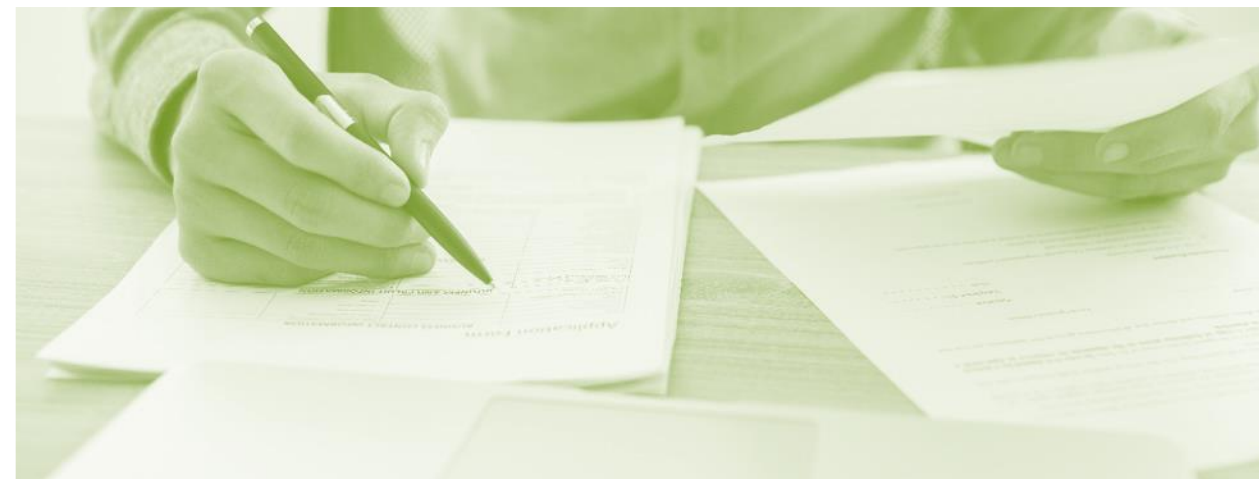


BOARD MANAGEMENT SOFTWARE (BMS)



Board Management Software

FOR
▶ ▶ ▶ Corporate Organizations

CHALLENGED
WITH
▶ ▶ ▶

- Use of manual processes for organizing board meetings
- Risks due to sharing documents over unsecured emails
- Inconvenience in accessing meeting information from email/physical documents


OUR
SOLUTION
▶ ▶ ▶

Vicisoft's ViciBMS software provides:

- Intuitive user interface for scheduling, conducting, and tracking board meetings
- Calendar-based scheduling of board meetings with statutory requirements like quorum, notice period, voting rights, etc.
- Standardized templates for emails, notices, agendas, meeting minutes, resolutions etc.

HELPS WITH
▶ ▶ ▶

- Streamlined management of statutory and optional board meetings
- Ease of sharing and review of digitally stored meeting documents
- Digital locking of meeting artifacts and resolutions for document immutability



Helping organizations achieve better board performance with a comprehensive Board Management Software

ViciBMS – BOARD MANAGEMENT SOFTWARE



● ● ● Accelerating digital transformation

Intuitive System Configuration

Ensure all stakeholders can easily obtain meetings information by setting up multiple user identities with unique access credentials

Effective Meeting Organization

Confirm participant availability and action items with calendar invites, reminders, draft notices, and agenda setting

Real-time Compilation of In-meeting Activities

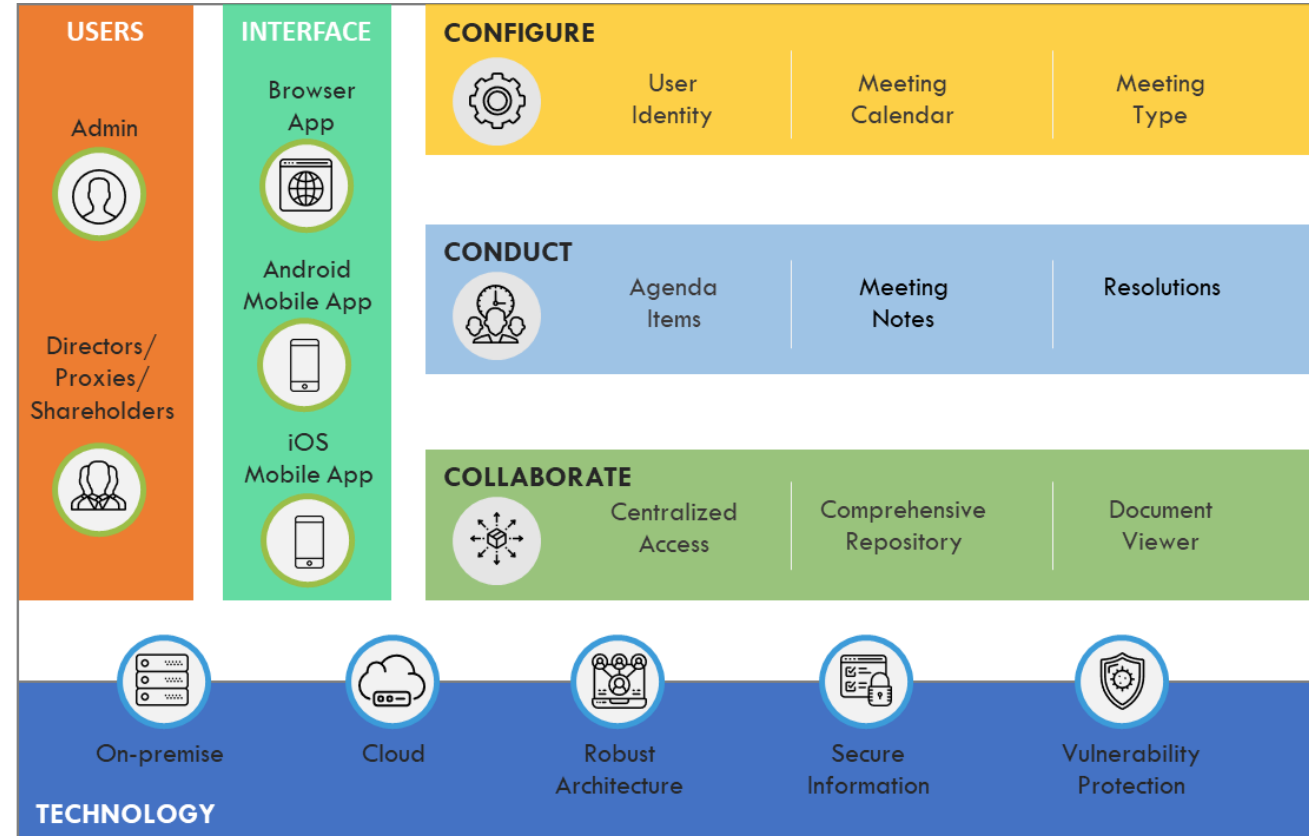
Help meeting organizers record minutes/resolutions/decisions in real-time with pre-defined templates.

Simplified Post-meeting Analysis

Review all meeting information instantly with a customized document viewer and collaborate using in-built annotations

Robust Application Architecture

Multi-tenant, secure, on-premise/cloud deployed application which supports both iOS and android platform

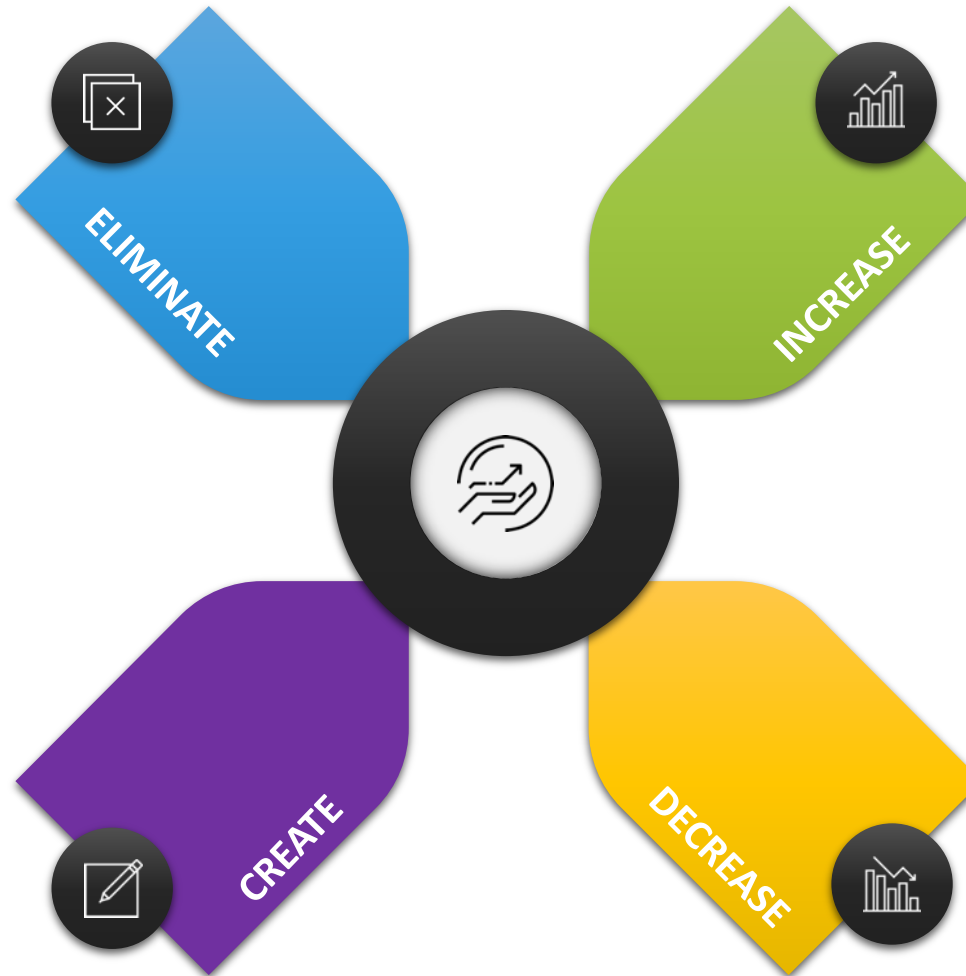


ViciBMS BENEFITS



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- ✗ NON-COMPLIANCE TO STATUTORY REQUIREMENTS
- ✗ SENSITIVE INFORMATION LEAKAGE
- ✗ DOCUMENT SHARING VIA UNSECURE METHODS



- ↑ EASE OF COMMUNICATION
- ↑ MEETING PRODUCTIVITY
- ↑ INFORMATION SECURITY
- ↑ CORPORATE GOVERNANCE

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- + CENTRALIZED BOARD DOCUMENT REPOSITORY
- + POSITIVE BOARD CULTURE
- + AUTOMATION OF BOARD MEETING ORGANIZATION

- ↓ TIME TO ORGANIZE BOARD MEETINGS
- ↓ SCHEDULING CONFLICTS
- ↓ PAPER USAGE
- ↓ DOCUMENT DUPLICATION

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SET-UP AND CONFIGURE



Streamline board meetings using a secure application with unique user identities and centralized document management



✔ **Secure User Authentication**

Leverage an intuitive user interface with login information along with a company code to provide unique credentials for organizations/users

✔ **Conditional Application Access**

Assign permission-based access to shareholders and proxies to protect sensitive information being shared during statutory meetings

✔ **Simplified Inclusion of Meeting Participants**

Create multiple user identities containing designation, status, contact details etc. to ensure all stakeholders can participate in the meeting

✔ **Pre-configured Scheduling**

Set-up company calendar with statutory board meetings at the start of financial year to prevent schedule conflicts

✔ **Meeting Type-based Quorum Determination**

Assign meeting participants and constitute a quorum to ensure compliance to government/company requirements

✔ **Efficient Meeting Communication**


Use standardized templates for draft notices, main notices, reminders, etc. to confirm participant availability as well as sharing of agenda items

APPLICATION SCREENSHOTS



12:45

Settings 1.0.4



Fingerprint is enabled. [Click here to login through fingerprint](#) or login by entering your user credentials below.

Username


Password

Company Code

[Forgot Password?](#)

Login Clear

Fingerprint authentication is enabled. Click on the below image to disable fingerprint.



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12:47

Sastry Chemudupaty

- Calendar Settings
- Designations
- Company Locations
- Users
- Meeting Types
- Templates
- Notification Settings
- Configure Meetings
- Meetings

Meeting Type : Board Meeting
Date : May 12, 2020 10:30 AM
Venue : Vicisoft Technologies
H. No 3 42 42, Samrat Colony
Hyderabad Telangana India 500026

12:48

Users

9 company users found

- Admin K**
Authority Secretary
9248042605, Nationality: Indian
support@viciecm.com
- Sastry Chemudupaty**
Director General
9849030737, Nationality: Indian
sastry@vicisoft.com
- Raju**
Director General
9440513618, Nationality: Indian
Raju@vicisoft.com
- Company Secretary**
Authority Secretary
9032503310, Nationality: Indian
hari@vicisoft.com
- Saikrishna Mirdoddi**
Investor Director
9866144714, Nationality: Indian
saikrishna@vicisoft.com

12:47

Meeting Types

3 meeting types found

- Board Meeting**
Statutory
Draft Notice: 25 days
Notice Period: 21 days
Quorum: Director General (2)
- AGM**
Statutory
Draft Notice: 32 days
Notice Period: 30 days
Quorum: Director General (2)
- EGM**
Statutory
Draft Notice: 12 days
Notice Period: 10 days
Quorum: Director General (2)

12:47

Configure Meetings

Financial Year: 2020-21

Apr-20 (0)	May-20 (1)	Jun-20 (1)
Jul-20 (0)	Aug-20 (1)	Sep-20 (2)
Oct-20 (1)	Nov-20 (2)	Dec-20 (1)
Jan-21 (0)	Feb-21 (0)	Mar-21 (1)

CONDUCT AND COMMUNICATE



Compile and review all board meeting documentation by easily taking notes on pre-defined templates and accessing the centralized meeting repository



✔ Real-time & In-context Note Taking

Use a pre-defined minute template to document all decisions, actions, and resolutions in real-time during the meeting

✔ Centralized Document Access

Capture and upload documents for participants to easily access information ahead of the meeting

✔ Efficient Tracking of Resolution/Actions

Review actions from prior meetings to finalize decisions, tasks, and add resolutions against each agenda item for future reference.

✔ Document Locking

Lock all key documents like Notices, Agenda, Minutes, Resolutions etc. after the meeting to comply with company policies

✔ Comprehensive Meeting Repository

Generate a single, unalterable record of all board meeting collaterals for future reference

✔ Simplified Meeting Information Analysis

Use a document viewer and annotations to add notes & meeting impressions and access them through a mapped list for review

APPLICATION SCREENSHOTS



12:49

Meetings List

Financial Year : 2020-21

Upcoming Completed

Meeting Type : Board Meeting

Date : August 17, 2020 10:30 AM

Venue : Vicisoft Technologies
H. No 3 42 42, Samrat Colony
Hyderabad Telangana India 500026

Minutes and Resolutions

Meeting Type : Board Meeting

Date : June 24, 2020 10:30 AM

Venue : Vicisoft Delhi
256, Vipul trade center, Sohna Road
Gurugram Delhi India 122018

Tab Sheets

Meeting Type : Board Meeting

Date : May 12, 2020 10:30 AM

Venue : Vicisoft Technologies
H. No 3 42 42, Samrat Colony
Hyderabad Telangana India 500026

Tab Sheets

12:49

Meeting Details

Meeting Type : Board Meeting

Date : May 12, 2020 10:30 AM

Venue : Vicisoft Technologies
H. No 3 42 42, Samrat Colony
Hyderabad Telangana India 500026

<https://meet.google.com/ewb-ftwd-pho?authuser=15hl=en>

Activities

- ✓ Draft Notice
Sent on April 17, 2020 02:52 PM
- ✓ Notice
Sent on April 21, 2020 02:52 PM
- ✓ Agenda
Uploaded on July 29, 2020 04:25 PM
- ✓ Attendance Confirmation
Confirmed on May 10, 2020 03:08 PM
- ✓ Previous Meeting Minutes
Uploaded on July 29, 2020 03:00 PM
- ✓ New Business Discussion Items
Finalized on April 20, 2020 02:37 PM
- ✓ Minutes of the Meeting
Uploaded on July 28, 2020 11:06 AM

13:10

Attendance Confirmation

Meeting On June 24, 2020 10:30 AM Quorum

4 participant users found

Raju
Director General
Yes

Saikrishna Mirdoddi
Investor Director
Yes

Sastry Chemudupaty
Director General
Yes

Sharath Kondapalli
Director General
Yes

12:50

New Business Discussion Items

4 meeting agendas found

1) LEAVE OF ABSENCE
Leave of absence letters

Notes to this Agenda
Humayunleave.pdf
SpLeave.pdf

Minutes to this Agenda
Whatever has been discussed

Resolutions to this Agenda
RESOLVED that bank account to be opened

2) BANK STATEMENT FACILITY BY EMAIL OF KOTAK BANK
The Company to avail bank statements of Kotak Bank by email instead of physical document for which Board approval is needed. The Board to discuss the same.

Notes to this Agenda
Minutes to this Agenda
The Chairman informed the Board that email facility for bank statement has to be taken from Kotak Bank.

The Board discussed the sam and passed the following resolution

Resolutions to this Agenda
"RESOLVED THAT the bank statement facility by email be availed with Kotak Bank."
"FURTHER RESOLVED THAT Mr. Ashok Kumar, CFO be

12:51

Tab 1

1 of 16

An ISO 9001:2015 Certified Company

VICISOFT®

AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS TO BE HELD ON TUESDAY THE 17TH 2020 AT REGISTERED OFFICE OF THE COMPANY AT H. No 3-42-41, ADJACENT TO PLOT NO.55, SAMRAT COLONY, WEST MAREDPALLY, HYDERABAD - 500 026 AT 10:30 AM

ITEM NO: 1 LEAVE OF ABSENCE
The letters if any received from the Directors requesting to grant leave of absence will be placed before the Board at the time of the meeting.

ITEM NO: 2 APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES
The minutes of the last Board meeting held on 8th February 2019 as circulated to the Directors would be placed before the Board at the time of the meeting. The Directors may kindly approve the circulated minutes.

ITEM NO: 3 NOTING DISCLOSURE OF INTEREST (FORM MBP-1)
Notice pursuant to Pursuant to Section 184 (1) of the Companies Act 2013 and rule 9(1) of the Companies (Meetings of Board and its Powers) Rules, 2014, if received from all the directors of the company in due course of time, in Form No. MBP-1 disclosing their interest would be placed before the meeting, for reading the same, making a note of it and then for record purpose.

ITEM NO: 4 NOTING OF INTIMATION OF DISCLOSURE OF DIRECTORSHIPS U.S. 164(2) OF COMPANIES ACT 2013.
Intimation in Form DIR-8 pursuant to Part Companies (Appointment and Qualification of Directors) Rules, 2014, if received from all the directors in due course of time, would be placed before the meeting, for record purpose.

ITEM NO: 5 STPI ANNUAL REPORT
The STPI Annual Report for the FY 2019-20 which needs to be signed by Authorized Authorised Signatory for signing the Annual Report submitted to STPI.

Any other item with the permission of

MANAGING DIRECTOR

Vicisoft Technologies Pvt. Ltd.
11th 3-42-41, Adjacent to Plot No. 55, Samrat Colony, West Maredpally, Hyderabad - 500 026. Ph: +91-40-27733337, +91-40-27733338
E-mail: info@vicisoft.com, hr@vicisoft.com
CIN: L72401TS1999PT122814

MINUTES OF THE MEETING (NO. 4/2019-2020) OF THE BOARD OF DIRECTORS OF VICISOFT TECHNOLOGIES PRIVATE LIMITED HELD ON THURSDAY, 26TH MARCH 2020 AT REGISTERED OFFICE OF THE COMPANY AT H. No 3-42-41, ADJACENT TO PLOT NO.55, SAMRAT COLONY, WEST MAREDPALLY, HYDERABAD - 500 026 AT 11:30 AM A.M.

DIRECTORS' PRESENT
Mr. Sastry Chemudupaty
Mr. C. S. Raju

1. APPOINTMENT OF CHAIRMAN

TECHNOLOGY / PLATFORM

Help stakeholders attend board meetings in a protected environment with a secured application accessible on web and iOS/Android apps



✔ Intuitive Application Interface

User-friendly board meeting software with wide-ranging functionalities and multi-channel access to enhance decision-making productivity

✔ Secure User Authentication

User credentials verification (fingerprint-based authentication on supported devices) with a unique company code for enhanced security

✔ Robust System Architecture

Multi-tenant, multi-client application framework with an intelligent repository to simplify meeting workflows and board document sharing

✔ Flexible Deployment

On-premise or public/private cloud deployment with web, mobile (iOS/Android) access to attend meetings from any device

✔ Secure Information Transmission

Https layer and separate client databases with server-side document encryption to ensure meetings documents are protected

✔ Application Vulnerability Protection

Regular version check of the application so that the users can take advantage of better performance and latest features

TALK TO US TO CONFIGURE BMS



Hyderabad

INDIA

Corporate Office/Global
Development Centre

Vicisoft Technologies Pvt. Ltd.

H. No.3-42-41, Adjacent to Plot No.55
Samrat Colony, West Maredpally
Hyderabad – 500026, India

Tel: +91-40-27713167/68
+91 984 903 0737

Sharjah

UAE

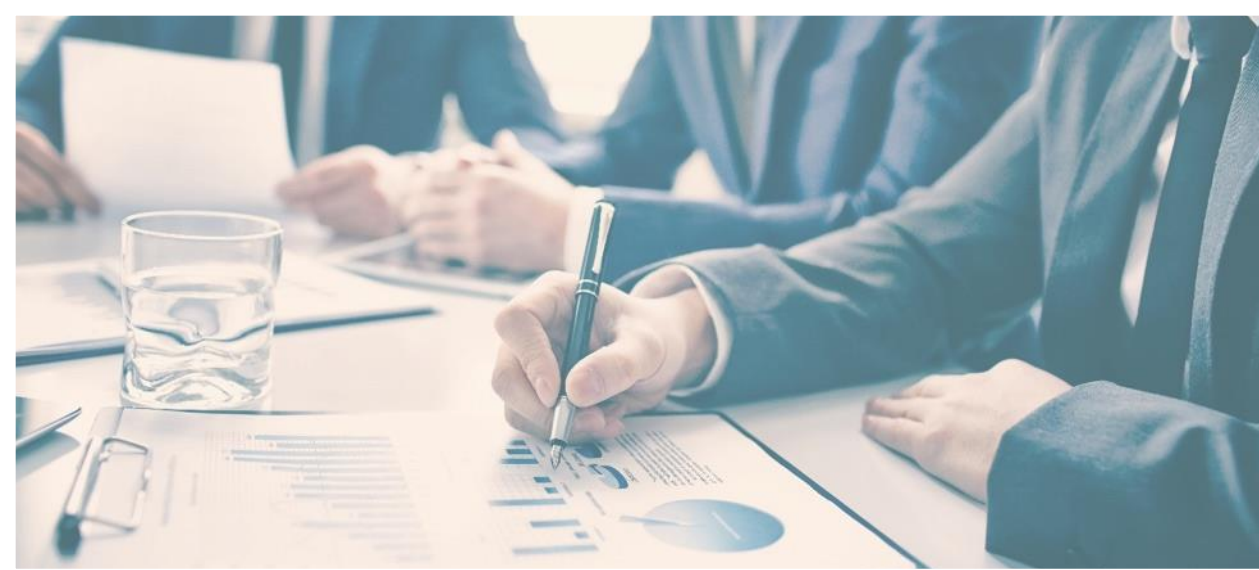
Global Sales & Support
Centre

Vicisoft Technologies Fze

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Sharjah Airport International Free Zone
Sharjah, United Arab Emirates

Tel: +971-6-5572900
+971 50 944 1468

E-mail: info@vicisoft.com



THANK YOU

