

PRODUCT BROCHURE

Boardmate *Companion*

The board cycle in one connected workspace: fund records, agendas, board packs, report requests, annual obligations, actions, minutes, approvals, e-signatures, reminders, and audit history.

From backlog clearance to the live cycle

Lite clears the immediate minutes backlog. Companion carries the same controlled record into the continuing governance cycle, so the meeting record begins before the meeting and continues after approval across the whole portfolio.

Fund & entity records

Jurisdiction, regulatory profile, fiscal year end, directors, and service providers shape each entity's workspace.

Report requests & packs

Secure upload links, chasers, and board pack assembly from agenda, prior minutes, reports, and papers.

Approvals & e-signatures

Carry a decision from minutes to approval to electronic signature through an optional e-signature integration, with the signed outcome kept beside the meeting.

Meetings & agendas

Scheduling, agenda planning, RSVP tracking, and board pack readiness before attendees receive the pack.

A resolution library

Recurring resolutions and defined terms stay consistent across funds.

Governance memory

Prior minutes, actions, and approvals carry into the next cycle instead of being rediscovered.

The annual cycle, made operational

For Cayman fund portfolios in particular, annual obligations create board-cycle work. Companion keeps that work visible where applicable – it does not replace advisers or filing portals.

Before the meeting	Agenda planning, report requests, compliance status, pack readiness, and entity context set the source material.
During review	Draft minutes, reviewer activity, comments, and chair decisions stay attached to the meeting.
After approval	Actions, matters arising, approvals, e-signatures, compliance status, reminders, and prior wording carry forward.
Across the portfolio	The same pattern repeats across many funds, entities, reviewers, and directors, in one workspace.

Annual obligations Companion can track, where applicable

- CIMA fee status and economic substance notification
- Annual return work, audited accounts and FAR support
- FATCA / CRS items and AML training
- Annual governance review and service provider reports

Companion keeps the promise specific: a database-backed workspace for formal board work, not a generic project tracker with board labels.

See the live board cycle in Companion

We can map your portfolio's annual cycle onto Companion on a working call. **Book a demonstration** at boardmate.app.