

LuxDoc.

Ready-to-use electronic document management
for electronic archiving with probative value



The G-D of Luxembourg has a high level of digital data protection and a legislative arsenal. So many assets to be a hub in the management of big data. To meet market expectations, NG Partners, Labgroup and Eukles have combined their expertise to bring LuxDoc, the Luxembourgish complete solution for electronic document management together. This innovation, based on the European regulation, enables the users to take a giant step forward in the digital world.

Message from our Managing Director



Stéphane NONNWEILER
Managing Director

The law on electronic archiving allowed us to seal a new collaboration with our partner Labgroup to offer our customers a tailored dematerialisation approach without disrupting their processes.

The Luxembourgish law of July 25th, 2015 on PSDC archiving, allows to keep digital copies of paper documents with the same probative value as the original document.



Pierre Dewez - CEO PECB Europe
Etienne Schneider - Economy Minister
Bernard Moreau - CEO Labgroup
Jean Marie Reiff - ILNAS Director

Official presentation of the first
Luxembourg PSDC certificate

This advance opens the way to a paperless world. It allows to continue to work without changing its habits and offers a significant step forward for Europe, from a legislative and regulatory point of view. Indeed, Europe has legislated in 2016 to confirm this fabulous progress.

What the law says

Extract from the law of 25th July 2015 on electronic archiving

Art.4. Procedure to apply for the registration and supervision of dematerialisation or conservation services providers.

Only persons who are certified by a certifier for having established and to comply with the rules relating to the establishment and management of an information security system [...] may apply to the ILNAS their registration [...] in order to obtain the status of dematerialisation or conservation service provider.

Art. 12. Amendments to the Commercial Code

Article 16 of the Commercial Code is supplemented as follows:

"Copies in a digital form which are made by a dematerialisation or conservation service provider have, in the absence of contrary evidence, the same probative value as the original or the original authentic deed.

A copy may not be rejected by the judge solely on the grounds that it is in electronic form or that it has not been made by a dematerialisation services provider.

Extract from the Grand-Ducal Regulation of 25th July 2015 relating to the dematerialisation and preservation of documents.

Art. 1st. Copies with probative value
Constitute copies of probative value copies which are:

- a) carried out under a treatment which does not alter or interpret the information contained in the original, but is limited to constituting an identical image of the original;
- b) carried out systematically and without gaps;
- c) performed in accordance with work instructions that are retained as long as the copies;
- d) carefully preserved in a systematic order and protected from any alteration.

Art. 2. Dematerialisation

The authenticity of the copy of probative value must be guaranteed.

To this end,

- a) The transcription process shall not alter the original contents and appearance;
- b) each probative copy must include in a systematic manner the date and time of its creation;
- c) a detailed and up-to-date history of the probative copy shall be available at all times.

Art. 3. Electronic storage

(1) Copies with probative value digital original must be durable. Copies with probative value and originals are deemed to fulfill this condition:

- a) preserved so as to avoid any modification or alteration;
- b) recorded as soon as they are created in a secure electronic document or signed electronically within the meaning of article 1322-1 of the Civil Code.

(2) If for any reason, digital probative or original copies are transferred from one medium or digital format to another, the holder must demonstrate their agreement.

(3) The systems used for the electronic preservation of proof-of-origin and digital originals:

- a) must have the necessary security to prevent any modification or alteration;
- and
- b) must permit the return of the document at any time in a readable format, guaranteeing the fidelity to the original.

LuxDoc

is an affordable solution to dematerialise, share, manage and archive all documents. The basis of this innovation is an electronic document management solution hosted by Labgroup and built according to the number of users and the number of Gigabytes needed. Users can securely access documents anywhere from a PC, Tablet or Smartphone connected to the Internet.



The offer is modular according to your needs in order to bring real added value to your organisation

The proposed offer :

- An assessment and feasibility audit to identify the different types of documents, their number and propose the most advantageous solution.
- The use of LuxDoc for a number of users and storage space (Giga).
- Retention of 2 copies in 2 replicated Datacentres in Luxembourg
- High availability of all archived documents.

And optional:

- Physical archiving of your paper documents at Labgroup.
- The recovery of the liabilities of the archives of your paper and digital documents.
- Archiving with probative value (with some number of GB in PSDC)
- Multifunction printers to print and scan on demand.
- Management, accounting and badging solution to control and secure impressions.
- A digital cabinet Docubank for intelligent management of physical archiving.
- Strong identification to secure access to documents.
- Destruction of paper and digital documents to improve the protection and confidentiality of data.

To understand the principle of the LuxDoc solution:

- 1) Electronic documents (files of any kind, emails...) are transferred securely into the EDM by a simple drag-and-drop from any workstation.
- 2) Paper documents are scanned on the MFP and automatically sent to the EDM by a secure application.
- 3) All documents are full-text indexed by OCR (Optical Character Recognition).
- 4) After strong authentication, users can search, view, share, edit documents at any time and from any device (PC, Smartphone...)
- 5) With the DocuBank, users drag the paper document into the archive box prescribed by the application according to its legal shelf life. The archive boxes are then stored by you or by Labgroup.

Probative value archiving:

- 1) At regular intervals, a Labgroup certified operator scans the PSDC documents a second time on your Xerox MFP with a secured application.
- 2) Two electronic copies with legal value of the original are registered in 2 Datacentres located in Luxembourg.
- 3) The original documents may be retained or destroyed.
- 4) A certified copy of a PSDC document may be delivered upon request in order to assert legal rights.

Advantages

- Provide all guarantees and safeguards for standard and / or probative value archiving (PSDC).
- Enable quick implementation without changing work habits.
- Increase employee efficiency and productivity.
- Reduce and control IT costs.
- Go to a reduction of the circulating paper.
- Classify, organise and share information.
- Facilitated search of information.
- Control and automate the document lifecycle.
- Have the right information at the right time.



Security

Access

- Authentication with 2 factors.
- Password.

Data Transfer

- Secure HTTPS transfer – SSL V3 (256 bits encryption).

Physical transfer of documents

- Secure removal and retrieval of documents.
- Labgroup's truck transport monitoring.

Hosting

- Data storage in private Cloud.
- Encrypted data (RSA/AES 2048 bits encryption).
- Primary Datacentre in Contern: Tier 3 equivalent, property of Labgroup.
- Ultra-protected design (building inside a building).
- Access and operation monitored 24/7/365
- Air circulation system APR cooling system InRow.
- Ecological cooling by outdoor air.
- Energy efficiency indicator of 1.3.
- Secondary Datacentre in Bettembourg: dedicated room in the Datacentre LuxConnect: equivalent Tier 4.
- Real-time link between the 2 Datacentres (active-active mode).

Opportunities

Many customers have chosen LuxDoc for its opening to business applications.

Mail management

A large Luxembourg administration has chosen LuxDoc to manage all incoming and outgoing mails by creating automatic workflows.

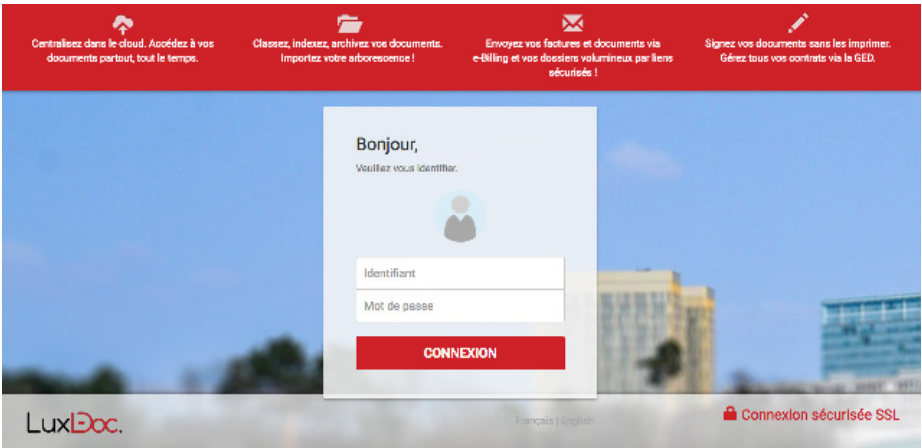
Invoices

Several trustees spend a considerable amount of time in their accounts (BOB / SAGE) entering the information contained in their customers' invoices. With LuxDoc we have developed a connector to these business softwares to facilitate the work and limit the risk of errors. At the same time, these invoices can be archived and easily retrieved in digital form.

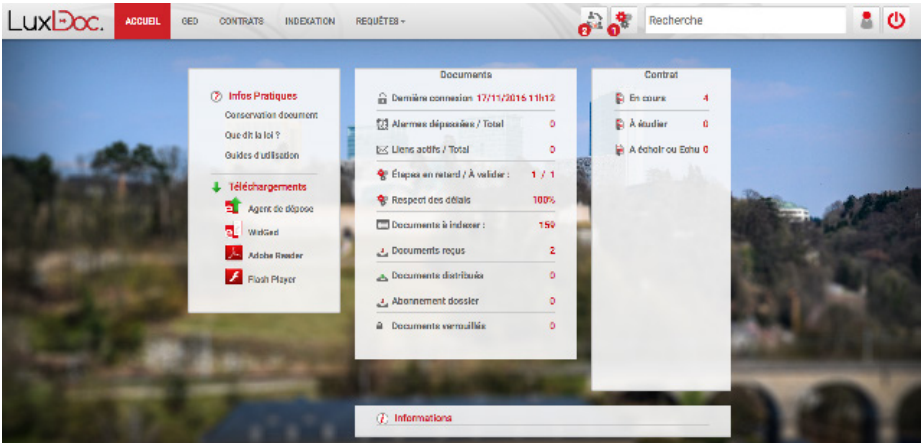
Contracts

An insurance company has equipped itself with the LuxDoc solution to manage all its customer contracts by dematerialising them upon their arrival. These are archived and made available for remote consultation by their clients.

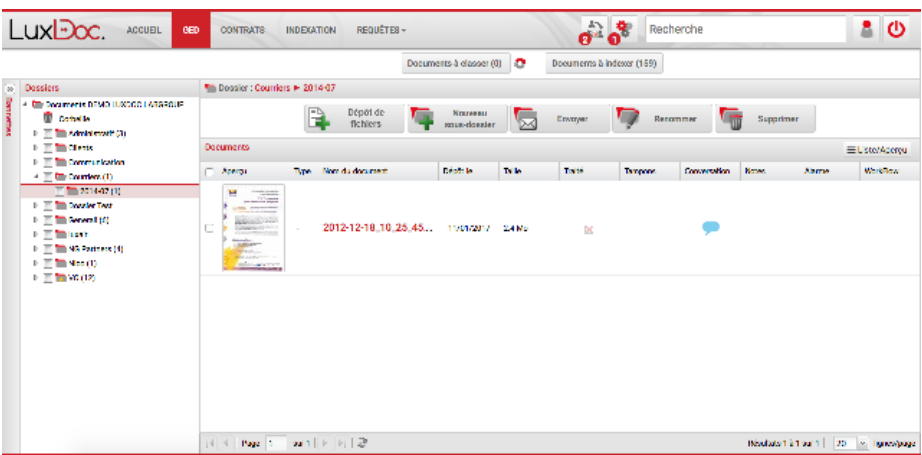
Software features



Home and identification



Startup tabs



Document Management Interface

Electronic Document Management	Pro	Premium
Secure real-time remote access	✓	✓
Full online collaborative document management	✓	✓
User-defined self-classification of documents	✓	✓
Drag-and-drop import in the folder hierarchy	✓	✓
Automatic time and date stamping of documents	✓	✓
Full-text indexing of documents	✓	✓
Automatic full-text indexing of documents	✓	✓
Indexing of documents by keywords	✓	✓
Retrieval of documents by keywords	✓	✓
Full-text search on documents	✓	✓
Insertion of sticky notes on documents	✓	✓
Document indexation	✓	✓
Linking of documents for case management	✓	✓
Full text OCR on all documents	✓	✓
Programming of alarms and reminders	✓	✓
Application of virtual stamps on documents	✓	✓
(Large) Documents sharing via email	✓	✓
Automatic file format conversion to PDF/A	✓	✓
Recovery of the existing folder structure	✓	✓
Customisable user interface	✓	✓
Drag-and-drop files on Microsoft Windows Desktop	✓	✓
Drag-an-drop e-mails from Microsoft Outlook	✓	✓
Easy to use query & reporting tool	✓	✓
WidGed	✓	✓

Rights administration		
User access rights administration	✓	✓
Group privileges administration	✓	✓
Connection schedules limitation	✓	✓
Centralised recycle bin management	✓	✓
Full traceability and audit trail	✓	✓
Instant account deactivation	✓	✓
Folders rights access management	✓	✓
Automatic password reactivation	✓	✓

Contract management		
Customer & supplier database management	✓	✓
Proactive maturities management	✓	✓
Alarm notification by e-mail	✓	✓
Easy to use query & reporting tool	✓	✓
Exporting of query results to Excel	✓	✓
Automatic time and date stamping of contracts	✓	✓
Contracts summary sheet	✓	✓
Possibility to send contracts by e-mail	✓	✓

Integration of network scanners		
Software agent for all Xerox multifunction printer	✓	✓
Development of specific software connectors	✓	✓
Automatic import of scanned documents	✓	✓

Basic features		
Continuous improvement of functionality	✓	✓
Proactive & corrective maintenance	✓	✓
Automatic data encryption	✓	✓
Double copy data storage	✓	✓
Hosting on dedicated scalable servers	✓	✓
OCR ABBY Revognition Server	✓	✓
Ongoing monitoring of the production environment	✓	✓
User helpdesk from 8:00 am to 7:00 pm Monday to Friday	✓	✓
2 hours on-site user basic training	✓	✓
Two-factors authentication	✓	✓

Optional features		
Document workflow management	Option	✓
Enhanced collaborative management	Option	✓
Multiple stamps application	Option	✓
Dedicated indexing station	Option	✓
Online chat	Option	✓
Advanced search engine	Option	✓

NG Partners is a Xerox concessionaire since 1994 and has been certified Xerox Platinum since 2015: which is the highest accreditation. This concession covers Luxembourg and the Belgian province of Luxembourg, but can also manage customers from all over Europe from Luxembourg. It distributes all Xerox products, solutions and printing services from its headquarters in Livange. It also offers Managed Print Services for all companies wishing to entrust their management of printing fleets. NG Partners joined the Xerox global ambassador program for its innovative customer solutions (scanning and archiving in partnership with Labgroup & Eukles).

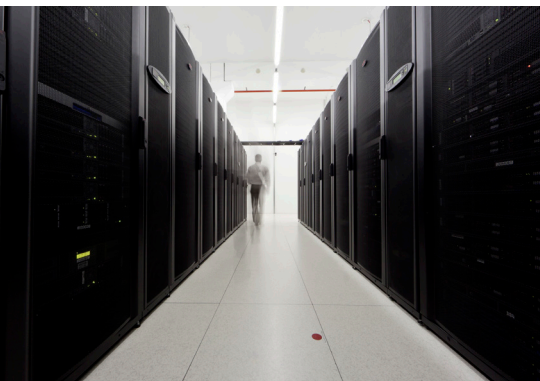
Xerox's technical department is PFS certified (Professional of the Financial Sector).

- More than 20 years of experience
- More than 1000 customers in Luxembourg and the Belgian Province of Luxembourg
- Management of a printing fleet exceeding 2000 multifunction printers
- 13 employees at your service and 7 intervention technicians



Labgroup

Your documents. Your data.
Our business.



Labgroup is a Luxembourgish company that offers information management and archiving solutions to financial and insurance companies, government agencies and organisations in all business sectors.

Since 1977, Labgroup has been assisting its customers in their dematerialisation efforts by offering adapted services including the digitisation of paper documents, the storage and destruction of physical archive, the capture and storage of electronic archives, the collaborative management of electronic documents, the safeguarding and restoration of Data, Media, consulting and training in archival science. As a Professional of the Financial Sector (PFS) Labgroup is an entity supervised by the "Financial Sector Supervisory Commission" (CSSF).

Labgroup is ISO 9001, ISO 27001 and PSDC (DC) certified. Labgroup is also present in Ireland and Gibraltar.

- A turnover in 2016 of more than 10 million Euros.
- 65 employees.
- 27 000 m² for archiving and more than 1.5 billion pages stored.
- A fleet of 40 vehicles.
- Secure 24/7/365



As a specialist in Data optimisation and security solutions for companies, we are an editor and publisher of products and solutions for electronic document management, backup, documentary heritage and archiving, adapted to building contractor as well as the largest structures.

Our products are now recognised and used by 92 trades: from EDM health to the needs of the construction contractors, through communities and large operating groups, eg: we intervene to optimise your daily life and secure the future of your data.

- Reward for the 25th Deloitte-InExtenso Fast50 Award.
- More than 30 employees at your service
- 1300 days of software development each year.
- 15.7 % of the revenue reinvested in Research & Development.
- More than 70 000 users in Europe
- 92 separate trades.





Frequently asked questions

Which paper document can be dematerialised and kept by a PSDC?

The document accepted by a PSDC are:

1. *The private deeds referred to in article 1334 of the Civil Code.*

Acts under private deeds are opposed to authentic deeds drawn up in the presence of a notary. These are contracts drawn up and signed by natural and legal persons.

2. *The documents referred to Article 16 of the Commercial Code.*

These include supporting records, inventories, inbound and outbound correspondence, and accounting reports. In terms of accounting reports, companies will only have to keep the balance sheet and the annual profit and loss account in paper format.

It is also advantageous to archive many documents with written proof, such as working papers or supporting documents, in order to increase their probative value by giving them a certain date and guaranteeing their accountability and integrity.

Can I archive documents from a foreign branch in a PSDC? What will be the proof value of these documents?

A foreign branch can benefit from the PSDC archiving in Luxembourg. The legal value of digital documents archived in PSDC will be assumed in Luxembourg but will have to be demonstrated in other countries. Under regulation (EC) N° 919/2014, as from 1st July 2016, "the legal effect and admissibility of an electronic document as legal evidence may not be refused on the sole ground that it. An electronic form (Article 46).

We can help you determine the best archiving solution for your documents based on the location and jurisdiction of the parties involved.

What happens if a conservation PSDC fails?

The law of 9th July 2013 amending Article 567 of the French Commercial Code aims to secure the use of cloud computing and defines the reversibility obligations of the service provider, such as electronic archiving, for this purpose. It opens up a right of claim in favor of the company that has entrusted "non-fungible intangible assets", in clear data, to the bankrupt PSDC.

Notes

Contacts and dedicated website

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