

## **Kim Launches Firms ‘AI Technology Use and Compliance Application’. Streamlining Compliance for Businesses.**

**London, May 22, 2024:** Kim ([www.kimdocument.com](http://www.kimdocument.com)), the no-code, SaaS, patent-protected document generation, assembly, and workflow automation platform, has launched an ‘AI Technology Use and Compliance Application’ to help organizations satisfy their regulatory requirement to explain how they are using Artificial Intelligence (AI) in their day-to-day business.

On April 22, 2024, the Financial Conduct Authority (FCA) and the Bank of England (BoE) (including the Prudential Regulation Authority (PRA)) published updates on their approach to the firms' use of AI. All firms will need to be able to explain their use of AI to their regulators. This will involve explaining how risks associated with the deployment of AI have been identified, assessed, and managed. Put simply, when asked by their regulator, firms will need to explain their approach to managing the risks associated with AI.

Kim has configured an ‘**AI Technology Use and Compliance Application**’ as part of its suite of tools for compliance functions in law firms, accounting practices and financial services businesses. This webform application helps firms:

1. Assess and manage risks;
2. Log and record their AI use;
3. Report to internal board, governance and audit committees;
4. Satisfy external compliance and regulatory requirements and
5. Have an audit trail of reviews and updates.

The Kim Application is divided into two sections. The first tab is ‘Firm Overview,’ which covers the firm’s general approach to using AI. The second tab, ‘AI Tools Used,’ allows the firm to confirm which AI tools are being used and for what purpose (see screenshots in Appendix).

**Samantha Jefferies**, Kim’s VP of Sales, explains, “This application is available to all existing customers now. They import it into their instance of Kim and use it. They can then complete the firm details and update them as required so they are always available for internal/external audit purposes.

It’s a living document that needs to be completed every time a new AI tool is onboarded or the firms’ approach to the use of AI changes. Whenever the Kim Webform is submitted, it automatically updates and version controls the document (Word and/or PDF) for audit and internal and external reporting purposes, ensuring the most up-to-date information is always at your fingertips.”

Using Kim could not be simpler. Once any application (Kim Webform) is created using Kim’s no-code wizard, it is published. When a user clicks on the webform link, which can be sent by email or embedded in an existing system like SharePoint, Salesforce, ServiceNow, Workday, Monday.com, etc., the webform appears. The user fills it out, and the data is captured. Kim creates the record from which it can generate one or more documents and reports and/or update other systems.

Kim’s Campaign functionality also allows efficient one-to-many communication for compliance and other teams. Upload and create the Kim Webform you want completing once, send it to multiple recipients, and receive responses and data. By incorporating personalized campaign creation, reminders, and comprehensive tracking and reporting, this feature ensures that compliance, data

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collection, and information sharing are achievable and streamlined for optimal efficiency. – see <https://info.kimdocument.com/campaign-functionality>.

**For further information and to request a Kim demonstration, please contact Becky Roberts:**  
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## About Kim

Kim is a no-code, SaaS, patent-protected document generation, assembly and workflow automation tool. Kim’s Enterprise solution is proven with Fortune 500 organizations in legal, compliance, contract management, company secretarial, office productivity and other functions.

Kim’s Business tier allows any function or role in small, medium or large organizations to take their existing Word documents and automate them plus turn them into web applications that can be shared internally and/or externally. It automates letters, forms, records, checklists and contracts in minutes, with no training, integrates seamlessly with MS Teams, and is accessible from any browser.

Kim has two patents. (see ‘Patent Headlines’ section and the Kim patent: see

<https://patents.justia.com/patent/10817662>.

For more information visit [www.kimdocument.com](http://www.kimdocument.com).

## APPENDIX

### A. Firms AI Technology Use and Compliance Application

1. Click Secure Link and up pops the Kim webform application (Note the webform link can be embedded in any system currently used or emailed to a colleague who needs to complete it - most users never see Kim)

The screenshot shows a web browser window with the title "AI Tech Use/Compliance Report". The page content includes a description field with the text "AI Report - [CompanyName]". Below this is a main heading "AI Technology Use and Compliance Report". The text on the page reads: "On 22 April, 2024, the Financial Conduct Authority (FCA) and the Bank of England (BoE) (including the Prudential Regulation Authority (PRA)) published updates on their approach to firms use of Artificial Intelligence (AI). All firms will need to be able to explain their use of AI to their regulators. This will involve explaining how risks associated with the deployment of AI have been identified, assessed, and managed. Put simply, when asked by the regulator, we need to explain the firm's approach to managing the risks associated with AI." Below this is another paragraph: "This form is designed to help us: 1. Assess and manage risks, 2. Log and record our AI use, 3. Report to internal board, governance and audit committees, 4. Satisfy external compliance and regulatory requirements, and 5. Have an audit trail of reviews and updates. The form is divided into two sections. On the first tab is 'Firm Overview', which covers the firm's general approach to using AI. The second tab, 'AI Tools Used', allows us to confirm which AI tools we use and for what purpose." A red warning message follows: "This is a living document. It needs to be formally reviewed at least twice a year. Additionally a new section on Tab 2 needs to be completed every time we onboard a new AI tool. Please note that every time this form is submitted it automatically updates and version controls this document for audit and internal and external reporting purposes." At the bottom, there is a section header "Section 1: Firm Overview" and a navigation bar with tabs "1" and "2", and a "Cancel" button.

## 2. Complete Tab 1 of the webform

The screenshot shows a webform titled "AI Tech Use/Compliance Report". At the top, there is a "Description" field with the text "AI Report - {\$CompanyName}". Below this, the form is divided into two main sections: (d) Appropriate Transparency and Explainability and (e) Fairness. Section (d) contains three questions: "1. What transparency and explainability measures are in place for AI use within your organisation?", "2. Have you ensured that the AI used within your business complies with Consumer Duties or Principles for Business? e.g. PRIN 2A.2.2R and Principles 6 and 7", and "3. Has your business ensured that data subjects are provided with the appropriate information as per Articles 13 and 14 under UK GDPR?". Section (e) contains two questions: "1. What methods have you used to ensure that AI technologies are not used in a way that embeds or amplifies bias in a way that may impact consumers?" and "2. What quality assurance processes are in place to ensure that AI assisted services do not unintentionally cause harm to customers in vulnerable circumstances?". At the bottom of the form, there are navigation arrows, a "Cancel" button, and a tab indicator showing "1" and "2".

## 3. Complete Tab 2 of the webform

The screenshot shows the second tab of the "AI Tech Use/Compliance Report" webform. The title is "Section 2: AI Tools Used - Please Complete a Section For Each AI Tool Used". Below the title, there is a sub-section "(a) AI Technology Used - Product 1". This section contains a table with four columns: "Your Name", "Your Role", "Your Tel No", and "Your Email". Below the table, there is a "Date of Completion" field with the value "20 May 2024" and a calendar icon. At the bottom of the form, there are two questions: "1. What is the name of the AI technology used?" and "2. What is the website link for the AI technology?". At the bottom of the form, there are navigation arrows, a "Submit" button, and a "Cancel" button. The tab indicator shows "1" and "2", with "2" being the active tab.

## 4. Full version control and audit trail

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Assigned 6 Records Draft 3 Renewals & Alerts Search

Subject	Activity	Note	Attachment	Version	Action
AI Report - Jacobs Reed LLC Compliance and Governance - AI Tech Use/ Karl Chapman May 20, 2024	Email sent		0	3	