Product Supplement for Dynamic Docs

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Introduction

Dynamic Docs is a multi-tenant SaaS document management system designed to support the needs of Land Management, Accounting and Well Operations teams. By leveraging AWS and Azure Cloud services, Dynamic Docs serves as a robust centralized repository allowing convenient and secure access to documents via a user-friendly web interface. Dynamic Docs offers a wide variety of features and add-ons that support document search, data extraction, document retention and version control. Dynamic Docs also helps to streamline acquisitions, divestitures, and other document-heavy processes common in the energy industry.

Software License Options and Metrics

This document defines the Standard Functionality and Add-Ons together with applicable license metrics that are available for Customer's access under mutually agreed Dynamic Docs SaaS Subscription Agreement(s) or Order(s). Such Agreement(s) shall specify the selected Add-On(s) and authorized license metric quantity.

Vendor may update or revise this Product Supplement from time to time. Updates will be made available within this document including the date of change as well as the changes made. New versions will enter into force immediately, except for any ongoing annual or committed Subscription Term, for which the previous version will apply until the end of such ongoing term, subject to the terms of the Agreement and/or Order. Customer should review the Product Supplement prior to using the Software to stay informed about the applicable license metrics. Capitalized terms are defined herein, in the Order, or the Agreement for the purchase of the Subscription(s).

Metric Definitions

➢ **Number of Documents** means number of files stored within for the customer including active and soft-deleted documents.

Description of Dynamic Docs Standard Functionality & Add-Ons

Dynamic Docs Standard Functionality

The Dynamic Docs Standard Functionality is the foundation of the Dynamic Docs software and has applications across the entire upstream value chain that includes the Exploration and Production segment. The features in the Standard Functionality focus on fully integrated oil and gas land management and include the following:

➢ **Cloud-Based Document Storage:**
  o Documents stored securely using robust AWS S3 storage service.
  o Document and database backups replicated to separate geographic region.
  o Encryption at rest AES 256.
  o In transit TLS encryption.
➢ **Browser-Based File Viewer/Editor:**
  o Ability to view image-based file types up to 150MB in size via a web browser.
  o Add commenting layer on top of documents.
  o Ability to Redact text within a document.
➢ **Optical Character Recognition:** Supported file types are automatically OCR'd. OCR data can be used for document search or text search within the document viewer.
➢ **Flexible Search:**
  o Location-based hierarchy to support navigating to documents.
  o Metadata search functionality to retrieve documents quickly and accurately based on OCR text, attributes, document tags or key phrases.
  o Ability to filter search results based on attributes, document tags or key phrases.
➢ **Saved Search:** Save search criteria and re-run saved searches at any time to retrieve the most up-to-date results. Leverage saved searches to rapidly build collections of documents needed for a project.

- ➢ **Audit Logging:**
  - o Functionality to improve visibility across the system. Easily track the lifecycle of a document to see what changes were made, when and by whom.
  - o Track user activity.
- ➢ **Document Version Control:** Functionality to save multiple versions of the same document. Set any version to the current version viewable within the preview window.
- ➢ **Permissions Control:** Configurable user and role-based permissions to grant access based on location and/or document type.
- ➢ **Dynamic Docs Projects (Virtual Data Room):**
  - o Collaborate on a collection of documents with internal and external parties without having to make redundant copies. Leverage our security capabilities to control user access. Easily export document collections if needed.
  - o Automate population of projects based on metadata within the system.
- ➢ **Manage Document Retention:** Documents are soft deleted with the ability for admins to identify, view and restore soft-deleted deleted documents.
- ➢ **Customer Admin Access:** Admin access for customers to control preferences and manage users.
- ➢ **Document Notifications:** Ability for users to subscribe to receive notifications when changes are made to documents associated with a location or document itself.
- ➢ **Standard Data Hub:** Provides the ability to securely access structured data on demand for reporting and analytics using a tool of your choice. This Business Intelligence module, connector, data warehouse/data mart is refreshed daily and accessible in raw or preformatted formats.
- ➢ **Dynamic Docs API:** The functionality is REST API designed specifically to provide customers with a mechanism to implement custom integrations with Dynamic Docs.

Dynamic Docs Add-Ons

Add-Ons/Enhancements for the Dynamic Docs Software are available, and they can be separately licensed on top of the Dynamic Docs Standard Functionality. The Dynamic Docs Standard Functionality is a prerequisite for being able to purchase any of the Add-Ons/Enhancements under this Product Supplement.

The following Add-Ons/Enhancements are currently available in Dynamic Docs:

Application Add-Ons

- ➢ **Document Intelligence Integration:**
  - o This integration automates the process of sending documents stored in Dynamic Docs to Document Intelligence (formerly ThoughtTrace). Upon processing, users can validate the extracted data in Document Intelligence.
  - o Requirements & Limitations:
    - ▪ Customers must have their own separate Document Intelligence (formerly ThoughtTrace) license through Thompson Reuters with API access.

Infrastructure Enhancements

Premium Data Hub: Provides the same functionality as Standard Data Hub with the ability for the data to be refreshed up to every 2 hours.

General Dynamic Docs Licensing Terms

The Dynamic Docs Software is licensed separately for the Standard Functionality and each Add-On according to the licensing scheme described in the Agreement and the Order (including this Product Supplement). Unless otherwise stated, a pre-requisite for licensing and implementing Add-Ons is that the Dynamic Docs Standard Functionality is licensed and properly installed.

Subject to the terms of the Order, a Dynamic Docs Software Subscription entitles Customer to receive access to the Standard Functionality and selected Dynamic Docs Add-On(s) identified in the Order for the term of the Order in connection with and for the benefit of the Licensed Operation(s) operated by Customer as defined in the Order. The Standard Functionality and Add-Ons are licensed under a scheme where the Edit Users, Reporting Users, and/or Workflow Users of the Customer's Licensed Operation(s) are used to determine the annual Subscription Fee.

The Standard Functionality, selected Add-On(s), Licensed Operation, and the applicable initial Edit Users, Reporting Users, and/or Workflow Users are identified in the Order together with any special terms agreed between the Parties.

Changes to Number of Documents

Renewal Terms: Prior to each renewal term, Vendor will review Customer's actual Number of Documents in the Software for the previous twelve (12) calendar months ("Actual Number of Documents") to determine the Fees for the next renewal term. If Customer's Actual Number of Documents on each day in such period are less than the licensed Number of Documents, the applicable annual price adjustment (in accordance with the terms of the Agreement and Order) will be applied for the renewal term. If Customer's Actual Number of Documents on any day exceeds the licensed Number of Documents, the applicable Fees for the renewal term shall be calculated based on the Actual Number of Documents using the Vendor's then-current pricing formula.

Exceeding Licensed Number of Documents: The Licensed Materials may be used to manage no more than the Number of Documents level specified in the Order. Customer will be charged for additional Number of Documents that exceeds the licensed quantity, at Vendor's then-current pricing in effect at the time the additional Number of Documents are added.

Increasing Number of Documents During a Subscription Term: Customer may increase the licensed Number of Documents during an ongoing Subscription Term upon request and subject to (i) payment of an increase in Subscription Fees, calculated at Vendor's then-current rates at the time of the increase and (ii) execution of an amendment to the Order and/or new Order confirming the increased Number of Documents level and agreed Fees. When increasing the licensed Number of Documents level during an ongoing Subscription Term, additional Subscription Fees will apply as of the date set forth in the applicable amendment to the Order and remain in effect through the remainder of the ongoing Subscription Term and will be invoiced in full the month after setting the higher Number of Documents level. Thereafter, the applicable Subscription Fee(s) will be invoiced annually with the other Subscription Fees.

No Decreases to Number of Documents During a Subscription Term: Customer may not decrease the licensed Number of Documents during any ongoing Subscription Term.

Delivery of the Software

The Software Subscription(s) will be delivered to the Customer on or before the License start date specified in the Order. Delivery shall be deemed to occur upon the Software being made available to the Customer, including but not limited to the physical delivery of media, provision of a download link, provision of login credentials, the issuance of license keys or any other means by which the Software is made available to the Customer. If access to the Software includes access to Module(s) or Add-On(s) of the product suite for which Customer has not procured a Subscription, Customer is not entitled to extend the use of the Software to such additional Module(s) or Add-On(s) without procurement of additional Subscription(s). Any hardware and software needed for the Customer to access the Software shall be at the Customer's responsibility to acquire, install, and maintain.

An Order for the relevant Software Subscription must be in place before starting any design, configuration, and/or implementation activities in the Software.

Change Log

Date of Change	Details of changes
November 21st, 2023	Initial Release
October 24th, 2024	Updated Delivery of Software