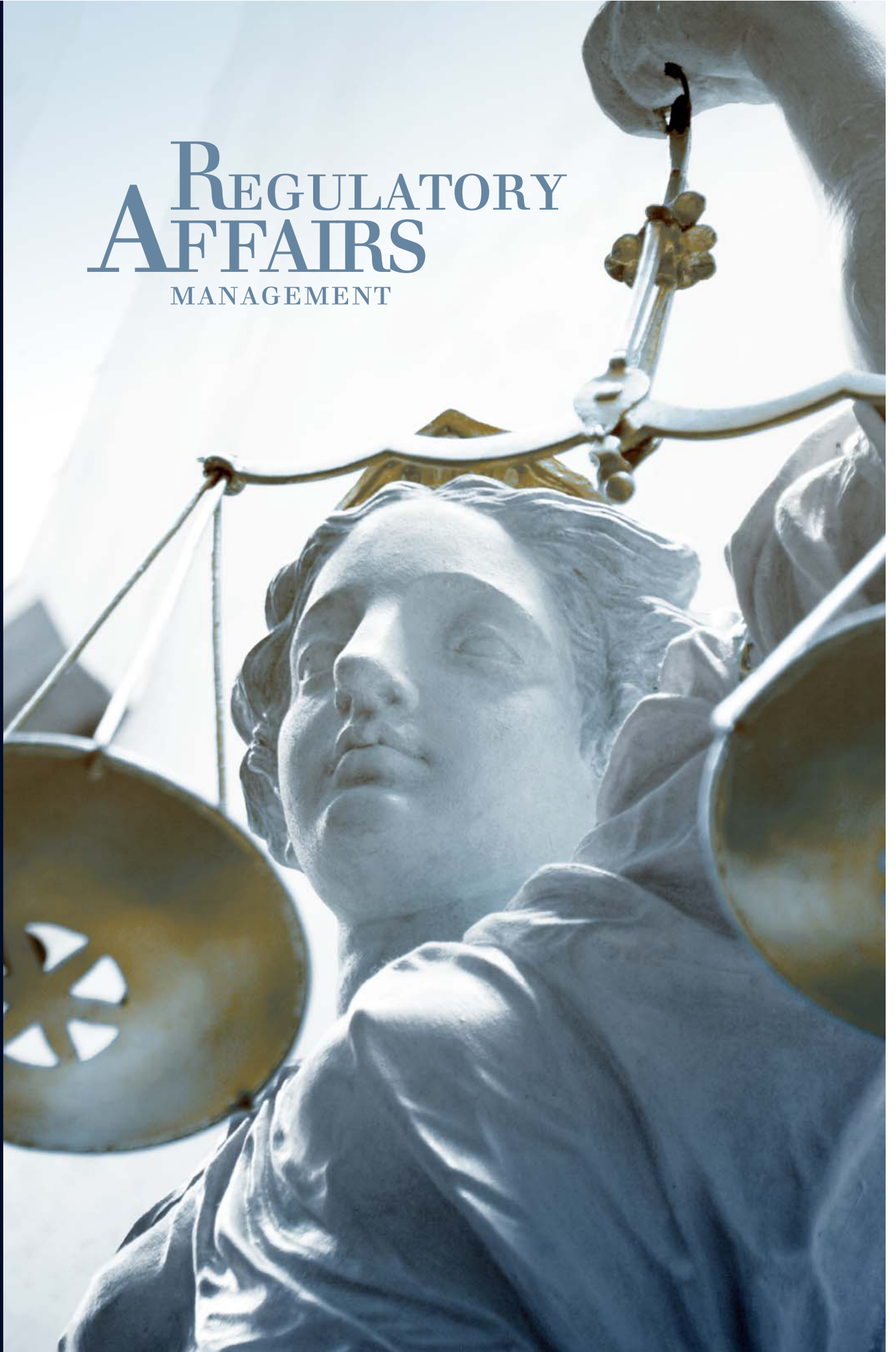


Business Process Outsourcing Services **SGAIM**

REGULATORY AFFAIRS

MANAGEMENT





REGULATORY AFFAIRS

MANAGEMENT

A regulatory framework that is becoming increasingly denser and more difficult to manage is modifying companies' actions in the market, and is also forcing them to redefine the "good practices" in business management.

The non-compliance of over 230 legal, general and sectoral standards affects the transparency in business management, as well as the conditions and limitation of their legal responsibility. The sanctions and the discredit that may affect companies that do not comply with these new laws are multiplied, particularly in Industrial Sectors (Pharmacy, Food, Chemicals, Construction,...) and it is becoming increasingly more common in the Financial and Services Sectors.

SGAIM's "Regulatory Affairs Management"

SGAIM's "Regulatory Affairs Management" Division structures its service in two lines of action that respond to a renewed business demand:

Records Management & Retention.

"Records":

A term with not correct translation in Spanish. We could interpret it as an information asset, whether digital or on paper. Examples of these assets are invoices, orders, accounting documents, minutes, e-mails, etc.

Records Management:

Management of these assets.

SGAIM procedurises discipline for the efficient and systematic control of the creation, reception, maintenance, use and elimination of records, including the process to capture and maintain the evidence and information about business activities and transactions.

Records Retention:

Time during which the records should be retained.

SGAIM establishes the procedure which determines the time an organisation needs to stores its records according to the operative needs of the business and the legal and regulatory requirements.



ADVICE AND IMPLEMENTATION
OF THE LEGAL REGULATIONS
IN FORCE.

Personal Data Protection.

SGAIM offers the solution for compliance with the 95/46/CE Directive, of the LOPD 15/1999 and for its Implementing Provision via the following:

- Design and implementation of a procedure in line with the different problems of its clients.
- Updating of procedures, according to the standards established.
- Periodic Audits for compliance with the standards established in the procedure introduced.

SGAIM provides the “Regulatory Affairs Management” in two ways:

Technical. Advisory, audits and implementation of procedures that enable the client to guarantee compliance with the legal regulations.

Legal. Provision of advisory and defence services in the event of inspections or sanctions from regulatory bodies and disputes with third parties.

Benefits of SGAIM’s “Regulatory Affairs Management”

- To prevent disputes and sanctions the legal standards must be complied with. SGAIM’s “Regulatory Affairs Management” advises and implements for its clients the legal regulations in force, enabling them to focus on their core business.
- Compliance with standards is a basic factor for the optimisation of efficiency, processes and security in the company.
- The application of SGAIM’s “Regulatory Affairs Management” prevents discredit and improves the company’s image compared to the competition.
- SGAIM has a team of professionals, including advisors and law graduates, specialised in this area of growing importance in the company.
- SGAIM’s “Regulatory Affairs Management” department develops partial or total tailor-made projects, according to the client’s problem.

SGAIM

Converting information
into knowledge

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