

Reliability of official electronic documents: for whom, why and how?



- Do you receive a lot of official documents (paper or electronic)?
- Do you produce or send a lot of official documents (paper or electronic)?
- Do you archive a large quantity of official documents (paper or electronic)?
- Are you unsure if your electronic documents are reliable?
- Are you facing legal issues with regard to the reliability of electronic documents?
- Do you have to simplify your business processes or the management of your official documents?

Did you check one or more of these boxes? If so, then going paperless is for you!

For whom:



Governments and municipalities



Large and medium-sized businesses



Transaction platforms
(banking, financial, insurance and other areas)

Why?

Reduce

costs and environmental impacts related to the management of official documents (printing, handling, transport, digitization and archiving).

Increase

the effectiveness and efficiency of business processes (human and technological).

Meet

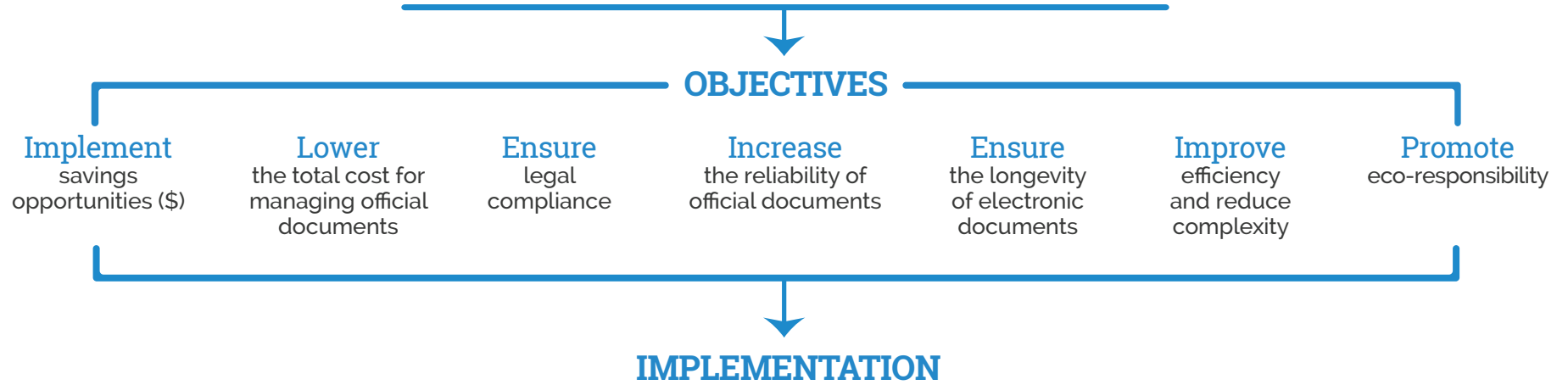
legal compliance requirements (legislative and regulatory).

Maintain

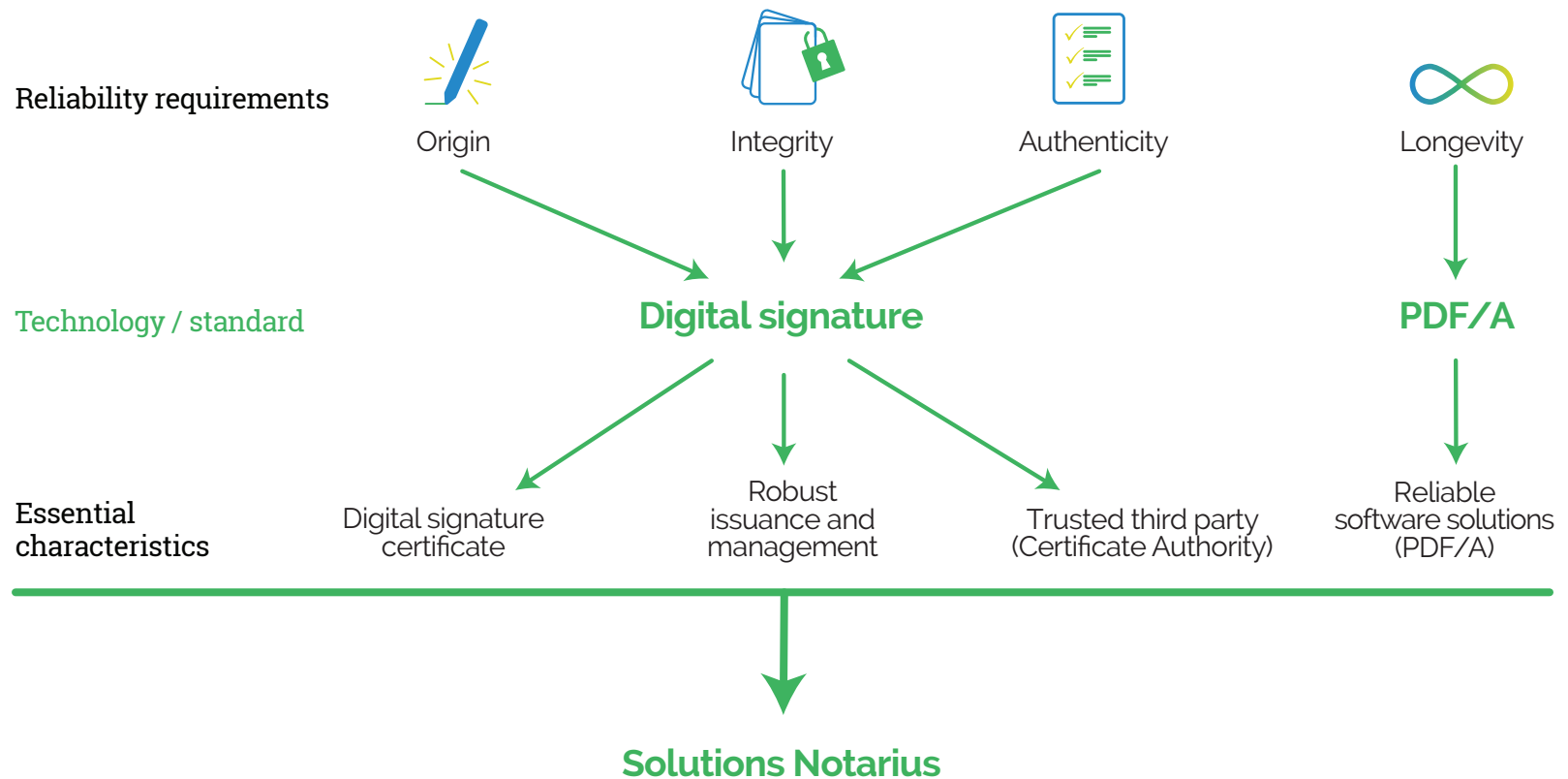
the quality and readability of documents by preventing degradation or errors related to scanning, copying and faxing.

How ?

Adopt a Policy for the Management of Official Documents



Step	Description	Recommendation
1	Clearly identify your organization's documents with high reliability requirements.	Determine which documents are of an official nature (see Official documents in digital form) in the 3 following sectors of the organization: <ul style="list-style-type: none"> • Documents received; • Documents produced internally; and • Archived documents.
2	Publish a Policy for the Management of Official Documents.	Notarius can provide you with an example of a policy for the management of official documents that you can adapt to your organization.
3	Implement a powerful and technologically neutral framework in accordance with the official documents management policy.	<ul style="list-style-type: none"> • Ensure the reliability of the origin, integrity and authenticity of your official documents using a digital signature meeting 3 essential criteria (see diagram, next page) • Ensure the longevity of your official documents by requiring PDF/A standard compliance.



We provide you with cutting-edge technological solutions that are powerful and easy to use. The solutions we offer allow you to create and verify the origin, integrity and authenticity of your official electronic documents thanks to our product lines.

Our products also enable you to convert your official electronic documents to the PDF/A standard and verify that they comply with the standard.

You will then be able to preserve your official documents for decades to come, in a reliable and effective way while benefiting from a paper-free environment!

For more details, please contact:

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The trusted signature that certifies, your professional status or your affiliation with your organization.

CertifiO is also available for departments and organizations.



ConsignO uses advanced operations to convert your documents to PDF/A standard and digitally sign your official electronic documents.



VerifiO allows you to verify the origin, integrity, authenticity and longevity of official electronic documents received in large quantities.

VerifiO also allows you to verify the signatory's professional affiliation.

Notarius also offers server versions of ConsignO and VerifiO allowing you to fully automate your business processes!