

# *Managing electronic documents*

# *Is your organisation creating a “digital junkyard”?*

Copious amounts of business and financial documents are generated daily, and many of these are now in electronic forms. Much time and money have been spent by business users and Information technology teams to overcome challenges posed by business needs, technology limitations, cybersecurity threats and regulatory requirements in respect to these electronic documents.

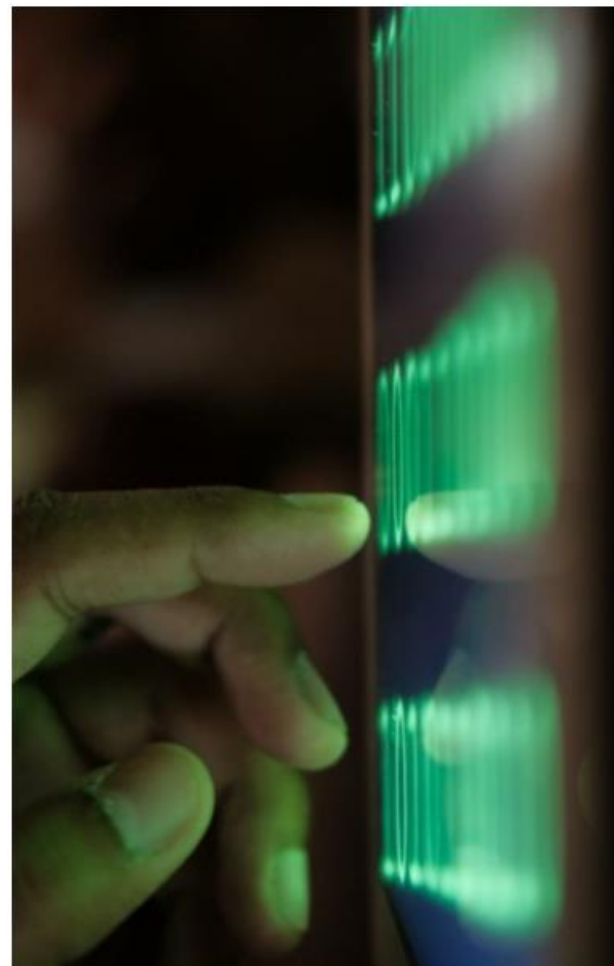
Many organisations have implemented new document repository systems into their business environments. While short-term needs may be addressed by these systems, do consider issues that could emerge over time, increasing the cost of ownership while adding minimum value to your organisation:

- Unable/Difficult to locate what you need due to the volume of electronic documents and inadequate or improper indexing of the documents
- Doubts on data completeness and accuracy, potentially due to lack of quality control at the point of entry of the documents and poor versioning control within the system
- Data residing in silos due to badly designed container structure

## ***Take action now***

It is never too late to steer your organisation into the right direction. Consider the following:

- Are my business processes optimised and ready to capture the electronic documents that I need to keep?
- Do I comply with legal requirements with respect to electronic documents?
- Is my system future-proof?
- How can I validate the authenticity of my documents years into the future?
- Am I adequately protected from cybersecurity threats?
- Am I able to recover from unexpected events (e.g. IT infrastructure failures)?
- Am I ready to reduce my storage costs by migrating to the cloud?



## How we can help

PwC's experienced domain experts in business analysis, regulatory compliance and technology risk are well-equipped and ready to advise you on your electronic document management strategy. We have the expertise to offer the following services for your e-Document management requirements:

### Business Analytics



Risk Assessment



End-to-end process review



Security and control requirements, to ensure confidentiality, integrity, availability and non-repudiation

### Regulatory Compliance



Personal Data Protection Act (PDPA) assessment



Evidence Act and Electronic Transactions Act compliance assessment



E-Tax guidelines by IRAS



Custom guidelines



IM8 review (for government entities only)

### Technology Risk & Data Resiliency



Advisory on IT solutions and selection of software suitable for your requirements



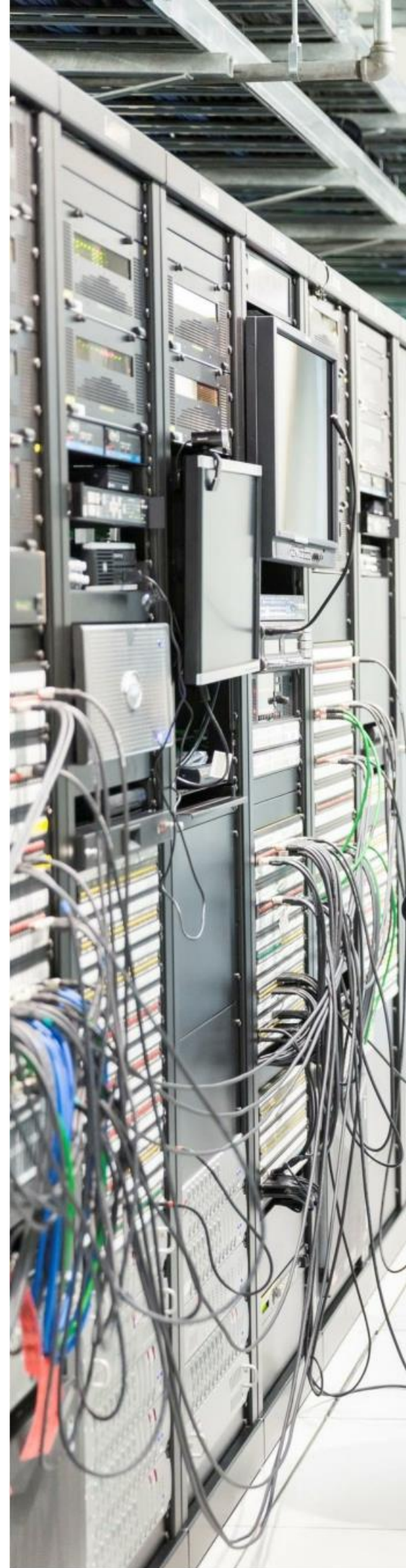
Cybersecurity assessment



Business Continuity Plan (BCP) review



Data migration review



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