

## ELECTRONIC ARCHIVING

### First: Archiving benefits



Meeting standards and regulatory compliance requirements



Limiting storage and costs



Lowering the risks of documents' damage



Easy access to major documents

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### Second: Archiving services



#### Scanning and indexing documents services

Conversion of paper documents into digital copies.



#### Document management systems implementation services

Document management system implementation.



#### Document management consultancy services

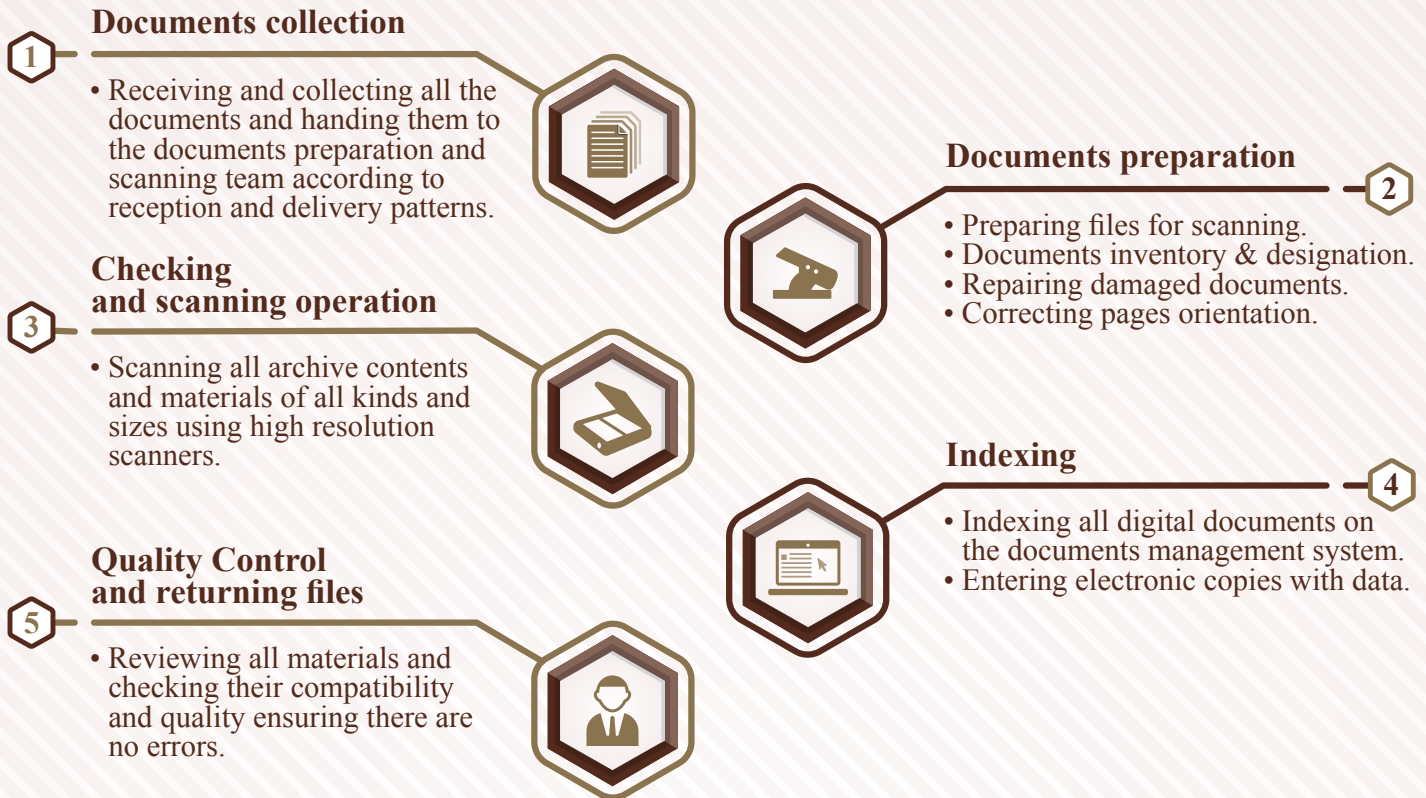
Assisting companies in their search for managing solutions to their documents and provision of the best adequate solutions.



#### Business process and workflow services

The system provides a flexible platform supporting a wide range of business requirements.

## Third: Archiving procedures



## M-Files

It is a system for managing companies and public institutions, mainly directed to documents' archiving and electronic exchange of formalities. It is an international system implemented in more than 100 countries worldwide, including 30 languages, specially designed to help public and private companies and institutions having a large number of paper and electronic formalities on a daily basis. This system is considered among the best worldwide.

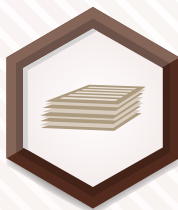
### System features



Quick document retrieval and review



Secure documents



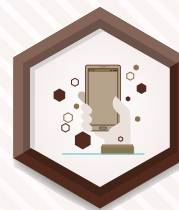
Backup guarantee



Emails alerts



Quick access without internet connection



Ability of access through cell phone



Powerful interface to connect with external databases

Electronic archiving allows saving **500 sqm.** for the storage of **3 million** documents which will be stored on a **20 GB** unit, with faster information access

Talal Abu-Ghazaleh Global has already archived about **150.000.000** (one hundred and fifty million documents)

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