

“See every detail & never miss a change”

Accurately understanding what has changed between documents and document versions is a crucial capability for legal teams. Seeing a full and detailed report of the changes can impact the decisions they make, the advice they provide and the positions they negotiate. Relying on others to mark their changes is inherently risky and defies industry best practice.

Legal documents are often complex and not handled well by generic document comparison tools. Legal teams need comparison software designed specifically for the complex documents they work with, and that presents changes clearly and concisely so they can easily be understood.

Never Miss a Change

The Novaplex approach to document comparison is unique. It's easy to-use interface lets you compare documents effortlessly by integrating with the other applications you use every day. It produces highly accurate change reports that ensure you are fully aware of every change and that unmarked changes never slip past you.

Fast and Accurate

Manually comparing and contrasting documents or relying on generic document comparison software is time-consuming and error prone. Novaplex Compare delivers fast, accurate, reliable results. The software undertakes a comprehensive review of the documents, analysing every detail and looking at every element of the original and modified documents. For convenience, options enable the user to control whether certain document elements are included in the comparison or not. Don't want to see changes in headers or footers, or to document comments? Only interested in text changes and not images? No problem. Those elements can easily be excluded to help maintain your focus on the changes that are most important to you.

Load Documents from Anywhere

Documents can be loaded into Novaplex Compare from multiple source locations. 'Add Document' buttons in the Compare application provides the ability to navigate to documents stored on the file system, or the DMS. The Original and Modified document fields are also hot-drop locations where documents can be dragged in from any location, including the desktop or from an email. Integration with commonly used DMS systems such as iManage is provided so documents can be pushed into Novaplex Compare from within the DMS user interface.

See the Changes Clearly and Concisely

Once the documents have been compared, the change report (redline) is displayed onscreen for review. The redline shows the changes marked-up clearly and concisely, making them easy to understand. Even complex document areas such as nested tables are presented in such a way that they can be easily understood. Novaplex Compare goes beyond Word-to-Word and PDF-to-PDF comparisons, you can also compare cross format Word-to-PDF, rich text and text documents and text selections. Comparing text selections is an easy way to see the differences in smaller sections such as an individual clause or paragraph. This is useful in situations where you do not wish to compare the entire document.

- ✓ Accurately see the difference between documents
- ✓ Mitigate the risk of unmarked changes
- ✓ Meet industry best practice and compliance requirements
- ✓ Generate and share detailed change reports
- ✓ Integrated with your other systems to streamline workflows
- ✓ Split across multiple screens for ease of review
- ✓ Easy-to-use with a self-explanatory user interface

Comprehensive Review Environment

Multiple views are provided to make the task of reviewing changes as easy as possible. You can review the redline full screen, or alongside dockable windows showing the original and modified documents or the redline can be suppressed so you only see the original and modified documents side-by-side. To maximise the viewing size of any document, it can be undocked and moved to another screen. To see all the changes in a numbered a numbered list, turn on the Change Summary which will appear on the left side of the interface. Navigating the changes is also easy using buttons in the ribbon to move back and forth, or by clicking any change in the Change Summary to jump to that page in the document.

Detailed and Summary Reports

A Summary Report can be appended to the redline capturing details of the original and modified documents, how many changes of each type were found and recording details of the setting that were used when the comparison was run.

Novaplex Compare can also produce Detailed Document Change Reports which are saved separately to the redline and provide a numbered list and full details of the changes found. For documents with very few changes, for example agreements at the final negotiation stage, there is also the option to create a changes only report.

Output Options

The redline can be saved in Microsoft Word or PDF format, and the software can be configured to restrict this choice to PDF-only if desired. Several options for saving or sending the redline are also provided. It can be saved locally or to the DMS, attached to a new email ready to be drafted and sent, or copied and pasted into an already drafted email ready to send.

Embedded OCR

Novaplex Compare includes an embedded OCR engine that enables the comparison of image-only PDF documents and PDF's that contain an incomplete or poor-quality text layer. PDF documents can be loaded directly into Novaplex Compare and there is no need to OCR the document separately first. The software will offer the option OCR each PDF when the comparison is run.

New

Swap

Refresh

Copy

Save

Email

Print

Scroll Lock

Change Summary

Three Panes

Redline Page

Previous

Next

First

Last

Go to Change

Detailed View

Changed Pages

Select

Edit

About

New

Share

View

Navigation

Reports

Themes

Options

Multiple Ways to Review Changes

Novaplex Compare provides multiple views of the original, modified and redline documents to make reviewing changes as easy as possible. This includes the ability to undock any of the document panels and move them to another screen where their size can be maximised.

ORIGINAL: Contoso ShareContract - CommentsV1.docx (version 1)

MODIFIED: Contoso ShareContract - Comments.docx (version 2)

7

Any comfort letter provided pursuant to this arrangement letter may not be used in connection with any obligations or responsibilities that you may have under any legislation, regulation and/or rule of law in the United Kingdom.

Name	Job Title	Company	Company
John Smith	Partner	Legal LLP	johnsmith@legalfirm.com
Julie Glass	Partner	ABC Corporation	jglass@abccorp.com
Peter Light	Director	George Street Finance	plight@georgest.com

8

Our work and findings shall not in any way constitute advice or recommendations (and we accept no liability in relation to any advice or recommendations) regarding any commercial decisions associated with the issue of the securities, including, in particular, but without limitation, any which may be taken by the managers (or any person connected to the managers or anyone of them) in

8

Any comfort letter provided pursuant to this arrangement letter may not be used in connection with any obligations or responsibilities that you may have under any legislation, regulation and/or rule of law in the United States.

Name	Company	Company
John Smith	Legal LLP	johnsmith@legalfirm.com
Sam Jones	ABC Corporation	sjones@abccorp.com
Peter Light	George Street Finance	plight@georgest.com
Sarah James	George Street Finance	sjames@georgest.com

9

Our work and findings shall not in any way constitute advice or recommendations (and we accept no liability in relation to any advice or recommendations) regarding any commercial decisions

8

7Any comfort letter provided pursuant to this arrangement letter may not be used in connection with any obligations or responsibilities that you may have under any legislation, regulation and/or rule of law in the United KingdomStates.

Name	Job Title	Company	Company
John Smith	Partner	Legal LLP	johnsmith@legalfirm.com
Julie GlassSam Jones	Partner	ABC Corporation	jglass@abccorpsjones@abccorp.com
Peter Light	Director	George Street Finance	plight@georgest.com
Sarah James		George Street Finance	sjames@georgest.com

8

9

Our work and findings shall not in any way constitute advice or recommendations (and we accept no liability in relation to any advice or recommendations) regarding any commercial decisions associated with the issue of the securities, including, in particular, but without limitation, any which may be taken by the managers (or any person connected to the managers or any one of them) in the capacity of investor or in providing investment advice to their clients.

10

9Our comfort letter will be provided solely for your private information and should not be used for any purpose other than as set out in paragraph 76. Our comfort letter may not be referred to in any other document (except that reference may be made to its existence in any contract or other communication between the issuer and/or the managers, and/or ourselves), nor made available to any other party (except that a copy may be included in the bible of transaction documents memorialising the issue of the securities prepared for the issuer and the managers).

Comparison completed in 9.318s

Zoom

Clean & Simple User Interface

The Novaplex Compare user interface is simple, clean and easy to navigate. There are fields in which the original and modified documents can be loaded, and a dropdown menu for selecting the desired rendering profile. The Edit Profile button enables the user to change how the redline is marked up and to select which document elements to include or exclude when the comparison is run.



compare

by NOVAPLEX

Select documents to compare

Original:

Contoso ShareContract - CommentsV1.docx

Version: 1

DMS

Add original document

Modified:

Contoso ShareContract - Comments.docx

Version: 2

DMS

Add modified document

Rendering Profile:

Default

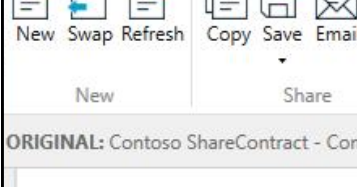
Edit profile

Compare

Cancel

Comprehensive & Thorough Comparison

Novaplex Compare analyses every document element including comments, footnotes, headers, footers, hidden text, text boxes, tables, and images to ensure you have a complete view of what has changed. Changes are marked in the redline document in a clear and concise way that makes even the most complex changes easy to understand.



compare

by NOVAPLEX

LEGAL FIRM LLP

The Directors
Apex Corporation Ltd
545 Long Island Road
London EC1M 4BB

30th April 2024
Dear Sir/Madam,

PROPOSED SHARE ISSUE BY CONTOSO PLC ("the issuer")

Introduction
1 This arrangement letter sets out the scope and limitations of the work to be performed by us in relation to the above transaction, namely the proposed issue of 2000 shares (the "issue") which will involve the preparation by the issuer and for which the issuer will be solely responsible, of an offering circular (in accordance with the listing rules of the [relevant] stock exchange). This letter is written in the context of the respective roles of the directors of the issuer, the head manager ("the lead manager"), the other managers (as defined in paragraph 1.2 below) and us.

Addresses
2 This arrangement letter is addressed to the directors of Contoso PLC, to the lead manager and to each of the managers who have agreed or, prior to the issue of our comfort letter, will agree to participate in the proposed issue and who have or, prior to the issue of our comfort letter, will have validly authorised the lead manager to accept this arrangement letter on their behalf. Their legal names are set out in appendix 1 to this arrangement letter and, together with the lead manager, are referred to in this arrangement letter as "the managers".

Commented (PD1): Please update the number of shares

Commented (PD2R1): Updated this to 2000

Commented (PD3): Is this the correct company?

System Requirements

Operating Systems

Microsoft Windows 10 or 11, 64-bit
Citrix compatible

Software Prerequisites

.NET Framework v4.8
Microsoft Office Desktop Applications
2016, 2019, 2021, 64-bit
Microsoft 365



Microsoft Partner



iManage Technology Partner

Novaplex Business Solutions Limited ©2024

info@novaplex.co.uk | +44(0)20 3745 8919 | www.novaplex.co.uk

