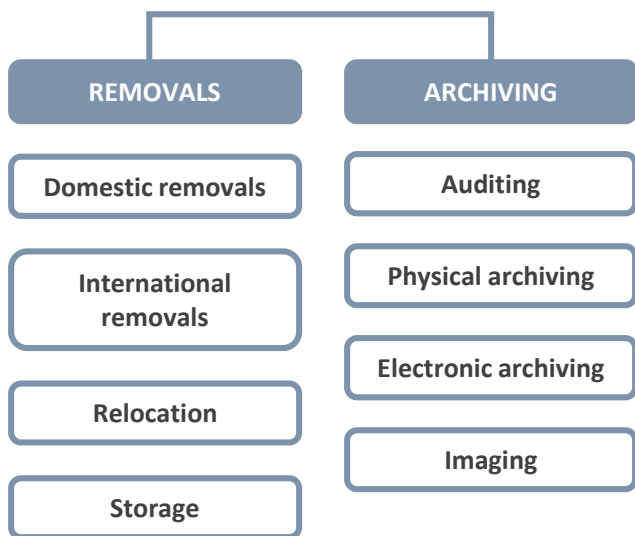




AGS RECORDS MANAGEMENT SOLUTIONS



Records Management
You deserve the best



Our Records Management activity worldwide:

30 years of experience in records management

4,230 km physical documents archived

771 employees

3,5 million digital documents hosted

4 continents covered

More than **4 000** clients

40 million pages scanned every year

“Sharing resources with our removals branch, we possess all the necessary means to conduct all removals, transportation and handling operations required by our clients.”



OUR INTERNATIONAL NETWORK



 ● AGS Records Management branches





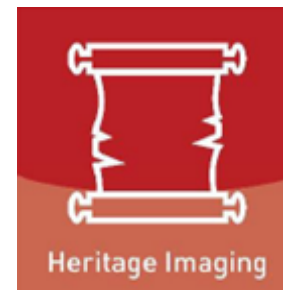
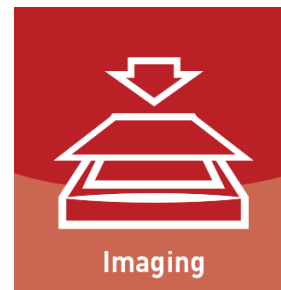
AGS RECORDS MANAGEMENT PRESENTATION OF THE COMPANY

Contact details	Yann Jondeau Branch Manager Zimbabwe manager-zimbabwe@agsmovers.com 23, Kenmark Crescent, Bluff Hill Industrial Park Off Faber Road, Bluff Hill, Harare, Zimbabwe Tel: +263 433 1176
Services	Records Management for Physical and Electronic Archives
Surface	1,092 m ²
Customer base	16 Clients
Top clients	IDBZ Bank, Ecobank, SNV Netherlands, ARUP Zimbabwe, ZUVA Petroleum, AVENUES Clinic, VS Nyangulu and Associates,



OUR RECORDS MANAGEMENT SOLUTIONS

OUR EXPERTISE



RECORDS MANAGEMENT SERVICES

WE CATER FOR YOUR NEEDS



STEP 1

NEEDS ANALYSIS

Auditing, practical and legal advice

STEP 2

COLLECTION AND IMPLEMENTATION

Sorting and handling, inventory creation

STEP 3

RECORDS MANAGEMENT

Online management, physical and digital delivery

STEP 4

SECURE STORAGE

Confidential storage, secure warehouses

STEP 5

CONFIDENTIAL DESTRUCTION

Safe destruction, management of life cycle





AUDITING AND ADVICE OUR EXPERTS ACCOMPANY YOU



What are the applicable regulations?



What are your needs and obligations?



Which documents have to be kept?



How to manage and organise your records?

**WE ANSWER ALL YOUR QUESTIONS AND SIMPLIFY YOUR ARCHIVING
PROCEDURES**



PHYSICAL ARCHIVING

PUT YOUR RECORDS IN THE HANDS OF EXPERTS



BEFORE



AFTER

TAILOR-MADE TOP-CLASS RECORDS MANAGEMENT SOLUTIONS



PHYSICAL ARCHIVING

PUT YOUR RECORDS IN THE HANDS OF EXPERTS



We provide **containers and packing materials** especially designed to store your records.

On-site sorting and packing of your records according to a preliminary plan determined by you.





SAFE AND SECURE STORAGE

DEDICATED WAREHOUSES OPTIMISED FOR ARCHIVING



- **Records stored anonymously and randomly** on metal racks, for optimal security and confidentiality;
- **Intruder and fire** detection and prevention;
- **Controlled access** and 24/7 on-site security guards;
- **Protection against vermin;**
- **Fully insulated and ventilated;**
- **Temperature and humidity** maintained at optimal levels;
- **Installations controlled** by accredited companies.



ELECTRONIC RECORDS MANAGEMENT SCANNING AND ELECTRONIC ARCHIVING

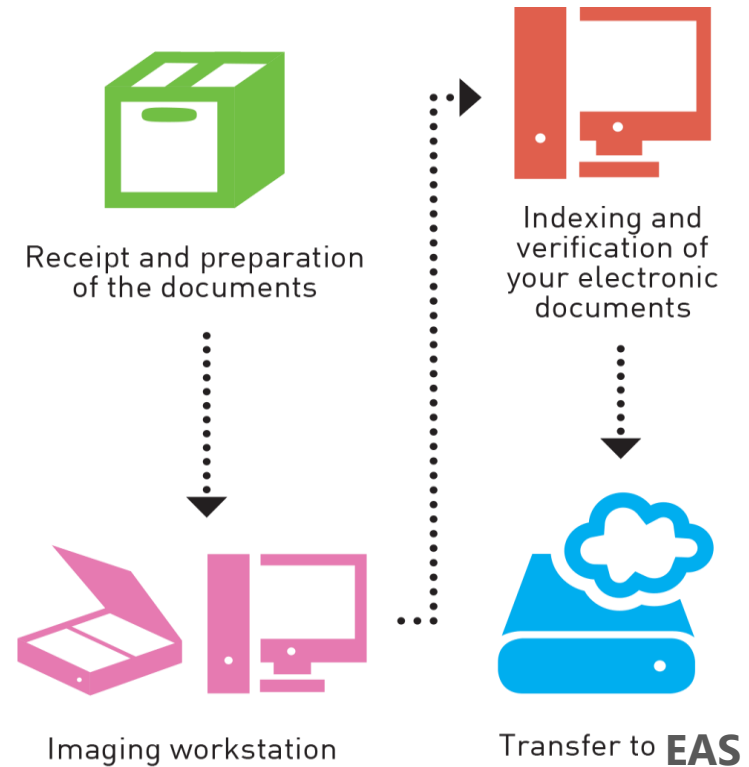
Imaging of all or some of your records

On-site imaging available

Copy image to your **preferred support**
(CD, DVD, DMS, digital safe, etc.)

Set up of a **Document Managing System**
with search criteria

Confidential and secure storage
of your original records



IMAGING MATERIAL MATERIAL CAPACITY

MATERIAL:

Scanners, computer work stations

High-performance image-capturing software



FEATURES:

A4 and A3 scanning

Two-sided scanning

Optical resolution up to 600dpi

Speed of 90 pages/min

OCR module and image
processing



HERITAGE DOCUMENTATION

- **Preparation of documents** (dust-removal, de-conditioning/ reconditioning, archive capturing, taking inventory).
- **Imaging** taking into account each document's characteristics to use the right scanner and the most suitable accessories.
- **Images editing** (touch up, image optimisation, OCR or text/image segmentation, incorporation of metadata or of copyrights).
- **Automatic or semi-automatic control**, ability to statistically analyse if the brief matches the service that was rendered.
- **Enhancement** of documents with distribution solutions (interactive databases, interoperability, search engine) with hosting offers.



ELECTRONIC RECORDS MANAGEMENT A SIMPLE AND COMPLETE TOOL



Specially developed by our engineers to meet all your needs.



Compatible with all platforms, no installation needed.



A single interface for your physical stock and your digital documents.



The screenshot displays a web application interface with a navigation menu at the top containing: Home, New Record Capture, New Request, Miscellaneous, Status, Administration, and Contact Us. Below the menu is a search section titled "Recherche".

Under "Recherche", there is a "Plan de classement" dropdown menu set to "Facturation" with a gear icon for settings. Below this are two search panels:

- Recherche dans les critères d'indexation:** Includes input fields for "Numéro facture", "Client", and "Pays".
- Recherche dans les critères de bornage:** Includes date pickers for "Dates" (dd/mm/yyyy), "Période" (Du dd/mm/yyyy Au dd/mm/yyyy), and "Alphanumériques".

At the bottom of the search section, there is a "Conteneur" input field and two icons: a green checkmark and a shopping cart icon.



OUR QUALITY COMMITMENT

30 YEARS OF EXPERTISE AT YOUR SERVICE



Secure warehouses and regular audits



Latest international quality standards for archiving



Continued training of our teams



Traceability and full access



Reactivity and innovative solutions



Member of the **PRISM association**



Confidential management of records



Average **customer loyalty** rate of 96%

“Our primary objective is to satisfy our customers by constantly improving our services.”



SOCIAL CORPORATE RESPONSIBILITY

PROFESSIONALISM AND ACCREDITATIONS



WE SUPPORT

HUMAN RIGHTS

LABOUR RIGHTS

ENVIRONMENT

ANTI-CORRUPTION

- **Preserving the environment** is part of the Group's Quality Management process, in accordance with local laws and regulations.
- **Responsible and committed procurement policy;** recycled and recyclable materials, sustainable waste management.
- Active member of the **United Nations Global Compact**, commitment to the ethical values laid out in its 10 Principles.
- Promotion of **tolerance and equity** through a multicultural Group employing staff in more than 80 countries.
- Collaboration with NGOs and associations on social and environmental development projects (**Planète Urgence, Save the Rhino, Croix Rouge, Desmond Tutu Foundation**).

“A family business, MOBILITAS has since its creation in 1974 been committed to the values of quality, performance, innovation and solidarity.”



PARTNERSHIP WITH PLANÈTE URGENCE ENVIRONMENTAL RESPONSIBILITY

Environment & Development Programme



Protect biodiversity

Fight global warming

Combat desertification

Promote local socio-economic development



1 tree planted for 15 archived boxes:
Already over 190 000 trees planted thanks
to you.

