

HVG LAW CASE STUDY

Using Kim Document Compliance Functionality

Based in the Netherlands, HVG Law is a leading legal and notarial firm.

With approximately 150 lawyers and (candidate) civil-law notaries, HVG Law provides legal support and advice in all areas of law and all sectors that are relevant to the business community, directors, shareholders and public authorities.

Its services include corporate M&A, corporate restructuring, commercial agreements, labor & employment, digital, cyber & privacy, finance law, real estate, competition & regulated markets, insolvency & restructuring, compliance, government & public, pensions, health & life sciences, financial regulatory, energy & utilities and legal managed services.

"We worked with the Kim team as a beta tester and were impressed not only with the ease of use of the core automation and campaign functionality but also with the way they responded to our suggestions as to how the tool could be improved.

We now use Kim Document for our compliance campaigns. We are looking at other use cases for Kim Document."

Roderick Buijs - Lawyer / Advocaat

www.kimdocument.com
www.hvglaw.nl

The HVG Law Innovation

The HVG Law compliance team had been searching for a way to innovate their compliance practice by using a new tooling / technology that would make their compliance support to clients more efficient and user-friendly.

On a regular basis, employees in client companies were sent compliance forms by email. Once completed and securely returned, the HVG Law team manually consolidated and reviewed the data, securely reporting back to the client. The HVG Law team had several key drivers. They wanted a more efficient and user-friendly experience including:

- Easier for client employees to complete the compliance forms.
- To bulk distribute the compliance forms.
- To track who has and has not responded and send personal reminders.
- To receive all responses into one location (Kim Document).
- To analyze all the responses automatically.
- To speed up the end-to-end process from distribution to client reporting.

They also wanted to automate the set-up of the compliance form templates and run individual campaigns by client.

The Kim Document Solution

When HVG Law runs a compliance campaign for an existing or new client they are now able to efficiently create compliance forms. They open their instance of Kim Document and either:

1. use an existing template;
2. amend an existing template that is already in Kim; or
3. tag (a simple task) and upload a new compliance form to Kim.

HVG Law is able to send personalized e-mails and reminders to clients which are added to Kim Document by HVG Law.

Each recipient automatically receives the campaign email with a link. The recipient clicks the link and is presented with a webform which has all the compliance questions and appropriate drop-down options or text fields. The recipient completes the form, submits securely and immediately receives a separate email confirming receipt plus a PDF of their responses for their records.

The HVG Law team receives all the responses and can track progress and send personal reminders to those who have not yet responded. They can download all responses and analyze compliance easily and efficiently, reporting back to the client. All with a full audit and governance trail.

The end-to-end process is more user-friendly for clients and their employees, and more efficient for HVG Law.