

Organizational Structure and Top Management

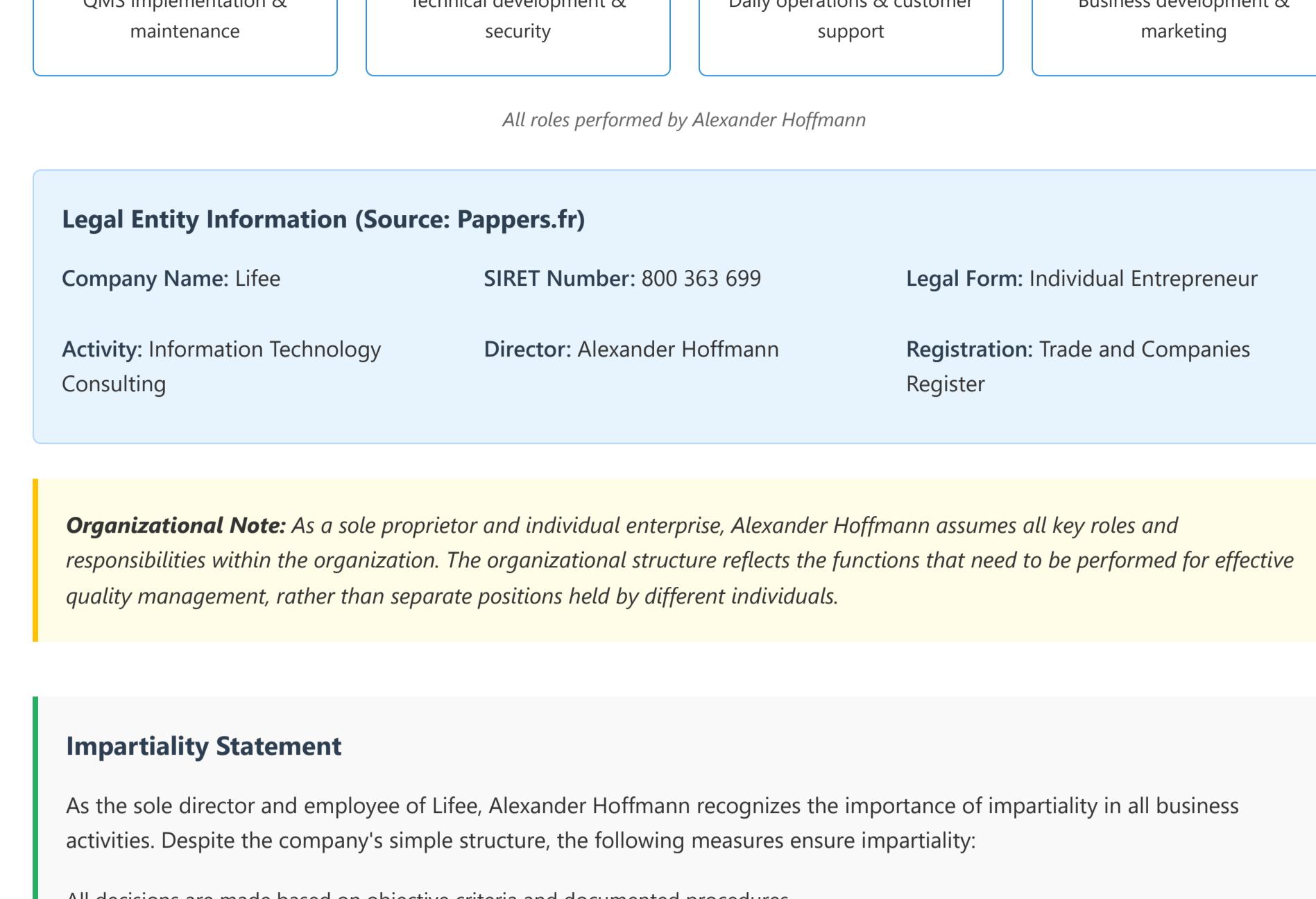
Lifee (SIRET: 800 363 699) - Alexander Hoffmann, Sole Director

Company: Lifee
Legal Form: Individual Entrepreneur
SIRET: 800 363 699
Registration Date: 2014.02.01
Website: passwordrevelator.net

Director: Alexander Hoffmann
Business Activity: Information technology consulting
Email: info@passwordrevelator.net

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Organizational Structure



All roles performed by Alexander Hoffmann

Legal Entity Information (Source: Pappers.fr)

Company Name: Lifee SIRET Number: 800 363 699 Legal Form: Individual Entrepreneur
Activity: Information Technology Consulting Director: Alexander Hoffmann Registration: Trade and Companies Register

Organizational Note: As a sole proprietor and individual enterprise, Alexander Hoffmann assumes all key roles and responsibilities within the organization. The organizational structure reflects the functions that need to be performed for effective quality management, rather than separate positions held by different individuals.

Impartiality Statement

As the sole director and employee of Lifee, Alexander Hoffmann recognizes the importance of impartiality in all business activities. Despite the company's simple structure, the following measures ensure impartiality:

All decisions are made based on objective criteria and documented procedures
Any potential conflicts of interest are immediately disclosed and addressed through documented assessment procedures
Services are provided without discrimination and based solely on merit
Regular self-assessment of impartiality is conducted as part of management reviews
Use of checklists and objective evidence to maintain objectivity in internal audit activities
Documentation of all significant decisions to ensure traceability and accountability

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Annex: Definitions of Positions, Roles, Responsibilities and Competencies

General Manager / Sole Director (Alexander Hoffmann)

As the sole proprietor and director of Lifee (SIRET: 800 363 699), Alexander Hoffmann has overall responsibility and authority for:

Strategic direction and business development of the enterprise
Financial management, budgeting, and legal compliance
Contractual agreements and client relationships
Overall performance and profitability of the company
Final decision-making authority for all business matters
Ensuring the availability of resources needed for quality management
Compliance with French business regulations and tax obligations

Required Competencies:

Entrepreneurial leadership and strategic planning
Business management and financial acumen
Knowledge of French business regulations and compliance requirements
Decision-making and problem-solving skills
Risk management and resource allocation
15+ years experience in IT industry and software development

Quality Manager (Alexander Hoffmann)

Responsible for establishing, implementing, and maintaining the Quality Management System (QMS) in accordance with ISO 9001 requirements:

Developing and maintaining quality policies and objectives
Ensuring QMS processes are established, implemented, and maintained
Reporting on the performance of the QMS
Promoting awareness of customer requirements throughout the organization
Managing internal audits and ensuring corrective actions are implemented
Coordinating management review meetings
Maintaining documentation required by the QMS

Required Competencies:

Knowledge of ISO 9001:2015 standard requirements
Quality management system implementation and maintenance
Process documentation and continuous improvement methodologies
Internal auditing techniques and corrective action management
Understanding of customer focus and service excellence principles
Training in quality management principles

Technical Manager (Alexander Hoffmann)

Responsible for all technical aspects of service delivery and product development for passwordrevelator.net:

Technical development and maintenance of passwordrevelator.net platform
Ensuring technical infrastructure meets service requirements and security standards
Technical problem-solving and innovation for service improvement
Data security, privacy protection, and compliance with relevant regulations
Technical documentation and knowledge management
Monitoring of technical performance and service availability

Required Competencies:

15+ years of software development experience
Expertise in cybersecurity principles and practices
Web application development and maintenance
System architecture and infrastructure management
Data protection regulations (GDPR) compliance
Technical documentation and knowledge management
Problem-solving and innovation in technical solutions

Sales & Marketing Manager (Alexander Hoffmann)

Responsible for business development and customer relationship management:

Marketing strategy development and implementation for passwordrevelator.net
Customer acquisition, retention, and relationship management
Market research and competitive analysis
Brand management, communication, and online presence

Pricing strategy and revenue optimization

Business development and partnership opportunities

Required Competencies:

Digital marketing strategy and implementation
Sales techniques and customer relationship management
Market analysis and competitive positioning
Brand management and online presence optimization
Pricing strategies and revenue optimization
Business development and partnership building

Internal Auditor (Alexander Hoffmann)

Responsible for conducting internal audits of the Quality Management System:

Planning and conducting internal audits according to the audit schedule
Ensuring compliance with ISO 9001 requirements and internal procedures
Identifying opportunities for improvement in processes and systems

Reporting audit findings and following up on corrective actions

Maintaining objectivity and impartiality during audit activities

Required Competencies:

Internal auditing techniques and methodologies
ISO 9001:2015 standard requirements knowledge
Objective evidence evaluation and findings documentation
Understanding of impartiality and conflict of interest management
Training in internal auditing practices

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Management of Multiple Roles: In this individual enterprise structure, Alexander Hoffmann performs all key functions. To ensure effective management of these multiple roles, clear separation of responsibilities is maintained through documented procedures.

Regular management and review sessions ensure all functions receive appropriate attention.

Documentation and records are maintained for each functional area.

Continuous improvement processes address any conflicts or inefficiencies.

Competencies for each role are assessed and maintained through continuous professional development.

Delegation of Authority

As a sole proprietor, Alexander Hoffmann retains all authority for decision-making within Lifee. However, for the purpose of the Quality Management System, the Quality Manager has authority to make decisions regarding QMS implementation and maintenance.

Documented procedures define the extent of authority for each functional role.

All significant decisions are recorded and reviewed as part of functional review.

No sub-delegation exists due to the individual nature of the enterprise.

Business continuity is ensured through documented procedures that can be followed in case of temporary unavailability.

Document Control

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Prepared By: Alexander Hoffmann

Approved By: Alexander Hoffmann

This document is part of the Quality Management System and is controlled accordingly.