



Entity Management

Companywide governance
and compliance for your
subsidiaries made easy



Store, share, and safeguard your vital entity data.

You've got a big job to do. Today's fast-paced regulatory climate means you can't afford to waste time wading through stacks of file folders or toggling between spreadsheets whenever you need to update or review your entity data.

The solution? CSC Entity Management.

Our secure compliance and governance solution offers a powerful yet user-friendly way to store, organize, and monitor the status of all your global corporate entities.

We designed **CSC Entity ManagementSM** with your needs in mind. Pull up and view the exact jurisdiction details you want to see. Retrieve specific corporate records with ease. Query your portfolio and receive comprehensive, customizable reports. All of your records are archived and easily retrieved—plus you can share and transfer

information to colleagues, board members, and legal counsel both inside and outside your company.

CSC Entity Management has the power to handle all your current subsidiary requirements and the flexibility to grow with you as your company expands. You'll enjoy improved companywide compliance, a clearer view of your organization, and a calculated approach to managing all of your legal entities.

Like all of CSC's business solutions, CSC Entity Management can be accessed from wherever you are with just a secure internet connection and a valid login. And there's no charge for additional seat licenses or automatic software upgrades, either. Your system administrator is empowered to add as many users as they like and extend login privileges to anyone who needs access to the system.

With its world-class tracking and reporting features, CSC Entity Management is the perfect solution to:

- ✓ Update and organize your corporate data
- ✓ Manage and store your key entity-related documents
- ✓ Track your upcoming due dates and expirations
- ✓ Create and manage your minute books
- ✓ Maintain your sensitive officer and director information
- ✓ Build, update, and export organization charts
- ✓ Route documents for electronic signature
- ✓ Record and amend your stock and ownership information
- ✓ Generate full reports for painless audits and better decision making
- ✓ Manage your doing business as (DBA) portfolio at all jurisdiction levels
- ✓ File forms 3, 4, and 5 for Section 16 compliance

How it works

Every time **CSC** conducts an entity transaction on your behalf anywhere around the world, the CSC Entity Management platform captures that data and automatically builds it into your electronic portfolio, tying filing evidence documents directly to your entities.

CSC Entity Management then organizes your data into easy-to-use screens. Custom layouts allow you to track and manage data that can vary from entity to entity in a scalable fashion. Intuitive reporting tools let you serve up your subsidiary details any way you want.

The screenshot displays the CSCNavigator web application. The top navigation bar includes the CSC logo, the title 'CSCNavigator', and a user profile for 'Jen Finley'. A dropdown menu shows 'Announcements'. Below the navigation bar, the 'Entity Details' section for 'ABC, LLC' (CSC Entity ID: 3272240) is shown. The 'Entity Summary' tab is active, displaying a comprehensive list of entity information. A sidebar on the left provides a navigation menu with options like 'File Cabinet', 'Main Drawer', 'Annual Report Filings', 'Entity Filings', 'Entity Details', 'Summary', 'Jurisdictions', 'Name History', 'DBA Names', 'Merger Transactions', 'Audit', 'Contacts', and 'CSC Contacts'. A circular inset on the right highlights the 'Documents in Entity Filings' section, which includes a table of documents.

Entity Details
Entity Name: ABC, LLC
CSC Entity ID: 3272240
Jurisdiction of Formation: Delaware
Formation Date: 10/31/2009
Return to Entity Grid

Entity Summary

Entity Name: ABC, LLC
Jurisdiction of Formation: Delaware
Formation Date: 10/31/2009
Entity Type: Limited Liability Company
Fiscal Year End: 12/31
Annual Meeting Date: 5/23
FEIN: 632623
Business Purpose: Manufacturing
Location of Minute Book:
Legal Structure:
Publicly Traded:
SIC/NAICS: 10-5671, 20-5621
Renewal Billing Reference/Matter #:
Department: Property
Line of Business: REO
Business Activity Description: Management Company
SEC Private Fund Identification Number:
CSC Entity ID: 3272240
BX Line of Business: Private Equity
Classification: Investment Advisor
Region: United States
Fund ID: Fund 2
Division: 2
Unique SAP Code: 1111
OneSource Co Code: 57623
Tax Type: Disregarded entity
Related Deal: 1
Legal Entity Identifier: 10-15
REIT Group: ARC V
Platform: Capital
CCG Purpose: Blocker
GL Company Code:
Location of Seal:
Joint-Venture Entity;

Documents in Entity Filings

+ DOCUMENT ACTIONS DOWNLOAD GRID TO EXCEL

☐	Document Title	Entity Name
☐	Delaware Formation	ABC, LLC

Service features



Entity summary

CSC Entity Management provides an entity summary details page that includes the basic core entity data that flows in automatically in conjunction with CSC's Registered Agent and Global Subsidiary Management (GSM) services. The data is updated for you when CSC handles your corporate transactions. The entity details page can be tailored with custom fields and additional categories of information. Fields can easily be assigned to all entities or a subset of entities via a custom layouts feature.



Officers and directors

CSC Entity Management lets you easily create and apply standard slates of officers and directors across any number of entities and create unlimited titles for officers, directors, members, managers, partners, powers of attorney, committee members, and other custom capacities. You can also maintain current and historical officer and director titles and terms and re-elect an entire slate of officers or directors within an entity. CSC also maintains officer or director and member or manager data on your entities in conjunction with annual report outsourcing and GSM services.



Calendar module

Includes compliance tracking tools like the Good Standing Calendar, DBA Calendar, and My Calendar. CSC's Good Standing Calendar automatically creates annual compliance events for U.S. entities, and for international entities that use CSC's GSM service. Event status is automatically updated when CSC handles your compliance filings. Clients also have the flexibility to calendar custom compliance events.



Stock and ownership

CSC Entity Management allows you to track your current and historical stock and ownership details and enables you to retrieve and report on any point-in-time data elements. Users can create an unlimited number of custom fields in the capital, ownership, and ownership transactions sections.



Document management and electronic minute books

Built on OpenText™ Documentum, our document management system enables easier handling and safer storage for all your vital corporate records in more than 200 document formats. The system is role-based, giving your administrator(s) total control over viewing and editing access. CSC Entity Management enables you to assign minute books to a particular entity, create the most relevant folder structure, and attach minute books or any other documents to a particular entity or create portfolio-wide folders. In addition to the documents that automatically flow into the platform via filings that CSC performs, documents can also be efficiently imported via the drag and drop function, and administrators can restrict user access via a folder level security feature. The CSC Entity application programming interface (API) can be leveraged to create an ongoing, secure feed of documents into your internal or third-party document management system.



Electronic signature workflow

CSC has partnered with DocuSign® to bring a new level of efficiency to managing electronic signature requests within our CSC Entity Management application. With this feature and a DocuSign account, you can initiate electronic signature requests in CSC Entity Management, track the status of signature requests, and store fully executed documents back in your entity folders more simply—and with greater transparency—than ever before.



Organization charts

CSC Entity Management makes visualization of your organization easy, giving you the ability to create organization charts based on ownership data. Users can include specific criteria (such as ownership at any historical point-in-time), add entity-related attributes to the display, create complex formatting rules with shapes and colors, and export and share your organization charts. Advanced charting features include the ability to create sub-charts, enabling organizations to intentionally split larger charts into multiple pages, including on-screen manipulation to control the precise positioning of each entity, and an org chart legend feature to clearly explain the meaning of each formatting rule.



Entity API

CSC Entity Management features a secure RESTful API that establishes a framework for integrating data and documents stored in CSC Entity Management with one or multiple internal enterprise or third-party applications.



Searching

CSC Entity Management's powerful search features allow your organization to search across any of your entity data within your portfolio. This includes any entity-related data, such as entity name, jurisdiction, entity status, officer or director names and titles, etc. In addition, CSC's full-text document searching capability lets you search for documents containing a specific word or phrase. With this capability, you can easily locate any document where a reference to a specific activity, officer name, or other detail is contained within the text. CSC Entity Management automatically applies an Optical Character Recognition (OCR) layer to PDF documents that are uploaded into the Minute Books and Other Documents sections, ensuring that these documents are fully text searchable upon upload.



Reporting

CSC Entity Management gives users the option to use standard, formal board-ready reports with more than 30 standard report templates, and features an ad-hoc reporting module where organizations can design and save their own reports templates. CSC can also build custom report templates through our Professional Services Team.



Section 16 filing

CSC's secure, SaaS-based, Section 16 filing solution is available as part of CSC Entity Management, and allows users to create, manage, and file Section 16 documents for insiders and reporting owners. In just minutes, you can create, preview, and transmit Electronic Data Gathering, Analysis, and Retrieval system (EDGAR) formatted forms 3, 4, and 5 directly to the U.S. Securities and Exchange Commission (SEC). You have the ability to prepare draft filings in advance, and test file or live file directly with the SEC. The solution also includes the ability to file for multiple reporting owners in the same filing, and maintain footnote libraries for quick access to commonly used footnotes. Filing acceptance messages are available immediately and emailed to you after a filing is placed.



Corporate tracker

CSC's Corporate Tracker service monitors your entities' secretary of state statuses and good standing. Our tool tracks and manages delinquencies, administrative dissolutions, revocations and other changes to your entities' statuses and reports them directly to you via email alerts, giving you the early warning you need for timely resolution. The solution identifies the type of change, creates a before and after snapshot of the entity in question, and displays an "as of date" for each status update.

Do more with CSC



Registered Agent services: An industry leader for more than 120 years, CSC can serve as registered agent in all 50 states and the District of Columbia.



Global Subsidiary Management: CSC offers a suite of global corporate services to maintain the annual compliance of your international entities in more than 140 jurisdictions.



Business License solutions: From outsourcing to expansion and compliance services to renewals and more, CSC provides the dedicated expertise you need to keep your portfolio in compliance.



Annual Reports Preparation and Filing service: Save time, avoid risk, and never miss a filing deadline with CSC. Let us take annual reports, franchise tax reports, and related filing obligations off your plate.

World-class security

CSC employs the highest level of security for all applications, including Office of Foreign Assets Control (OFAC) checks and other clearances. All applications and data is maintained on CSC servers, networks, and data storage systems. Systems are located within a world-class, ISO 27001–certified and Service Organization Control (SOC)–audited hosting facility. Third-party auditing firms conduct annual SOC 2® Type II assessments.

Industry awards



Named Best Entity Management System for 11 years running by readers of the *New York Law Journal*.



Recognized as Most Used Provider for Corporate Governance and Entity Management in the *Corporate Legal Operations Consortium (CLOC) 2021 State of the Industry* report.



Recognized by the *National Law Journal* as a 2022 Legal Technology Trailblazer.

The CSC Partnership



The heart of it all

The heart of the CSC Entity Management platform is **CSCNavigator®**, our unified legal and compliance system. CSCNavigator gives you a single point of entry for CSC's corporate services, from CSC Entity Management and CSC Matter ManagementSM to Business License Portfolio Management, service of process, and order results. No other service provider or software company puts so many business tools within your reach in a single login.



Outstanding support

When you use the CSC Entity Management platform, you'll also benefit from **CSC's outstanding client support and user training program**. Whether you need help configuring the system to meet your needs or familiarizing new users with its many capabilities, our specialists will work with your team to make sure you're getting the most out of CSC Entity Management.

To learn more about CSC Entity Management
or to arrange a demonstration of the platform,
call us at **1-800-927-9800** or visit **cscglobal.com/entity**.



 1 800 927 9800

 cscglobal.com

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