

● **What is Doxit?**

Doxit is a company offering an on-line electronic document exchange service that can be used to formally and securely deliver documents to other subscribers. Doxit includes a workspace with tools to convert, merge, split, rotate, paginate, sign and stamp documents. The tools include a mechanism for legal practitioners to generate indexed and paginated court bundles automatically.

● **Why do I need Doxit?**

Doxit makes your life easy when working with electronic documents. No need any more to print a document just to organize, paginate or sign pages. Doxit does it all electronically. Exchanging physical paper documents is slow and cumbersome. Email is insecure with no independent proof of delivery. Doxit offers tools to compile electronic documents easily, and a traceable delivery mechanism with independent proof of delivery. Doxit does not replace email (which is still best for informal and social communication). Doxit can replace physical paper document delivery and in those situations where paper documents are still required, Doxit can be used in parallel to establish a much earlier delivery date.

● **How does Doxit prevent Fraud?**

Criminals intercept email messages and change banking details before forwarding again to the off-guard recipient. Doxit deliveries are encrypted. The criminals cannot intercept the document, and best of all, do not even know that a transaction is taking place.

● **Why can I trust Doxit?**

Doxit uses best practice to comply with the "*Electronic Communications and Transactions Act, 2002*" and to ensure the safe handling of sensitive information according to the "*Protection of Personal Information Act, 2013*".

● **How do I register for the Doxit Service?**

Go to www.doxit.co.za and click on the "Register"-link. Doxit will send you an email invitation. Follow the instructions. You will be given a unique identity and password to log into the Doxit service using a web browser on your computer or phone.

● **Who can I send Documents to?**

You can send documents to anyone, even people not yet registered on Doxit. Doxit only delivers documents to and from people you trust. Build a private network of trusted correspondents by inviting others and accepting invitations from others. Once an invitation has been accepted, simply enter the recipient's name when sending a document.

● **What type of Documents can be sent?**

You can send any document type. Doxit delivers the document in exactly the same format that you uploaded.

● **How do I use Doxit to send a Document?**

Use a web browser on a computer to open the Doxit login page at: www.doxit.co.za. After logging in, you will be able to upload a document, select a list of recipients and send the document. Each recipient will be notified by email or SMS that a served document is waiting for their acceptance. You can download a receipt of the full delivery history for the document. You can optionally receive email or SMS notification when a receiver accepts receipt of a document.

● **How do I confirm the Validity of the Receipt?**

The delivery receipt is an electronically signed PDF document. The signature can be confirmed with a recent Acrobat® Reader^{®1}.

● **How do I sign a Document?**

Import your signature by signing on a blank page, scanning and uploading. Alternatively, when logged in from your smart phone, a photo can be taken of the signature. After selecting a document and the "Sign" option, signatures and initials can be placed on the correct pages.

● **For how long are Documents available on Doxit?**

When you send a document, it is available on-line for 30 days, after which it is archived. The same applies for receiving a document. The index (list) of the sent and received documents can be accessed and searched on-line for 5 years after being sent, after which it is archived. Documents can during the 5-year period (at an extra fee) be retrieved from the archive and kept on-line for another 30 days (or multiples thereof).

● **What is a "Role"?**

When you register on Doxit, you act by default in your private capacity or "Role" when logging in. You pay for the delivery of the documents you send, and you have access rights to all the documents you send and receive. However, you may want to act in a Role as a member of an Organization (e.g. a financial director of a company) when you send and receive documents. The organization can define Roles and appoint Doxit subscribers to act in these Roles. Important to note that the Organization owns the access rights to documents sent and received when someone acts in an such an Organization Role, and the Organization pays for the delivery of the documents. Apart from your private Role (which is always present), you can act in multiple parallel Roles.

● **What is an "Assistant"?**

Although care has been taken to ensure that the Doxit service is easy and intuitive to use, you may not want to do all the administration work associated with sending and receiving formal documents. If this is the case, you can appoint an Assistant (another subscriber to the Service) who would be able to log in and act on your behalf.

● **Preparing Court Documents**

Doxit includes a service to automatically prepare court documents. Separate documents can be uploaded, merged into a single document, paginated, split into volumes and indexed according to the court requirements.

● **How do I Pay for the Doxit Service?**

Prices are available and updated from time to time on www.doxit.co.za

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