



Project Condor

Commercial Support case study



This is an on-going project for a large South African mining corporation in which we are coordinating the due diligence exercise for the disposal of mine assets.

16,060
documents sorted
and collated

1,045
project hours
(and counting)

01
permanent
staff member

05
temporary staff
members

Project Initiation

Exigent provided a time/cost proposal after receiving a request from client.

Training and Team Mobilisation

Within 24 hours of receiving the acceptance of our proposal, one permanent staff member was on-site at our client's business premises in Johannesburg to receive, collate, sort and index and upload documents provided by the various business units to a data site. A team of 5 temporary staff members were immediately hired in our Cape Town office to assist with the processing of documents and the drafting of an index.

The Task

Coordinating a due diligence exercise comprising over 16,000 documents which involves:

- Overseeing the uploading of documents to a secure data site;
- Reviewing a due diligence questionnaire to determine which documents were relevant to the due diligence exercise;
- Updating the due diligence questionnaire to keep track of progress and questions answered;
- Following up with the client's business units to request outstanding documentation;
- Drafting an index to keep track of the volume of documentation and applying a naming convention to each document;
- Assigning a unique ID number to each document in the data site to enable the external law firms performing the due diligence to keep track of all documents reviewed;
- Providing our client with an indication of the number of pages which would be reviewed to enable the client to monitor the cost of the process;
- Liaising with client and external law firms to answer queries, follow up and supplement information.

"I can really see the value that has been added through the inclusion of Exigent in this process."

- Senior Manager - Governance, Risk & Assurance

Outstanding Tasks

- Ongoing monitoring of the data site.
- Processing of additional documentation to be included in the due diligence.
- Overseeing the queries and answers process.

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