Drooms

DROOMS PORTFOLIO+

Tag, track and locate physical documents easily

› As an additional add-on service to Drooms PORTFOLIO, Drooms PORTFOLIO+ allows for the innovative filing of business-critical information in its original format for record keeping purposes

› Drooms' unique offering has optimised the likes of UBS's real estate investment management business for over ten years, delivering improved visibility, security, availability and access to physical records, while ensuring their continued integrity

› With Drooms PORTFOLIO+, important documents are granted a unique ID, labelled with a corresponding barcode and physically stored at a secure storage facility of choice for safekeeping within 48 hours

› Digital copies assigned the same unique ID can be uploaded and indexed to the Drooms PORTFOLIO data room making them and their originals searchable at a click

*Please note that user management guidance and training of all staff is available on demand

Why maintain physical records?

Legal & regulatory retention requirements

> In many jurisdictions businesses must retain physical records for several years

> As the variety and volume of assets and critical business information to operate a company forever increases however, so does the potential for data loss

> Fragmented filing systems makes an audit trail for any inspections conducted in the future, difficult

Ensuring sale readiness

> The existing procedures for acquisitions and disposals have perceived difficulties including the time taken to complete transactions due to poor archiving and subsequently sourcing of physical documents

> Original documentation, including but not limited to the likes of title deeds, lease agreements, guarantees and facility management contracts are often stored in various locations and easily misplaced

> The time and cost implications are even more pertinent in a climate where resources and returns are under increased pressure

DROOMS PORTFOLIO+:

Decentralised
document filing > Centralised set
of records > One true
source

Drooms

Security part of a successful data management framework

> With Drooms, each project is set-up based on individual business needs

> Experienced international logistics partners are employed to collect relevant information

> Rigorous chain-of-custody protocols and secure logistics guarantee information is protected while in transit and at rest

> Preventative measures with proven fire-safe construction, dependable water supplies and comprehensive environmental conditions further safeguard records

> Secure destruction services to reduce risk are available when required

> Meticulous background checks, employee screenings and trainings to ensure the highest security standards are upheld when storing records are also carried out
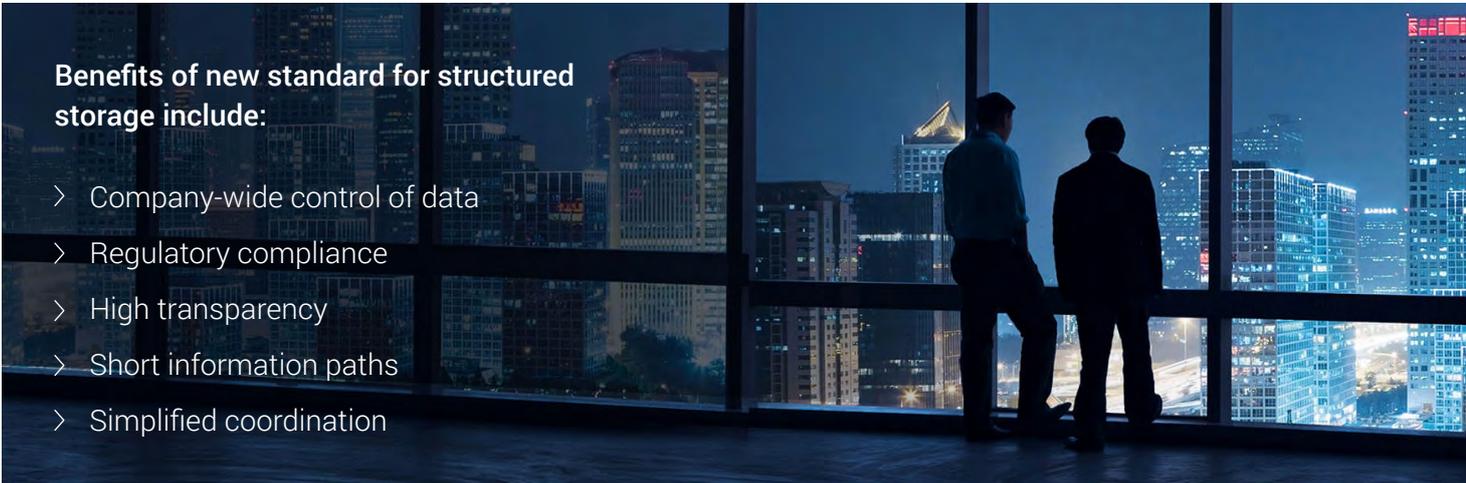
Benefits of new standard for structured storage include:

> Company-wide control of data

> Regulatory compliance

> High transparency

> Short information paths

> Simplified coordination