ENTERPRISE MODELLING QUESTIONNAIRE

Sample questionnaire used before a Sijilla Enterprise deployment

Template in effect as of 15 November 2026

This document is a template. Sijilla may amend it at its sole discretion and adapts it for each engagement. It is provided for information only and does not constitute an offer or a binding commitment of any kind.

Reference	SJ/EMQ/[client code]/[year]
Client	[Legal name of the Client]
Modelling Period (MP)	[dd.mm.yyyy] to [dd.mm.yyyy], twelve consecutive months
Period Considered	The three full calendar or financial years preceding the MP, plus the MP
Completed by	Sijilla Legal Engineers together with the Client's lawyers, on the Client's premises
Duration	Four weeks, with a two-week reserve
Working language	English or Arabic. Source documents are read in their original language
Sijilla case team	Lead Legal Engineer: [name]. Contact: info@sijilla.com

HOW THIS QUESTIONNAIRE IS USED

This questionnaire is the working agenda for the modelling phase of a Sijilla Enterprise deployment. Sijilla Enterprise is not installed and then adapted. It is assembled from a model of how your lawyers actually work: which matters they handle, through which stages, on which facts and rules, producing which documents, under whose authority.

Who completes it. We do, with you. Sijilla Legal Engineers come to your premises, sit with the lawyers who do the work and go through the questions with them. We hold the pen: we record the answers, build the tables from your systems and files, and draft the model. What we ask of you is detailed, candid answers and time with the people who know.

Practice, not policy. The model is only as good as the detail behind it. A description of the process as written in policy, and not as practised, produces a system your lawyers will work around. Where the two differ, we want both.

Scope. The questionnaire covers the entire legal function of the Client and of every Related Entity whose legal work is handled, supervised or reported through it. Where part of the function is better left out of the model, we still discuss it and record the reason.

Preparation. The questionnaire is shared in advance so that you can see what we will ask and whom we will need. Nothing has to be filled in beforehand. It helps if the documents listed in Annex 1 are gathered before the first week.

Gaps. Where an answer is not available, we start from the standard Sijilla matter model for your sector and jurisdiction, mark it as an assumption and refine it with you. Parts of the model that rest on assumptions are automated cautiously until confirmed.

Confidentiality and privilege. Everything we see and record is confidential and covered by the non-disclosure agreement in force between the parties. We do not need the substance of privileged advice. Names of clients, counterparties and individuals may be replaced by pseudonyms. Our notes and the model are kept on infrastructure at your premises or in the

jurisdiction you designate in J-12. They are not used to train any model. Annex 4 sets out Sijilla's standard undertakings.

Outcome. At the end of week four Sijilla delivers a Modelling Report: the proposed matter taxonomy, the stage map for each modelled matter type, the legal data schema, the integration plan and a list of open points. You review it with us. Once you recognise your own practice in it, the model is frozen and configuration begins.

HOW WE WORK THROUGH IT

1. **Every question gets an answer.** "Not applicable" and "we do not know" are answers, and useful ones. We record them with a one-line reason.
2. **Practice first.** Where written procedure and actual practice differ, we record both and note the difference. The model follows what is done.
3. **Numbering is kept.** Each answer carries its question number (for example, C-7), so that every element of the model can be traced back to what was said.
4. **Sijilla builds the tables.** Tabular answers are compiled by the Legal Engineers from your systems, registers and files, in the accompanying workbook. Your lawyers confirm or correct them.
5. **Every figure has a source.** Each figure records the system, register or person it came from. Estimates are welcome where records do not exist. They are marked "E" with the basis of the estimate.
6. **MTCN first.** Wherever a question asks for information "by matter type", it is recorded by Matter Type Control Number as constructed in Section B. Sections A and B are therefore worked through in the first days.
7. **Documents.** Annex 1 lists the documents that help. We read them on site. Where a document does not exist, that is recorded and is a finding in itself.
8. **Sample matters.** Several questions are answered by walking through the Sample Matter Files defined in Annex 2. The selection rule is fixed so that the sample shows the full range of the work.
9. **Pseudonyms.** Names of clients, counterparties and individuals may be replaced by stable pseudonyms (Party A, Employee 14). Dates, amounts, document types, stage names and internal roles stay as they are. These are the data being modelled.
10. **Whom we need.** Sections A to H need practising lawyers of the function. Sections I and J need IT and information security. Section K needs finance. Annex 3 records who joins which section.
11. **Different teams, different answers.** Where teams or offices would answer a question differently, we record each answer and name the team. Divergence is a finding, not an error.
12. **Changes along the way.** Tell us of any material change to the legal function during the modelling weeks: reorganisation, new system, new regulator, change of outside counsel panel.

DEFINITIONS

Capitalised terms have the meaning below throughout the questionnaire.

Term	Meaning
Client	The organisation whose legal function is being modelled
Related Entity	Any parent, subsidiary, branch, affiliate or joint venture whose legal work is performed, supervised, approved or reported by the Client's legal function
Legal Function	All persons and units performing legal work for the Client, wherever they sit in the organisation, including lawyers embedded in business units and legal work performed by non-lawyers
Matter	A discrete unit of legal work with an identifiable start, a responsible person and an expected outcome. A Matter exists whether or not it has been formally opened or numbered
Matter Type	A class of Matters that follow materially the same stages, rely on the same categories of fact and rule, and produce the same kinds of Work Product
MTCN	Matter Type Control Number: the structured code, built in Section B, that identifies a Matter Type by its characteristics
Stage	A phase of a Matter delimited by an Entry Event and an Exit Event, during which one role is responsible
Entry Event / Exit Event	The verifiable fact that starts or ends a Stage: a document received, a decision recorded, a date reached, a filing accepted
Hand-off	The transfer of responsibility for a Matter, or part of it, from one role, unit or organisation to another
Work Product	Any document or record created by the Legal Function in the course of a Matter: contracts, pleadings, memoranda, letters, filings, approvals, file notes
Fact	A statement about the world on which a legal conclusion in a Matter depends
Proof	The document, record, testimony or data that supports a Fact
Issue	A legal question that must be answered for the Matter to progress or conclude
Rule	A norm applied to an Issue: statute, regulation, case law, contract clause, internal policy, regulator guidance
Position	A reasoned answer of the Legal Function to an Issue, whether recorded formally or not
Template	Any document, clause set or checklist reused as a starting point for Work Product, whether officially approved or kept privately by a lawyer
Source System	Any system, register, shared drive, mailbox or spreadsheet in which Matter information is recorded
Shadow Record	A Source System maintained by an individual or team outside officially supported systems, such as a personal spreadsheet, a private folder or a messenger chat
Outside Counsel	Any external law firm, barrister, notary, expert or consultant engaged on a Matter
Modelling Period (MP)	The twelve months stated on the cover page. Volume, time and cost data are reported for the MP
Period Considered	The three years preceding the MP plus the MP. Trend data are reported for the Period Considered

SECTION A. GENERAL INFORMATION AND ORGANISATION

This section establishes who the Client is, what its Legal Function is mandated to do and how it is organised. It fixes the perimeter of the model.

A.1 Identity and corporate structure

A-1 State the Client's full legal name, legal form, registration number, registered address and the address of each location where legal work is performed.

A-2 Supply a group structure chart showing all Related Entities, with jurisdiction of incorporation and percentage of ownership or control (Annex A-2).

A-3 For each Related Entity, state whether its legal work is (a) performed by the Client's Legal Function, (b) performed locally and supervised by it, (c) performed locally and only reported to it, or (d) outside its remit.

A-4 List every jurisdiction in which the Client or a Related Entity had at least one open Matter during the MP, with the number of Matters per jurisdiction.

A-5 Identify each regulator, licensing authority or supervisory body to which the Client is subject, and the unit of the Legal Function responsible for the relationship.

A.2 Mandate of the Legal Function

A-6 Supply the document that defines the mandate of the Legal Function: charter, regulation, board resolution or equivalent (Annex A-6). If none exists, describe the mandate as understood by its head.

A-7 State to whom the head of the Legal Function reports, formally and in practice, and how often.

A-8 List every category of decision that may not be taken in the organisation without legal sign-off. For each, cite the internal rule that imposes the requirement and estimate how often it was bypassed during the MP.

A-9 Identify legal or quasi-legal work performed outside the Legal Function: by compliance, procurement, HR, tax, company secretariat, government relations or business units. Explain where the boundary lies and who decided it.

A-10 Identify work the Legal Function performs that is not legal in nature (translation, administrative filings, document logistics) and estimate its share of total lawyer time.

A.3 Organisation and headcount

A-11 Supply an organisation chart of the Legal Function down to individual level, showing reporting lines, location and practice allocation (Annex A-11).

A-12 Complete Table A-12 for each year of the Period Considered.

Category	Year MP-3	Year MP-2	Year MP-1	MP
Lawyers admitted to practise (FTE)				
Lawyers not admitted (FTE)				
Paralegals and legal assistants (FTE)				
Legal operations and administration (FTE)				
Secondees and contractors (FTE)				
Vacancies open at year end				
Leavers during the year				

A-13 For each person in the Legal Function, complete Table A-13 in the workbook: pseudonym, role, seniority, years with the Client, jurisdictions of admission, working languages, and the three Matter Types on which the person spends most time.

A-14 Identify the persons whose departure would cause the loss of knowledge not recorded anywhere. For each, describe that knowledge in two or three sentences.

A.4 Change

A-15 Describe every reorganisation, system change or change of leadership in the Legal Function during the Period Considered, and any planned for the 24 months after the MP.

A-16 Describe every previous attempt to introduce legal technology into the Legal Function. For each, state what was introduced, the adoption achieved and, where it was abandoned, why. Be specific. This reply is among the most valuable in the questionnaire.

SECTION B. PRACTICE PORTFOLIO AND MATTER TAXONOMY

This section defines what the Legal Function works on. It produces the Matter Type Control Number, by which all later sections are reported. Complete it before any other section except A.

B.1 Existing classification

B-1 Supply the classification of matters currently used by the Legal Function, if any, with the list of categories and the rules for assigning a matter to a category (Annex B-1).

B-2 State who assigns the category, at what moment, and whether it can be changed later. Estimate the share of Matters in the MP that were misclassified or never classified.

B-3 Describe work that is never opened as a matter: questions answered by email, telephone or messenger, reviews done "as a favour", standing advice to management. Estimate its share of total lawyer time.

B.2 Construction of the MTCN

B-4 Classify every Matter open at any time during the MP using the MTCN structure in Table B-4. The MTCN is the concatenation of the codes for each field, in the order shown. Example: CT-SUP-O-2-QA-H is an outbound supply contract of medium value, governed by Qatari law, handled in-house.

Field	Characteristic	Codes
1	Work category	CT contract, DS dispute, RG regulatory, CP corporate, EM employment, IP intellectual property, AD advisory, CL claims handling, OT other
2	Sub-type	Three-letter code agreed with the Client and listed in reply to B-5
3	Position of the Client	O outbound or claimant, I inbound or respondent, N neutral
4	Value or exposure band	1 low, 2 medium, 3 high, 4 critical, with thresholds stated in reply to B-6
5	Governing law or forum	ISO country code, or AR for arbitration, MX for mixed
6	Sourcing	H in-house, X outside counsel led, B both

B-5 List every sub-type code used in field 2, with a one-sentence definition and one example Matter. Sub-types must be mutually exclusive.

B-6 State the thresholds used for each band in field 4, per work category, and the reason for them. Where bands are driven by something other than money (reputational, regulatory, criminal exposure), explain.

B-7 Where you consider that a characteristic not captured by the MTCN materially changes how a Matter is handled (counterparty type, language, urgency, business unit), propose an additional field with justification. It is agreed with Sijilla before Section C begins.

B-8 Identify any Matters you were unable to classify, and describe them.

B.3 Volumes

B-9 Complete Table B-9 for each MTCN with at least one Matter in the MP.

MTCN	Open at start of MP	Opened in MP	Closed in MP	Open at end of MP	Median duration (days)	Longest open (days)	Source of data

B-10 For the ten MTCNs with the highest volume and the ten with the highest total lawyer time, report Matters opened per year for each year of the Period Considered. Explain any change of more than 20% between consecutive years.

B-11 Report Matters opened per month during the MP for each MTCN in B-10. Identify seasonality and its cause: financial year end, tender cycles, regulatory filing dates, court calendar, Ramadan and public holidays.

B-12 Supply the Matter-by-Matter listing in the workbook (sheet B-12): one line per Matter open at any time in the MP, with internal reference, MTCN, date opened, date closed, responsible lawyer pseudonym, business unit or client, counterparty pseudonym and current stage. This listing is the basis for sampling and for the reconciliation in Section M.

B.4 Internal clients

B-13 List the business units, Related Entities or external clients that instruct the Legal Function, with the number of Matters and estimated lawyer hours each generated in the MP.

B-14 Describe every channel through which legal work arrives: intake form, ticketing system, email to a shared mailbox, email to individuals, messenger, meetings, verbal request. Give the share of Matters arriving through each.

B-15 State whether requests can be refused, returned as incomplete or re-prioritised by the Legal Function, by whom, and how often this occurred in the MP.

B.5 Priorities for modelling

B-16 Rank the five MTCNs you most want modelled first, and for each state the problem to be solved: speed, consistency, cost, risk, visibility or loss of knowledge.

B-17 Identify MTCNs that should not be standardised, and explain why.

SECTION C. MATTER LIFECYCLE

This section establishes how a Matter moves from first contact to archive. Answer it separately for each of the MTCNs ranked in reply to B-16, and for any further MTCN agreed with Sijilla after Section B. Each of these is a Modelled Matter Type.

C.1 Intake and opening

C-1 Describe the event that causes a Matter of this type to exist. Distinguish the moment the Legal Function first becomes aware of it from the moment it is formally opened, and give the median interval between the two.

C-2 List the information and documents needed before work can begin. For each item, state who is expected to supply it, in what form, and the share of Matters in which it was missing at intake during the MP.

C-3 Describe conflict, sanctions, related-party or other clearance checks performed before a Matter is accepted, the data they are run against and who may waive them.

C-4 State how the responsible lawyer is chosen: fixed allocation, rotation, workload, expertise, decision of the head, or whoever received the email. State who may reassign a Matter.

C-5 Describe how urgency is established at intake, who may declare a Matter urgent and what changes in handling as a result.

C.2 Stage map

C-6 Complete Table C-6 for the Modelled Matter Type. List every Stage in order, including Stages in which the Matter waits on someone outside the Legal Function. A Stage with no verifiable Entry Event or Exit Event must still be listed and the absence stated.

No.	Stage name as used internally	Entry Event	Responsible role	Inputs required	Work Product created	Exit Event	Median days	Share of Matters reaching this Stage

C-7 For each Stage, state how a lawyer other than the responsible lawyer would establish today, without asking anyone, that a given Matter is in that Stage. Name the Source System and field. If it cannot be established, say so.

C-8 Identify every decision point at which a Matter may take more than one path. For each, state the criterion applied, who decides, where the decision is recorded and the share of Matters taking each path in the MP.

C-9 Identify loops: Stages a Matter can return to. For each, give the cause, the average number of iterations and the maximum observed. For contract Matter Types, report negotiation rounds separately.

C-10 Identify Stages that run in parallel, and explain how their results are brought together.

C-11 List every way a Matter of this type can end, including abandonment, merger into another Matter and loss of interest by the business. Give the share of Matters ending each way in the MP.

C.3 Hand-offs

C-12 Complete Table C-12 for every Hand-off, internal or external.

From (role or organisation)	To	Trigger	What is transferred	Channel	Acknowledgement required (Y/N)	Median waiting time (days)	Typical defect on arrival

C-13 For each Hand-off to a business unit or other non-lawyer, state what the recipient must do, how the Legal Function learns that it has been done, and what happens when it is not.

C-14 Identify the three points in the lifecycle at which Matters of this type most often stall. For each, state the cause as the lawyers doing the work would describe it.

C.4 Deadlines and time limits

C-15 List every time limit applicable to this Matter Type, in Table C-15. Include statutory, procedural, contractual, regulatory and internal limits, limitation periods and renewal or termination notice dates.

Time limit	Source (law, contract clause, policy)	Start event	Length	Calculation rule (calendar or working days, court vacation, Hijri or Gregorian)	Extendable (Y/N, by whom)	Consequence of missing	Where tracked today

C-16 State who is responsible for calculating each time limit, who checks the calculation, and how reminders are generated.

C-17 Report every time limit missed, or met only through emergency action, during the Period Considered. For each, give the cause. This information is used solely to design controls.

C-18 Describe obligations that survive the end of the Matter: post-signature contractual obligations, undertakings, settlement terms, regulatory conditions, retention duties. State who monitors each and for how long.

C.5 Closure

C-19 Describe what must be true for a Matter of this type to be closed, who closes it, and what is recorded at closure. Estimate the number of Matters that are finished in substance but remain open in the records.

C-20 Describe what is retained after closure, where, for how long and under which rule. State whether closed Matters are ever consulted again, by whom and how they are found.

C-21 State whether any lessons, precedents or Template changes are captured at closure, and supply two examples from the MP.

SECTION D. LEGAL DATA MODEL

This section establishes the legal content of a Matter as data. Sijilla structures every Matter along five layers: Facts and their Proofs, Issues, Rules, Analysis and Conclusion. The

questions below determine which of these your lawyers already record, in what form, and what must be captured for the first time. Answer separately for each Modelled Matter Type.

D.1 Facts and Proofs

D-1 List the categories of Fact that determine the outcome of a Matter of this type. For each, complete Table D-1. Aim for completeness: a typical Matter Type has between 15 and 60 Fact categories.

Fact category	Data type (date, amount, party, text, yes/no, choice)	Typical Proof	Who supplies it	Where recorded today	Changes during the Matter (Y/N)	Disputed by counterparty (never, sometimes, usually)

D-2 Identify the Facts a lawyer verifies personally, those accepted on the word of the business, and those assumed. Describe how an assumption is recorded, if at all.

D-3 Describe how a lawyer learns that a Fact has changed after work has begun, and what is done with Work Product already issued on the earlier Fact.

D-4 List the standard parties and roles in a Matter of this type (for example: insured, insurer, broker, claimant, adjuster, treating facility). For each role, state the attributes that must be known and where they are held.

D-5 Describe how amounts are calculated in this Matter Type: claim value, damages, penalties, interest, fees, limits and deductibles. Supply the calculation for two Sample Matters (Annex D-5). State who performs it, with which tool, and who checks it.

D-6 Describe how Proofs are received, named, stored and linked to the Fact they support. State whether originals, certified copies, translations or legalisation are required, and who tracks them.

D.2 Issues

D-7 List the Issues that recur in this Matter Type, in Table D-7. Include procedural and commercial questions the lawyer must resolve, not only questions of substantive law.

Issue	Arises in (% of Matters)	Facts it depends on	Stage in which it is decided	Decided by (role)	Standard Position exists (Y/N)

D-8 Describe how a lawyer identifies which Issues are present in a new Matter: checklist, Template, experience, review by a senior. Identify Issues most often missed, and by whom they are eventually caught.

D-9 Identify Issues on which lawyers within the Legal Function are known to take different Positions. Explain how the difference is resolved and whether the resolution is recorded.

D.3 Rules

D-10 For each Issue in D-7, list the Rules applied, in Table D-10.

Issue	Rule (citation or internal reference)	Type (statute, regulation, case law, contract, policy, guidance, custom)	Jurisdiction	Version or date relied on	Where the lawyer obtains the text	Changed during the Period Considered (Y/ N)

D-11 Identify internal Rules that bind the lawyer and that are stricter than, or additional to, the law: risk appetite statements, approval thresholds, prohibited clauses, mandatory clauses, fallback ladders. Supply them (Annex D-11).

D-12 Identify Rules that exist only as practice: what "we always do" or "we never accept". For each, name the person regarded as the authority on it.

D-13 Describe how the Legal Function learns that a Rule has changed, who assesses the effect on open Matters and Templates, and how long the last three such changes took to reach the lawyers doing the work.

D-14 Where a Matter Type is governed by contract terms (insurance policies, framework agreements, standard terms), state how many distinct wordings are in force, how the applicable wording is identified for a given Matter, and how a specific clause is located and interpreted.

D.4 Analysis and Conclusion

D-15 Describe the form in which legal reasoning is recorded in this Matter Type: formal memorandum, email, comment in a document, marginal note, file note, or not recorded. Supply one example of each form used (Annex D-15).

D-16 State whether the recorded reasoning identifies the Facts and Rules on which it rests in a way a third lawyer could check. If structure varies by author, say so.

D-17 List the possible Conclusions of a Matter of this type and of each of its Issues, as a closed list where possible (approve, approve with conditions, reject, escalate, settle within authority, litigate).

D-18 Describe how a Conclusion is communicated to the business, in what form, and what the business typically does with it. State how often legal Conclusions were overridden in the MP, by whom and with what record.

D-19 State whether a later Matter can find and reuse the Analysis of an earlier one. Describe how a lawyer would do this today and how long it takes.

D-20 Identify the fields a lawyer would want to search or report on across all Matters of this type and currently cannot.

SECTION E. DOCUMENTS, TEMPLATES AND WORK PRODUCT

This section establishes what the Legal Function produces, from what starting material, and how a document moves from first draft to executed or filed original.

E.1 Inventory of Work Product

E-1 For each Modelled Matter Type, list every kind of Work Product created, in Table E-1.

Work Product	Stage (per C-6)	Created from (Template, earlier Matter, blank, counterparty paper)	Author role	Reviewer role	Typical length (pages)	Number per Matter	Language(s)	Final form (signed original, e-signed, filed electronically, email)

E-2 Report the total number of documents created by the Legal Function in the MP, by file type, and the source of the figure.

E-3 For contract Matter Types, state the share of Matters concluded on the Client's paper, on counterparty paper and on third-party or industry standard forms.

E.2 Templates

E-4 Supply the register of approved Templates (Annex E-4): name, MTCN, owner, date of last review, language versions, location. If no register exists, compile one for the purpose of this reply.

E-5 For each Template, state the number of times it was used in the MP and the share of uses in which the final document departed materially from it.

E-6 Identify Templates that exist outside the register: personal precedents, "the last one we did", documents inherited from Outside Counsel. Estimate the share of Work Product started from these.

E-7 Describe who may change an approved Template, the approval required, how the change is communicated and how Matters in progress are treated.

E-8 For each of the five most used Templates, supply the Template itself, marked up to show: (a) fields filled from Matter data, (b) optional clauses and the condition under which each is included, (c) alternative clauses and the criterion for choosing between them, (d) clauses that may never be changed (Annex E-8).

E-9 Supply any clause library, negotiation playbook or fallback ladder in use. For the ten clauses most often negotiated, state the preferred position, each acceptable fallback, the role that may approve each fallback and the position that may not be accepted.

E.3 Drafting and review

E-10 Describe how a lawyer drafts today, step by step, for one Sample Matter per Modelled Matter Type: which files are opened, what is copied from where, which sources are consulted, which tools are used.

E-11 State the drafting tools in use and their versions: word processor, add-ins, comparison tools, numbering and cross-reference tools, citation tools, translation tools, dictation.

E-12 Describe house style requirements: defined terms, numbering scheme, fonts, citation format, bilingual layout, court or regulator formatting rules. Supply the style guide if one exists (Annex E-12).

E-13 Describe the review process for each kind of Work Product: who reviews, what they check, how comments are returned and how the author shows they were addressed. State the median number of review rounds.

E-14 Identify the errors most often found on review, and those most often found after issue. Give three anonymised examples of each from the Period Considered.

E-15 Describe how bilingual and translated documents are produced: which language is drafted first, who translates, who certifies, which version prevails and how the two are kept aligned through negotiation.

E.4 Versions, execution and filing

E-16 Describe the naming and version convention actually followed. Supply the full file listing of two Sample Matter folders, unedited (Annex E-16).

E-17 Describe how versions exchanged with a counterparty or Outside Counsel are tracked, how the lawyer confirms that no unmarked changes were made, and how the final agreed text is fixed.

E-18 Describe the execution process: signature authority check, powers of attorney, stamps, notarisation, legalisation, e-signature platform, counterpart handling. State where the executed original is kept and how its location is recorded.

E-19 Describe filing with courts, regulators and registries: portal used, account holder, format requirements, proof of filing, and how the filed version is linked to the Matter.

E-20 State the average time between agreement of final text and availability of the executed or filed document in the Matter record, and the main cause of delay.

SECTION F. SOURCES OF LAW AND INSTITUTIONAL KNOWLEDGE

This section establishes where lawyers find the law and the Legal Function's own prior thinking. Sijilla connects to external legal databases through their interfaces wherever possible and maintains a client-specific corpus only where no such source exists.

F.1 External sources

F-1 List every external source of legal information used, in Table F-1.

Source	Content (legislation, case law, commentary, forms, regulator decisions)	Jurisdictions	Access (subscription, free, library)	Licences held	Used for which MTCNs	API or export available (Y/N/ unknown)	Annual cost

F-2 Identify legal materials relied on that are not available in any database: unpublished decisions, regulator correspondence, circulars, ministerial letters, informal guidance. State how they were obtained and where they are kept.

F-3 State the languages in which primary sources are consulted and whether official translations exist. Describe how lawyers handle differences between language versions.

F-4 Describe how currency of the law is checked before reliance, and report any instance in the Period Considered where a repealed or amended provision was relied on.

F-5 Describe any legislative or regulatory monitoring service or routine in place, who receives its output and what is done with it.

F.2 Internal knowledge

F-6 List every repository of internal legal knowledge: precedent bank, opinion register, knowledge base, intranet pages, shared folders, mailing list archives. For each, state the owner, volume, date of last addition and how it is searched.

F-7 Supply the register of formal legal opinions or Positions issued during the Period Considered, with date, author, subject, MTCN and addressee (Annex F-7). If none exists, state how a lawyer would find out whether the question had been answered before.

F-8 Describe opinions and advice received from Outside Counsel: where they are stored, whether indexed, whether reused and whether the engagement terms permit reuse.

F-9 Describe how knowledge is transferred to a new joiner in the first 90 days, and what a new joiner cannot find without asking.

F-10 Ask five lawyers of different seniority the following and report each answer separately: "When you do not know the answer, what are the first three things you do?"

F.3 Corpus for modelling

F-11 Estimate the volume of historic Matter material that could be made available for structuring: number of closed Matters per MTCN, years covered, format (native, scanned, paper), language.

F-12 Identify any restriction on the use of this material for building internal search, Templates or locally hosted AI functions: client consent, engagement terms, regulatory rules, court orders, ethical walls.

SECTION G. PEOPLE, ROLES, AUTHORITY AND APPROVALS

This section establishes who may do what. It is the basis for roles, permissions and approval gates in the configured system.

G.1 Roles

G-1 List every role that takes part in legal work, inside and outside the Legal Function, in Table G-1. A role is defined by what the person does in a Matter, not by job title.

Role	Held by (number of persons)	Unit	May open a Matter	May draft	May approve Work Product	May sign externally	May instruct Outside Counsel	May close a Matter

G-2 Identify persons who hold more than one role, and roles that are in practice performed by someone other than the designated holder (an assistant sending on behalf of a partner, a junior approving in a senior's absence).

G-3 Describe substitution during absence: who covers whom, how the substitute gains access to the Matter and its history, and what was lost in the last three handovers.

G.2 Authority

G-4 Supply the delegation of authority matrix applicable to legal decisions (Annex G-4): contract signature, settlement, initiation of proceedings, admission of liability, waiver, engagement of Outside Counsel, fee approval.

G-5 Complete Table G-5 for each decision in G-4 as applied in practice during the MP.

Decision	Threshold	Approver role	Second approver	Form of approval (system, signed form, email, verbal)	Where recorded	Median time to obtain (days)	Number in MP	Approvals given retroactively in MP

G-6 Supply the register of powers of attorney and signatory authorities in force, with scope, limit, grantor, holder and expiry (Annex G-6). State who verifies authority before each signature and how.

G-7 Describe approvals required from outside the Legal Function before legal work can conclude: finance, tax, compliance, risk, board or committee. For each, give the trigger, the information package required and the median waiting time.

G-8 Describe escalation: the circumstances in which a lawyer must refer a Matter upward, to whom, in what form, and the response time. Report the number of escalations in the MP.

G-9 Identify decisions for which authority is unclear or disputed, and how they were in fact taken during the MP.

G.3 Supervision and quality

G-10 Describe supervision of junior lawyers: which Work Product may leave without review, which may not, and how compliance is ensured.

G-11 Describe any quality review of closed Matters, file audits or peer review. Supply the findings of the most recent one (Annex G-11).

G-12 Report every complaint, claim, regulatory finding or insurer notification concerning the Legal Function's own work during the Period Considered, in anonymised form, with the root cause identified.

G.4 Access and information barriers

G-13 Describe who may see which Matters. Identify Matter Types or individual Matters to which access is restricted, the basis for the restriction and who administers it.

G-14 Describe information barriers in force: between teams, between clients, between Related Entities, or towards management. State how they are enforced technically and how breaches would be detected.

G-15 State whether any person outside the Legal Function has standing access to Matter files, and for what purpose.

SECTION H. EXTERNAL PARTIES AND INTERFACES

This section establishes every party outside the Legal Function with which Matter information is exchanged, and the form of the exchange.

H.1 Courts, tribunals and authorities

H-1 List every court, tribunal, arbitral institution, regulator, registry and public authority before which the Client acted in the MP, in Table H-1.

Body	Jurisdiction	Matters in MP	Filing channel (portal, email, paper, in person)	Account or credential holder	Formats and size limits imposed	Notifications received how	Language

H-2 For each electronic filing or case-tracking portal, state whether notifications reach a shared or a personal address, who monitors it during leave, and whether data can be exported.

H-3 Describe how hearing dates, procedural orders and decisions are received and entered into the Matter record, and the interval between receipt and entry.

H.2 Outside Counsel

H-4 List every Outside Counsel engaged in the Period Considered, with jurisdiction, MTCNs, number of Matters and fees per year.

H-5 Describe selection and engagement: panel, tender, direct appointment, approval required, engagement letter terms, fee arrangements used.

H-6 Describe how Outside Counsel are instructed, how they report, in what format they deliver Work Product and how it enters the Matter record. State whether they have access to any system of the Client.

H-7 Describe how Outside Counsel invoices are received, checked against the engagement terms and approved. Report the share of invoices challenged in the MP and the reductions obtained.

H-8 Describe how the performance of Outside Counsel is assessed and whether the assessment affects later instructions.

H.3 Counterparties and other third parties

H-9 For each Modelled Matter Type, list the categories of third party with which documents or data are routinely exchanged: counterparties and their counsel, insurers, brokers, adjusters, medical providers, experts, banks, notaries, translators, process servers.

H-10 For each category, complete Table H-10.

Third party category	What is sent	What is received	Channel	Structured data or documents only	Frequency per Matter	Standard form exists (Y/N)	Known pain point

H-11 Identify third parties that impose their own portal, format or data standard, and supply the specification where available (Annex H-11).

H-12 Describe financial exchanges connected with Matters: court fees, deposits, settlement payments, recoveries, liens, payments to and from insurers or providers. State how each is requested, approved, executed and reconciled to the Matter.

H-13 Identify information that reaches the Legal Function late or not at all because it is held by a third party, and the effect on Matters.

H.4 Internal clients as an interface

H-14 Describe what internal clients can see of the progress of their Matters today, and what they ask for most often.

H-15 Describe standing reports issued by the Legal Function: recipient, content, frequency, source of data and hours spent preparing each. Supply the most recent example of each (Annex H-15).

SECTION I. SYSTEMS, DATA AND INTEGRATIONS

This section establishes where Matter information lives today and what Sijilla Enterprise must connect to, replace or leave alone. Sijilla works alongside the tools lawyers already use (file system, word processor, browser, mail). It does not require migration as a precondition.

I.1 System landscape

I-1 List every Source System that holds Matter information, in Table I-1. Include Shadow Records. Sijilla expects between 10 and 40 entries for a function of 20 or more lawyers.

System	Purpose	Vendor and version	Hosted (on premises, private cloud, public cloud, region)	Owner	Users in Legal Function	Matter data held	System of record for (which data)	Interface (API, database, export, none)	Contract end date

I-2 Supply an architecture diagram showing the systems in I-1 and existing data flows between them (Annex I-2).

I-3 For each item of Matter data held in more than one system, state which system prevails, how the copies are kept aligned and how often they diverge.

I-4 Identify Shadow Records specifically: personal trackers, deadline spreadsheets, private precedent folders, messenger groups. For each, state why it exists. The reason is usually a requirement the official system does not meet.

I.2 Files and documents

I-5 Describe where Matter documents are stored: document management system, network shares, cloud drives, local disks, email folders. Give total volume in gigabytes and number of files for each.

I-6 Supply the folder structure prescribed for a Matter and the structure actually found in five Sample Matters (Annex I-6).

I-7 State the share of Matter documents that are scanned images without a text layer, and the languages and scripts they contain.

I-8 Describe how paper originals are handled, where they are kept and how their location is linked to the electronic record.

I.3 Email and communications

I-9 Describe the mail platform, the use of shared mailboxes and how Matter correspondence is filed to the Matter. Estimate the share of Matter correspondence that exists only in personal mailboxes.

I-10 Identify other channels used for Matter communication: messaging applications, SMS, voice notes, video calls, client portals. State whether their content is retained and where.

I-11 Describe calendar practice: where hearing dates and time limits are entered, whether calendars are shared, and who can see whose.

I.4 Identity, endpoints and network

I-12 Describe the identity provider, single sign-on, multi-factor authentication and how joiners, movers and leavers are processed.

I-13 Describe lawyer workstations: operating system and version, processor, memory, graphics hardware, disk encryption, administrative rights. This determines which functions can run locally on the workstation.

I-14 Describe constraints on installing software: packaging, approval process, permitted distribution channels, lead time.

I-15 Describe remote and mobile working: virtual private network, virtual desktops, personal devices, offline working, work from court.

I-16 Describe server capacity available on premises for Sijilla components, including any accelerator hardware, and the change control process for new server workloads.

I.5 Data quality and migration

I-17 For the main Matter register, report the share of records with each of the following fields empty or evidently wrong: Matter type, responsible lawyer, date opened, date closed, counterparty, value, current status.

I-18 Describe identifiers in use for Matters, parties and documents, whether they are unique and whether the same Matter carries different identifiers in different systems.

I-19 State which historic data you expect to be available in Sijilla on the first day of use, and which may remain where it is.

I-20 Identify systems you intend to retire, keep or procure within 24 months, and any contractual restriction on extracting data from current vendors.

SECTION J. CONFIDENTIALITY, PRIVILEGE, SECURITY AND REGULATORY CONSTRAINTS

This section establishes the constraints within which the system must operate. Sijilla Enterprise is deployed on the Client's own infrastructure. The replies below determine its hosting, encryption, logging and the perimeter within which AI functions may run.

J.1 Professional duties

J-1 Identify the professional conduct rules that apply to the lawyers of the Legal Function, by jurisdiction of admission, and the body that enforces them.

J-2 Describe how legal professional privilege, or its local equivalent, applies to the work of the Legal Function, including the position of in-house lawyers in each relevant jurisdiction. Describe how privileged material is marked and segregated.

J-3 Describe duties of confidentiality owed to third parties under contract, court order or regulation that restrict where Matter data may be stored or who may process it.

J-4 Describe rules on conflicts of interest and how they are operated in practice.

J.2 Data protection and localisation

J-5 Identify the data protection laws applicable to Matter data and the Client's role under each. Supply the record of processing activities for the Legal Function if one exists (Annex J-5).

J-6 Identify categories of sensitive data found in Matters: health, criminal, financial, biometric, data of minors, state secrets, classified or export-controlled information. State the MTCNs concerned.

J-7 Identify data localisation or residency requirements, sectoral rules (financial services, healthcare, energy, public sector) and any requirement for regulator approval of outsourcing or cloud use.

J-8 Describe cross-border transfers of Matter data that occur today and their legal basis.

J-9 Describe retention and destruction rules by MTCN, legal holds in force, and how destruction is carried out and evidenced.

J.3 Information security

J-10 Supply the information security policy and classification scheme (Annex J-10). State the classification applied to Matter data and the controls that follow from it.

J-11 Identify security certifications held or required, and security requirements imposed by clients or regulators in engagement terms or outside counsel guidelines.

J-12 Designate the location or locations in which Sijilla components and data are to be hosted, and any location in which they may not be.

J-13 State encryption requirements at rest and in transit, key management arrangements and who holds the keys.

J-14 State logging and audit requirements: which actions on Matter data must be recorded, for how long, and who may review the logs.

J-15 Describe the security assessment a new system must pass before use: questionnaire, penetration test, code review, architecture review board. Give the typical duration.

J-16 Report security incidents affecting Matter data in the Period Considered, in general terms, and the changes made as a result.

J.4 Constraints on AI

J-17 Supply any policy governing the use of AI by the Legal Function or the wider organisation (Annex J-17). If none exists, state the position of the head of the Legal Function and of information security.

J-18 State whether Matter data may be sent to an AI service operated by a third party. If the answer depends on the data, the provider or the contract, give the conditions.

J-19 Identify any rule of court, regulator or bar association in your jurisdictions on the use or disclosure of AI in legal work, and how compliance is ensured.

J-20 State the requirements a locally hosted model must satisfy to be approved: provenance of weights, licence, evaluation, logging of prompts and outputs, human review.

SECTION K. ECONOMICS, WORKLOAD AND PERFORMANCE MEASUREMENT

This section establishes what legal work costs, where lawyer time goes and how performance is judged. It provides the baseline against which the deployment will later be measured. All amounts are reported in the Client's accounting currency, which must be stated.

K.1 Cost of the Legal Function

K-1 Complete Table K-1 for each year of the Period Considered. Figures are reconciled to the Client's management accounts (see M-4).

Cost item	Year MP-3	Year MP-2	Year MP-1	MP
Staff cost, lawyers				
Staff cost, other				
Outside Counsel fees				
Experts, translation, notarial and court fees				
Legal databases and subscriptions				
Legal technology and IT recharges				
Training and professional dues				
Other				
Total				

K-2 State how the cost of the Legal Function is treated internally: central overhead, allocation to business units, recharge per Matter or hour. For law firms, describe billing arrangements in use and the share of revenue under each.

K-3 Report Outside Counsel spend in the MP by MTCN and by firm, and identify the MTCNs sent outside for lack of capacity as opposed to lack of expertise.

K.2 Time

K-4 State whether lawyers record time, in what unit, against what (Matter, client, task code), how soon after the work, and for what purpose. Supply the task code list if one is used (Annex K-4).

K-5 Complete Table K-5 for each Modelled Matter Type, from time records where they exist and from structured estimate where they do not. Where estimating, have at least three lawyers who handle the Matter Type estimate independently and report each estimate.

Stage (per C-6)	Median lawyer hours	Of which drafting	Of which review	Of which research	Of which communication and chasing	Of which administration	Median elapsed days	Basis (R recorded, E estimated)

K-6 For the Legal Function as a whole, estimate the distribution of lawyer time in the MP across: substantive legal analysis, drafting, review of others' drafts, searching for documents or information, status reporting, internal meetings, communication with clients, administration, waiting. State the method used.

K-7 Report overtime, weekend work and leave not taken in the MP, and identify the periods and MTCNs that caused them.

K.3 Performance and risk indicators

K-8 List every indicator by which the Legal Function is measured or measures itself, in Table K-8.

Indicator	Definition	Target	Value in MP	Source of data	Reported to	Hours per period to produce

K-9 State service levels committed to internal or external clients (response time, turnaround by MTCN) and performance against each in the MP.

K-10 Report outcomes by MTCN for the Period Considered where an outcome is measurable: disputes won, lost and settled with amounts claimed and recovered or paid; claims paid against reserve; contracts signed against contracts abandoned; regulatory applications granted and refused.

K-11 Describe how legal risk is quantified and reported: provisions, reserves, contingent liabilities, risk register. State who sets the figures, on what basis and how often they are revised.

K-12 Describe the results of any client satisfaction survey or feedback exercise in the Period Considered (Annex K-12).

K.4 Expected benefit

K-13 State, for each Modelled Matter Type, the result that would cause the Client to regard the deployment as successful twelve months after go-live. Express it as a number.

K-14 State who within the Client will be accountable for that result, and what authority that person has over the working practices of the lawyers concerned.

SECTION L. USE OF AI AND AUTOMATION

This section establishes what is already automated, how AI is used today, and where the Client will and will not accept machine assistance. Sijilla assigns AI a defined role inside a structured Matter. It does not place a general assistant in front of unstructured files.

L.1 Present use

L-1 List every automation in use in legal work: document assembly, e-signature, workflow, automatic reminders, macros, scripts, robotic process automation. For each, state the MTCN, who built it, who maintains it and whether it is documented.

L-2 List every AI tool used by members of the Legal Function, whether approved or not, in Table L-2. Unapproved use is to be reported in aggregate, without names. The purpose is to learn what lawyers need.

Tool	Approved (Y/N)	Users	Tasks used for	Matter data entered (Y/N)	Output checked how	Perceived benefit	Perceived problem

L-3 Report any error, near miss or embarrassment caused by AI output in the Period Considered: invented citations, mistranslation, disclosure of confidential data, wrong figures.

L-4 Describe the attitude of the lawyers of the Legal Function to AI, by seniority group, as candidly as possible.

L.2 Task suitability

L-5 For each Modelled Matter Type, classify each task in Table L-5. Classification is to be made by the lawyers who perform the task and confirmed by the head of the Legal Function. Report disagreements.

Task	Stage (per C-6)	Volume per month	Level 0: human only	Level 1: machine prepares, human decides	Level 2: machine acts, human reviews sample	Level 3: machine acts, exceptions escalate	Reason for classification

L-6 For each task classified at Level 1 or above, state what an acceptable output looks like and how a reviewer would recognise an unacceptable one. Supply three examples of acceptable Work Product for the task (Annex L-6).

L-7 For each task classified at Level 0, state whether the reason is legal, regulatory, reputational, a matter of client expectation or a matter of professional judgment.

L-8 Identify secretarial and clerical tasks performed by lawyers for want of support: filing, naming, indexing, extracting dates and parties, compiling bundles, chasing, formatting, preparing chronologies. Estimate hours per lawyer per week.

L.3 Accuracy, review and accountability

L-9 State the error rate tolerated in human work today for each task in L-5, if known, and how it is measured. Sijilla will not commit to a machine accuracy target for a task where human accuracy has never been measured. Measuring it becomes part of the deployment.

L-10 State who is professionally accountable for Work Product prepared with machine assistance, and how that person's review is to be evidenced.

L-11 State whether the use of AI must be disclosed to clients, counterparties, courts or regulators, and in what form.

L-12 State the requirement for traceability: whether each machine-prepared statement must link to the Fact, Proof or Rule on which it rests, and to what depth.

L.4 Language and local operation

L-13 State the languages in which AI functions must read and write, the dialects and legal registers concerned, and the direction of any translation.

L-14 Identify tasks that must run entirely on the lawyer's workstation with no network connection, and tasks that may run on a server within the Client's perimeter.

L-15 Nominate between three and six lawyers to act as evaluators during deployment. Each will review machine output against their own work for approximately two hours per week over eight weeks. State their seniority and Matter Types.

SECTION M. RECONCILIATION AND JOINT MODELLING

This section ties the model to the Client's own records. A model built on figures that do not reconcile will be wrong in ways that surface only after go-live. Sijilla prepares the reconciliations from the Client's systems, and the Client's lawyers, finance and IT help explain the differences.

M.1 Reconciliations

M-1 Matters. Reconcile the number of Matters in the listing supplied under B-12 to each Source System that holds a Matter register (I-1). Complete Table M-1 and explain every difference.

Source	Matters open at any time in MP	Difference to B-12	Explanation
Listing B-12			
Matter register or case management system			
Document repository (distinct Matter folders)			
Time recording system (distinct Matter codes)			
Finance system (distinct cost objects or client matters)			
Outside Counsel invoices (distinct Matters billed)			

M-2 Volumes by type. Reconcile the totals of Table B-9 to listing B-12, by MTCN.

M-3 Headcount. Reconcile Table A-12 for the MP to payroll or HR records, and to the individual listing in A-13.

M-4 Cost. Reconcile the MP total of Table K-1 to the cost centre or centres of the Legal Function in the management accounts, and Outside Counsel fees to the accounts payable ledger. Supply the relevant ledger extracts (Annex M-4).

M-5 Time. Where time is recorded, reconcile total hours recorded in the MP to available hours (FTE multiplied by working hours, less leave), and state the unrecorded balance.

Reconcile hours reported by MTCN in K-5, multiplied by volumes in B-9, to total hours recorded.

M-6 Documents. Reconcile the number of executed contracts, filings or opinions reported under E-1 and F-7 to the corresponding register, signature log or portal history.

M-7 Deadlines. For ten Matters chosen jointly from listing B-12, recompute every time limit in Table C-15 from the source documents and compare with the dates recorded by the Legal Function.

M.2 Joint modelling sessions

M-8 Designate a coordinator for the joint modelling sessions who can arrange access to systems, files and people.

M-9 To make the sessions productive, please arrange the following:

1. Supervised read access to the Source Systems listed in I-1, including Shadow Records where their owners agree.
2. The files of the Sample Matters defined in Annex 2, and of a few further Matters chosen jointly from listing B-12.
3. The persons responsible for each section (Annex 3) and the lawyers who handled each Sample Matter.
4. Two lawyers per Modelled Matter Type willing to walk a Legal Engineer through a live or recent Matter. Each walkthrough lasts 60 to 90 minutes.
5. Working papers behind tables and estimates, where they exist.
6. A room and a workstation configured as a lawyer's workstation.

M-10 The sessions proceed matter by matter. For each Sample Matter, the Legal Engineers and the handling lawyer follow the Matter through the Stages reported in C-6, locate the Work Product reported in E-1, and identify in the file the Facts, Issues and Rules reported in Section D. The draft model is corrected on the spot.

M-11 Where practice differs from the written reply, the model follows practice. Such differences are expected and are not treated as fault. They are normally the most useful findings of the sessions.

M-12 No copy of any Matter document leaves the premises. Notes taken by the Legal Engineers are structural (stages, fields, timings, roles) and are available for inspection by the coordinator at the end of each day.

M.3 Internal consistency checks

M-13 Before the model is frozen, Sijilla checks each of the following and resolves any gap with the Client.

□ Every MTCN in B-9 follows the structure in B-4 and uses sub-types listed in B-5.

□ Every Matter in B-12 carries exactly one MTCN.

□ Every Stage in C-6 has an Entry Event, an Exit Event and a responsible role listed in G-1.

□ Every Work Product in E-1 is assigned to a Stage in C-6.

□ Every Issue in D-7 depends on at least one Fact in D-1 and is governed by at least one Rule in D-10.

□ Every approval in G-5 appears as a decision point in C-8 or a Hand-off in C-12.

☐ Every third party in H-10 appears in at least one Hand-off in C-12.
☐ Every system named in Sections C to H appears in I-1.
☐ Every task in L-5 belongs to a Stage in C-6 and has hours reported in K-5.
☐ Every figure names its source, and every estimate is marked "E".

ANNEXES

Annex 1. Index of supporting documents

The documents below help Sijilla build the model. Where one does not exist, that is simply recorded.

Annex	Document	Available (Y/N/does not exist)
A-2	Group structure chart	
A-6	Charter or mandate of the Legal Function	
A-11	Organisation chart of the Legal Function	
B-1	Existing matter classification	
D-5	Amount calculations for two Sample Matters	
D-11	Internal Rules: risk appetite, thresholds, mandatory and prohibited clauses	
D-15	Examples of recorded legal reasoning, one per form	
E-4	Register of approved Templates	
E-8	Five most used Templates, marked up	
E-12	Style guide	
E-16	Unedited file listings of two Sample Matter folders	
F-7	Register of legal opinions and Positions	
G-4	Delegation of authority matrix	
G-6	Register of powers of attorney and signatory authorities	
G-11	Most recent file audit or quality review	
H-11	Third-party portal and data specifications	
H-15	Standing reports of the Legal Function, latest issue	
I-2	System architecture diagram	
I-6	Prescribed and actual Matter folder structures	
J-5	Record of processing activities	
J-10	Information security policy and classification scheme	
J-17	AI policy	
K-4	Time recording task codes	
K-12	Client feedback results	
L-6	Examples of acceptable Work Product per task	
M-4	Ledger extracts supporting the cost reconciliation	

Annex 2. Sample Matter Files

For each Modelled Matter Type, select six Matters from listing B-12 as follows. The selection rule is fixed so that the sample shows the full range of the work.

Sample	Selection rule
S1	The Matter closed most recently before the end of the MP
S2	The Matter with the median duration among those closed in the MP
S3	The Matter with the longest duration among those closed in the MP
S4	The Matter with the highest value or exposure open in the MP
S5	A Matter in which something went wrong: missed time limit, rework, complaint, dispute with the business
S6	The Matter opened most recently before the end of the MP and still open

For each Sample Matter, Sijilla compiles with the handling lawyer a one-page chronology listing every event with its date: receipt, Hand-off, draft, review, approval, communication, filing, decision. Chronologies are compiled from the file, not from memory. The time it takes to compile one is itself a finding.

Annex 3. People we work with

Section	Name	Role	Years in the Legal Function	Contact	Available for joint sessions (Y/N)
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					

Annex 4. Sijilla's standard undertakings

As standard in an Enterprise engagement, Sijilla undertakes, during the modelling work and after it:

1. To record the Client's practice as described and observed, and to mark every assumption as an assumption.
2. To keep all Client information within the perimeter designated in J-12, and to take no copy of any Matter document off the premises.
3. Not to use Client information to train any model or for the benefit of any other client.
4. To keep its working notes open to the Client's coordinator at the end of each day.

5. To deliver the Modelling Report within the timetable in Annex 5.
6. To rework any part of the model that the Client's lawyers do not recognise as their own practice.

Name	
Position	Lead Legal Engineer, Sijilla
Client	
Date	
Signature	

Annex 5. Timetable of joint work

Week	Joint work
1	Kick-off. Sections A and B. MTCN structure agreed and Modelled Matter Types chosen. Reconciliations M-1 to M-3 started
2	Sections C, D and E for each Modelled Matter Type, with the lawyers who handle them. Sample Matter walkthroughs
3	Sections F to L, with IT, information security and finance. Remaining reconciliations
4	Sijilla drafts the Modelling Report. Review session with the Client. Model frozen. Configuration begins
5 to 6	Reserve for open points and for people who were unavailable