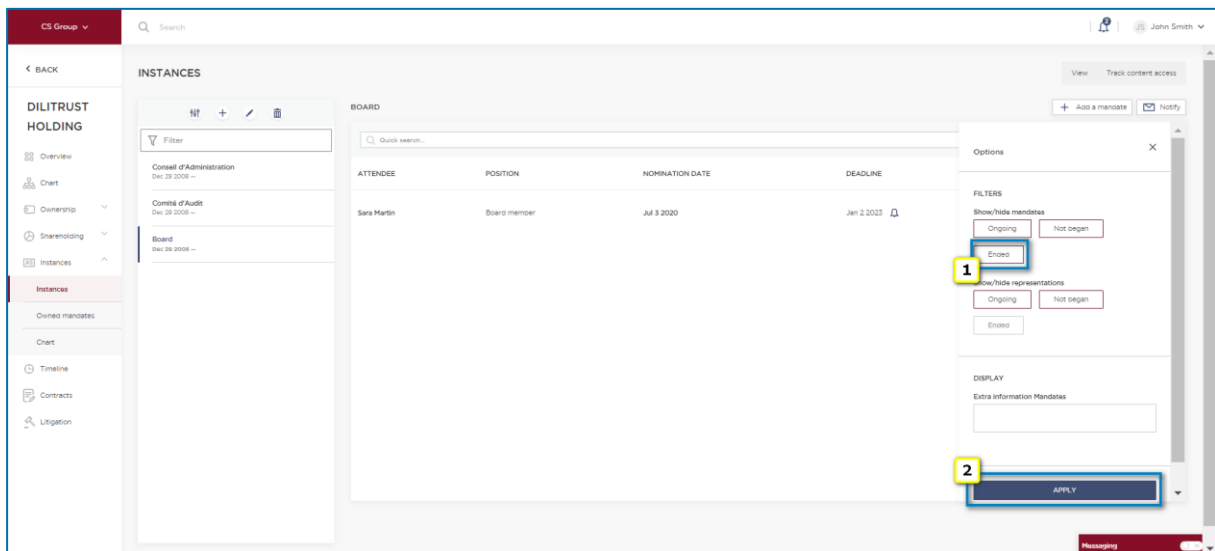
Once you have clicked the **Confirm** button, the end mandate wizard will close and the **Update mandate end date** icon  will appear in place of the **End mandate**  icon for that attendee.




4.2.4. Viewing Mandate End Dates

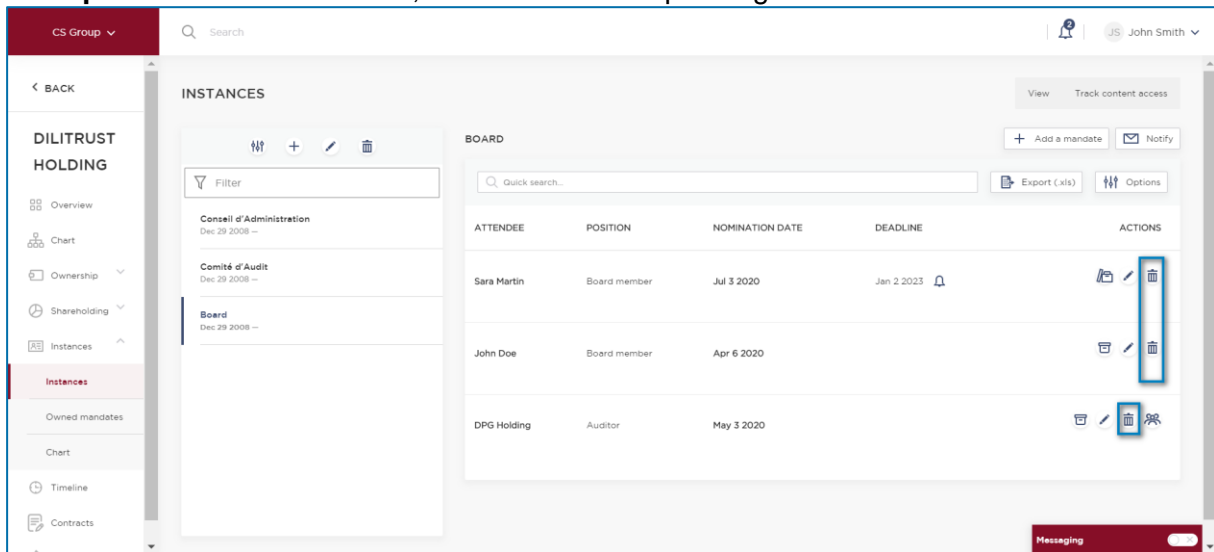
To view the end dates of ongoing mandates or expired mandates (those with a deadline or end date in the past), you must follow these steps:

- Click the **Options** button 
- Select the **Ended** option in the **Show/hide mandates** section
- Click the **Apply** button



4.2.5. Deleting a Mandate


Example: To delete a mandate, click on the corresponding [Delete mandate](#)  icon.

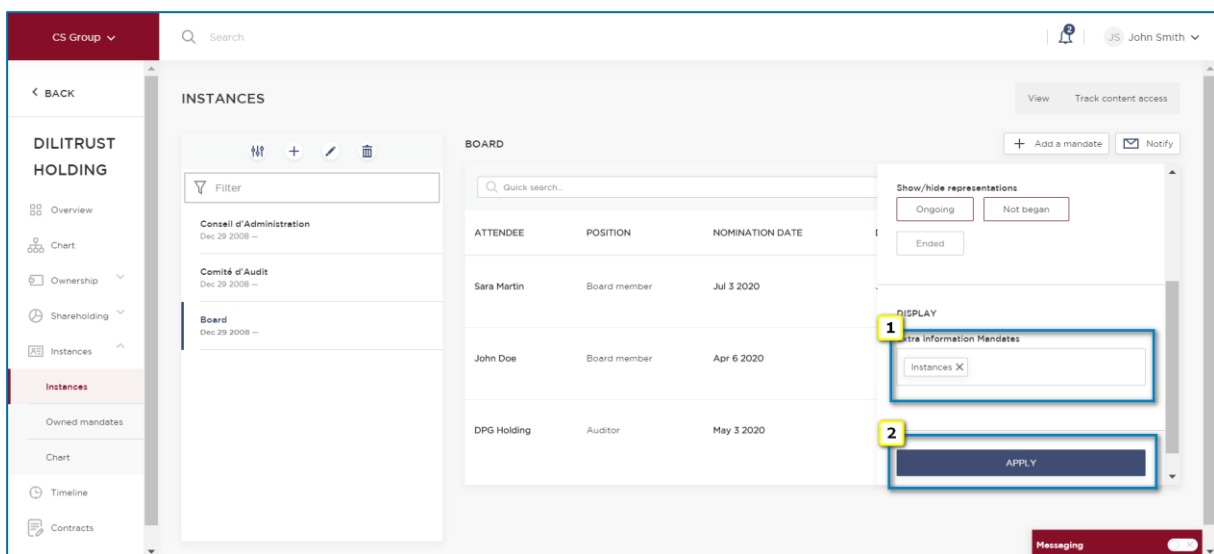


Note: Deleting a mandate will also delete the mandates for any associated representatives.

4.2.6. Adding a New Column to the Mandate List

To do this, you must follow these steps:

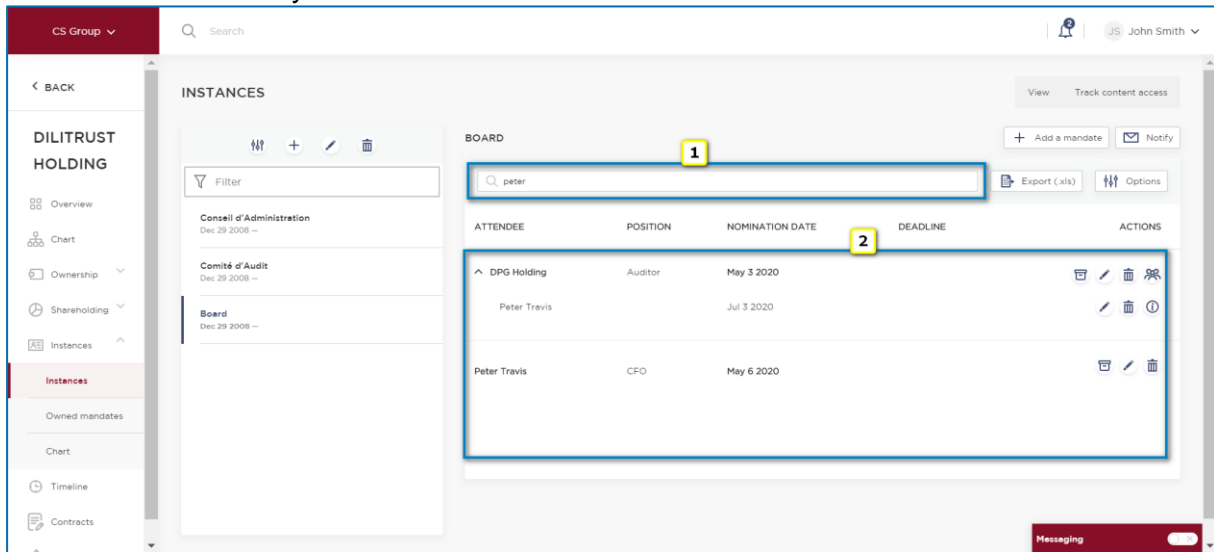
- Click the **Options** button 
- Choose the desired values from the [Extra information mandates](#) section. In order to be able to select a field here, it must appear in the [Choose an existing field](#) list in the [Extra Information](#) tab in the mandate creation wizard, or be created via the [Create a new field](#) option in the same tab.
- Next click the **Apply** button



NOTE: The default columns are: [Attendee](#), [Position](#), [Nomination Date](#), [Deadline](#). If [Ended](#) is selected from the **Options** menu, [End Date](#) will also appear.

4.2.7. Searching for a Mandate

To search for an attendee (e.g. Peter Travis), you may use the quick search in the relevant instance and search by **Name** or **Position**. This is illustrated in the screenshot below:

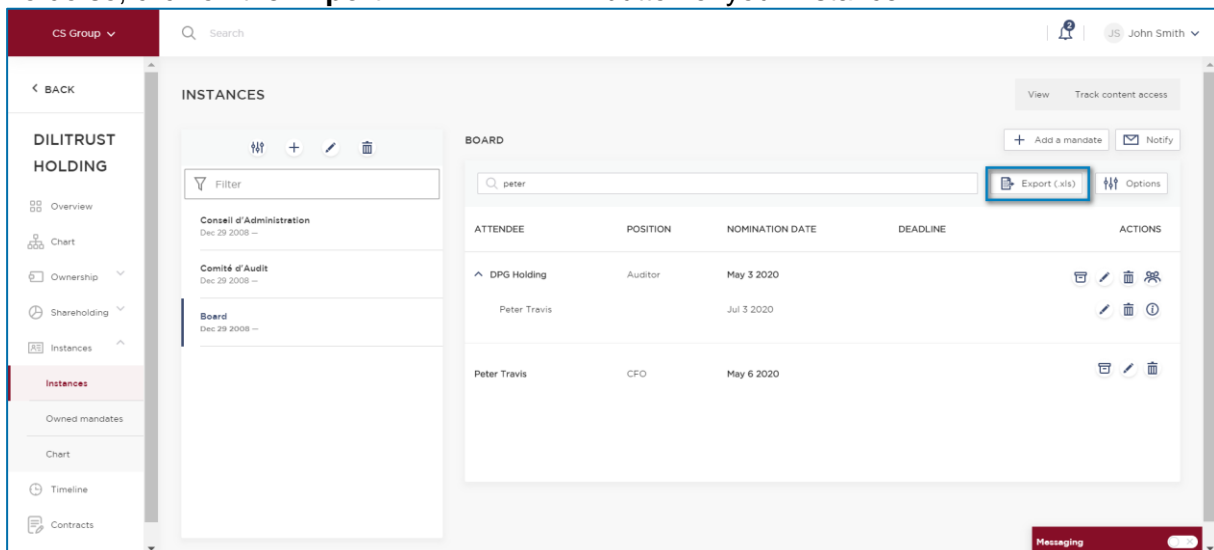


NOTE: If the mandate you are searching for is a mandate with a representative, it will appear along with its representative.

4.2.8. Exporting the Mandates of an Instance

You may wish to export the mandates for an instance.

To do so, click on the **Export**  button of your instance:



The resulting export will look like this:


Attendee	Position	Nomination date	Deadline
Sara Martin	Board member	Jul 3 2020	Jan 2 2023
John Doe	Board member	Apr 6 2020	
DPG Holding		May 3 2020	
Peter Travis	Auditor	Jul 3 2020	
Peter Travis	CFO	May 6 2020	

NOTE: For your Excel export to contain [Ended mandates](#) with their [End date](#), you must first include these fields in the mandate summary screen as described above.

4.2.9. Notifications on Mandates



As in other parts of the application, you can configure notifications for nomination dates, deadlines, end dates, and other future dates for mandates.

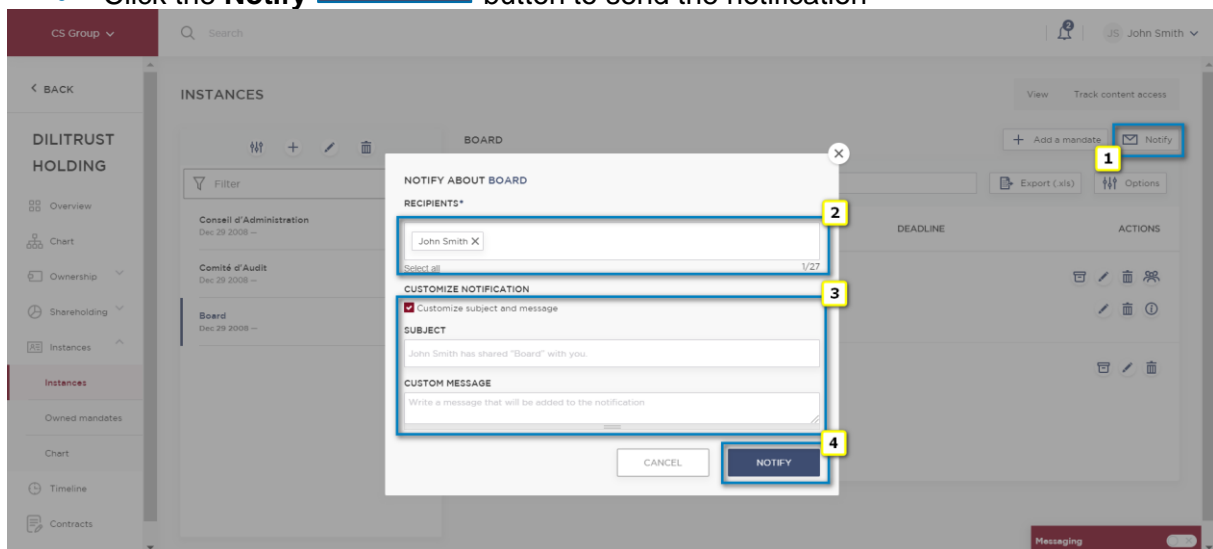
To do so:

- Click the [Bell](#)  next to the date in question
- In the [Notify](#) field of the Notify at Expiration wizard, choose the unit of frequency (immediate, days, weeks, months, or years in advance) as well as how far in advance you would like the notification to be sent
- In the [Recipients](#) field, choose the [Teams](#) or [Users](#) who will receive this notifications
- Next, click on the **Confirm** button to save your notification.

4.2.10. Notifying Other Users


This feature allows you to share information concerning an instance's mandates with other users. To do so, here are the steps to follow:

- Click the **Notify** button 
- Choose the relevant users in the [Recipients](#) field
- Add a personalized message if desired by checking the [Add a custom message](#) box
- Click the **Notify**  button to send the notification

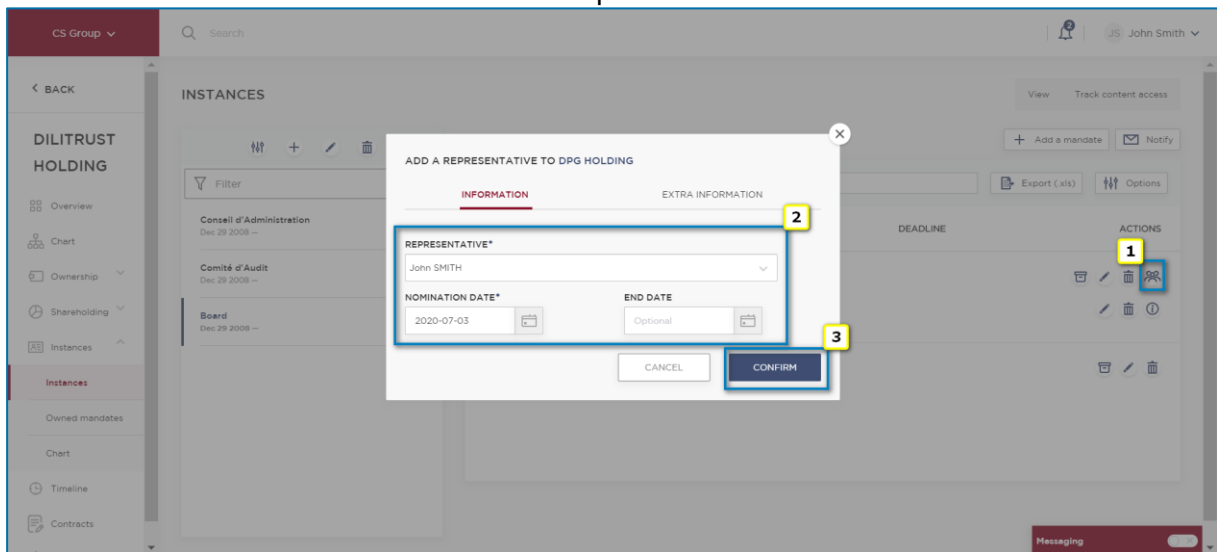


4.3. Representatives

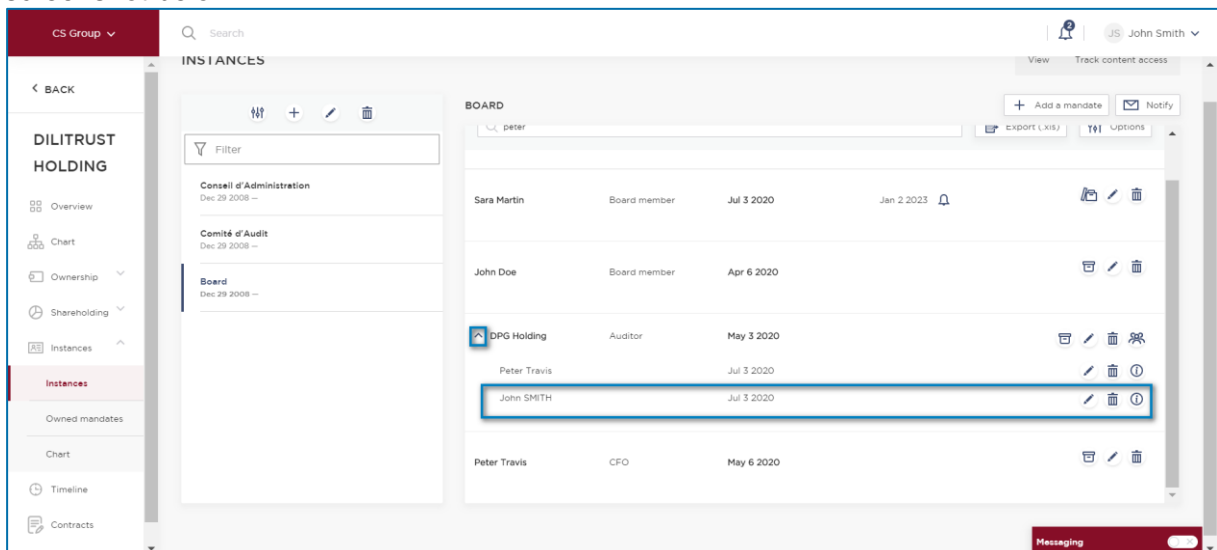
4.3.1. Adding a Representative to a Mandate


Example: To add a representative to a mandate, click on the **Representative** icon  of the company or branch corresponding with this addition (e.g. DPG Holding.) The Add a Representative wizard will open and you may follow these steps:

- Add the desired representative in the **Representative** field in the **Information** tab.
- Enter the **Nomination Date** in the **Information** tab
- Enter any additional information desired in the **Extra Information** tab.
- Click the **Confirm** button to add the representative to the mandate.



Once you have clicked the **Confirm** button, the representative will be added as shown in the screenshot below:



The **Representative Date**  button allows you to see the following information for the representative.

REPRESENTATIVE	NOMINATION DATE
John SMITH	Jul 3 2020

NOTE: Adding representatives can only be done for mandates held by legal persons (companies).



4.3.2. Renewing a Representative.

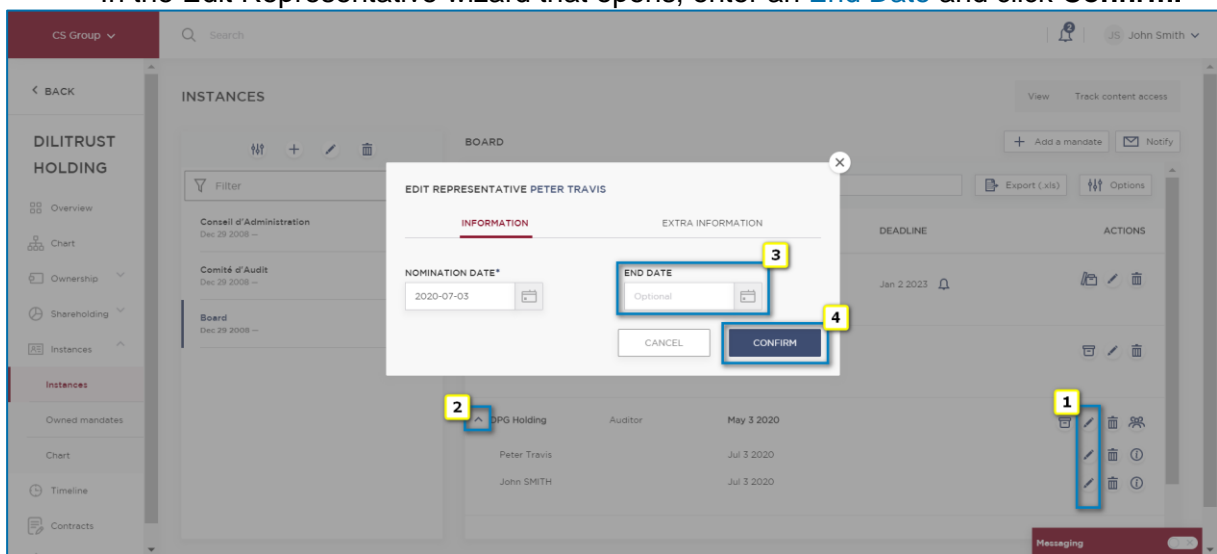
It is not possible to renew a representative. You may only end the representative's mandate.

4.3.3. Closing a Representative's Mandate

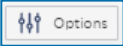
Example:

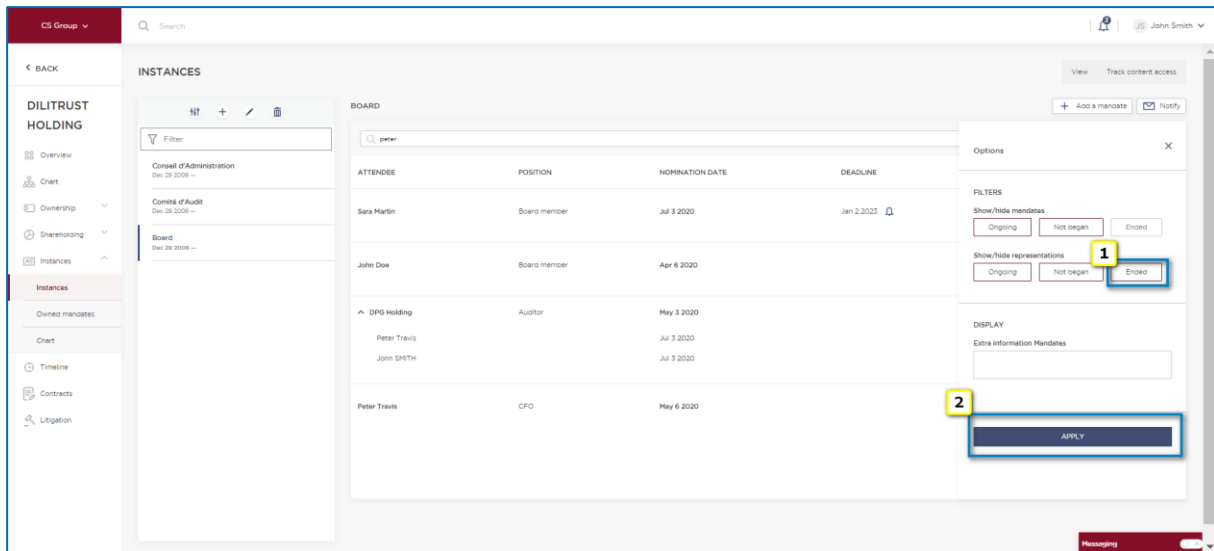
To end a representative's mandate, you must indicate their **End Date** by following these steps:

- Click the arrow  to expand the representative's mandate
- Click the corresponding **Edit Representative** button 
- In the Edit Representative wizard that opens, enter an **End Date** and click **Confirm**.




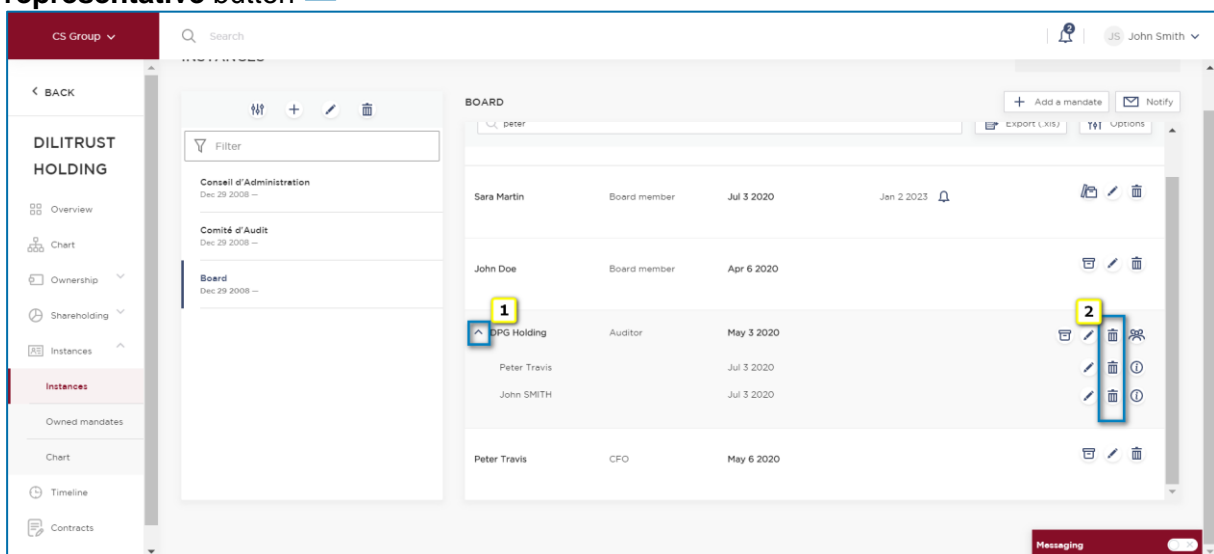
4.3.4. Viewing Closed Mandate Representatives

To see any expired representatives for a mandate, open the **Options**  menu and select the **Ended** option in the **Show/hide representatives** section, then click **Apply**, as shown in the screenshot below:



4.3.5. Deleting a Representative from a Mandate

Example: To delete a representative from a mandate, click on the corresponding **Delete representative** button 

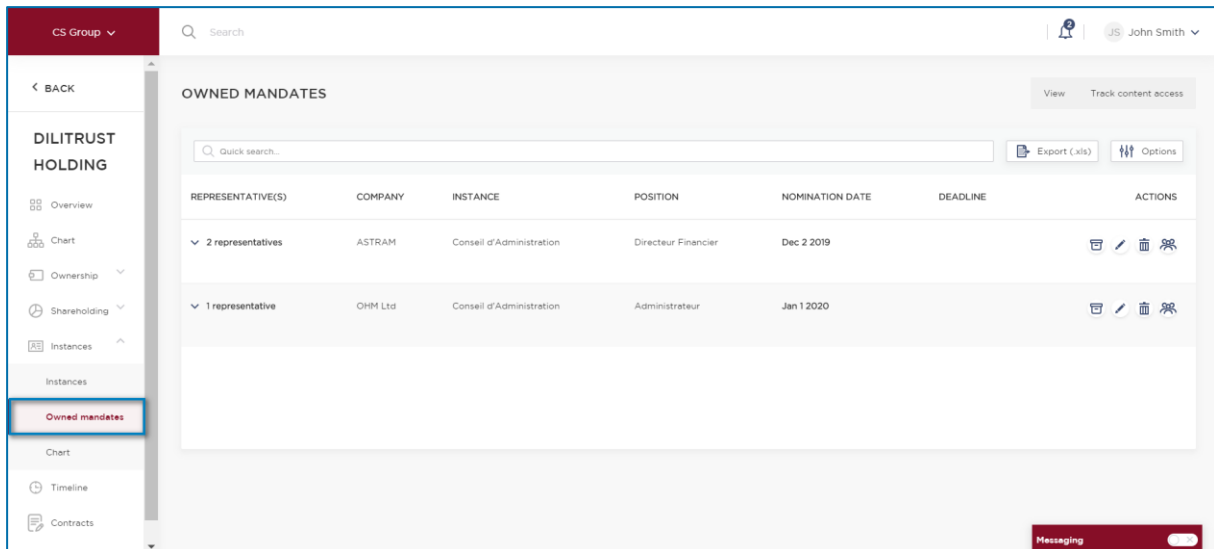


4.4. Viewing Owned or Represented Mandates







To view any mandates owned or represented by a **Company** or **Individual**, navigate to their file and click **Owned Mandates**. Note that by default only their current mandates will appear.

4.4.1. Owned Mandates

To view the mandates held by a company, you must navigate to **Instances > Owned Mandates**




Here, as in the **Instances** menu, you can perform the following operations:

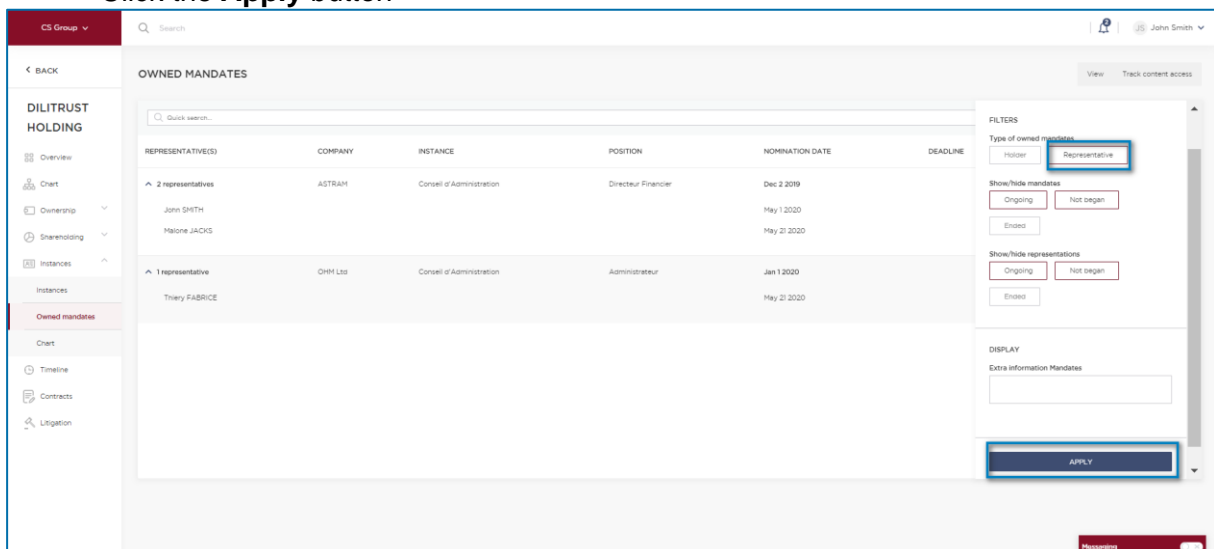
- Edit the mandate with the **Edit Mandate** button 
- Renew the mandate with the **Edit Mandate** button 
- End the mandate with the **End Mandate** button 
- Delete the mandate with the **Delete Mandate** button 
- Add representatives to a mandate with the **Representatives** button  (this button is only available for companies or branches)
- View the number of representatives and their names via the expanding menu  in the **Representatives** column (this option is only available for companies or branches)
- Export the list of mandates into an Excel file using the **Export (.xls)** button



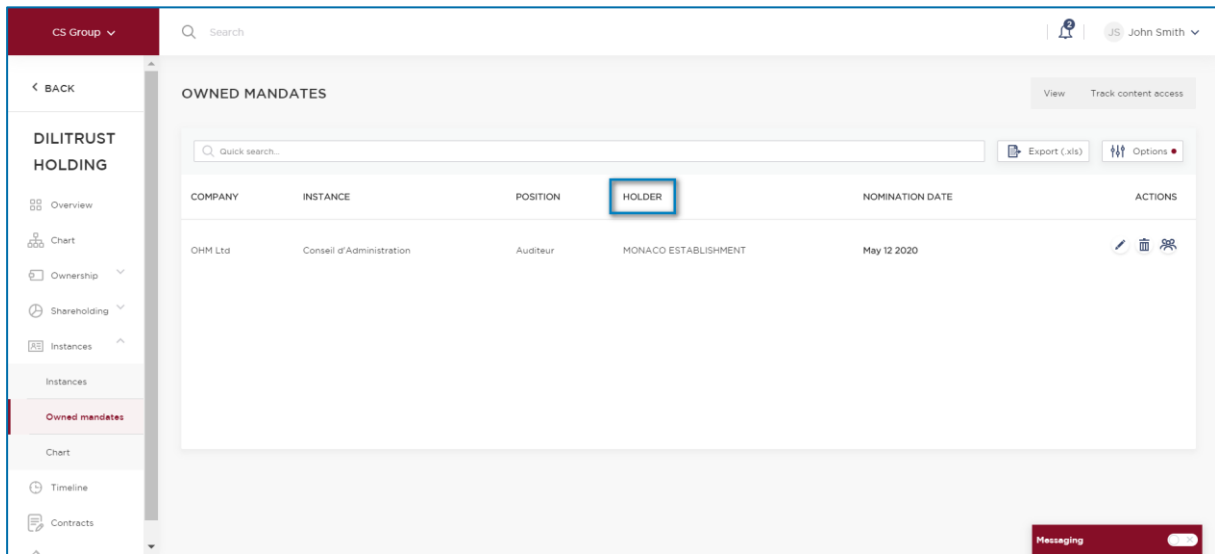
4.4.2. Represented Mandates

You will find the mandates represented by an individual in the **Owned Mandates** menu in their **Individual** file (e.g. Aurélien Laporte) and you can perform the following actions:

- Click the **Options**  button
- Choose the **Representative** option in the **Type of owned mandates** section
- Click the **Apply** button



You will now see a new column, **Holder**, that only appears for representative-type mandates.



The screenshot shows the DILITRUST interface with a sidebar on the left and a main content area. The sidebar includes a 'DILITRUST HOLDING' section with various navigation options. The main content area is titled 'OWNED MANDATES' and contains a table with the following data:


COMPANY	INSTANCE	POSITION	HOLDER	NOMINATION DATE	ACTIONS
OHM Ltd	Conseil d'Administration	Auditeur	MONACO ESTABLISHMENT	May 12 2020	[Edit] [Delete] [Share]

The 'HOLDER' column header is highlighted with a blue box. The interface also includes a search bar, a user profile 'John Smith', and a 'Messaging' toggle at the bottom right.

5. TRANSACTIONS

Company capital, shareholdings and holdings (direct and indirect ownership) are calculated dynamically based on financial transactions carried out on shares and capital.

In this section we will show you how to use DiliTrust Governance to complete some frequently carried out financial transactions, particularly by Legal Departments.

Shares are issued by the company by clicking on the  (create new shares) button in the **Shareholding > Shares** submenu, which is used to enter the quantities issued, the share value, the voting rights rate, etc.

The **Transactions** function in DiliTrust Governance generally includes all transactions affecting the capital or shares.


In this document, transactions are classified into 5 main categories:

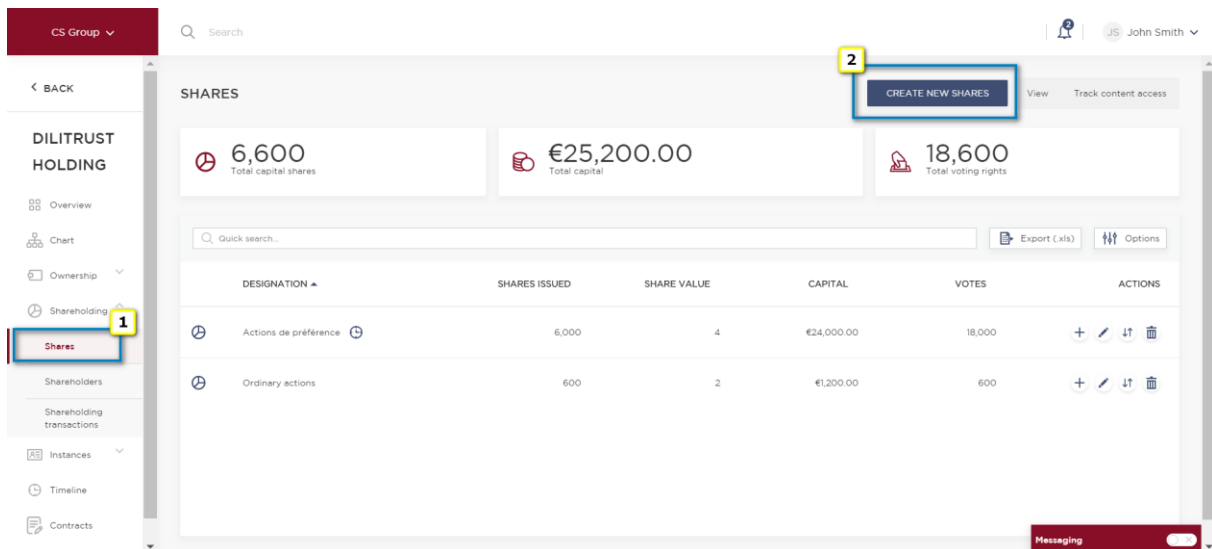
- Share transactions
 - Adding shares with capital creation,
 - Attributing shares created,
 - Transferring shares (selling/buying),
 - Blocking and unblocking shares,
- Editing shares
 - Editing the share type,
 - Editing the voting rights rate,
- Capital transactions
 - Capital increase by contribution and by increasing the value of the share,
 - Capital decrease by reducing the number of shares and by reducing the value of the share,
- Merger,
- Ownership type management
 - Splitting shares,
 - Regrouping shares.

5.1. Transactions on Shares

5.1.1. Adding Shares with Capital Creation

Any type of share can be added in the **Shareholders > Shares** submenu for a company.

Click on the **Create new shares** button  located in the top right of the screen:



The new share creation wizard opens, allowing you to:

- Add a Share type (the share **Designation**) with its characteristics,
- Create the **Total capital shares** (sum of the shares with an impact on the capital) and the **Total capital** of your company (sum of the shares with an impact on the capital multiplied by the value of each share),
- Add **Investment certificates** by unchecking the **Voting rights** option,
- Add **Voting rights certificates** by unchecking the **Capital shares** option.

CREATE NEW SHARES

INFORMATION
ATTACHED DOCUMENTS
EXTRA INFORMATION

DESIGNATION*

ISSUING DATE*

Capital shares

Voting rights

SHARES ISSUED*

VOTING RIGHTS RATE *







CURRENCY*

SHARE VALUE

TRANSACTION TYPE

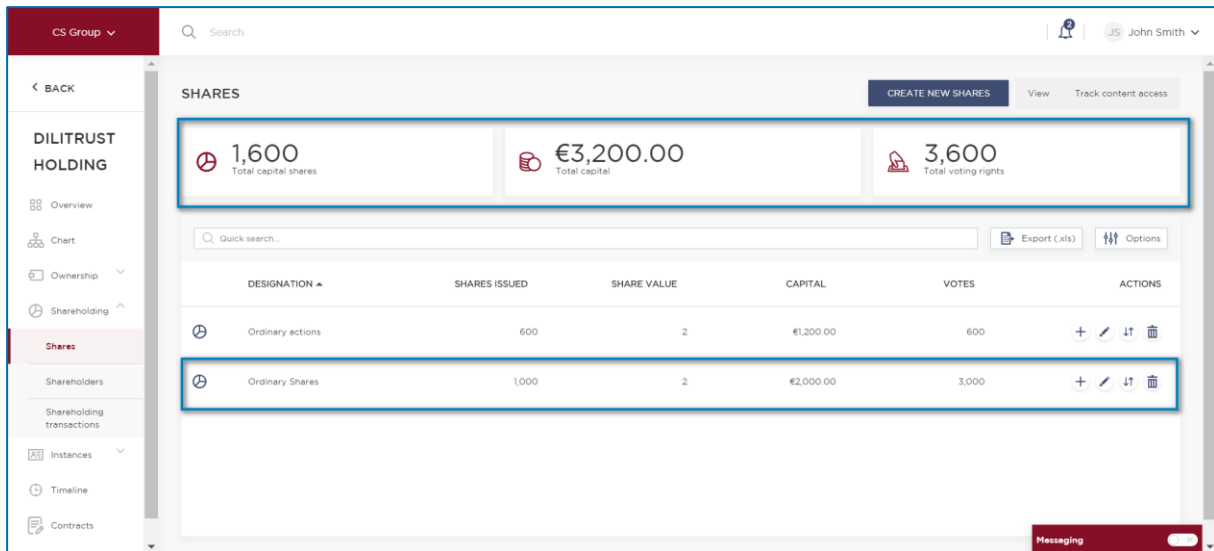
COMMENT

Explanations:

Label	Description
Information Tab	
Designation	Used to select or enter the share type. It can be modified and archived after saving by clicking on the Edit share designation button  corresponding to your share type.
Issuing date	Date from which the shares are issued and ready to be used. It can be modified (Update date) after saving by clicking on the Update share button  .
Capital shares	<p>If checked, the Share value & Currency fields appear. The shares issued will have an impact on the capital. However, if unchecked, the shares issued will not have an impact on the capital, for example Bonds and Stock options. This box cannot be modified after saving.</p> <p>Please note that the Share value & Currency fields will appear if and only if the No share value management option has not been checked. However, if this option has been checked, you will not be asked to enter a share value (management without a nominal value). The Share value field is not mandatory.</p>
Shares issued	This field is for entering the number of shares issued. It can be modified after saving by clicking on the Update share button  .
Currency	This field displays the company's share capital currency. It cannot be modified.
Voting rights	If checked, the Voting rights rate field appears and will be required. Otherwise, the Voting rights rate field will not appear and the share you create will not have voting rights. This box cannot be modified after saving.
Voting rights rate	This field is used to enter the voting right rate for the shares issued. It can be modified after saving by clicking on the Update share button  corresponding to the share type. Voting rights rates must always be greater than 0.
Share value	This field is used to enter the nominal value of shares issued. It can be modified after saving by clicking on the Update share button  corresponding to the share type.
Transaction type	This dropdown list is used to select a transaction type or create one. It is only visible from the Event column in the Timeline menu for a given company, as well as in its Shareholding > Shareholding transactions submenu. This is information for carrying out the transaction.
Comment	Enter anything on which you would like to comment in this field. Comments can only be viewed in the Event column of the Timeline menu for a given company, as well as in its Shareholding > Shareholding transactions submenu. This is information for carrying out the transaction.
Extra Information Tab	
This tab is used to select and create other fields. Fields that can be edited and the history of which can be managed by clicking on the Edit share designation button  corresponding to your share type.	





After clicking on the **Confirm** button in the new share creation wizard:





- Your [Share type](#) or designation (Ordinary actions [shares] in this example) with its characteristics will be added to the table of shares,
- The [Total capital shares](#) will be increased if the share type has an impact on the capital,
- The [Total capital](#) will also be increased if the share type has an impact on the capital,
- The [Total voting rights](#) will be increased if a voting rights rate has been entered. You cannot save a voting rights rate that is equal to 0. It must always be greater than 0.



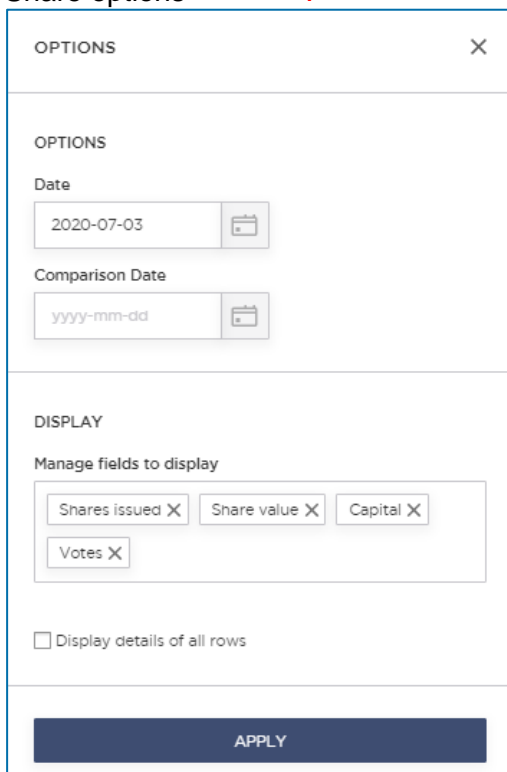
The screenshot shows the 'SHARES' section of the DILITRUST interface. At the top, there are three summary cards: '1,600 Total capital shares', '€3,200.00 Total capital', and '3,600 Total voting rights'. Below these is a table with columns: DESIGNATION, SHARES ISSUED, SHARE VALUE, CAPITAL, VOTES, and ACTIONS. The table contains two rows: 'Ordinary actions' and 'Ordinary Shares'. The 'Ordinary Shares' row is highlighted with a blue box, and its 'ACTIONS' column contains four icons: a plus sign, a pencil, a double-headed arrow, and a trash can.

Explanations:

The     buttons for a share type (Ordinary actions [shares] in this example):

- The **Assign shares** button  allows shareholders to subscribe to issued shares,
- The **Edit share designation** button  is used to edit and archive the share designation (type) and extra information,
- The **Update share** button  is used to update certain characteristics for the share type,
- The **Delete shares** button  is used to delete the corresponding share type. This action will definitively delete all transactions related to this share type. You always need to confirm that you want to delete by entering *I confirm the definitive deletion of these shares* in the proposed field of the share deletion wizard.

Share options  Options:




The 'OPTIONS' dialog box contains the following sections:

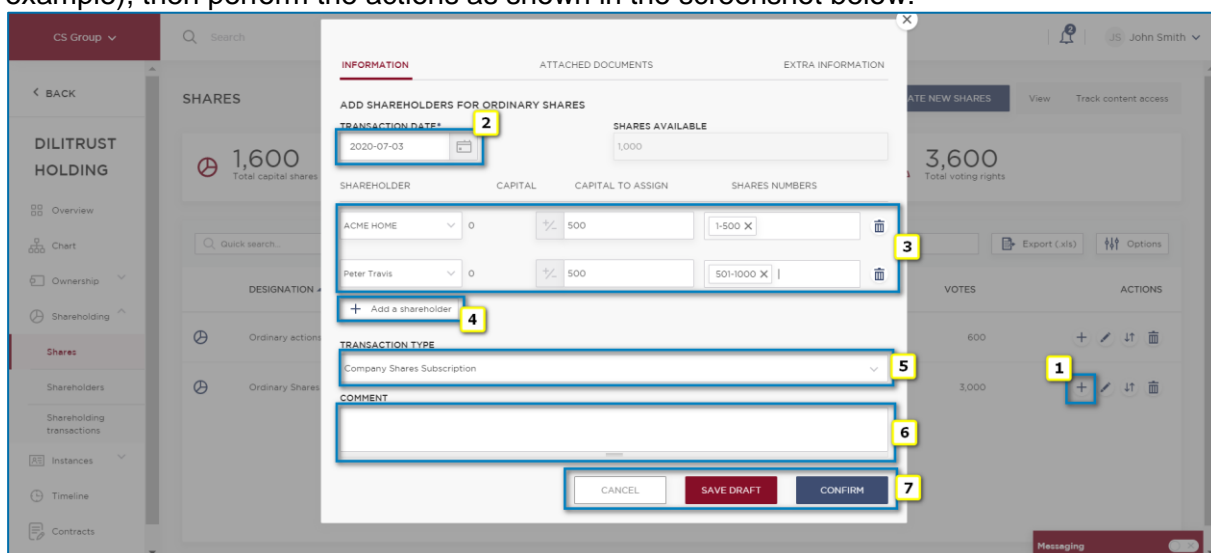
- OPTIONS** (Title bar)
- Options** (Section header)
- Date**: A date picker set to 2020-07-03.
- Comparison Date**: A date picker with the format yyyy-mm-dd.
- DISPLAY** (Section header)
- Manage fields to display**: A list of fields with checkboxes: 'Shares issued X', 'Share value X', 'Capital X', and 'Votes X'.
- Display details of all rows
- APPLY** (Button)

Label	Description
Options Section	
Date/Comparison Date	These dates display quantities and values between two dates, as well as their variations.
Display Section	
Manage fields to display	This field is used to add additional columns to the table of shares.
Display details of all rows	This displays details of rows (shareholders with shares held, capital and votes).
Apply/Reset All	Click Apply to save your changes and to remove them click Reset All .

5.1.2. Attributing Shares Created

Attributing shares or the subscription of shares makes it possible to assign shares issued to the company's shareholders.

To do this, you need to go to the company under **Shareholding > Shares** and click on the **Assign shares** button  corresponding to your share type (Ordinary actions [shares] in this example), then perform the actions as shown in the screenshot below:



Explanations:

- The **Transaction date** is the date on which you want to carry out your transaction. It must be after or the same date as the other transactions carried out with the given share type,
- The **Shares available** field shows you which shares you can assign,
- The **Shareholder**, **Capital to assign** and **Share numbers** fields are used respectively to select the desired shareholder, enter the shares to be assigned and their numbers (if share numbering has been enabled),
- The **Add a shareholder** button displays the fields (visible in 3), allowing you to add a shareholder,
- Enter information for carrying out the transaction in the **Transaction type** and **Comment** fields.
- The **Cancel** button is used to cancel your share attribution transaction,
- The **Save draft** button allows you to save your share attribution transaction as a draft without it being taken into account in the distribution of your company's share capital. You can confirm or cancel it at any time by clicking again on the **Assign shares** button corresponding to your share type (Ordinary actions [shares] in this example).

A user's draft can only be viewed by that user.

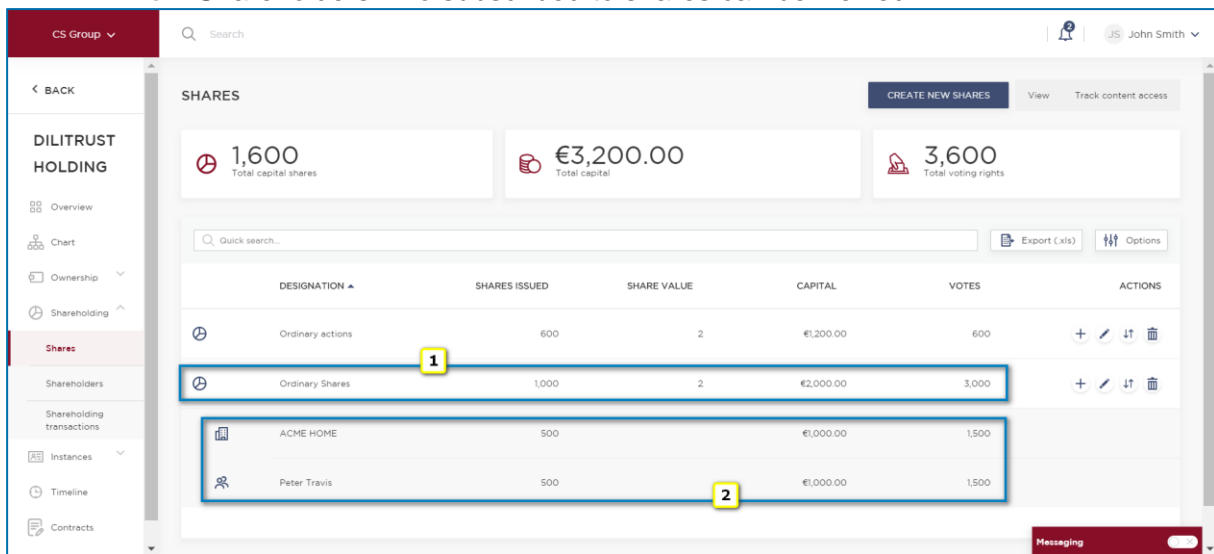
- The **Confirm** button allows you to save your share attribution transaction.

By clicking on the **Confirm** button in the window for adding shareholders (allocation of shares), you will be able to add and view shareholders by clicking on the [share type](#) concerned by the transaction. This can also be viewed in the [Shareholding > Shareholders](#) submenu.

5.1.3. Viewing Shareholders

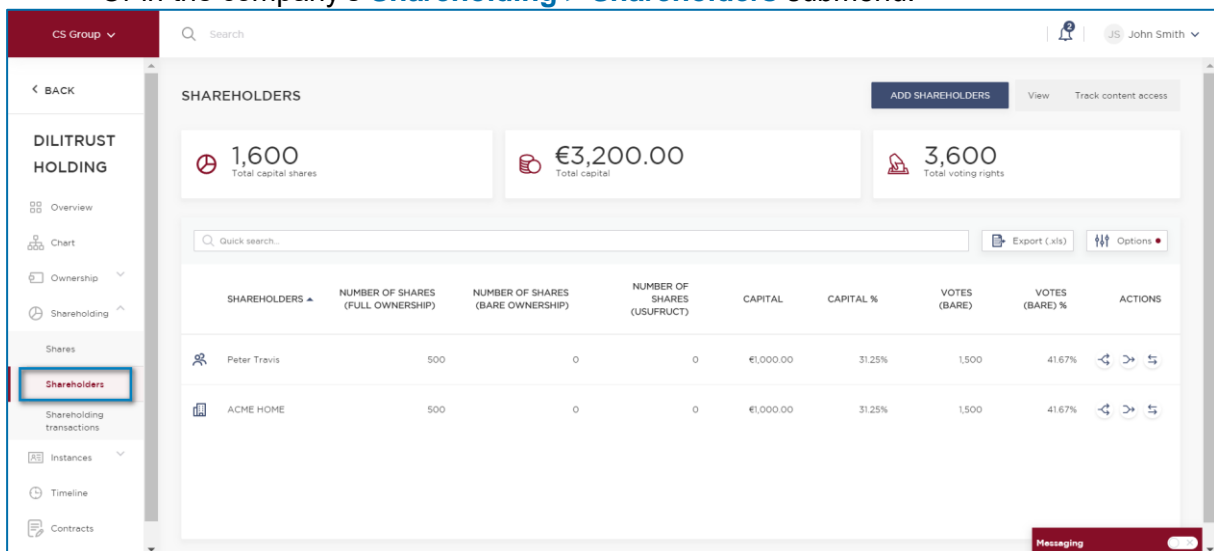
After assigning shares to shareholders, you have 2 options to view them:

- Either in the company's [Shareholding > Shares](#) submenu:
 - Simply click on any information concerning the share type in **1** below.
 - Shareholders who subscribed to shares can be viewed in **2**:



DESIGNATION	SHARES ISSUED	SHARE VALUE	CAPITAL	VOTES	ACTIONS
Ordinary actions	600	2	€1,200.00	600	+ / - / ↕ / 🗑️
Ordinary Shares	1,000	2	€2,000.00	3,000	+ / - / ↕ / 🗑️
ACME HOME	500		€1,000.00	1,500	
Peter Travis	500		€1,000.00	1,500	

- Or in the company's [Shareholding > Shareholders](#) submenu:



SHAREHOLDERS	NUMBER OF SHARES (FULL OWNERSHIP)	NUMBER OF SHARES (BARE OWNERSHIP)	NUMBER OF SHARES (USUFRUCT)	CAPITAL	CAPITAL %	VOTES (BARE)	VOTES (BARE) %	ACTIONS
Peter Travis	500	0	0	€1,000.00	31.25%	1,500	41.67%	↔ / ➡ / ⚙️
ACME HOME	500	0	0	€1,000.00	31.25%	1,500	41.67%	↔ / ➡ / ⚙️

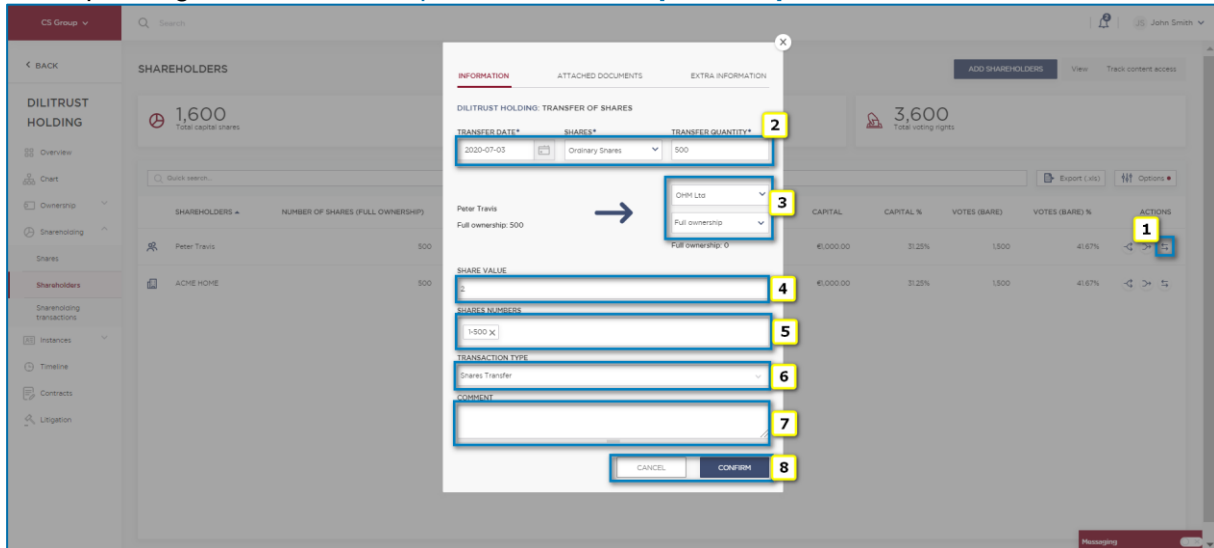
PLEASE NOTE:

The [Shareholding > Shareholders](#) menu is the only place in DiliTrust Governance where you can enter [Splitting](#), [Regrouping](#), [Transfer](#), [Blocking](#) and [Unblocking](#) transactions associated with your shareholders' shares.

5.1.4. Transferring Shares (Selling/Buying)

To personalize transactions – especially financial transactions – associated with each movement, only one seller and one buyer can be entered for transactions to buy and sell shares.

Transfers can only be accessed by clicking on the **Transfer** button  in the **Shares** column corresponding to each **shareholder** in the **Shareholding > Shareholders** submenu and also corresponding to each **ownership** in the **Ownership > Companies held** submenu.



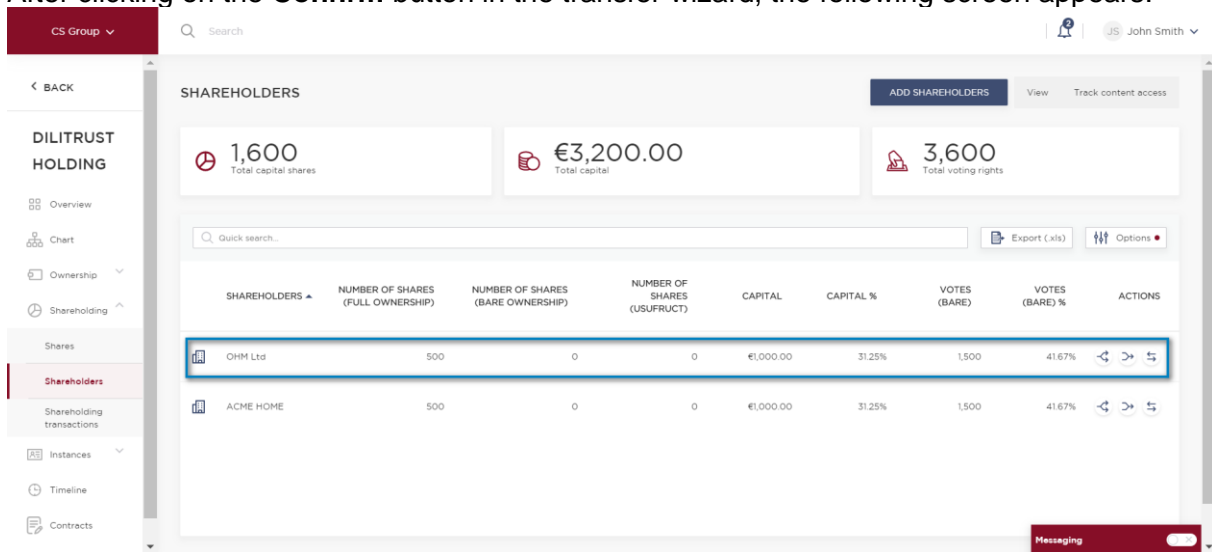
Explanations:

Share transfer wizard screen.

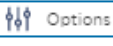
- In 2 you can:
 - Enter the **Transfer date** which must be the same or after the date of the last transaction carried out,
 - Select the share type concerned by the transfer in the **Shares** field,
 - Enter the quantity of shares to be transferred in the **Transfer quantity** field.
- The fields included in 3 are reserved for the **Buyer**. Here you can select the buyer (the natural or legal person to whom you are transferring the shares),
- You can enter a new parity for your shares in 4, the **Share value** field. This action will impact all shares issued for the share type selected, not only shares being transferred,
- The **Share number** field (see 5) appears if share numbering has been enabled for your company. It is then mandatory and allows you to enter the range of shares that you want to transfer,
- In 6, the **Transaction type** field allows you to manually enter the name of your transaction or select a transaction type of your choice. If the field is left blank, then the default label will be used,
- In 7, you will be able to add a comment to your transfer transaction using the **Comments** field,
- In 8, the **Confirm** and **Cancel** buttons allow you to cancel your transaction or save it.

5.1.5. Viewing a Share Transfer Transaction

After clicking on the **Confirm** button in the transfer wizard, the following screen appears.



SHAREHOLDERS	NUMBER OF SHARES (FULL OWNERSHIP)	NUMBER OF SHARES (BARE OWNERSHIP)	NUMBER OF SHARES (USUFRUCT)	CAPITAL	CAPITAL %	VOTES (BARE)	VOTES (BARE) %	ACTIONS
OHM Ltd	500	0	0	€1,000.00	31.25%	1,500	41.67%	[Icons]
ACME HOME	500	0	0	€1,000.00	31.25%	1,500	41.67%	[Icons]

To apply the display and filter options to the shareholders screen, you will need to click on the **Options** button  and the shareholders options window will appear:

OPTIONS [Close]

OPTIONS

Date: 2020-07-03 [Calendar]

Comparison Date: yyyy-mm-dd [Calendar]

Manage fields to display

Number of shares X Capital X
Votes (bare) X

Type of ownership (number of shares, blocked shares, pledged shares)

Full ownership X Bare ownership X
Usufruct X

FILTERS

Shareholders types

Companies X Branches X Individuals X

Column to filter

[Dropdown]

0% [Slider] 100%

Shares excluded from global calculations

DISPLAY

Displayed columns (votes, capital)



Value Percentage

Display shares numbers
 Display details of all rows

APPLY

Reset all

Explanations:

Label	Description
Options Section	
Date/Comparison Date	These dates display quantities and values between two dates, as well as their variations.
Manage fields to display	This field is used to add additional columns to the table of shareholders.
Type of ownership	This field displays the columns containing the number of shares under Full ownership, Usufruct, Bare ownership, Full ownership + Usufruct, Full ownership + Bare ownership.
Filters Section	
Shareholder types	This field allows you to display the types of shareholders you would like to see (Company, Branches and/or Individuals).
Column to filter	Use this field to select the column to be filtered and for which the desired variation can be applied (0% to 100%).
Shares excluded from global calculations	This option excludes shareholders holding shares that have no impact on the capital.
Display Section	
Displayed (votes, capital) columns	If Value is selected, the Capital and Votes columns will display values and not percentages. If Percentage is selected, you will have percentages in the Capital and Votes columns and not values. If both are selected, you will have 2 columns (Capital in value and percentage; Votes in value and percentage) every time.
Show share numbers	This displays the share numbers. It can be viewed by clicking on the shareholder icon  or  .
Display details of all rows	Use this to display the details of rows (share type, and share numbers if Display share numbers is checked).


5.1.6. Blocking and Unblocking Shares

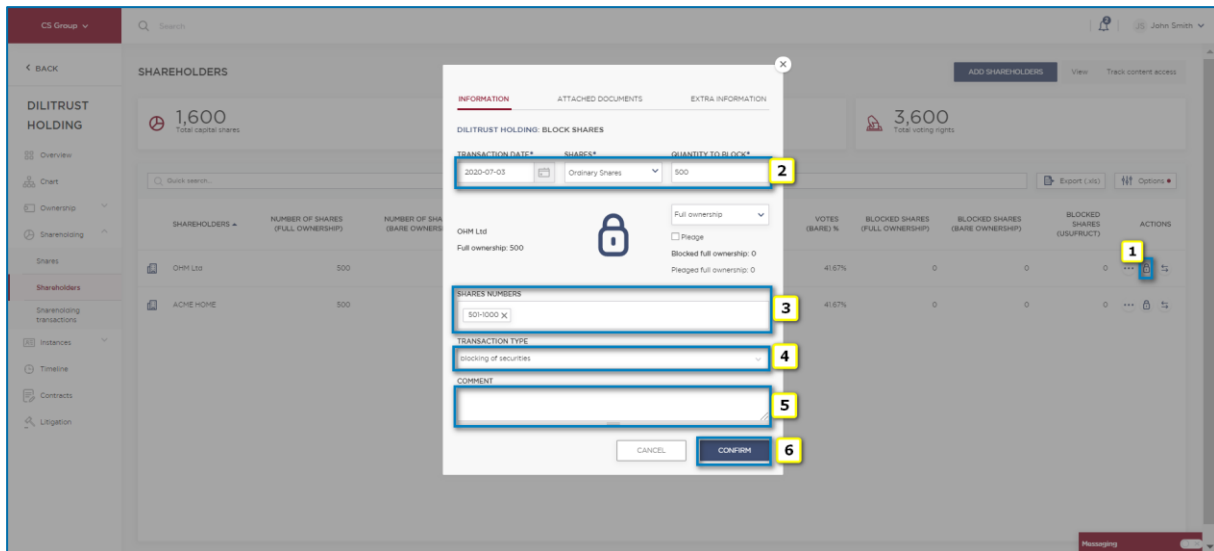
5.1.6.1. Blocking Shares

Block shares to make a quantity of shares unavailable for sale. Shares cannot be sold as long as they are blocked.

Blocking is linked to a pledge (security), a shareholder agreement, joint ownership, etc.

Shares can be blocked by clicking on the **Options** button. Then select the **Blocked shares** value from the **Manage fields to display** field and click on the **Apply** button at the bottom of the window.

The shares are blocked when you click on the block button  that appears (in this example we are blocking the shares of the shareholder OHM Ltd):



Explanation:

Label	Description
Transaction date	Date on which the blocking takes effect.
Shares	This selects the share type concerned by the transaction.
Quantity to block	Allows you to enter the quantity of shares that you want to block.
Full ownership	This field is used to select the share's type of ownership.
Pledge	Use this field to specify that the blocking category is a Pledge . To view the blocked pledged shares, you must first click the Options button to select the Pledged shares value in the Manage fields to display field, and click the Apply button at the bottom of the window.
Share numbers	This appears when the share numbering option is enabled. It allows you to enter the numbers of shares to block.
Transaction type	Use this to enter or select the transaction type you want. This is information for carrying out the transaction.
Comment	Use this field to enter any comment you want. This is information for carrying out the transaction.

PLEASE NOTE:

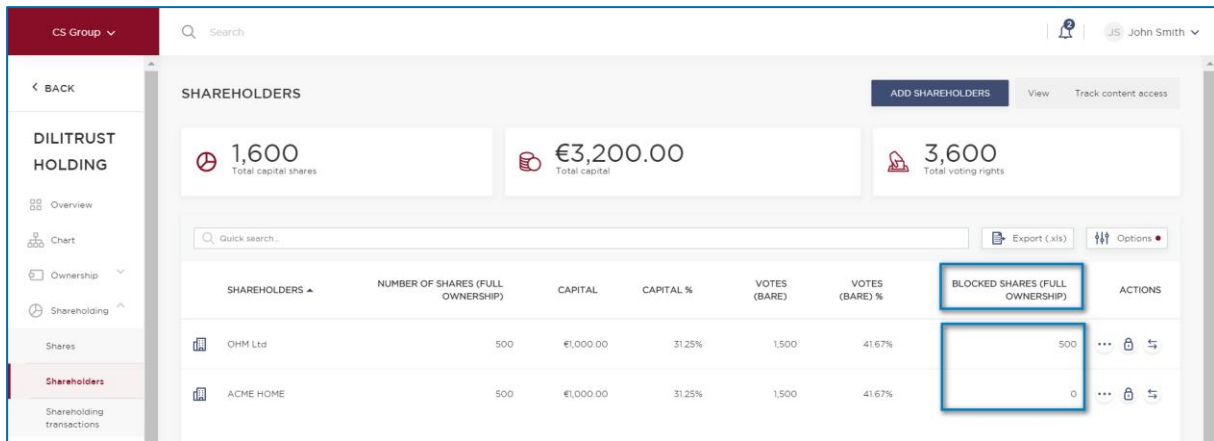
For pledged shares, you must check the [Pledge](#) box in the share blocking wizard in order to continue the blocking transaction.

5.1.6.2.Viewing Blocked Shares

Viewing Blocked Shares

To view blocked shares click on the **Options** button.

Then select the [Blocked shares](#) value in the [Manage fields to be displayed](#) field, in the [Options](#) section, and click on the **Apply** button at the bottom of the window.



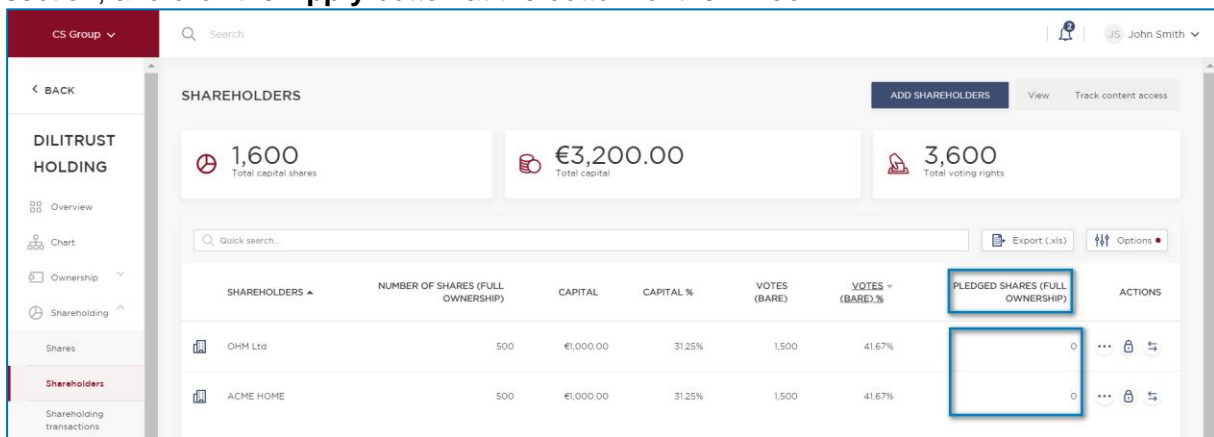
The screenshot shows the 'SHAREHOLDERS' page in the DILITRUST system. At the top, there are three summary cards: '1,600 Total capital shares', '€3,200.00 Total capital', and '3,600 Total voting rights'. Below these is a search bar and an 'Options' button. The main table has the following data:

SHAREHOLDERS	NUMBER OF SHARES (FULL OWNERSHIP)	CAPITAL	CAPITAL %	VOTES (BARE)	VOTES (BARE) %	BLOCKED SHARES (FULL OWNERSHIP)	ACTIONS
OHM Ltd	500	€1,000.00	31.25%	1,500	41.67%	500	⋮ 🔒 🔓
ACME HOME	500	€1,000.00	31.25%	1,500	41.67%	0	⋮ 🔒 🔓

Viewing Pledged Shares

To view pledged shares click on the **Options** button.

Then select the **Pledged shares** value in the **Manage fields to display** field in the **Options** section, and click the **Apply** button at the bottom of the window.



This screenshot shows the same 'SHAREHOLDERS' page, but with the 'Options' menu open. The 'PLEGGED SHARES (FULL OWNERSHIP)' option is selected, and the table header is updated to include a 'PLEGGED SHARES (FULL OWNERSHIP)' column. The data in the table is identical to the previous screenshot.


SHAREHOLDERS	NUMBER OF SHARES (FULL OWNERSHIP)	CAPITAL	CAPITAL %	VOTES (BARE)	VOTES (BARE) %	PLEGGED SHARES (FULL OWNERSHIP)	ACTIONS
OHM Ltd	500	€1,000.00	31.25%	1,500	41.67%	0	⋮ 🔒 🔓
ACME HOME	500	€1,000.00	31.25%	1,500	41.67%	0	⋮ 🔒 🔓

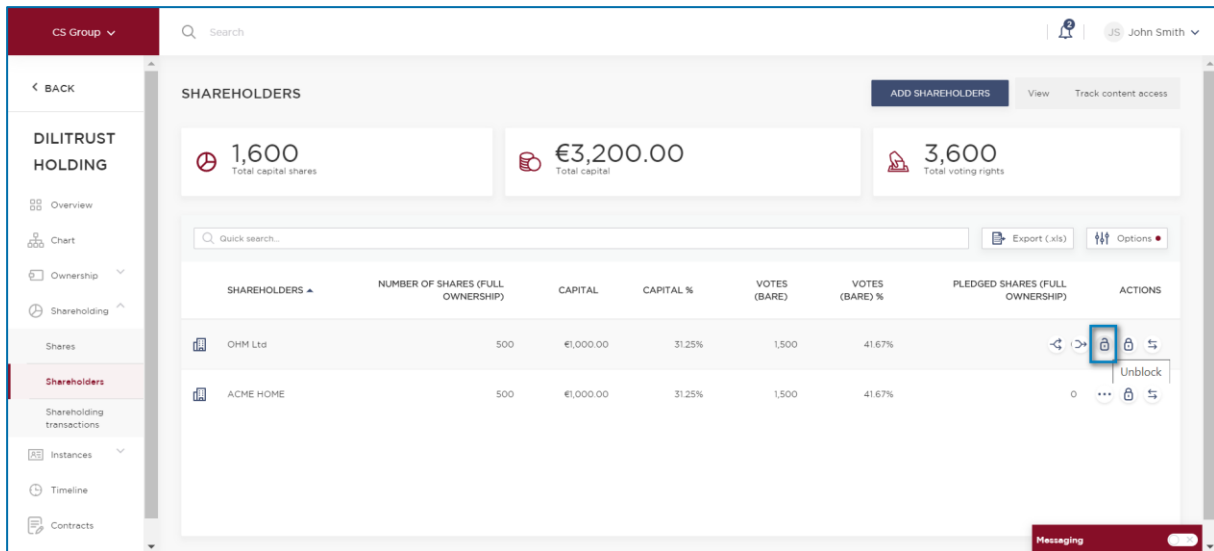
5.1.6.3. Unblocking Shares

You can unblock shares after blocking them.

Unblocking allows you to unblock shares that have been blocked.

Shares can be unblocked by clicking on the **Options** button. Then select the **Blocked shares** value in the **Manage fields to be displayed** field in the **Options** section, and click on the **Apply** button at the bottom of the window.

The shares are unblocked when you click on the unblock button  that appears (in this example we are unblocking the shares of the shareholder OHM Ltd):




You will need to follow the same steps as when blocking shares.

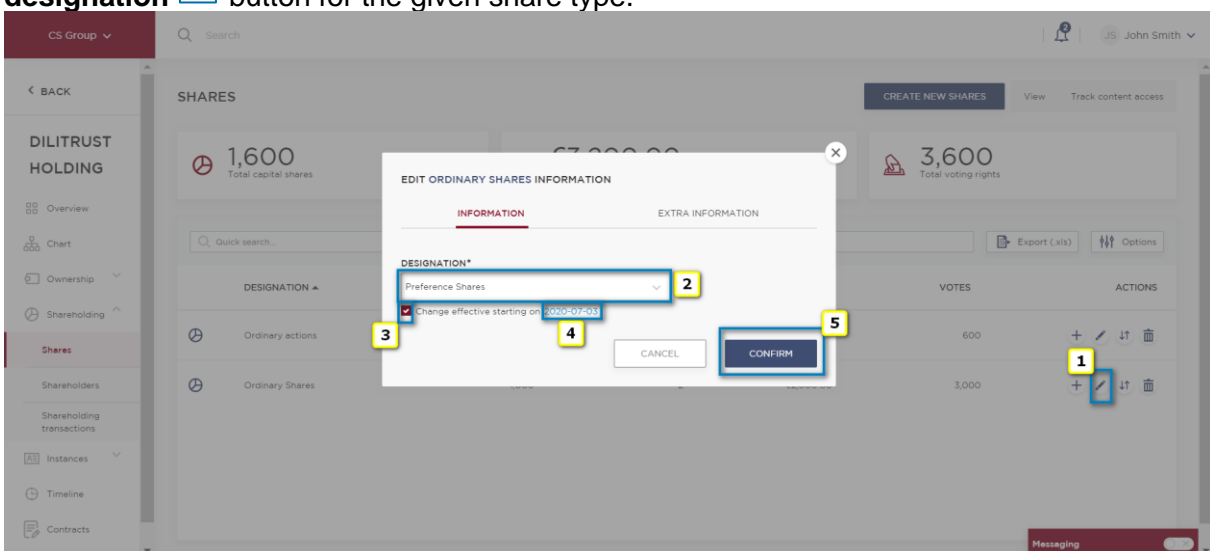
PLEASE NOTE: For pledged shares, check the **Pledge** box in the share unblocking wizard to unblock them.

5.2. Editing Shares

5.2.1. Editing the Share Type

This transaction changes a company's current share type (the share's **Designation**) at a given time. It allows you to switch from one share type to another.

You can change the share type in **Shareholding > Shares** by clicking on the **Edit the share designation**  button for the given share type.

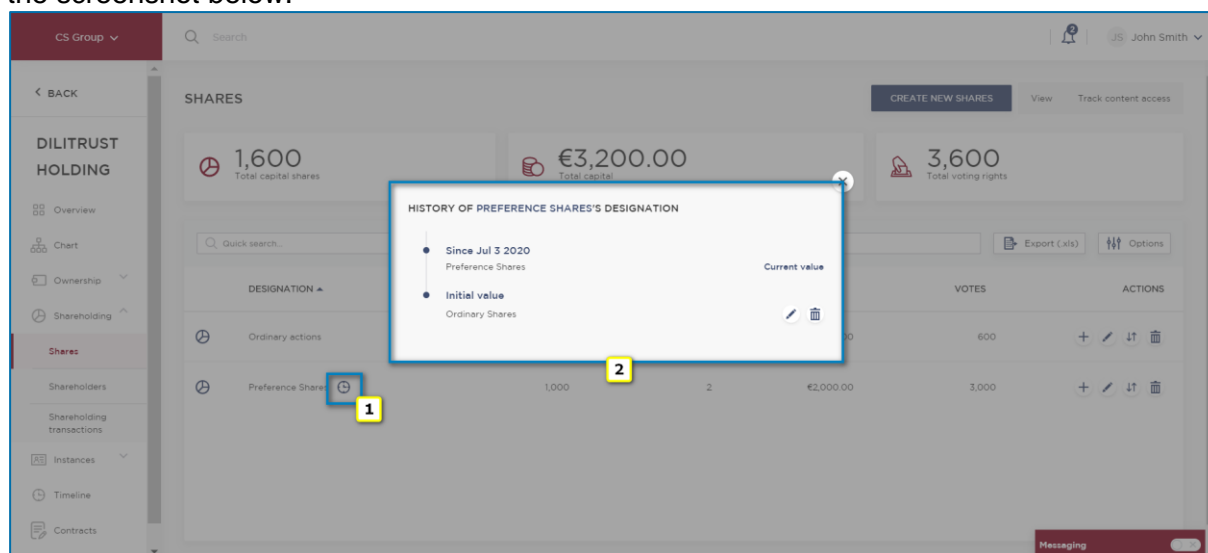



Explanations:

Label	Description
Designation	Use this field to enter or select the new share type.
Add history	You must check this box. It allows you to add a history.

Change effective starting on	By clicking on the proposed date (in light blue), you can select the desired date for changing the share type.
Confirm	This button saves your transaction.


To view the different changes to the share type, you will need to perform the actions shown in the screenshot below:



PLEASE NOTE: As you can see from our example, the Ordinary actions (shares) type ended on June 24, 2020. Please note that you can change this end date by clicking on the edit button  in the screen that pops up (2).

5.2.2. Editing the Voting Rights Rate

This allows you to switch from a traditional voting right for a share where one share has one voting right to each share having two, three or more voting rights.

You can edit voting rights for a given company in the **Shareholding > Shares** menu by clicking on the **Update share**  button.

Please note that voting rights must always be greater than 0.


5.3. Transactions on Capital

5.3.1. Increases

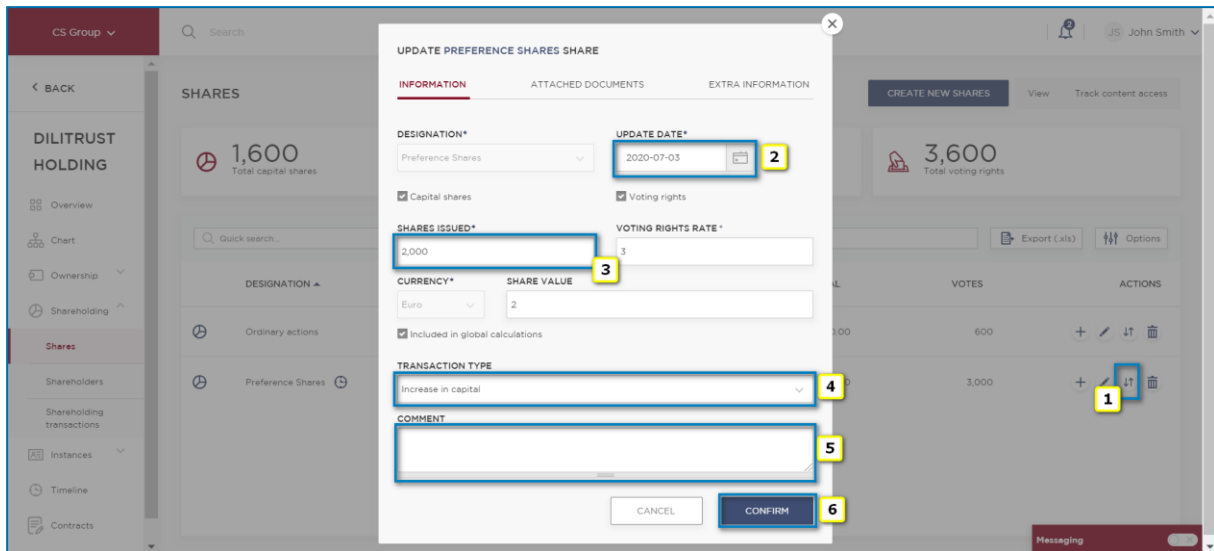
5.3.1.1. Increase by Contribution


A company's capital is increased by issuing new shares either via the **Shareholding** menu for a given company or in the **Transactions > Capital management** menu.

Increase via Shareholding

Go to the relevant company under **Shareholding > Shares** and click on the **Update share** button  corresponding to the share concerned by the capital increase and update the value of the shares issued in the **Shares issued** field.

Follow the example shown in the screenshot below:

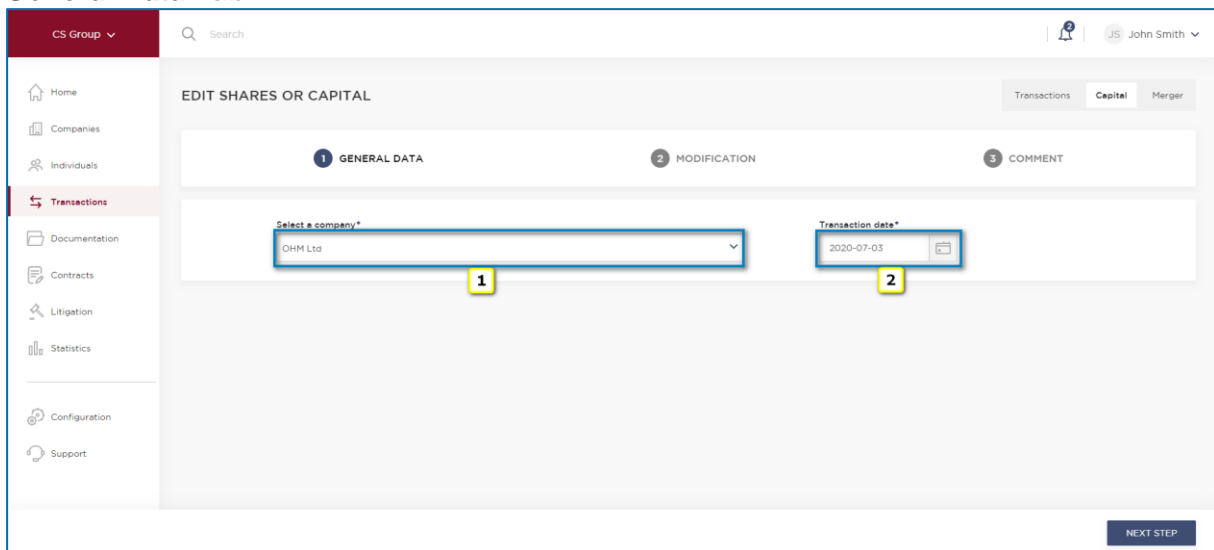


You then assign the new shares issued to the company's shareholders by clicking on the **Assign shares** button .

Increase via Transactions

Go to the capital management transaction in **Transactions > Capital management** and perform the actions shown in the 3 screenshots below.

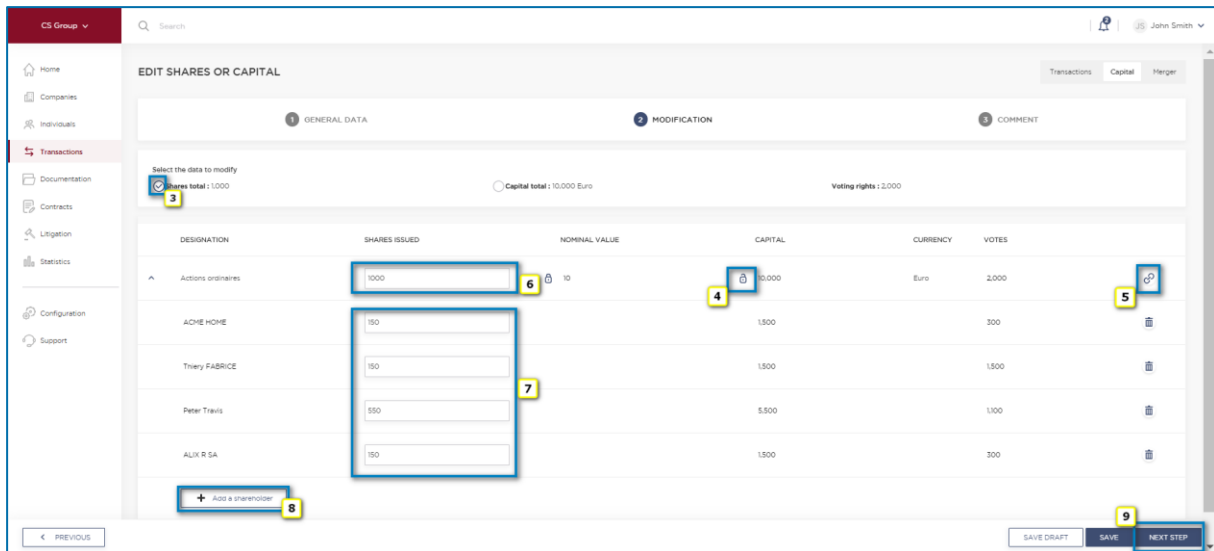
General Data Tab:






Explanations:

Label	Description
Select a company	Select the company concerned by the transaction.
Transaction date	Used to enter the desired date to carry out the transaction.

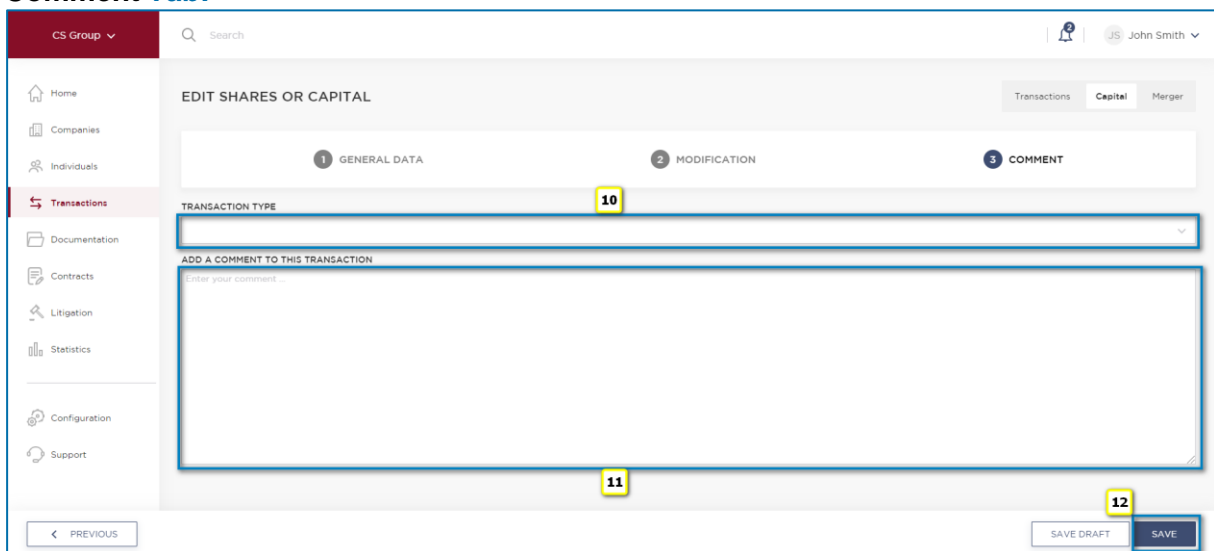
Modification Tab:



Description:

Label	Description
Select the data to modify	Allows you to choose what you want to change.
The open  and closed  lock	Use this to block and unblock the modification of a field. In this example, changing the variable field (Shares issued or Capital) will impact the unblocked field.
Unlock entry for rows 	This unlocks the rows associated with a share type and allows you to enter what you want.
Add a shareholder	This adds a new shareholder of your choice.

Comment Tab:



In this example, the **Transaction type** and **Add a comment to this transaction** fields allow you to add information about the transaction being carried out.

5.3.1.2. Increase by Raising the Share Value

This transaction is accessed in the same way as the Increase by contribution and the same principle applies as well. However, in this case the share value will be increased in the **Share value** field. This will automatically increase the capital value and the capital shares of each shareholder.

However, in capital management transaction via **Transactions/Capital Management** you must perform the same actions as you did for the capital increase by contribution.

The difference here is that in the **Select the data to modify** section under the **Modification** tab, you can choose which option to enable (**Share total** or **Total capital**).

Then unblock the **Nominal value** so that the changes (increases) made to the level of the shares issued and/or the capital increase the nominal value.


5.3.2. Capital Decreases

5.3.2.1. Decrease by Reduction of Shares

A company's capital can be decreased by reducing its shares in the **Shareholding** menu for a given company and via **Transactions > Capital management**.

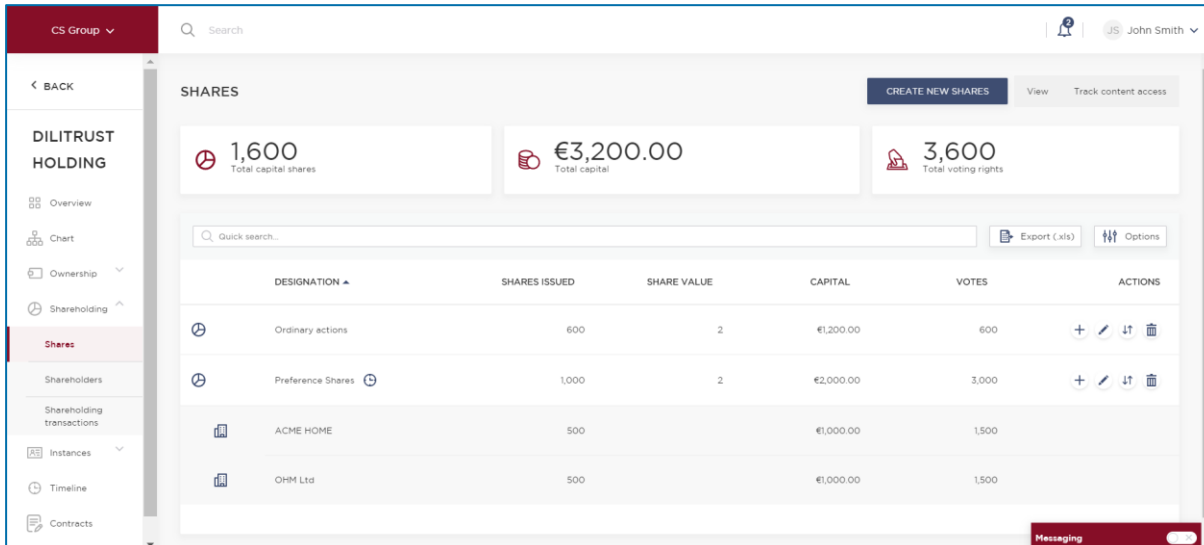
Decreases via Shareholding

Go to the relevant company and carry out an assignment to withdraw shares from shareholders by entering **negative quantities** to indicate how many shares have been withdrawn and then modify the capital to remove the withdrawn shares.


You can do all this under **Shareholding > Shares** by clicking on the **Assign shares** button  corresponding to the desired share type.

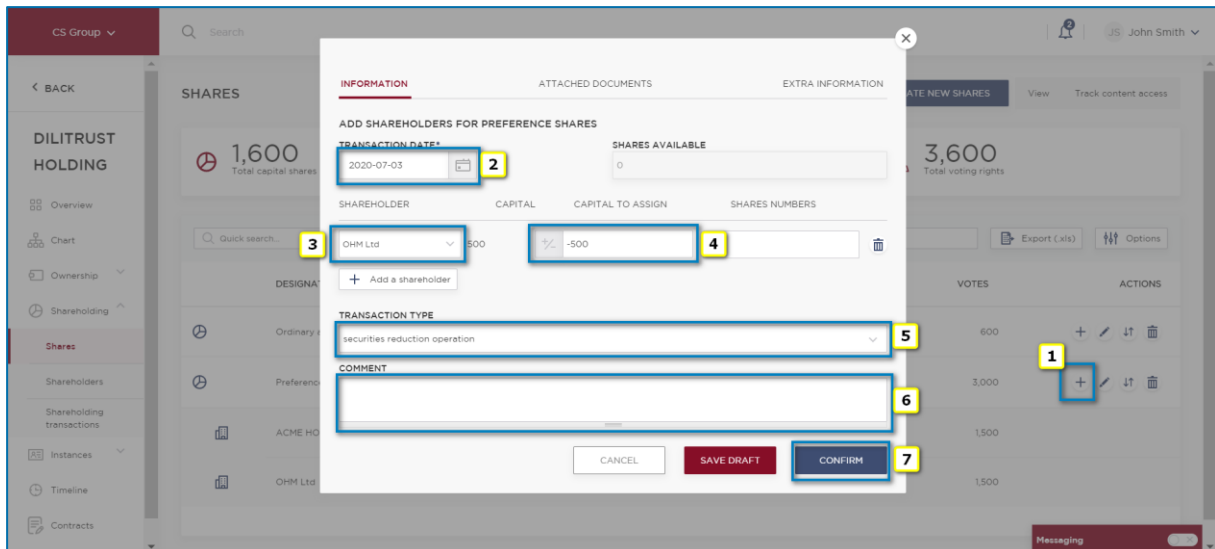
Example:

I want to reduce the capital of DiliTrust Holding by 500 shares by canceling the shares of the shareholder OHM Ltd:

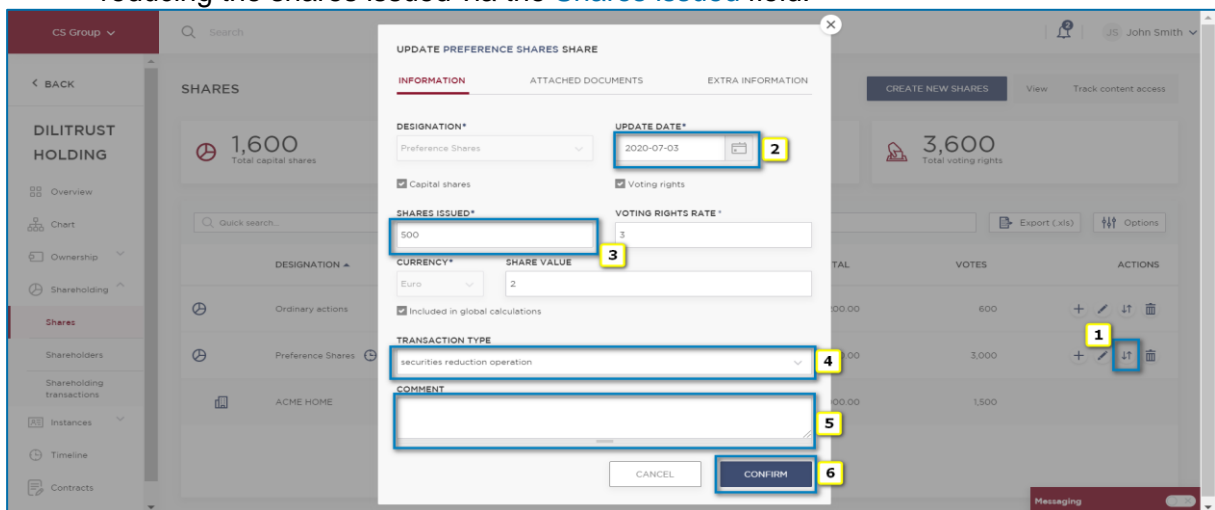


DESIGNATION	SHARES ISSUED	SHARE VALUE	CAPITAL	VOTES	ACTIONS
Ordinary actions	600	2	€1,200.00	600	+ ✎ ⬆️ 🗑️
Preference Shares	1,000	2	€2,000.00	3,000	+ ✎ ⬆️ 🗑️
ACME HOME	500		€1,000.00	1,500	
OHM Ltd	500		€1,000.00	1,500	

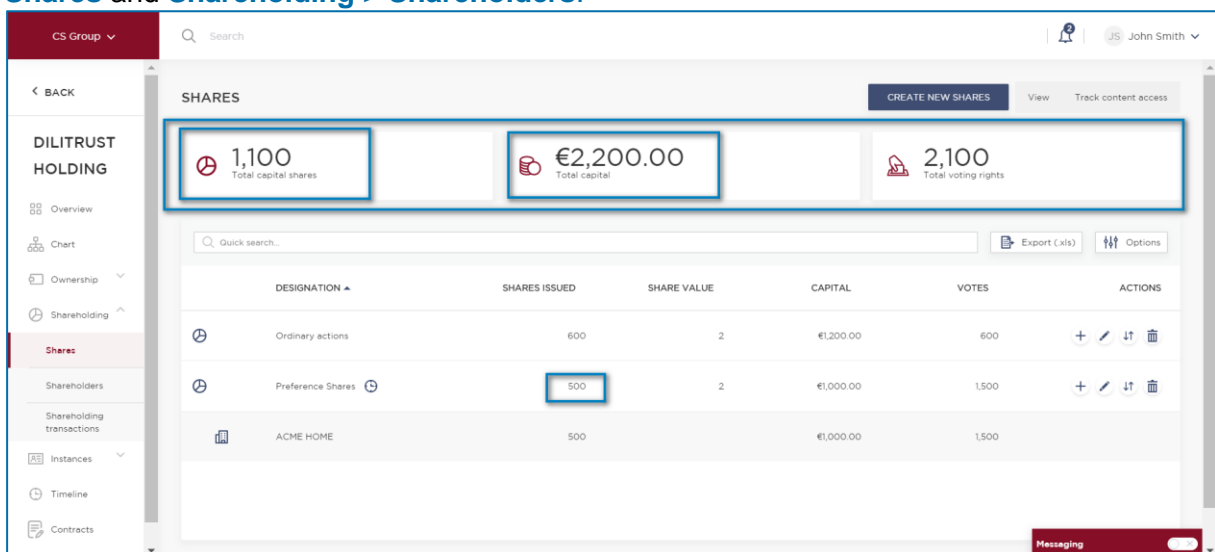
- At first, we carry out a **Share attribution** transaction. But here we are carrying out a reduction by entering a **negative value** for the number of shares held by the shareholder OHM Ltd that we want to cancel. We do this by entering 500 shares and by clicking on  in the **Capital to assign** field:



- Lastly, to edit the share capital, you will need to perform a **Share update** transaction by reducing the shares issued via the **Shares issued** field:



After clicking on the **Confirm** button in the screenshot above to finalize the capital reduction by decreasing the number of shares, you can then view the impacts under **Shareholding > Shares** and **Shareholding > Shareholders**:



Decrease via Transactions

Go directly to the **Transactions > Capital management** menu to update all the shares and the distribution by following the steps shown in the 3 screenshots below.

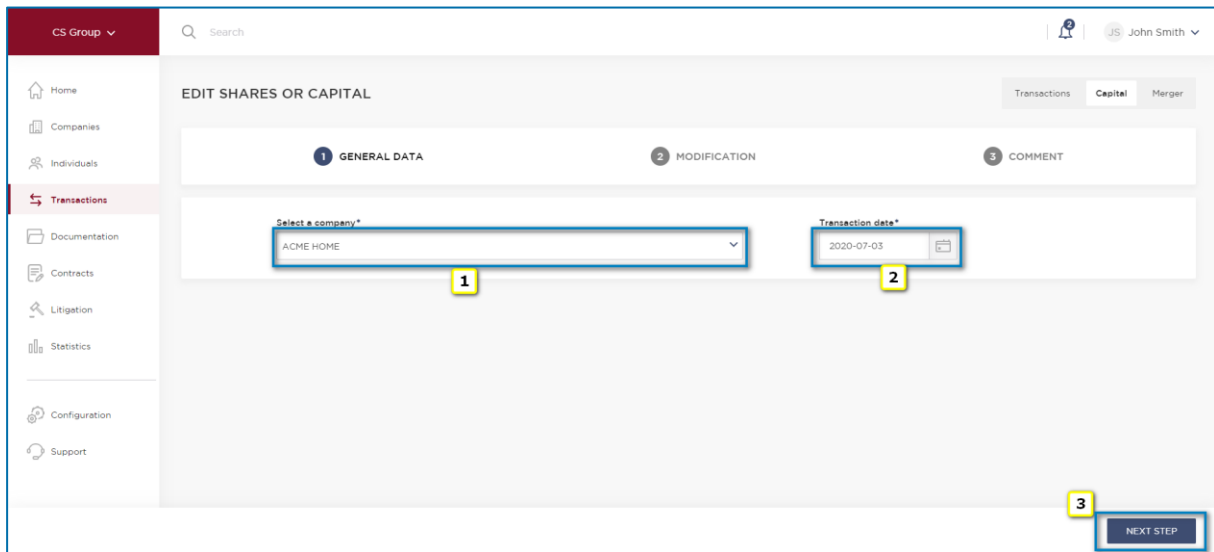
PLEASE NOTE: This second option only works for companies for which share numbering has not been enabled.

Example:

I would like to reduce the capital of ACME HOME by 500 shares by reducing the number of shares held by Thierry Fabrice.

General Data Tab:

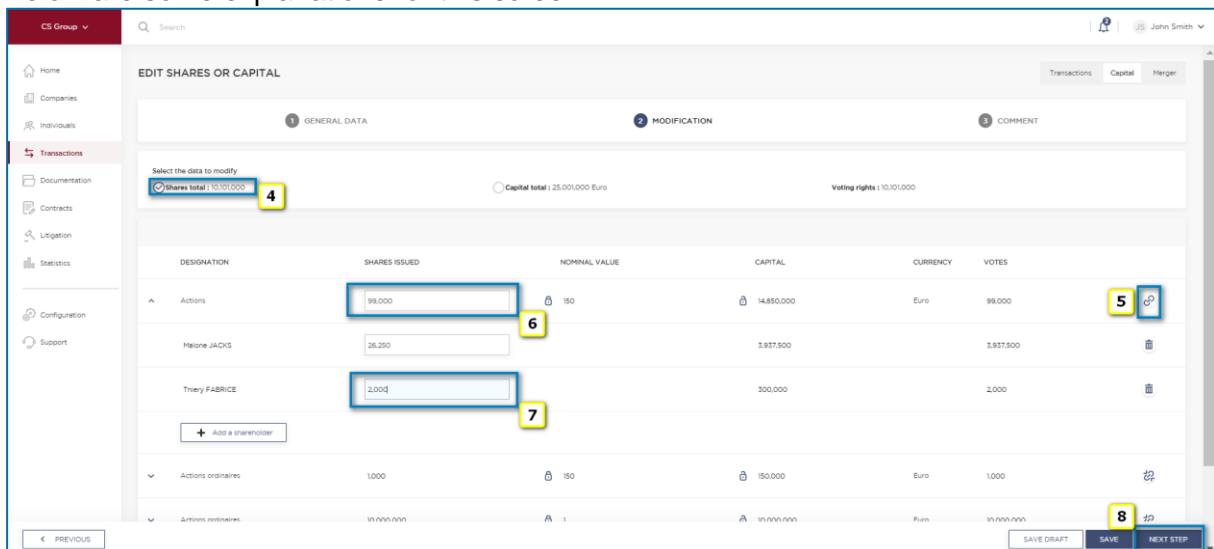
This tab is used to select the company concerned by the transaction and the date of the transaction.



Modification Tab:

This tab is used to make the desired changes.

Below are some explanations for this screen:



Description:

Label	Description
Select the data to modify	This allows you to choose what you want to change.

The open and closed Use this to block and unblock the modification of a field. In this example, changing the variable field (Shares issued and/or Capital) will impact the unblocked field.

Unlock entry for rows This unlocks the rows associated with a share type and allows you to enter what you want.

Add a shareholder This adds a new shareholder of your choice.

Comments Tab:

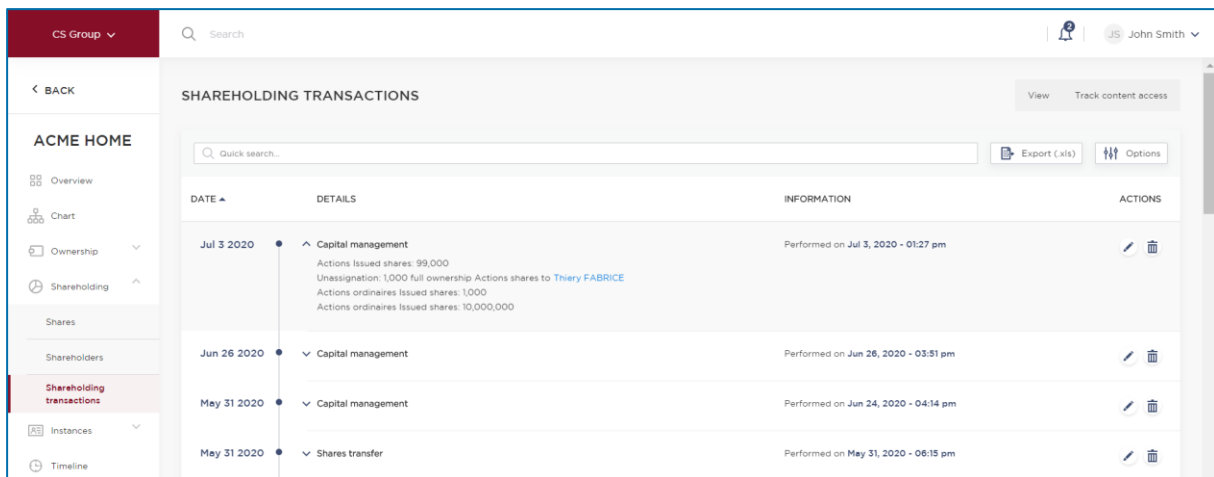
This tab is used to select or enter the transaction type and add a comment relating to the transaction.

After clicking on the **Save** button in the screenshot above, you will be able to view the impacts in the [Shareholding > Shares](#) and [Shareholding > Shareholders](#) menus.

In this example we view these impacts in the [Shareholding > Shareholders](#) menu:

DESIGNATION	SHARES ISSUED	SHARE VALUE	CAPITAL	VOTES	ACTIONS
Actions	99,000	150	€14,850,000.00	98,100	+ / - / ⬇️ / 🗑️
Malone JACKS	26,250		€3,937,500.00	26,250	
Thiery FABRICE	2,000		€300,000.00	2,000	
Ordinary actions	1,000	150	€150,000.00	100	+ / - / ⬇️ / 🗑️
Ordinary actions	10,000,000	1	€10,000,000.00	9,999,100	

View the 2 capital reduction transactions above in the list of shareholding transactions via [Shareholding > Shareholding transactions](#):



5.3.2.2. Decrease in Nominal Value

This transaction is accessed in the same way as the Capital increase by contribution and the same principle applies as well. However, in this case the share value is reduced in the **Share value** field via **Shareholding > Shares**, which will automatically reduce the value of the capital and the capital shares of each shareholder.

However, using the capital management transaction via **Transactions > Capital management** you must perform the same actions as above.

The difference here is that you can select the **Share total** or **Total capital** as the value to be modified.

And then unblock the nominal value so that the changes (decreases) made to the shares issued and/or capital reduce the nominal value.

5.4. Merging and Acquiring Companies

In DiliTrust Governance, the merger transaction allows you to carry out 2 types of mergers:

- Transfer the legal scope of company B to company A by using the merger type $A + B = A$,
- Transfer the legal scopes of companies A and B to company C (being created) using the merger type $A + B = C$.

The merger transactions can be accessed in the **Transactions** menu. Then click the **Fusion operation (Merger transaction)** submenu.

General Data Tab:

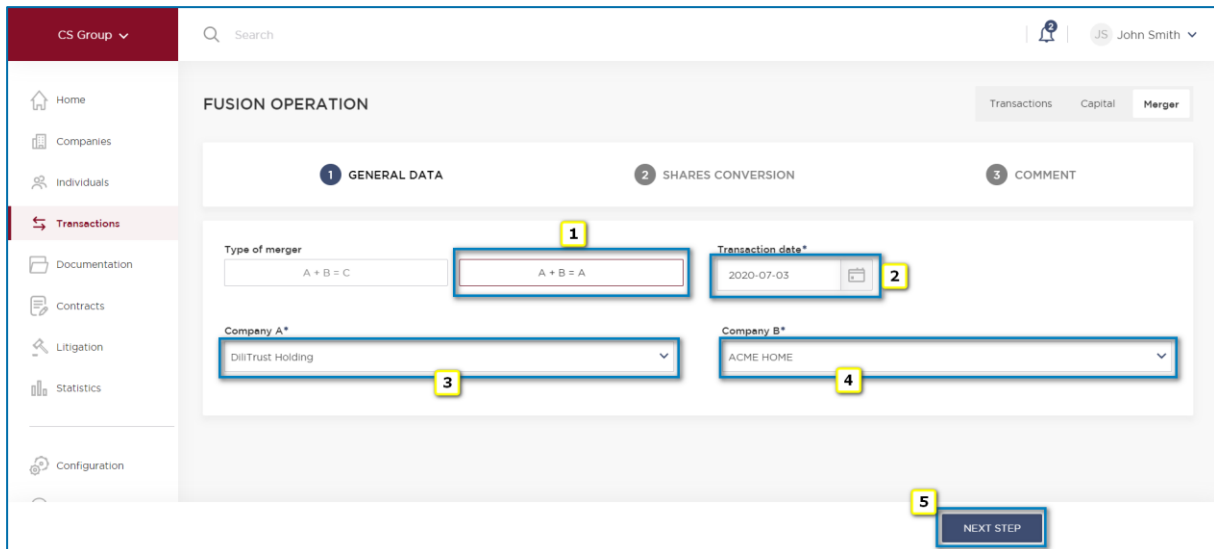
This tab is used to select the $A + B = A$ or $A + B = C$ merger type.

Here we will select the type $A + B = A$, enter the **Transaction date**, the acquiring company in the **Company A** field and the target company in the **Company B** field.

Example:

Absorption of ACME HOME by DiliTrust Holding.

You will need to follow the steps in the 3 screenshots below.



FUSION OPERATION

Transactions Capital **Merger**

1 GENERAL DATA 2 SHARES CONVERSION 3 COMMENT

Type of merger A + B = C **1** A + B = A Transaction date* 2020-07-03 **2**

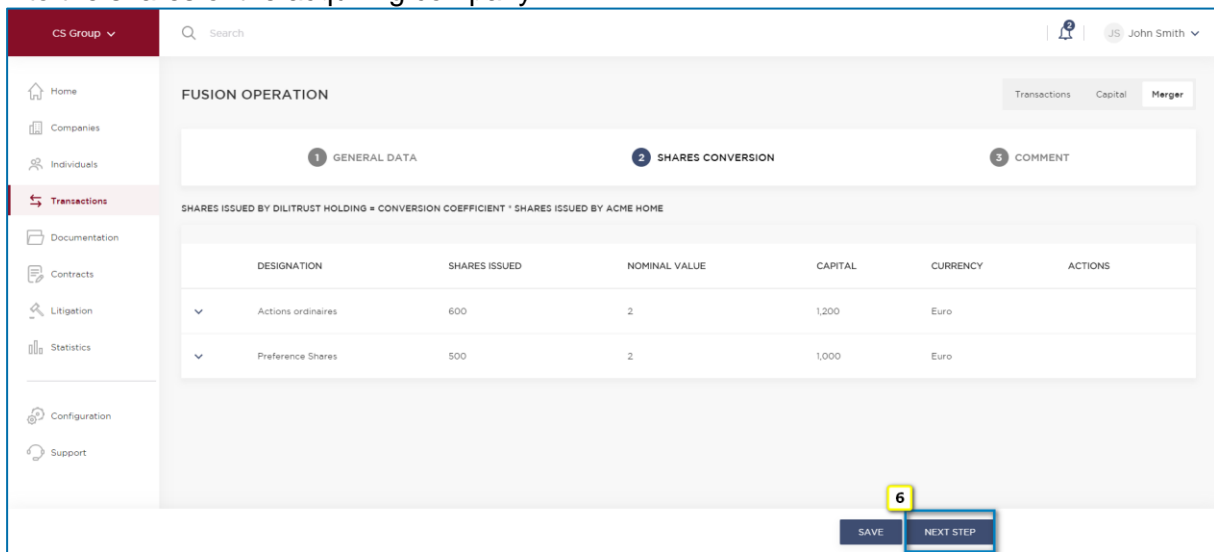
Company A* Dilitrust Holding **3** Company B* ACME HOME **4**

5 NEXT STEP

Modification Tab:

Use this tab if you want to transfer the shareholders from the target company to the acquiring company.

This is done by entering, via the **Add shares to convert** button, which is a conversion coefficient used to convert quantities of shares issued and subscribed by the target company into the shares of the acquiring company.



FUSION OPERATION

Transactions Capital **Merger**

1 GENERAL DATA 2 SHARES CONVERSION 3 COMMENT

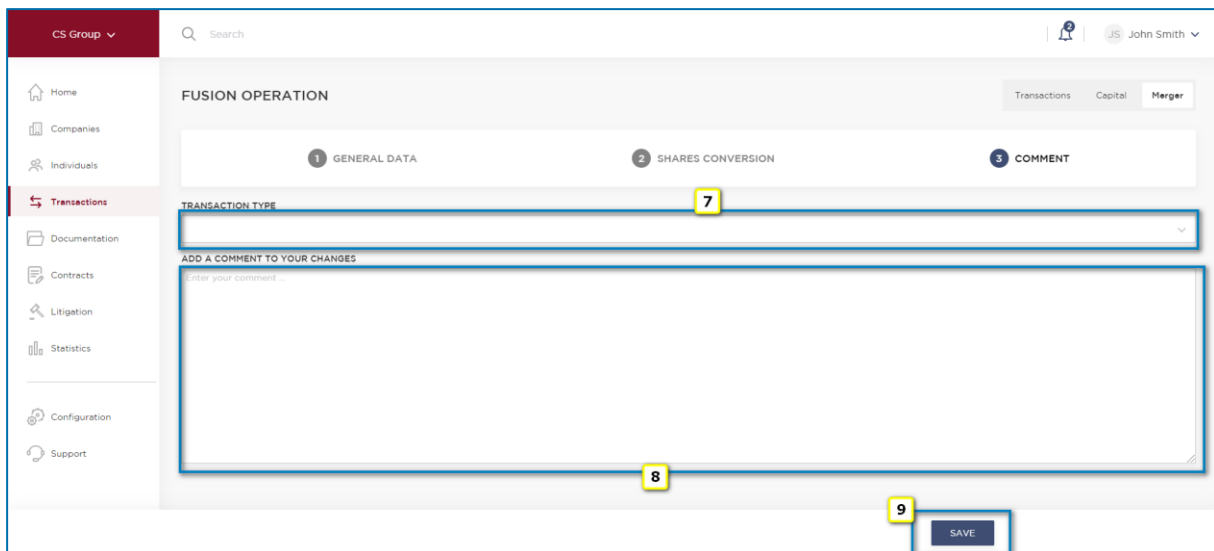
SHARES ISSUED BY DILITRUST HOLDING = CONVERSION COEFFICIENT * SHARES ISSUED BY ACME HOME

DESIGNATION	SHARES ISSUED	NOMINAL VALUE	CAPITAL	CURRENCY	ACTIONS
Actions ordinaires	600	2	1,200	Euro	
Preference Shares	500	2	1,000	Euro	

6 SAVE NEXT STEP

Comments Tab:

This tab is used to select or enter the transaction type and comments relating to the merger transaction.





Below are the impacts of mergers in DiliTrust Governance:

- The target company or companies no longer exist,
- Transfer of the target company or companies' legal scope,
- Cancellation of shares issued by the target company or companies,
- Cancellation of target company or companies' shareholders,
- Possibility of transferring the target company or companies' shareholders to the shareholding of the acquiring company. This is done by converting their shares,
- End of mandates including the target company or companies' instances,
- For the merger type $A + B = C$, the additional impact is the creation of a new company that does not yet exist in the database with the creation of a share type if a transfer of shareholders has been carried out.

PLEASE NOTE: A merger is not possible if one of the companies involved in the transaction has blocked shares.


5.5. Ownership Type Management

Splitting and regrouping transactions can be accessed in the holding company via the **Shareholding > Shareholders** menu. Then click on one of the **Splitting**  and/or **Regrouping** buttons  corresponding to the shareholder you want.

PLEASE NOTE: For the **Splitting** and **Regrouping** buttons to appear, the **Ownership type management** option must be checked prior to creating or modifying the company.

5.5.1. Splitting

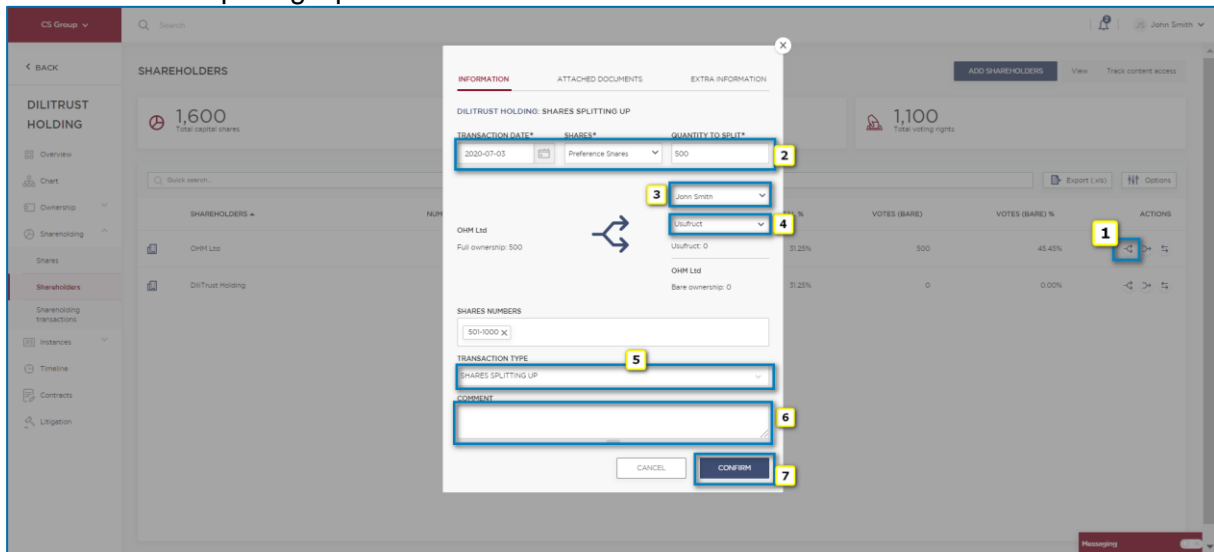
Splitting ownership involves separating in two the full ownership of an asset by distinguishing bare ownership (i.e. ownership of the asset from which the holder cannot derive profit) from usufruct (which is the right of use of the asset and the benefits related to it).

To split up a shareholder's shares, you must click on the **Split up** button  and follow the actions shown in the screenshot and explanations in the table below.

Examples:

In this example we will split up the shares belonging to the shareholder OHM Ltd by assigning 500 shares held under usufruct to John Smith and 100 shares held under bare ownership to John Doe.

- Shares Splitting Up – Usufruct:




Explanations:

Label	Description
Transaction date, Shares and Quantity to split	These fields respectively allow you to insert the date on which the shares are split up, select the share type and enter the quantity of shares to split up.
The field in 3	allows you to select the natural or legal person who will become the usufructuary (beneficiary).
The field in 4	allows you to select the type of ownership concerned by your transaction. In this example, it is an usufruct.
Transaction type	Use this to select or enter a transaction type. This information is related to the transaction.
Comment	Use this field to enter a comment. This information is related to the transaction.
Confirm/Cancel	The Confirm button is used to save the transaction to split up the shares and Cancel is used to cancel your transaction.

- Splitting – Bare ownership:

The process is exactly the same for Bare Ownership.

Unlike the Splitting – Usufruct transaction, in step 4 you need to select the [Bare Ownership](#) type.

To view past splitting transactions carried out, you must remain in the [Shareholding > Shareholders](#) menu, then in the [Type of ownership \(number of shares, blocked shares, pledged shares\)](#) field under the **Options** button  select the values that you want to see appear in the table. Namely:

- Usufruct,
- Bare ownership,
- Full ownership + Usufruct,
- Full ownership + Bare ownership.

Type of ownership (number of shares, blocked shares, pledged shares)

Full ownership X |

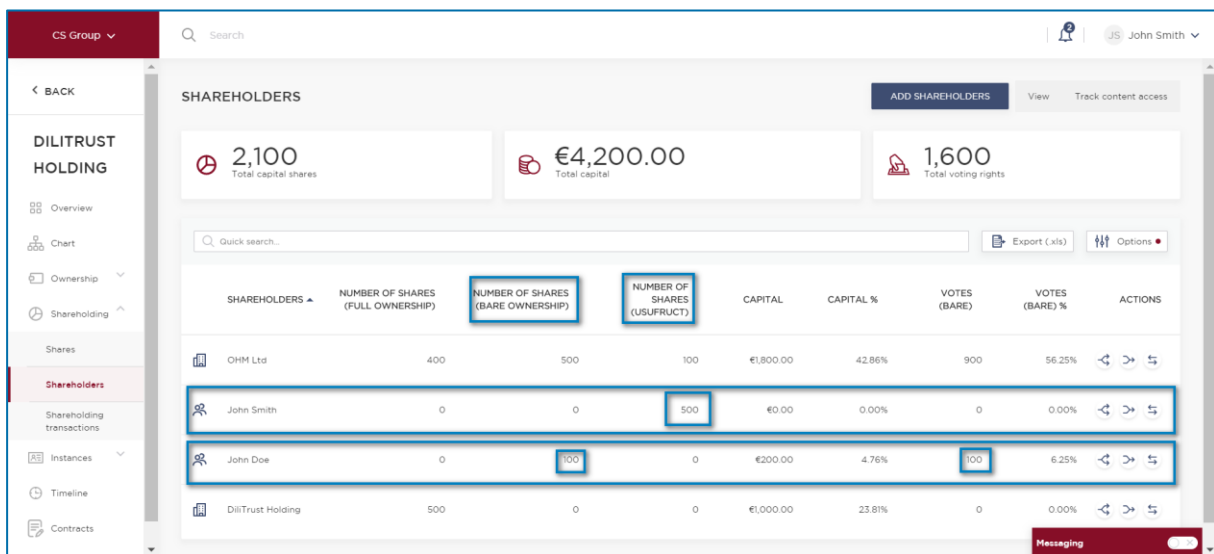
Bare ownership

Usufruct

Full ownership + Usufruct

Full ownership + Bare ownership

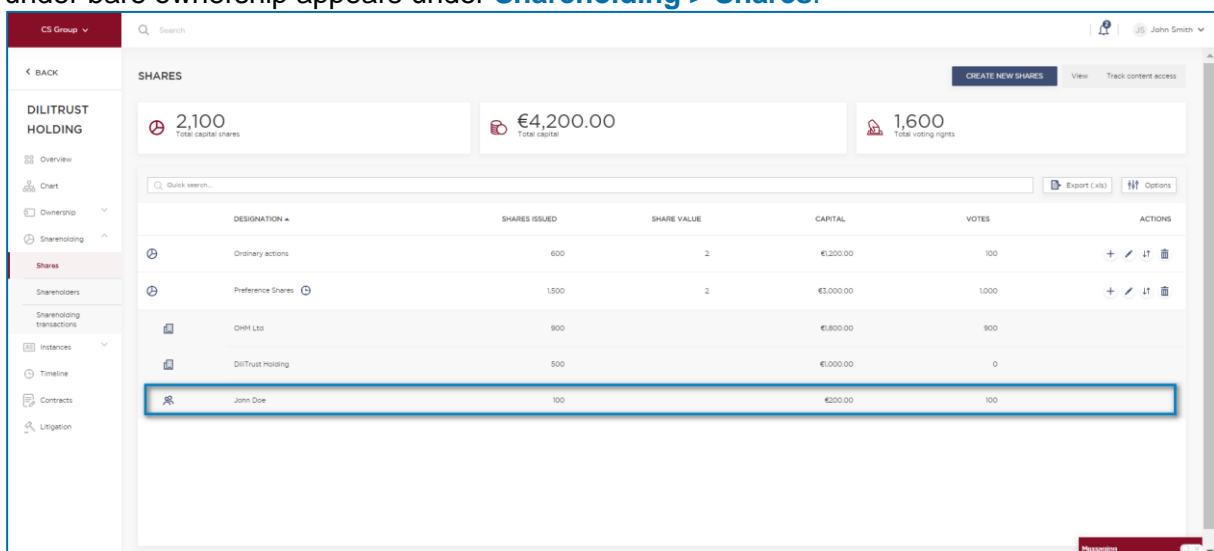
And click on the **Apply** button to view the share quantities according to the ownership type:



SHAREHOLDERS	NUMBER OF SHARES (FULL OWNERSHIP)	NUMBER OF SHARES (BARE OWNERSHIP)	NUMBER OF SHARES (USUFRUCT)	CAPITAL	CAPITAL %	VOTES (BARE)	VOTES (BARE) %	ACTIONS
OHM Ltd	400	500	100	€1,800.00	42.86%	900	56.25%	
John Smith	0	0	500	€0.00	0.00%	0	0.00%	
John Doe	0	100	0	€200.00	4.76%	100	6.25%	
DiliTrust Holding	500	0	0	€1,000.00	23.81%	0	0.00%	

PLEASE NOTE: Unlike the usufructuary, the bare owner is also visible under **Shareholding > Shares** by clicking on the share concerned. This is simply because the bare owner owns the shares.

As you can see, the shareholder John Doe holding 100 shares of the shareholder OHM Ltd under bare ownership appears under **Shareholding > Shares**:




DESIGNATION	SHARES ISSUED	SHARE VALUE	CAPITAL	VOTES	ACTIONS
Ordinary actions	600	2	€1,200.00	100	
Preference Shares	1,500	2	€3,000.00	1,000	
OHM Ltd	900		€1,800.00	900	
DiliTrust Holding	500		€1,000.00	0	
John Doe	100		€200.00	100	

NOTE: As with shares under full ownership, you can transfer, block and unblock usufruct and bare ownership shares.

5.5.2. Regrouping


Unlike splitting up shares, the regrouping transaction makes it possible to combine the two parties who own a share (Bare ownership and Usufruct) by recovering them from another shareholder.

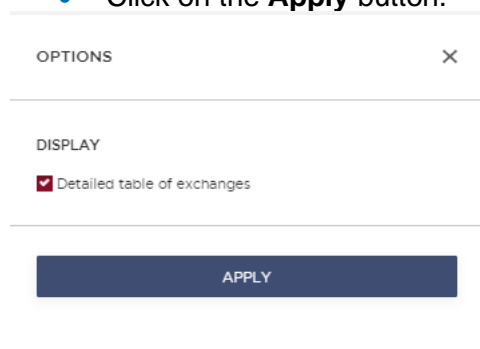
The principle is the same as splitting up shares, except that here you must click on the **Regrouping** button .

5.6. Register of Share Movements/Shareholder Accounts

You can access it by going to **Shareholding > Shareholding transactions** for a given company to view its **Register of share movements** and **Ownership > Ownership transactions** to view its **Shareholder accounts**.

To do this, follow the actions below:

- Click on the **Options** button  Options,
- Check the **Detailed table of exchanges** box,
- Click on the **Apply** button.



PLEASE NOTE:

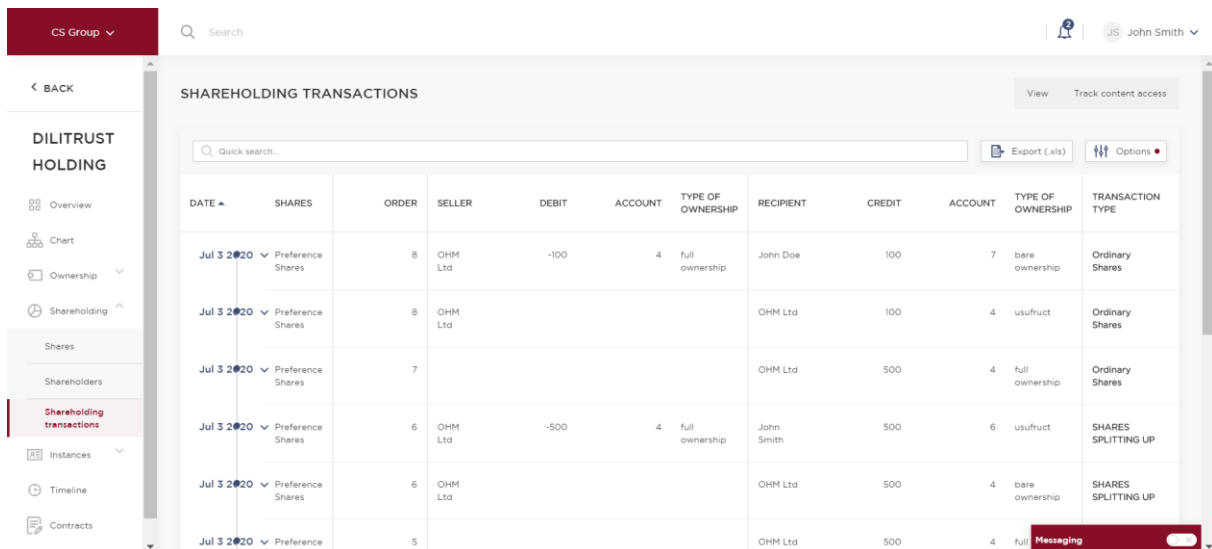
The **Order** columns containing the movement orders and the **Account** column containing the shareholder account numbers will only appear if the **Automatic numbering of accounts and movements of shares** option has been checked for the company whose register of share movements you are viewing.

However, regarding the company's shareholder accounts, the **Order** and **Account** columns will appear if, in the list of its companies held, there is at least one company that manages the registers of share movements and shareholder accounts.

Examples:

After clicking on the **Apply** button under the **Options** button in the **Shareholding > Shareholding transactions** submenu as previously indicated, the results obtained below for a company without automatic management of account numbering and movements of shares (KARA in this example) and for another company with automatic management of account numbering and share movements (LIGHT ON in this example):

- A company without automatic management of account numbering and share movements (KARA in this example):
There is no **Order** or **Account** column.





DATE	SHARES	ORDER	SELLER	DEBIT	ACCOUNT	TYPE OF OWNERSHIP	RECIPIENT	CREDIT	ACCOUNT	TYPE OF OWNERSHIP	TRANSACTION TYPE
Jul 3 2020	Preference Shares	8	OHM Ltd	-100	4	full ownership	John Doe	100	7	bare ownership	Ordinary Shares
Jul 3 2020	Preference Shares	8	OHM Ltd				OHM Ltd	100	4	usufruct	Ordinary Shares
Jul 3 2020	Preference Shares	7					OHM Ltd	500	4	full ownership	Ordinary Shares
Jul 3 2020	Preference Shares	6	OHM Ltd	-500	4	full ownership	John Smith	500	6	usufruct	SHARES SPLITTING UP
Jul 3 2020	Preference Shares	6	OHM Ltd				OHM Ltd	500	4	bare ownership	SHARES SPLITTING UP
Jul 3 2020	Preference Shares	5					OHM Ltd	500	4	full	Message


- A company with automatic management of account numbering and share movements (LIGHT ON in this example):
The **Order** and **Account** columns containing the automatically assigned numbers appear.

5.7. Deleting Transactions

Transactions can be deleted in 2 places:

- Go to **Shareholding > Shareholding transactions** and click on the corresponding **Cancel** button ,
- Go to **Ownership > Ownership transactions** and click on the corresponding **Cancel** button .

PLEASE NOTE: Transactions are deleted from the most recent to the target transaction.

The **Edit** button  corresponding to each transaction row can be used to change the **Transaction date**, **Transaction type** and the associated **Comment**.

The **Transaction date** can be modified provided that you follow the order for carrying out transactions.

6. ORGANIZATIONAL CHARTS & LEGAL SCOPE

6.1. Organizational Charts


There are 2 types of organizational charts in DiliTrust Governance.

- Organizational chart of subsidiaries,
- Organizational chart of instances.

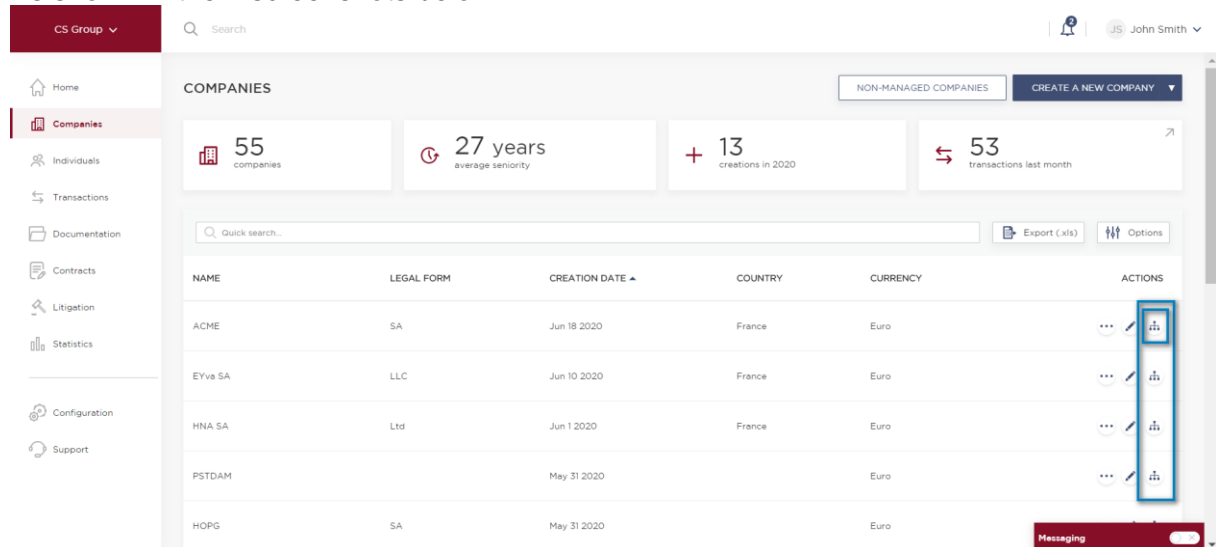
6.1.1. Organizational chart of subsidiaries:

An organizational chart of subsidiaries can be created for Companies, Branches and Individuals.






This organizational chart can be accessed in 2 places.

- Under the **Companies** menu click on the **View organizational chart** button  for a company in the list (LIGHT ON in this example).

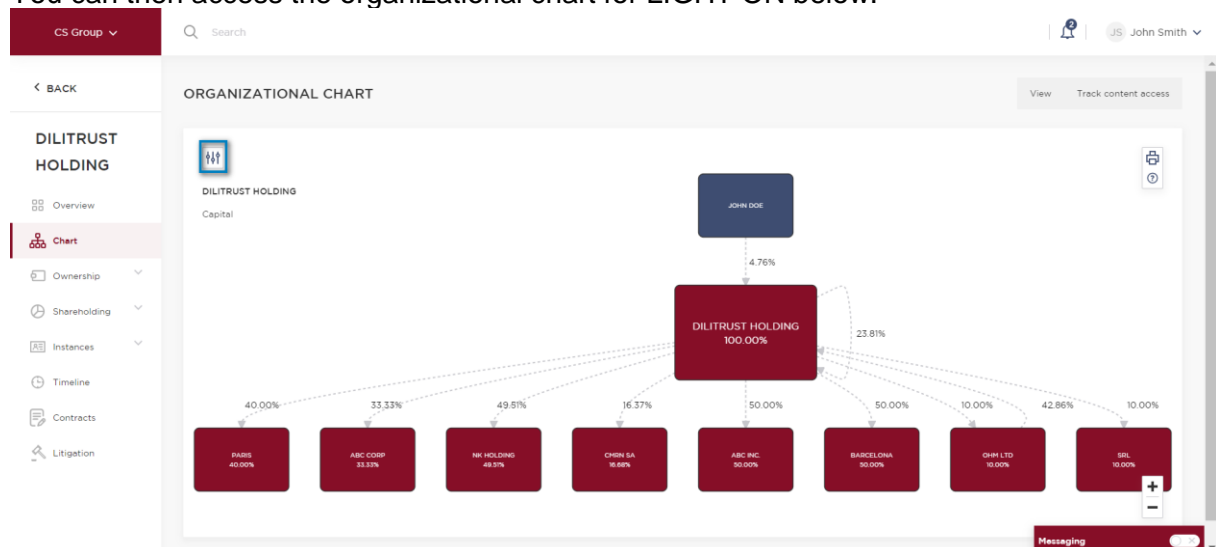
As shown in the 2 screenshots below:



The screenshot shows the 'COMPANIES' overview page. At the top, there are summary cards for 55 companies, 27 years average seniority, 13 creations in 2020, and 53 transactions last month. Below this is a table of companies with columns for NAME, LEGAL FORM, CREATION DATE, COUNTRY, CURRENCY, and ACTIONS. The 'ACTIONS' column for the first company, ACME, has a blue box around the 'View organizational chart' icon.

NAME	LEGAL FORM	CREATION DATE	COUNTRY	CURRENCY	ACTIONS
ACME	SA	Jun 18 2020	France	Euro	⋮ 
EYve SA	LLC	Jun 10 2020	France	Euro	⋮ 
HNA SA	Ltd	Jun 1 2020	France	Euro	⋮ 
PSTDAM		May 31 2020		Euro	⋮ 
HOPG	SA	May 31 2020		Euro	⋮ 

You can then access the organizational chart for LIGHT ON below:



The screenshot shows the 'ORGANIZATIONAL CHART' for 'DILITRUST HOLDING'. The chart is a hierarchical diagram showing ownership percentages. At the top is 'JOHN DOE' (4.76%) who owns 'DILITRUST HOLDING' (100.00%). 'DILITRUST HOLDING' then owns several subsidiaries: PARIS (40.00%), ABC COOP (33.33%), HK HOLDING (49.5%), CHEN SA (16.37%), ABC INC. (50.00%), BARCELONA (50.00%), GHN LTD (10.00%), and SBL (10.00%).

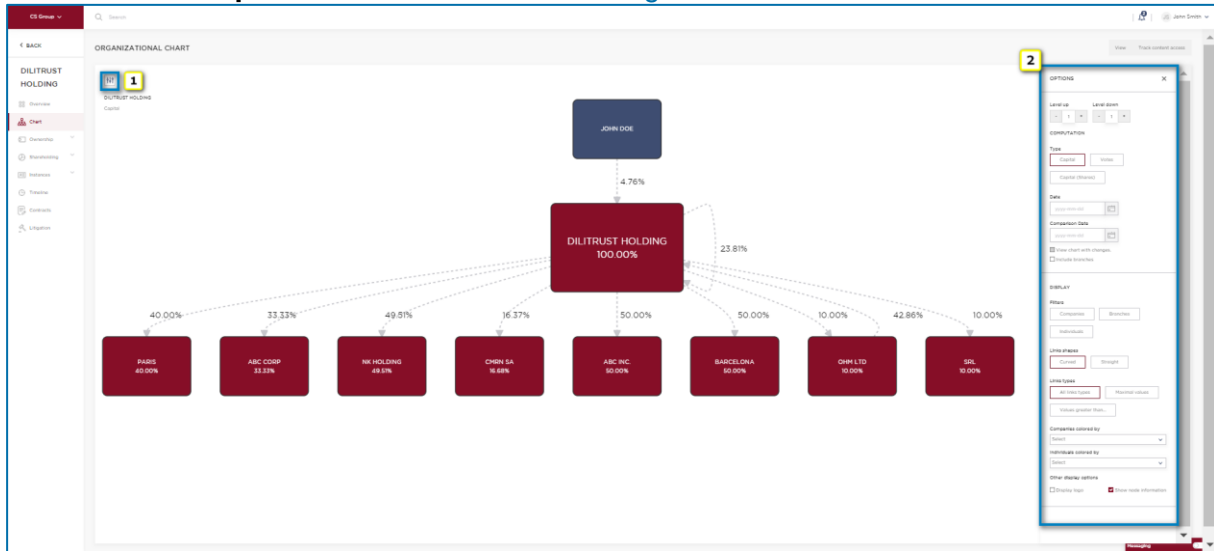
```

graph TD
    JD[JOHN DOE] -- 4.76% --> DH[DILITRUST HOLDING 100.00%]
    DH -- 40.00% --> P[PARIS 40.00%]
    DH -- 33.33% --> AC[ABC COOP 33.33%]
    DH -- 49.5% --> HH[HK HOLDING 49.5%]
    DH -- 16.37% --> CS[CHEN SA 16.37%]
    DH -- 50.00% --> AI[ABC INC. 50.00%]
    DH -- 50.00% --> B[BARCELONA 50.00%]
    DH -- 10.00% --> GL[GHN LTD 10.00%]
    DH -- 10.00% --> S[SBL 10.00%]
  
```


- You can also access it from a company folder (LIGHT ON in this example) under the **Organizational chart** menu.


Explanations:

Contents of the **Options** screen  under the **Organizational chart** menu:



Label	Description
Level up/Level down	This is automatically incremented and is used to add and remove different levels in the organizational chart.
Type	<p>If Capital is selected, then the holdings displayed are those calculated in relation to the capital shown for the given currency, taking into account the value of the share.</p> <p>If Votes is selected, then the % of the holdings displayed are those calculated with respect to voting rights (control). You can select the type of votes (Bare ownership and Usufruct), if these are managed.</p> <p>If Capital (Shares) is selected, then the % of the holdings displayed are those calculated in relation to the share capital (the number of shares).</p>
Date/Comparison Date	<p>If entered, the View chart with changes option will be enabled. If this option is checked, the organizational chart will appear with updates indicating if Deletions, Additions, Updates or No updates were made during the selected period. Colors are used to distinguish the links.</p> <p>The Include branches option is used to include branches in the organizational chart for which the holding company is the parent company with capital links.</p>
Filters	This is only used to display managed data boxes, such as Companies, Branches and Individuals.
Link shape	Selects the shape you want to give to your links (Curved, Straight).
Link type	<p>If All link types is selected, then all ownership links will appear.</p> <p>If Maximum values is selected, then only the maximum ownership links will appear.</p> <p>If Values greater than is selected, you will be able to choose the minimum value of the ownership links you want to appear in your organizational chart.</p>
Companies colored by	This is used to select the fields that will color boxes for companies in your organizational chart.
Individuals colored by	This is used to select the fields that will color boxes for individuals in your organizational chart.
Display logo	This displays company logos and/or photos of individuals in your organizational chart.
Display information nodes	This displays or hides the % of indirect ownership shown in the boxes of held companies.

The **Print** button  is used to print the displayed organizational chart and the **Question mark** is used to view the legend (colors for Companies, Individuals and Branches).

The **Zoom in** and **Zoom out** button  allows you to zoom in and out of the organizational chart.

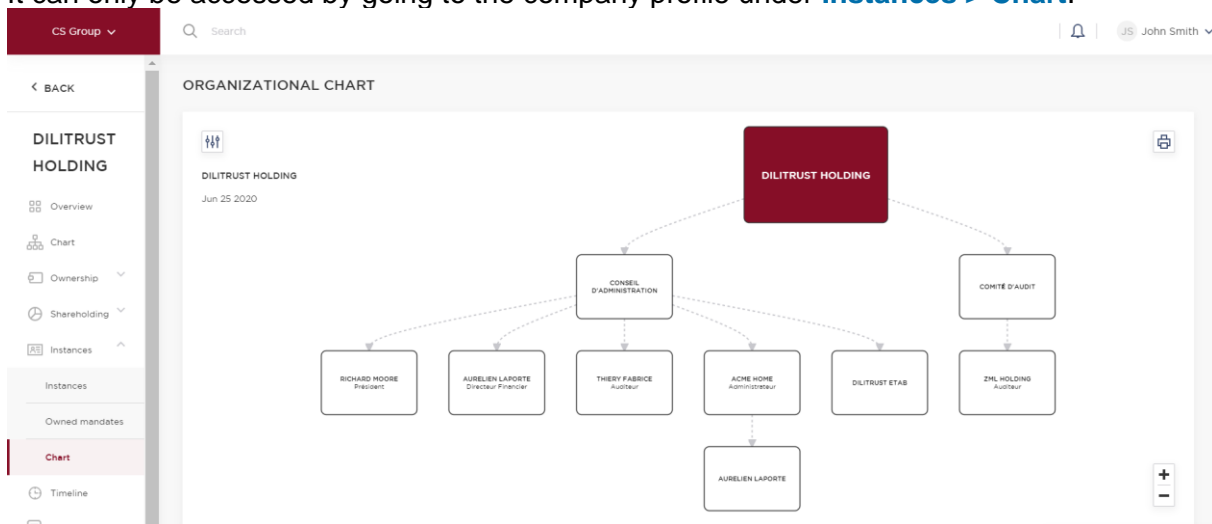
PLEASE NOTE: When you hover your mouse over the boxes in the organizational chart, you will be able to view certain basic information for the associated managed data. To view more information, simply double-click on it and you will be redirected to the **Overview** menu for that company or branch.

6.1.2. Organizational Chart for Instances:

Organizational charts for instances can only be created in DiliTrust Governance for managed data associated with companies.

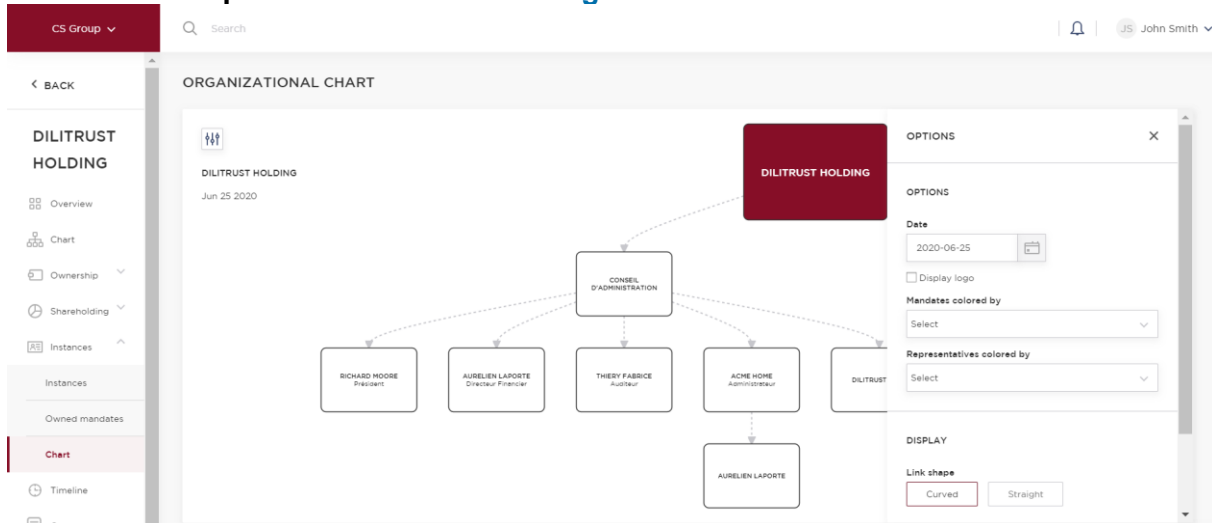
It is used to view the company or branch's instances along with their mandates, as well as the holders of those mandates (Attendees) and their representatives.

It can only be accessed by going to the company profile under **Instances > Chart**.




Explanations:

Content of the **Options** screen  in the **Organizational Chart** menu for instances.



Label	Description
Date	The effective date for displaying instances and mandates.
Display logo	This displays company logos or photos of individuals in your organizational chart.
Mandates colored by	This selects the fields that will color boxes for attendees in your organizational chart.
Representatives colored by	This allows you to select the fields that will color boxes for representatives in your organizational chart.
Link shape	Selects the shape you want to give to your links (Curved, Straight).
Apply	The Apply button saves your settings.

The **Print** button  is used to print the displayed organizational chart.

The **Zoom in** and **Zoom out** button  allows you to zoom in and out of the organizational chart.

PLEASE NOTE: When you hover your mouse over the boxes in the organizational chart, you will be able to view certain basic information for the holding company, instances and mandates. To view more information, simply double-click on it and you will be redirected to:

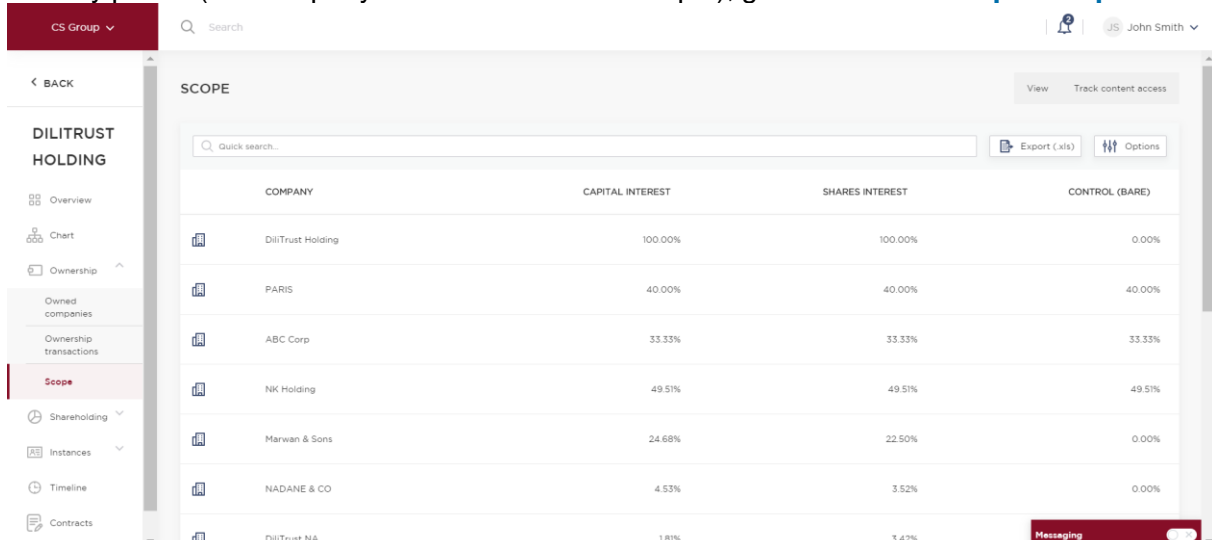
- The holding company, under its **Overview** menu,
- The instances, under **Instances > Instances** for the holding company,
- Mandates, specifically to the profiles of their respective holders.

6.2. Legal Scope

A legal scope can be created in DiliTrust Governance for data managed associated with Companies, Branches and Individuals.


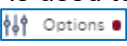
Example:

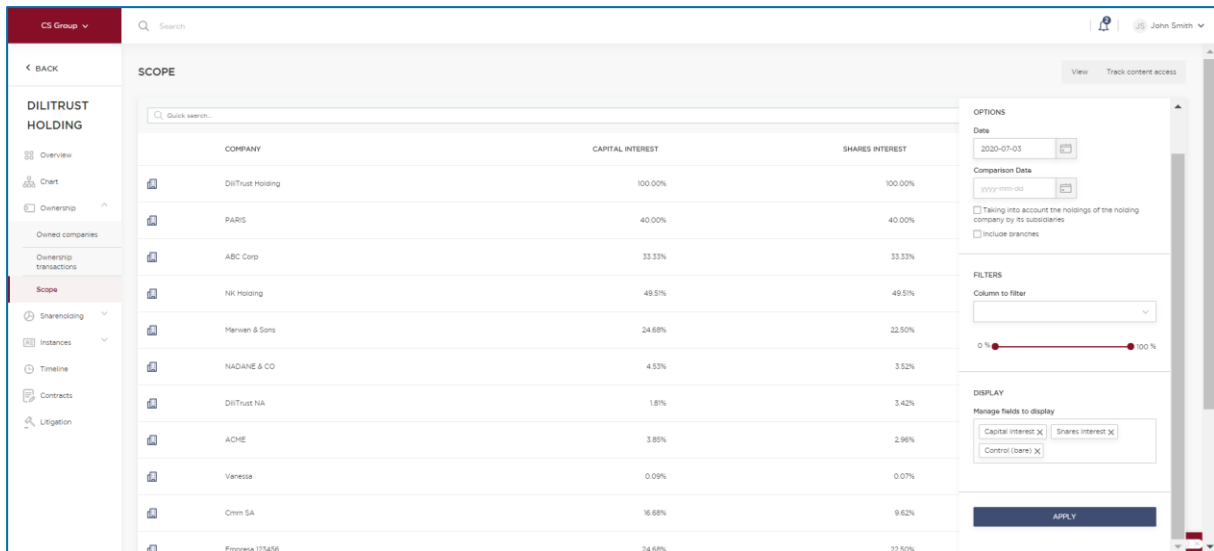
For any profile (the company LIGHT ON in this example), go to the **Ownership > Scope** menu.



COMPANY	CAPITAL INTEREST	SHARES INTEREST	CONTROL (BARE)
DiliTrust Holding	100.00%	100.00%	0.00%
PARIS	40.00%	40.00%	40.00%
ABC Corp	33.33%	33.33%	33.33%
NK Holding	49.51%	49.51%	49.51%
Marwan & Sons	24.68%	22.50%	0.00%
NADANE & CO	4.53%	3.52%	0.00%
DiliTrust NA	1.81%	3.42%	

Explanations:

- The quick search is used to search for a company based on the company column,
- The **Export** button  is used to export your company's scope in Excel,
- Content for the **Options** button .



The screenshot shows the 'SCOPE' section of the DILITRUST interface. It features a table with columns for 'COMPANY', 'CAPITAL INTEREST', and 'SHARES INTEREST'. The table lists several companies and their respective percentages. To the right of the table are 'OPTIONS', 'FILTERS', and 'DISPLAY' sections for configuring the view.

COMPANY	CAPITAL INTEREST	SHARES INTEREST
DilTrust Holding	100.00%	100.00%
PARIS	40.00%	40.00%
ABC Corp	33.33%	33.33%
NK Holding	49.51%	49.51%
Mansen & Sons	24.68%	22.50%
NADIANE & CO	4.52%	3.52%
DilTrust NA	1.81%	3.42%
ACHE	3.65%	2.96%
Vanessa	0.09%	0.07%
Crim SA	16.68%	9.62%
Empresa 123456	24.68%	22.50%

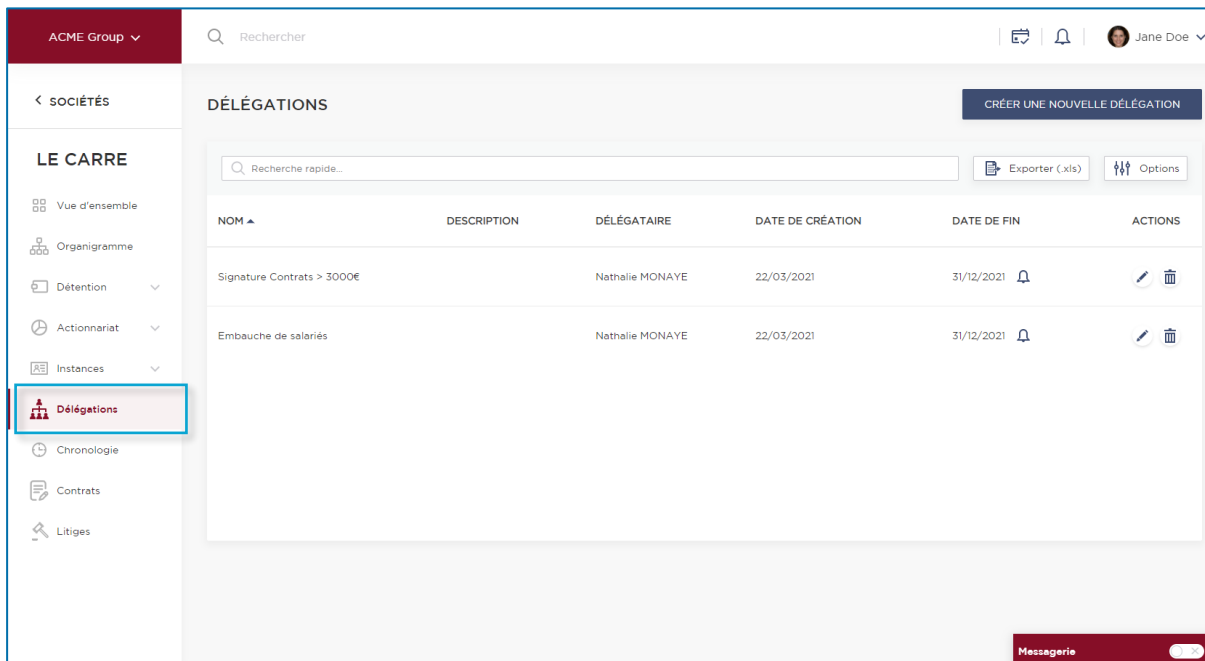
Explanations:

Label	Description
Date/Comparison Date	If entered, this displays variations in quantity between these two dates.
Taking into account the company by its subsidiaries	This shows the subsidiaries that are shareholders of the holding company (the company holdings of the holding you are in right now) with their holdings.
Include branches	This allows branches to be included in the scope.
Filters (column to filter)	Use this to select the column for which the desired variation can be applied (0% to 100%). This will determine which holdings are displayed. Content in the list cannot be modified.
Display (Manage fields to display)	This is used to select the fields that will make up the table.
Apply/Reset All	The Apply button saves your settings and Reset All returns everything to the default setting.

7. DELEGATIONS

The **Delegations** menu is used to manage delegations of authority. This menu is accessible from the profile of a company or an individual.

- **Delegation** (Company): delegations of authority that exist within this company.
- **Delegation** (Individual): delegations of authority held by this person, for all companies.



The screenshot shows the 'DÉLÉGATIONS' screen in the DILITRUST application. The interface includes a search bar at the top, a sidebar with navigation options, and a main table of delegations. The table has the following data:

NOM	DESCRIPTION	DÉLÉGATAIRE	DATE DE CRÉATION	DATE DE FIN	ACTIONS
Signature Contrats > 3000€		Nathalie MONAYE	22/03/2021	31/12/2021	[Edit] [Delete] [Reminder]
Embauche de salariés		Nathalie MONAYE	22/03/2021	31/12/2021	[Edit] [Delete] [Reminder]

7.1. Creating a Delegation

In the company profile, go to the **Delegations** menu, then click on **Create a new delegation**.

In the form displayed, you can enter the details of the delegation of authority to be created, in particular:


- its **name** (e.g. the name of the authority that is delegated),
- the **assignee** concerned,
- the **creation date** and **end date**.

Once created, this delegation of authority will be accessible from the profile of this company, or that of the person to whom the authority is delegated (i.e. the assignee).

7.2. Managing Delegations

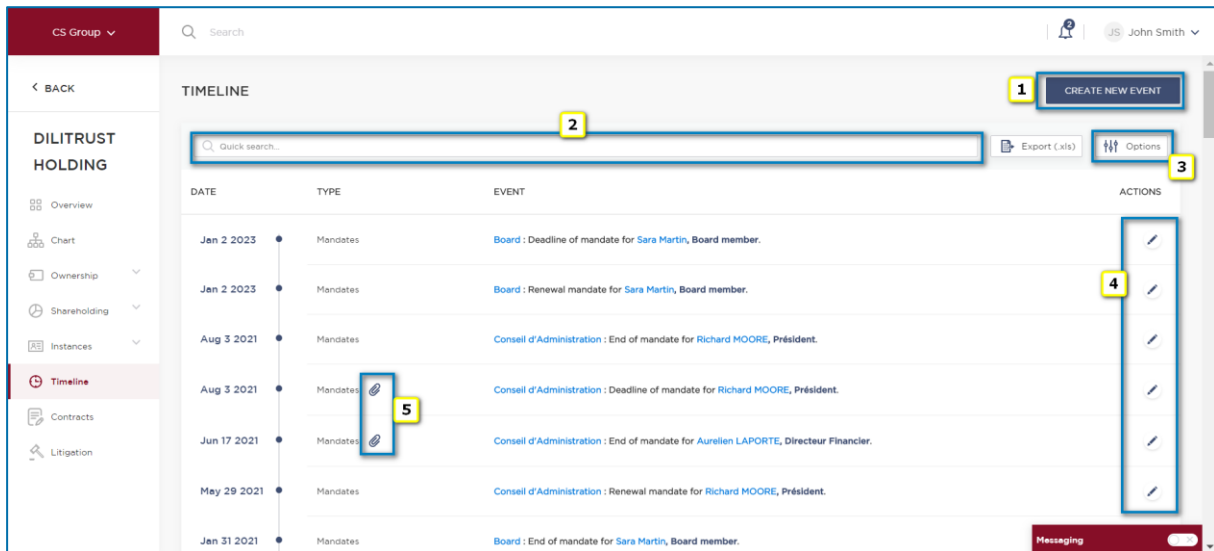
Go to the **Delegations** screen from the profile of a company or an individual.

In particular, this screen can be used to:






- consult or search for all the delegations associated with this company or this individual,
- set a reminder  of a delegation's end date,
- modify or delete a delegation.

8. TIMELINE

This is used to monitor updates in all menus for a company, branch and an individual. To access it, simply click on the **Timeline** menu. It lists all dated events relating to a company, branch or individual.




Explanations:

- In 1, the **Create new event**  button is used to manually add an event,
- In 2, use the quick search bar  to run searches with content from the **Type** and **Event** columns as well as those that you will add,
- In 3, the **Options** button  is used to filter data based on the types of events via the **Type** field, run searches based the dates on which they were carried out via the **Events occurring after** & **Events occurring before** fields and display additional columns in the timeline table that can be selected using the **Display additional information** field,
- In 4, the **Edit event** button  allows you to open the event editing wizard,
- In 5, the **Attachments**  icon appears only when a document has been added to the event and allows access statistics to be opened, downloaded and viewed.


PLEASE NOTE:

Information updated without history management is not logged in the timeline.

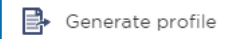
Events in the **Timeline** menu can be removed by deleting the transaction that created it or by clicking directly on the **Delete event** button  (see 4 in the screenshot above) for events that were added manually.

9. GENERATING PROFILES

The main purpose of the **Generate profile** button in DiliTrust Governance for all managed data associated with Companies, Branches and Individuals is to create a profile for the information you want at a given time (consultation date). This is done in PDF and Microsoft Word.

To access it, go to the **Overview** menu for the managed data you want and click on the  button.


9.1. Creating a Company or Branch Profile

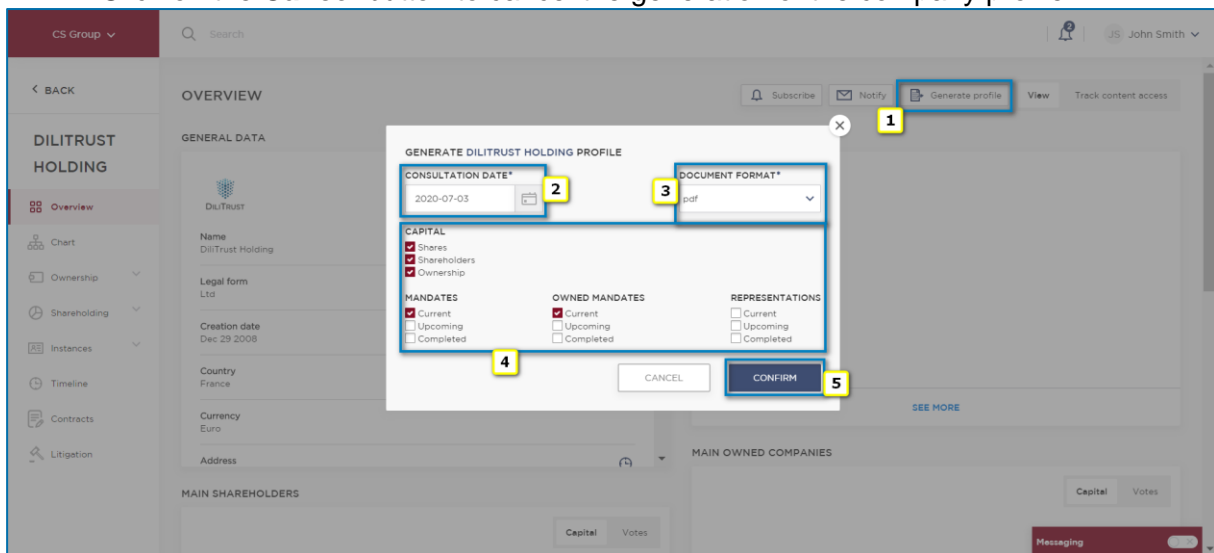
This key feature in DiliTrust Governance can be accessed for a company or branch by clicking on the **Generate profile** button  in the **Overview** menu. It contains several sections of information; each user can select the information that he or she would like to see displayed in the profile.

Example:

Publication of the LIGHT ON company profile.

To edit this profile, perform the following actions:

- Click on the **Generate profile** button ,
- Enter the desired **Consultation date** (the effective date for the data extraction),
- Select the **Document format** (PDF or a Word document),
- Check the boxes for the information that you want to appear in the profile,
- Click on the **Confirm** button to generate the company profile,
- Click on the **Cancel** button to cancel the generation of the company profile.




The following profile will appear after you click on the **Confirm** button:

Consultation date: Jun 25 2020
Print date: Jun 25 2020
User: John Smith

DiliTrust Holding

General data

Creation date	Dec 29 2008	
Legal form	Ltd	
Name	DiliTrust Holding	
Field	FR	
Currency	Euro	
Address	Les Colines de l'Arche 76, route de la Demi-Lune 92037 Paris La Defense France	
Observations	Éditeur et intégrateur de logiciels depuis plus de vingt ans, DiliTrust offre une gamme complète de solutions et de services dédiés à la Gouvernance d'entreprise et au partage de documents confidentiels.	
Continents	Europe	
Code Société	1	
Date d'entrée dans le groupe	Aug 1 2020	
Test	1	

Shares

Designation	Shares issued	Share value	Capital	Votes
Actions de préférence	6,000	4	€24,000.00	18,000

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Consultation date: Jun 25 2020
Print date: Jun 25 2020
User: John Smith

Shareholders

Type	Shareholders	Number of shares (Full ownership)	Capital	Capital %	Votes (bare)	Votes (bare) %
Company	Oak Hill Investment Management LP	0	€1,200.00	5.00%	900	5.00%
Company	ACME HOME	400	€2,800.00	11.67%	2,100	11.67%
Company	ABC Corp	3,000	€12,000.00	50.00%	9,000	50.00%

Owned companies

Companies	Number of shares (Full ownership)	Capital	Capital %	Votes (bare)	Votes (bare) %
PARIS	400	€4,000.00	40.00%	400	40.00%

Related branches

Companies	Number of shares (Full ownership)	Capital	Capital %	Votes (bare)	Votes (bare) %
HOME Etablissement	0	0.00	100.00%	0	100.00%
DiliTrust Etab	0	0.00	100.00%	0	100.00%

Current mandates

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Consultation date: Jun 25 2020
Print date: Jun 25 2020
User: John Smith

Instances

Conseil d'Administration

Attendee	Position	Nomination date	Deadline
Richard MOORE	Président	Jan 1 2020	Aug 3 2021
Aurélien LAPORTE	Directeur Financier	Feb 4 2020	
Thierry FABRICE	Auditeur	Jan 1 2020	Jan 1 2021
ACME HOME	Administrateur	Jan 1 2020	
Aurélien LAPORTE	Representative	Feb 12 2020	
DiliTrust Etab		Feb 6 2020	

Comité d'Audit

Attendee	Position	Nomination date	Deadline
ZML Holding	Auditeur	Feb 5 2020	

Comité rémunération

Attendee	Position	Nomination date	Deadline
PARIS	Administrateur	Feb 1 2020	

Owned current mandates

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Consultation date: Jun 25 2020
Print date: Jun 25 2020
User: John Smith

Company	Instance	Position	Nomination date	Deadline
AMSTERDAM	Conseil d'Administration	Directeur Financier	Dec 2 2019	
John SMITH		Representative	May 1 2020	
Malina JACKS		Representative	May 21 2020	
OGG NICE	Conseil d'Administration	Administrateur	Jan 1 2020	
Thierry FABRICE		Representative	May 21 2020	

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9.2. Editing an Individual Profile



Follows the same process as the one used to create a company or branch profile.

10. DOCUMENTATION

You can manage your documents in DiliTrust Governance.

These documents will be associated with the various managed data (Companies and Individuals) and centralized in a documentation center under the **Documentation** menu.

To add a document associated with a company, branch or an individual, you must go to the managed data in question under the **Timeline** menu and carry out one of the actions below depending on what you need:


- Click on the **Edit event** button  to add a document to an already existing event,
- Or click on the **Create new event** button  to create a new event and add a document to it.

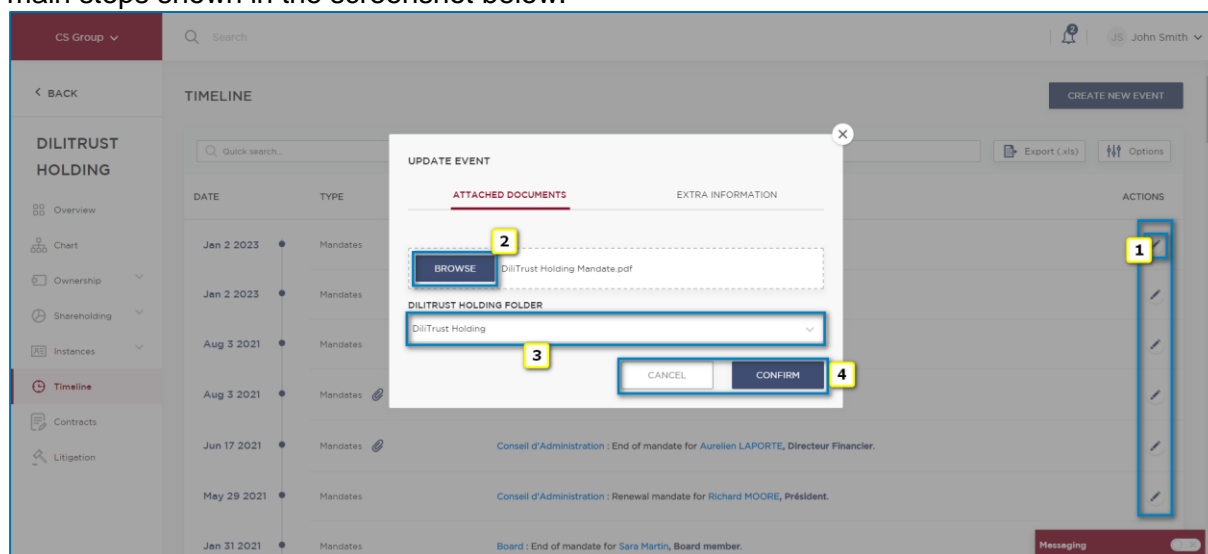
10.1. Adding a Document

10.1.1. Adding a Document to an Existing Event


Examples:

In this example we are adding a document to an event for the company LE CARRE.


To add a document to an existing event, go to the **Timeline** menu, click on the **Edit event** button  corresponding to the event to which you want to add a document and follow the main steps shown in the screenshot below:



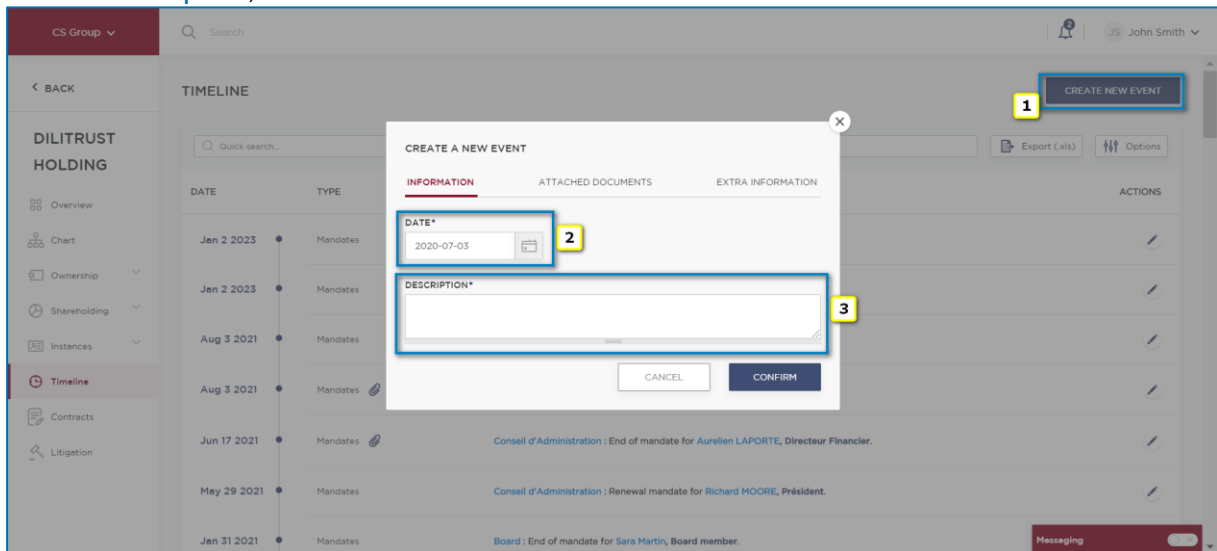
Explanations:

- In 1, the **Edit event** button  allows you to open the event editing wizard,
- In 2, under the **Attached documents** tab, the **Browse** button allows you to upload the document,
- In 3, again under the **Attached documents** tab, the field **Document(s) will be uploaded to the... folder** allows you to select or create the folder (the LE CARRE folder in this example) where you will store all the company's documents. Once selected and saved, it will become the folder where you store all the company's documents.
- The **Extra information** tab allows you to add additional information to your event,
- In 4, you can click on the **Confirm** button to add your document or the **Cancel** button if you do not want to add it.

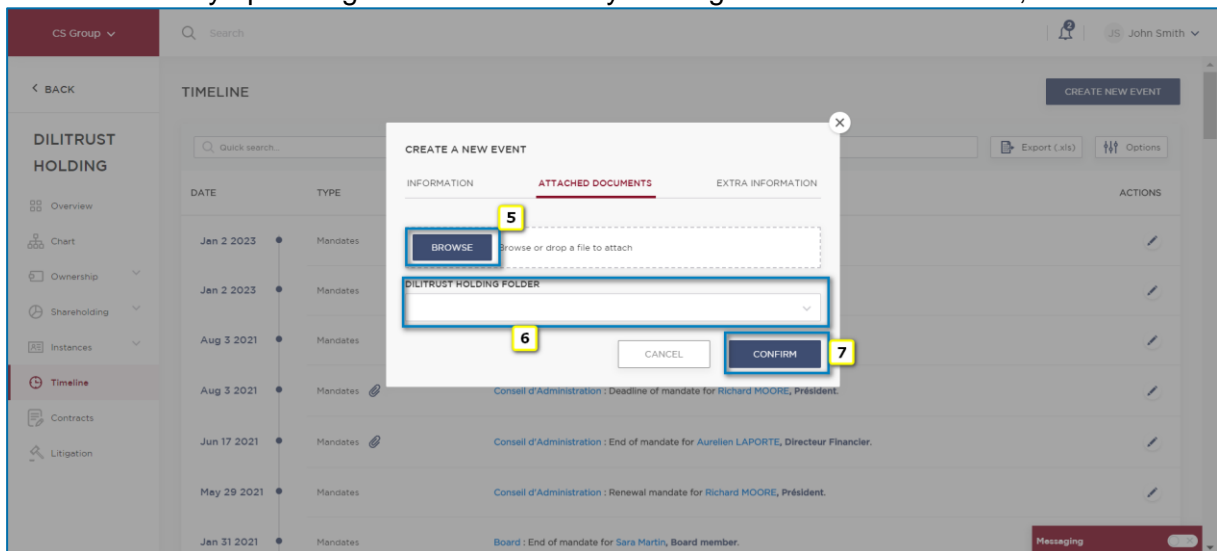
10.1.2. Adding a Document When Creating a New Event

You must click on the **Create new event** button  and perform the main actions below:

- In the **Information** tab of the new event creation wizard, insert the **Event date** and **Description**,




- In the **Attached documents** tab, insert a document by selecting an already existing document in the company's document folder using the **Add an existing document** field (field available only when a folder has already been added or created for the company) and/or by uploading a new document by clicking on the **Browse** button,

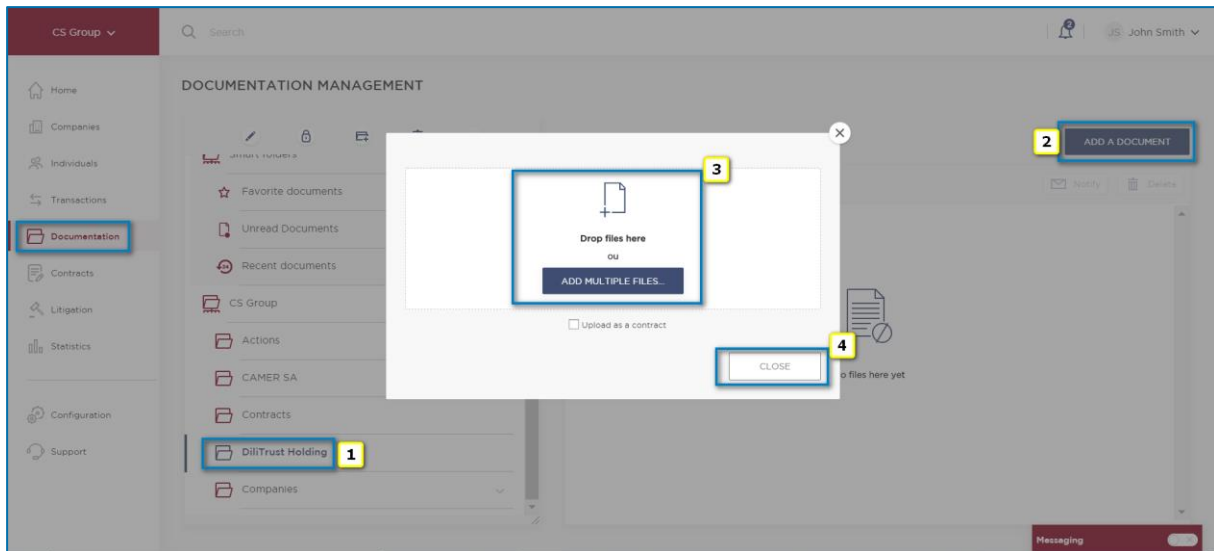


- The **Extra information** tab allows you to add additional information to your event,
- Clicking on the **Confirm** button will add your document and clicking on **Cancel** will cancel the addition of the document.

10.1.3. Adding a Document from the Documentation Center


You can also add documents to a folder (LIGHT ON in this example) from the documentation center. To do this, you will need to perform the following actions:

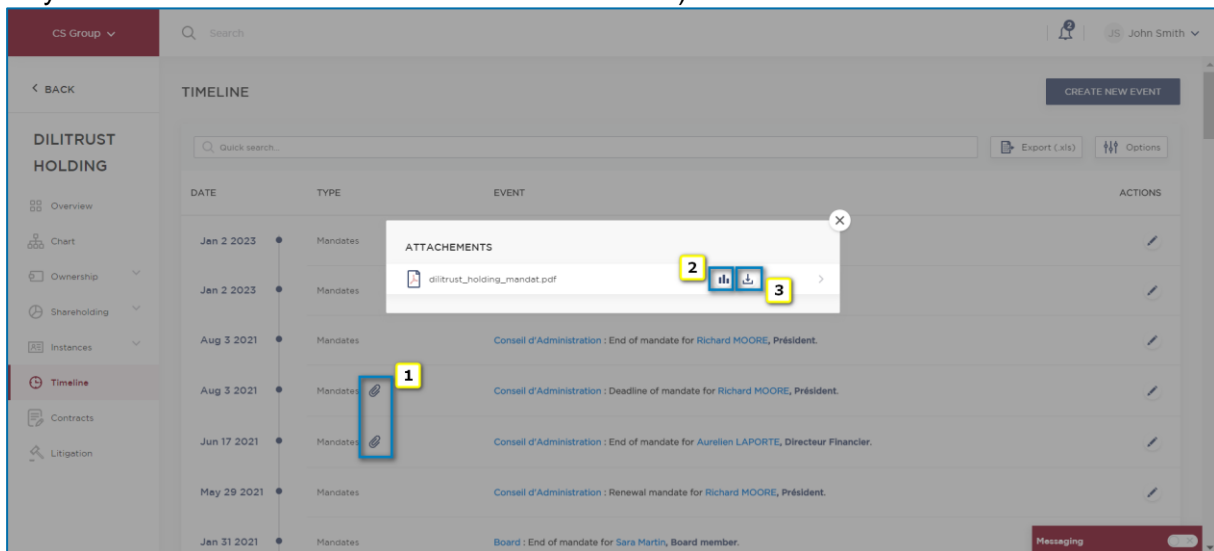
- Click on the **Documentation** menu.
- Click on the **LIGHT ON** folder,
- Lastly, click on the **Add a document** button .



10.2. Download a Document and Access Statistics

You have 2 options to download a document and view its access statistics after adding it to an event.

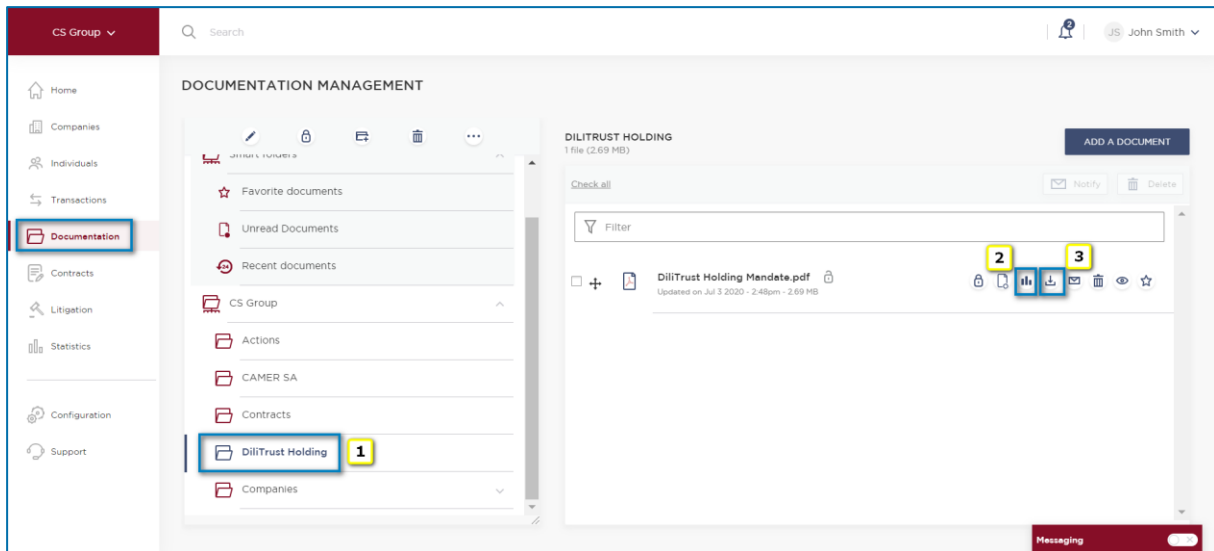
First option: go to the event itself by clicking on the **Attachments** icon  (this icon appears only when a document has been added to the event).



Explanations:

- In 2, the **Access statistics** icon displays the actions performed by a user in the document (create, download, view), their dates, and the device and browser used. This involves monitoring when the document is viewed and what changes are made to it,
- In 3, the **Download this document** icon is used to download the document.

Second option: go to the documentation and click on the **Documentation** menu, then on the relevant folder (LIGHT ON in this example) and perform actions 2 and 3 in the screenshot below, as explained above in the first option.





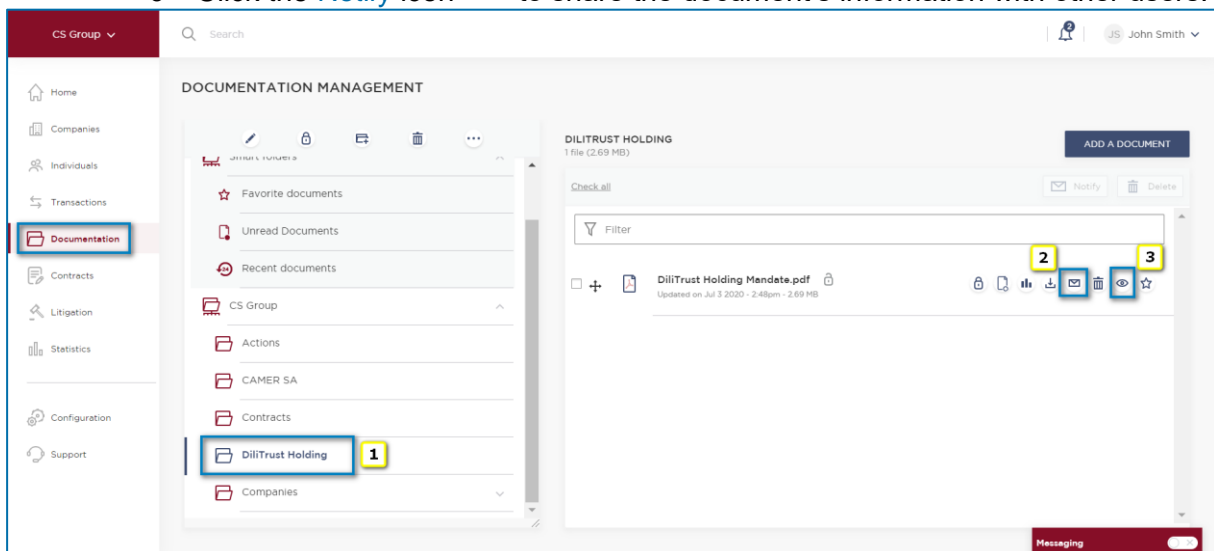
10.3. Open, Annotate a Document and Notify



10.3.1. Open and Notify

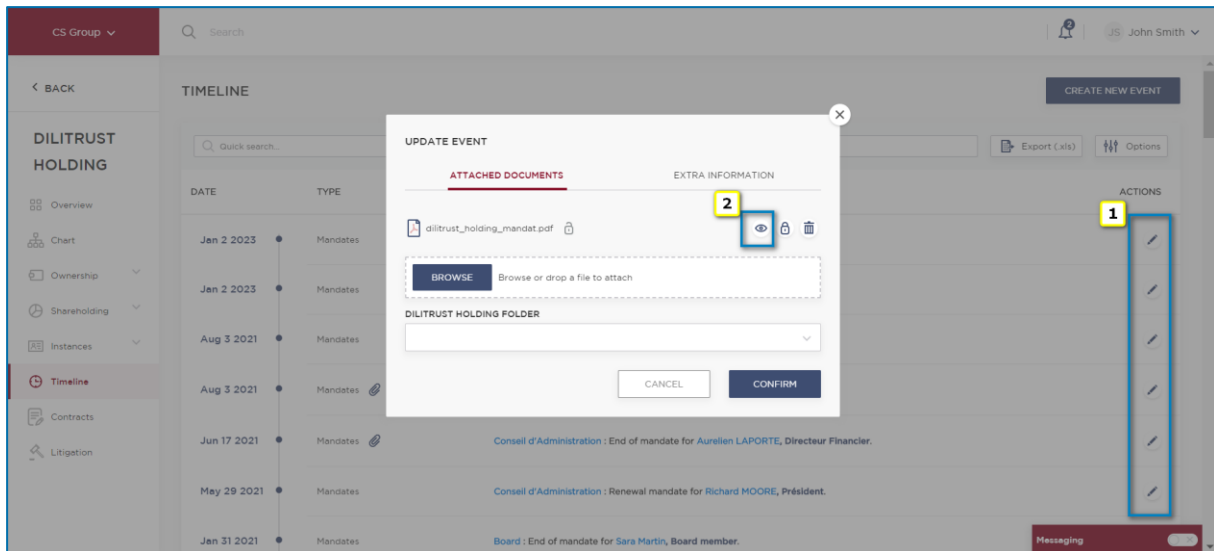
You can open a document associated with a company, branch or individual in DiliTrust Governance without downloading it. You can also notify users of an event associated with it.


To do this, you will need to carry out the actions described below:

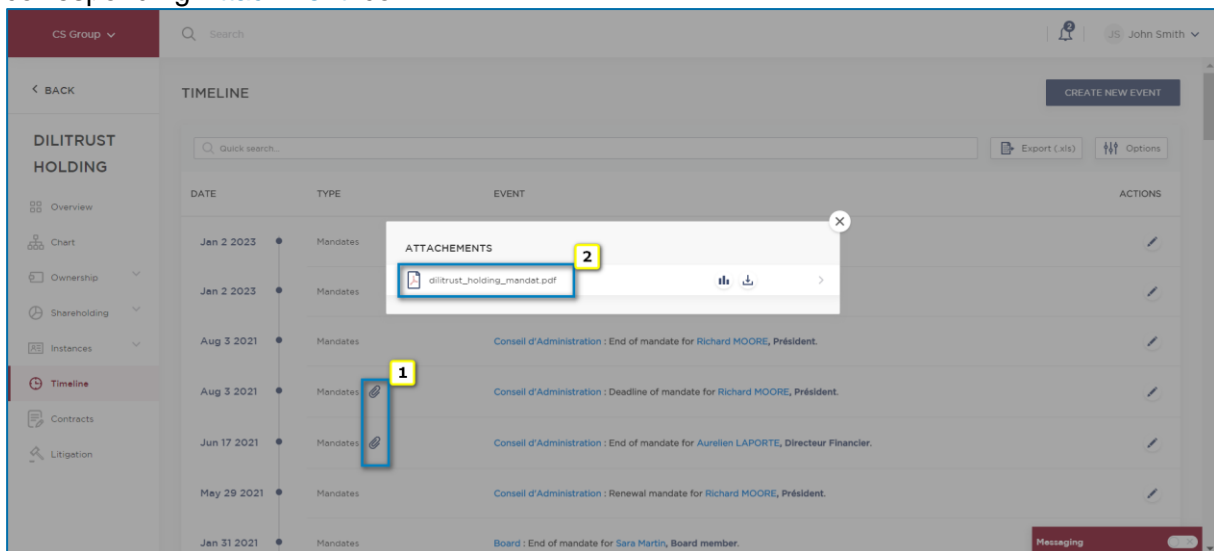
- In the **Documentation > folder for the managed data** menu (LIGHT ON in this example):
 - Click the associated **Open document** icon  to open the document,
 - Click the **Notify** icon  to share the document's information with other users.



- Go to a company and, under the **Timeline** menu, click on the **Edit event** button , then on . Performing the actions shown in the screenshot below to open a document:

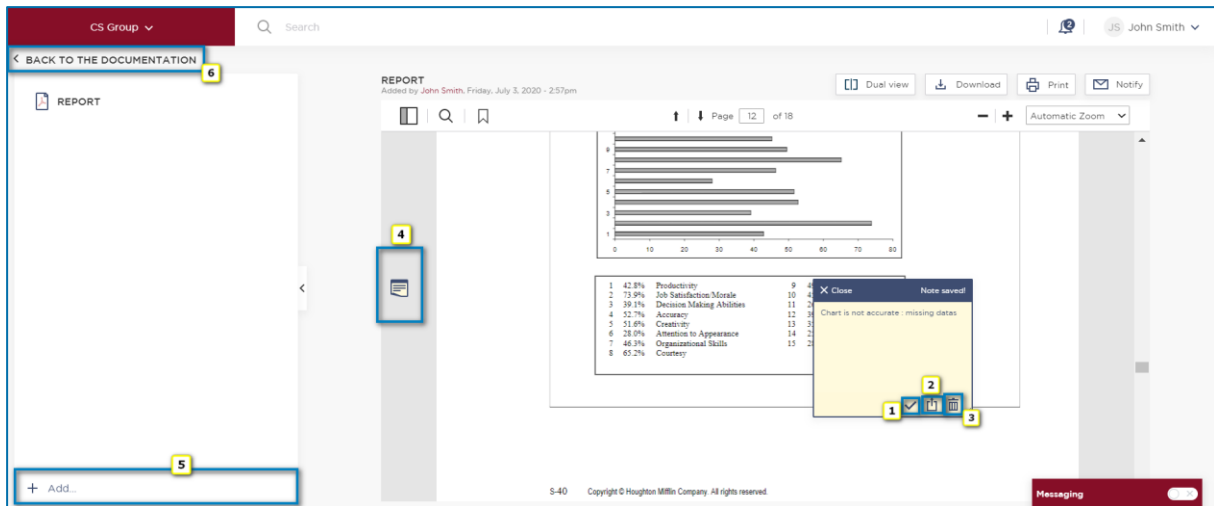


If you stay in the Timeline menu, you can also open a document by clicking on the corresponding [Attachment icon](#) .



10.3.2. Annotate and Share Notes

Notes can be added and shared from a document. To do this, you will need to open the document and [click where you want to add the note to it](#). The window for adding the [Note](#) will appear.

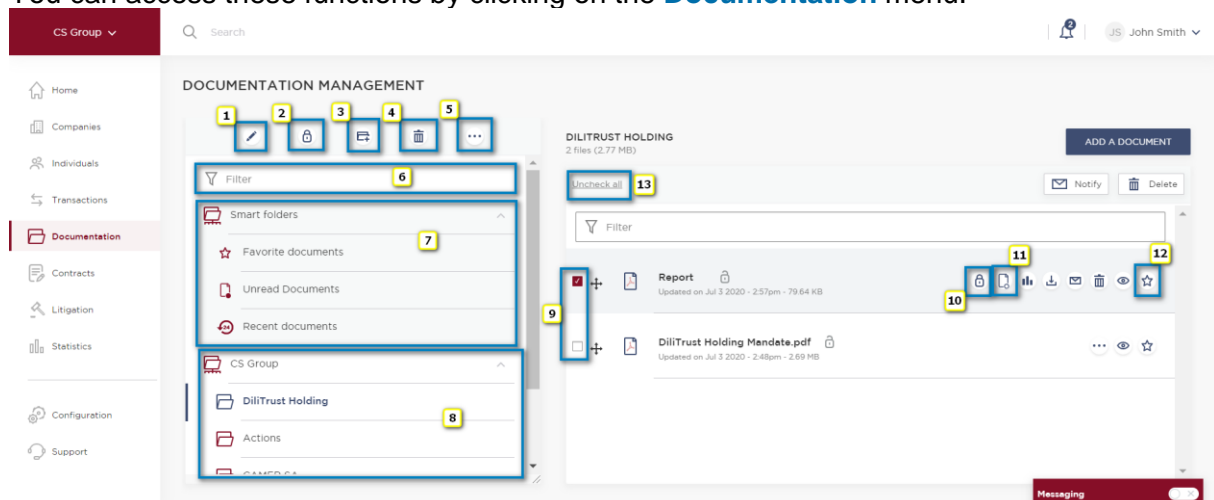


Explanations:


- In 1, after entering your text, the **Submit** icon allows you to save the note,
- In 2, use the **Share** icon to share the note with a team or users of your choice. As long as you don't share your note, it will remain private and you will be the only one who can view it.
- In 3, the **Delete** icon allows you to delete the document's note,
- Your notes are stored in 4. Simply click on them to view them,
- In 5, by clicking on the **Add** icon you can add fields (extra information) to your document and manage them,
- In 6, the **Back to the documentation** button allows you to return directly to the **Documentation** menu.


10.4. Other Documentation Center Features


You can access these functions by clicking on the **Documentation** menu.







- In 1, the **Rename selected folder** button allows you to update the name of the selected folder (LIGHT ON in this example),
- In 2, click on the **Manage access rights for the selected folder** button to manage user permissions for your folders. In this case, the selected folder,
- In 3, the **Create folder in the selected folder** button creates folders and sub-folders in a folder of your choice provided that it is selected,


- In 4, use the **Delete selected folder** button  to delete the file of your choice provided that it is selected,
- In 5, the **Ellipsis (three little dots)**  gives you access to your personal **Trash**.




Simply click on the icon  containing the documents that you have deleted with the possibility of restoring them. This is only available for 30 days.

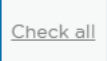

This screen also gives you access to the **Upload ZIP** feature , which will give you the option of adding a ZIP archive to a file of your choice provided that it is selected.

- In 6, the **Filter**  search allows you to search for a folder,
- In 7, Smart folders make it easy to find your **Favorite documents**, **Unread documents** or documents marked as unread, as well as **Recent documents** added within the last 24 hours,
- In 8, you can access the folder tree structure of your organization (CS Group in this example). Any folders you add will appear here.
- In 9, you can select the documents that you want to delete or for which you want share




information. To do this, click on the **Delete**  and **Notify** buttons  respectively, which will be activated. They are located under the **Add a document** button .


In this same section of the screen, you can also move a document by selecting the corresponding **Drag and drop** icon .

- In 10, the **Manage access rights** button  allows you to manage access to a document,
- In 11, use the **Mark this document as unread** button  to mark a document as unread. A shortcut to this document will then appear in the **Unread documents** sub-folder under the **Smart folders**,
- In 12, the **Bookmark** button  is used to add a document to the **Bookmarks** sub-folder under the **Smart folders**,

- In 13, click on the **Check all** button  to select all the documents in a folder at once and also to deselect them .

10.5. Document Access and Deletion Management

To delete a document, you must click on the corresponding **Delete document** button  in the documentation menu or in the event editing screen by clicking on the **Edit event** button  then on the corresponding  button.

You may not be able to perform the various abovementioned actions on a document. This is due to restrictions that your manager has applied to your profile for this document by clicking on the **Manage access rights for the selected document** button . If this applies to you, please contact your manager.

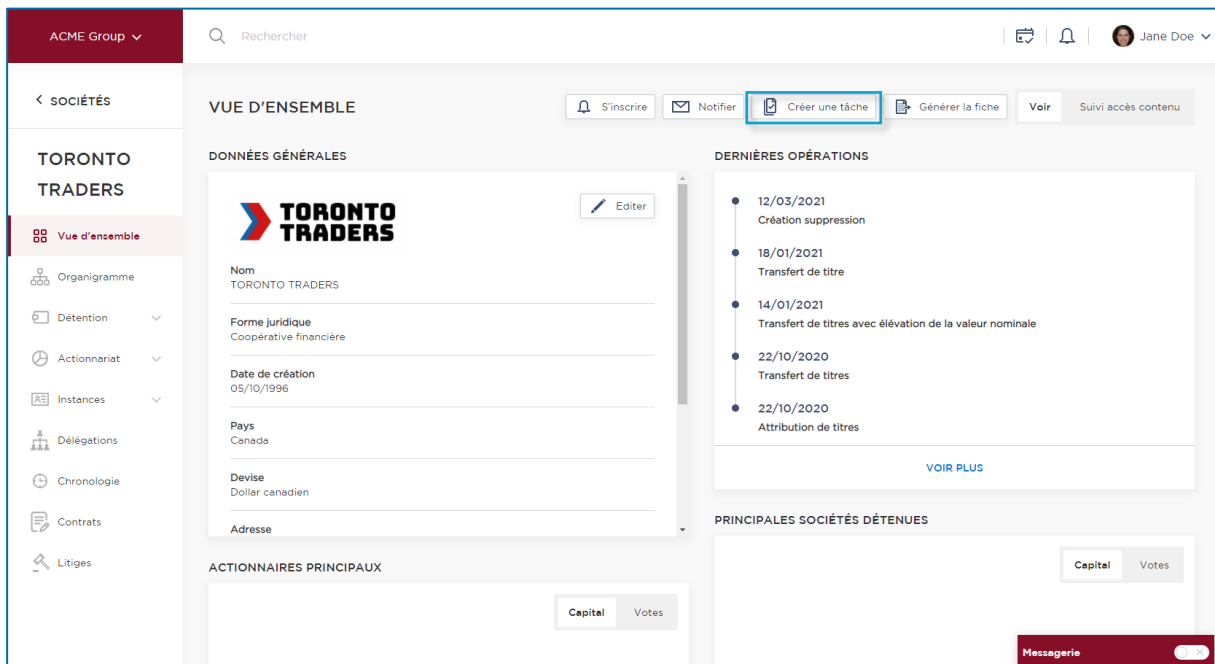
11. TASKS AND WORKFLOWS

11.1. Tasks

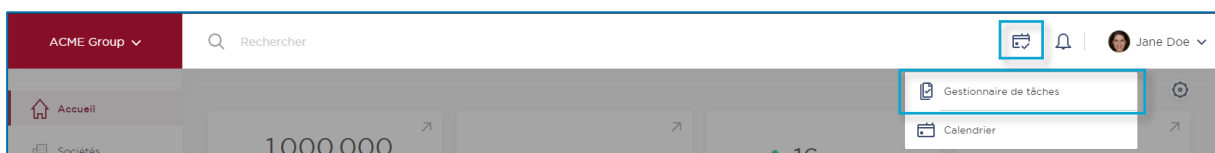
Thanks to DiliTrust Governance, you can organize your work by creating tasks that you can plan and track until completion.

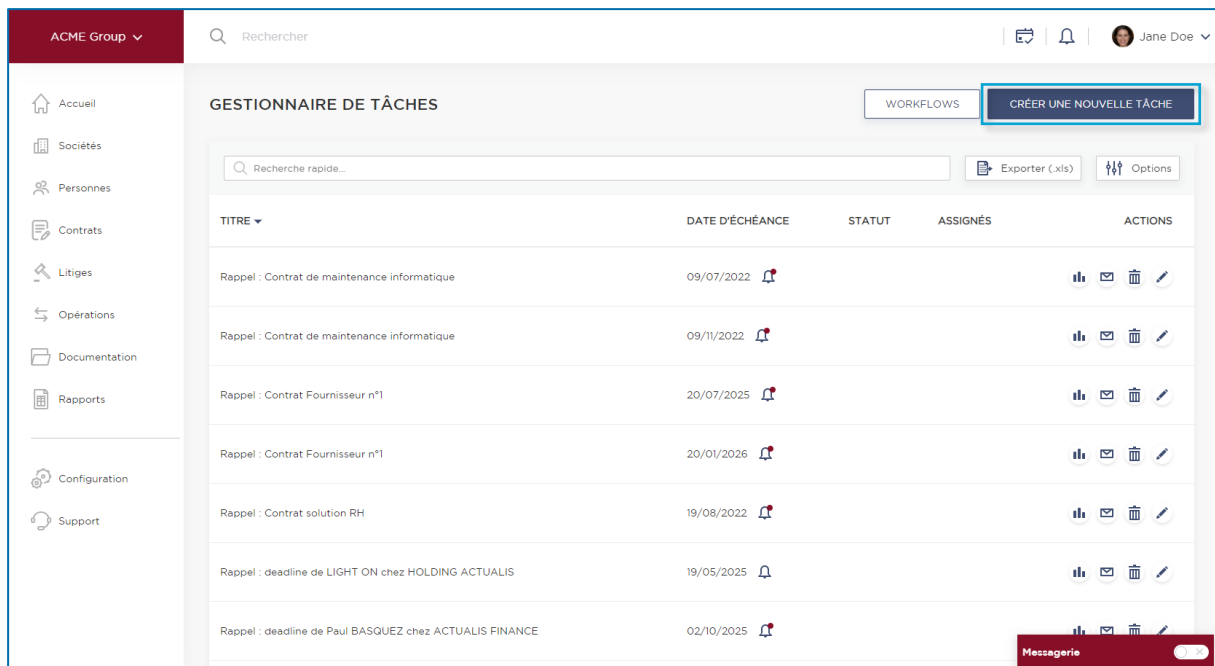
11.1.1. Creating a task

From the profile of a company of an individual, click on **Add a task** to quickly create a task associated with this content.



You can also create a task by clicking  > **Task Manager** in the top right corner of the screen, and then on **Add a task**.






This displays a screen in which you can fill in the details of the task to be performed. You can thus:

- **Assign** the task to a user.
- Indicate a **due date** to be observed.


Once created, tasks will be displayed:

- In the **Calendar**: for tasks with a due date.
- In the **Associated tasks** section of the profile of a company or individual: for the tasks associated with them.
- On the **Home** page, which you can customize using the **My assigned tasks** item.
- In the **Task Manager**.

11.1.2. Managing Tasks

Access the Task Manager via  > **Task Manager**.

This screen can be used in particular to:

- View all the tasks created, their progress status and their due date.
- Set a reminder  of a task's due date.
- Modify or delete a task.

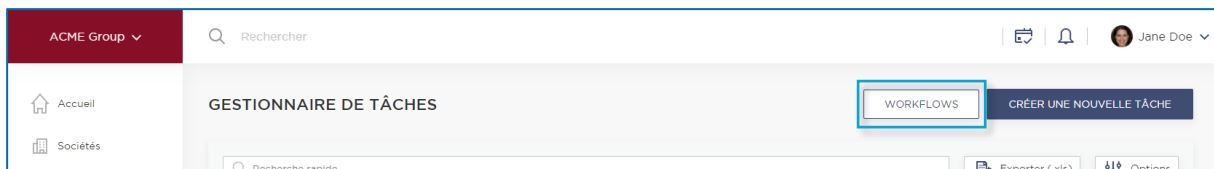
Lastly, you can use the **Options** button to filter the tasks displayed according to different criteria, or to customize the information displayed in the list.

11.2. Workflows

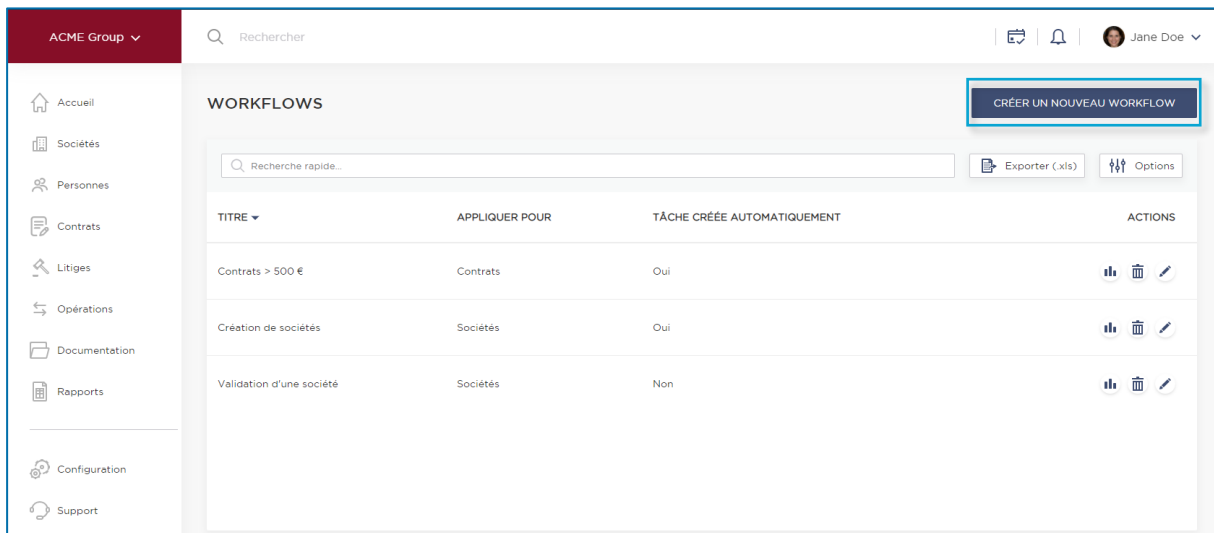
Using workflows, you can quickly generate a series of tasks from a template. This feature makes it easier to implement recurring procedures within your organization.

11.2.1. Creating a Workflow

Go to the Task Manager via  > **Task Manager** then click on the **Workflows** button.



In the screen displayed, click on **Add a workflow**.



In the form displayed, you can fill in the details of the Workflow to be created, in particular:

- The **type of content** with which this workflow must be associated.
- The list of **tasks** that will be generated each time this workflow is applied. To help you organize complex workflows, you can group these tasks into **steps**.

11.2.2. Applying a workflow

To apply a workflow:

- In the profile of a company or an individual, click on **Add a task**, then on the **Apply a workflow** button.
- Choose the workflow to apply to this content.

All tasks associated with this workflow will be generated and associated with this content.

11.2.3. Managing workflows

Go to the Workflow Manager via  > **Task Manager** then click on the **Workflows** button.

This screen can be used in particular to:

- View all the workflows created and the type of content with which they are associated.
- Modify or delete a workflow.

ACME Group ▾

Rechercher

Jane Doe ▾

Accueil

Sociétés

Personnes

Contrats

Litiges

Opérations

Documentation

Rapports

Configuration

Support







WORKFLOWS

CRÉER UN NOUVEAU WORKFLOW

Recherche rapide...

Exporter (.xls)

Options

TITRE ▾	APPLIQUER POUR	TÂCHE CRÉÉE AUTOMATIQUEMENT	ACTIONS
Contrats > 500 €	Contrats	Oui	  
Création de sociétés	Sociétés	Oui	  
Validation d'une société	Sociétés	Non	