



Digital Corporate Library

A Practical Framework for Centralized Corporate Information, Compliance Tracking & Secure Document Sharing

WHITE PAPER

Phase I Solution Overview

Based on the CTECH quotation dated 14 August 2026

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Executive Summary

Corporate and compliance information is often distributed across company records, supporting documents, statutory filings, directors and KMP information, related-party records, financial data, and shared documents. The proposed CTECH Digital Corporate Library brings these information areas into a structured platform designed to improve accessibility, governance, compliance visibility, and secure information sharing.

The Phase I solution described in the quotation combines Profile Management, a Digital Corporate Library, Compliance Tracking, Document Sharing, Cloud Infrastructure Setup & Deployment, and an Android application focused on Search and Share functionality. The quotation also specifies role-based access, company-wise access control, audit trails, dashboards, document repositories, compliance calendars, reminders, and secure API controls.

The objective is not simply to digitize documents, but to establish a practical operating layer for corporate information management—making information easier to find, easier to govern, and easier to share while maintaining appropriate access controls.

1. Business Context & Opportunity

A multi-company corporate environment requires timely access to reliable information. Corporate profiles, ownership structures, statutory and management documents, compliance obligations, financial records, and supporting documents may need to be accessed by authorized users across different functions. A centralized digital library can reduce fragmented information handling and provide a consistent source of corporate records.

- **Centralized information:** Organize company records and documents within a structured digital repository.
- **Compliance visibility:** Track routine and event-based compliance obligations against a defined calendar.
- **Controlled access:** Apply role-based and company-wise permissions to protect information.
- **Faster discovery:** Use search and filter capabilities to locate relevant corporate information.
- **Secure sharing:** Share selected documents with controlled access and maintain sharing history.
- **Management visibility:** Use dashboards and MIS reports to support oversight and follow-up.

2. Solution Architecture at a Glance

Information Layer	Company profiles • Shareholding • Directors & KMP • Related parties • Subsidiaries/JVs • Auditors • Financial database
Compliance Layer	Compliance master • Financial year/calendar • Routine compliance • Event-based compliance • Due dates • Status • Reminders
Document Layer	Company-wise repository • Categories • Upload/download/view • Metadata • Search • Secure sharing • Audit trail

Access & Security	Authentication • Role-based access • Company-level isolation • Permission validation • Session/token management
Technology Layer	Cloud provisioning • Application deployment • Database • SSL/HTTPS • Domain/DNS • SMTP • Storage
Mobility	Android APK focused on Search and Share functionalities

3. Core Functional Capabilities

3.1 Profile Management

- User profile creation and maintenance.
- Role-based access control, authentication and authorization.
- Company profile and registration information.
- Supporting document upload.
- Shareholding pattern, directors and KMP, related-party, holding/subsidiary/associate/JV, and auditor management.
- Investment and borrowing limits, directors' report and financial database.

3.2 Digital Corporate Library

- Company-wise document repository with document categories and metadata.
- Search and filter engine for faster retrieval.
- Dashboard and MIS reporting.
- Excel import utility for existing company data.
- Company-wise user rights and access control.

3.3 Compliance Tracking

- Company-wise compliance master setup and financial-year compliance calendar.
- Routine compliance tracking, including examples listed in the quotation such as MGT-14, PAS-6, DPT-3, AOC-4 and MGT-7.
- Event-based compliance tracking, including examples such as DIR-12, BEN-2, SH-7 and PAS-3.
- Due-date management and compliance status tracking.
- Email reminder engine and compliance dashboard.

3.4 Document Sharing

- Secure document repository integration.
- Email sharing with multi-document selection and attachment generation.
- Recipient management and sharing history.
- Download/access permission control.
- Share logs and audit trail.

4. Security & Governance

The quotation places access control and secure information handling at the center of the proposed solution. The platform includes authentication and authorization, role-based access, company-wise access control, permission validation, token/session management, and company-level data isolation. The infrastructure scope also includes SSL certificate installation and HTTPS configuration.

These controls are intended to provide a structured governance model in which users receive access appropriate to their roles and company context, while document-sharing activity can be recorded for traceability.

Important: The quotation defines the listed security capabilities but does not specify an independent security certification, penetration-test scope, encryption-at-rest standard, backup retention policy, RPO/RTO, or detailed disaster-recovery architecture. Such items should be addressed separately if required.

5. Cloud Infrastructure & Deployment

- Cloud server provisioning and initial configuration.
- Application deployment and environment configuration.
- Database server configuration.
- SSL certificate installation and HTTPS configuration.
- Domain mapping and DNS configuration.
- SMTP configuration for notifications and document sharing.
- Storage configuration and access management.

The quotation includes cloud server capacity with storage space up to 50 GB as a yearly recurring charge. Actual infrastructure sizing should be reviewed against expected document volume, user count, transaction volume, retention requirements, and future growth.

6. Android Mobility

Phase I includes an Android application focused on Search and Share functionalities. The quotation specifies that the application will be distributed as an APK file and will not be deployed on the Google Play Store. The mobile scope includes authentication, company-wise folders and document categories, file upload/download/view and metadata, search UI, sharing UI, API integration, and secure API controls including token/session management, permission validation, and company-level data isolation.

7. Business Benefits

Faster information retrieval	Search and filter capabilities reduce the effort required to locate corporate records and documents.
Improved compliance visibility	Calendars, due dates, status tracking, dashboards and email reminders provide a structured compliance-management workflow.
Better information governance	Company-wise repositories, access controls and audit trails establish clearer ownership and traceability.

Secure collaboration	Controlled document sharing supports information exchange while retaining sharing history and access permissions.
Management visibility	Dashboards and MIS reports provide a consolidated view of corporate and compliance information.
Digital foundation for scale	Cloud deployment and modular capabilities provide a foundation that can be expanded as business requirements evolve.

8. Implementation Approach

A practical implementation should move from confirmed requirements to configuration, development, deployment, validation and handover. The quotation defines the solution scope but does not prescribe a detailed implementation schedule. A suggested delivery framework is:

1. Discover & Confirm	Validate user roles, company structures, document taxonomy, compliance requirements, access rules and notification expectations.
2. Configure & Build	Configure the application environment and develop the agreed modules, interfaces, APIs and mobile functionality.
3. Data Preparation	Prepare existing company information and documents for structured migration/import, including use of the Excel import utility where applicable.
4. Validate & Test	Conduct functional, access-control, document-sharing, notification and user-acceptance testing.
5. Deploy & Enable	Complete cloud deployment, domain/DNS, SSL/HTTPS, SMTP and storage configuration; deploy the Android APK.
6. Operate & Improve	Use AMC/support processes to address operational needs and identify future enhancements.

9. Guiding Principles for the Solution

Client Value — Deliver practical capabilities that improve information access, governance and operational efficiency.

Expertise — Combine business understanding and technology expertise to build a solution fit for its intended purpose.

Innovation — Use digital technology and automation to simplify information and compliance workflows.

Collaboration — Work closely with business, corporate-secretarial, technology and other stakeholders to achieve successful adoption.

10. Future Evolution Opportunities

The Phase I quotation establishes a foundation for corporate information, compliance and document management. Future enhancements can be evaluated based on business priorities, user feedback and operational experience. Potential areas include richer analytics, workflow automation, additional mobile capabilities, expanded integrations, advanced notifications, and enhanced governance controls. These are not included in the quoted scope and would require separate requirements and estimation.

11. Conclusion

The proposed CTECH Digital Corporate Library is positioned as a practical digital platform for bringing together corporate information, compliance tracking and secure document sharing. By combining structured company records, searchable documents, compliance visibility, controlled access, auditability, cloud deployment and mobile search/share capabilities, the solution can provide a more consistent digital operating model for corporate information management.



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This white paper has been prepared from the scope and commercial information contained in the supplied quotation. It is intended as a business/solution overview and does not supersede the quotation, contractual terms, or detailed requirements specification.