



# All-in-one software for managing your virtual offices

flexado™

[www.flexado.com](http://www.flexado.com)

# All-in-one software for managing your virtual offices

Managing your virtual clients has never been easier. With the mail, compliance and communication modules, managing virtual tenants becomes easier, safer and cheaper than ever before.


New

## Office space module

Now manage all your office clients online.

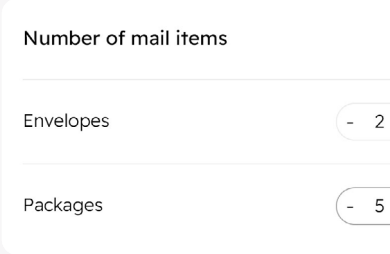


# Post

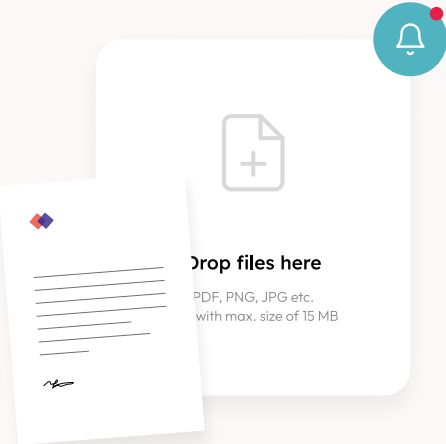



## Post notification at the touch of a button

With the built-in mail button, you let your customers know in the right language that there is mail for them at the touch of a button. You can immediately indicate how many letters and/or parcels are involved. The customer then receives an e-mail and can easily indicate when the mail will be collected.



Number of mail items	
Envelopes	- 2
Packages	- 5



## Process mail 3 times faster with the scanning module

With the simple Flexado scanning module, you can scan mail for your customers in a single operation. This way, you ensure that mail processing is up to three times faster than before. The scanned mail items then become visible in the customer's portal. Here they in turn can view and download the mail items.

# Compliance



## Fully automated compliance process

Compliance is a time-consuming and complex process. To help entrepreneurs with this, we have combined our 13+ years of experience with the deployment of recent technological developments as well as collaborations with leading partners from different industries. As a result, we have managed to fully automate the legally required compliance process. This way, we ensure a complete file that is always up-to-date, in a way that has never been easier.



- ✓ Face validation
- ✓ Document check



## Always access to an up-to-date customer dossier

### Automatic recurring checks of all your customer files.

All files are stored in a secure environment. Here you can view the customer's file 24/7 and work fully in line with the AVG. AML checks are re-performed annually, so your client file is always up-to-date. If a file is incomplete, or in case of doubt, you will receive an immediate notification.

### Retention period

All documents are kept in accordance with the AML for up to 5 years after the termination of the agreement between Flexado and the client. After this period, the documents will be destroyed. For all questions about the GDPR (general data protection regulation) and document retention periods, please refer to our privacy policy.



## Risk analysis for virtual offices and office spaces

Within Flexado, regular client screening is carried out as a basis. When national, European or FATF guidelines call for it, a customer will be designated as 'high-risk' and then an enhanced customer due diligence is required.

Within those guidelines, one client is not the other. The AML guidelines for domiciliaries and the AML risk matrix (always the latest version) are taken into account. All risks described are tested against this.

### Risk analysis

The risk analysis is drawn up based on five different risk areas.

Country risk

Client/sector risk

Product risk

Supply channel risk

Transaction risk



Country risk

High

Middle

Enhanced investigation

# Communication

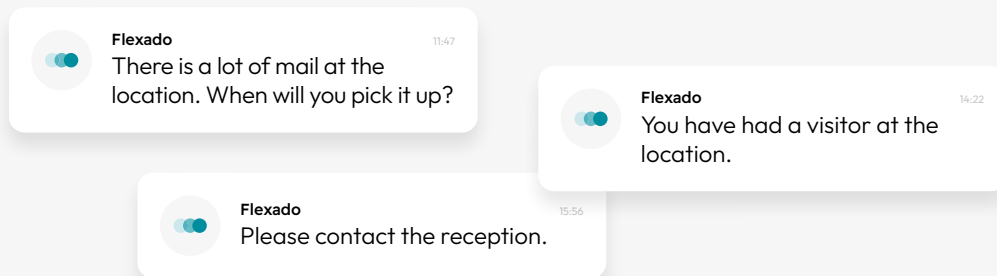


## Communicate easily with your customers with standard messages.

All communication automatically sent in the correct language.

Using pre-programmed messages, you can easily communicate with your customers. The messages are always automatically sent to the customer in the correct language. When the customer responds to the message, you receive a notification in your message inbox.

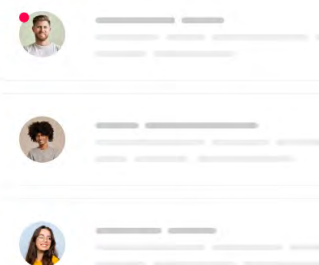
### A number of standard messages




## All your communication in one central place


With the Flexado messaging module, you always have a good overview of your incoming and outgoing communications. You can see per customer which messages have been sent, whether they have arrived and been opened, and whether the customer has responded. When a new message arrives, you are notified immediately. This way, you are always up-to-date and customer communication can be completed in no time.

### Messages





**Drop files here**  
PDF, PNG, JPG etc.  
files with max. size of 15 MB



**Flexado** 11:47  
There is a lot of mail at the location.  
When will you come to collect it?


**Number of mail items**

---

Envelopes - 2 +


---

Packages - 5 +



**Country risk** High **Middle** Low

---

 Enhanced investigation

# Try the virtual office software 30 days for free!

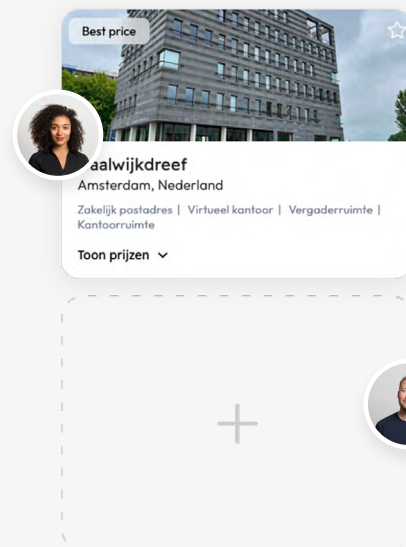
No software installation required.

[Start your free trial](#)

Extra for our customers

## Be added to our network!

Receive new Flexado clients at your location every month and get paid per subscription.



## Why register my location with Flexado?



### Compliance

Customer due diligence fully automated. Always an up to date file.



### Debtor risk

No more overdue invoices.  
Get paid monthly.



### Administration

Receive complete overviews in your MyFlexado portal.



### Payment

Get paid per customer delivered.



### Loyal customers

Customers stay with Flexado for an average of 4 years.



### Cross-selling services

Work and meeting facilities are easy to book.

Flexado can play an advisory and collaborative role in the following areas:

Legal

Technology

Communications

Implementation