

# Company basics

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Date: 2023-06-14

How valuable is the information to Awave, and what level of protection is needed?

Explanation of classifications:									
A=serious	B=considerable	C=moderate	D=none or negligible						
Source	Information /type	Media /Format /Availability	Classification	Owner	Archive, how long	Measure	Checked, by who and when	Thinning, when	Ev of cc /C ini
The board	Board documents	Original documents in binders in Stockholm office (in safe). All original documents digitized. (Microsoft Teams).	A	Chairman of the board	10 years	Annual control	EB, 2021-09-21	To be done by the end of 2023	New had & meet sumr owne since
Awave AB Bank /Economy	<ul style="list-style-type: none"> <li>SEB Agreements /Proxy</li> <li>SEB registration for fund savings</li> <li>Consent to direct debit</li> <li>Debt collection /credit monitoring</li> <li>Collateral and guarantees</li> <li>Eurocard</li> </ul>	Original documents in binders in Stockholm office (in safe). Some (with high security rating) digitized (Microsoft Teams).	B	CFO	Contract period + 7 years	Control and thinning according to annual schedule (some delegated to accountants, etc)	To be done in 2022	To be done in 2022	
Intellectual properties	ACMS-related agreements	Original documents in binders in Stockholm office (in safe). Some (with high security rating) digitalized (Microsoft Teams).	A	CIO	Expiry date + 7 years	Control and thinning according to annual schedule	To be done in 2022	To be done in 2022	
Awave AB General	<ul style="list-style-type: none"> <li>Registration certificate</li> <li>Register of shareholders</li> <li>Shareholder agreements</li> <li>PWC agreement</li> <li>Audit-Letter of assignment</li> <li>The Swedish Tax Agency</li> </ul>	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams).	B	CFO	Contract period + 7 years	Updated in case of changes	To be done in 2022	To be done in 2022	
Awave AB Legal documents	<ul style="list-style-type: none"> <li>The Swedish Tax Agency</li> <li>The Swedish Companies Registration Office</li> <li>Lawyers</li> <li>Legal proceedings</li> <li>The Swedish Enforcement Authority</li> </ul>	Original documents in binders in Stockholm office (in safe).	A	CFO	Contract period + 7 years	Updated in case of changes	To be done in 2022	To be done in 2022	

Awave AB Awave ApS <i>Legal documents</i>	<ul style="list-style-type: none"> <li>• Annual general meeting</li> <li>• Annual report (SE and DK)</li> <li>• Audit report (SE and DK)</li> </ul>	All original documents digitized (Microsoft Teams).	B	CFO	7 years	Control and thinning according to annual schedule	CEO (NU), September 2021	To be done in 2023	Split until : of ye 2022 etc in 2023
Awave SIA <i>Latvia, Riga</i>	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Annual report</li> </ul>	All original documents digitized (Microsoft Teams).	C	CFO	7 years	Control and thinning according to annual schedule	CEO (NU), September 2021	To be done in 2022	Not a finan SE a