

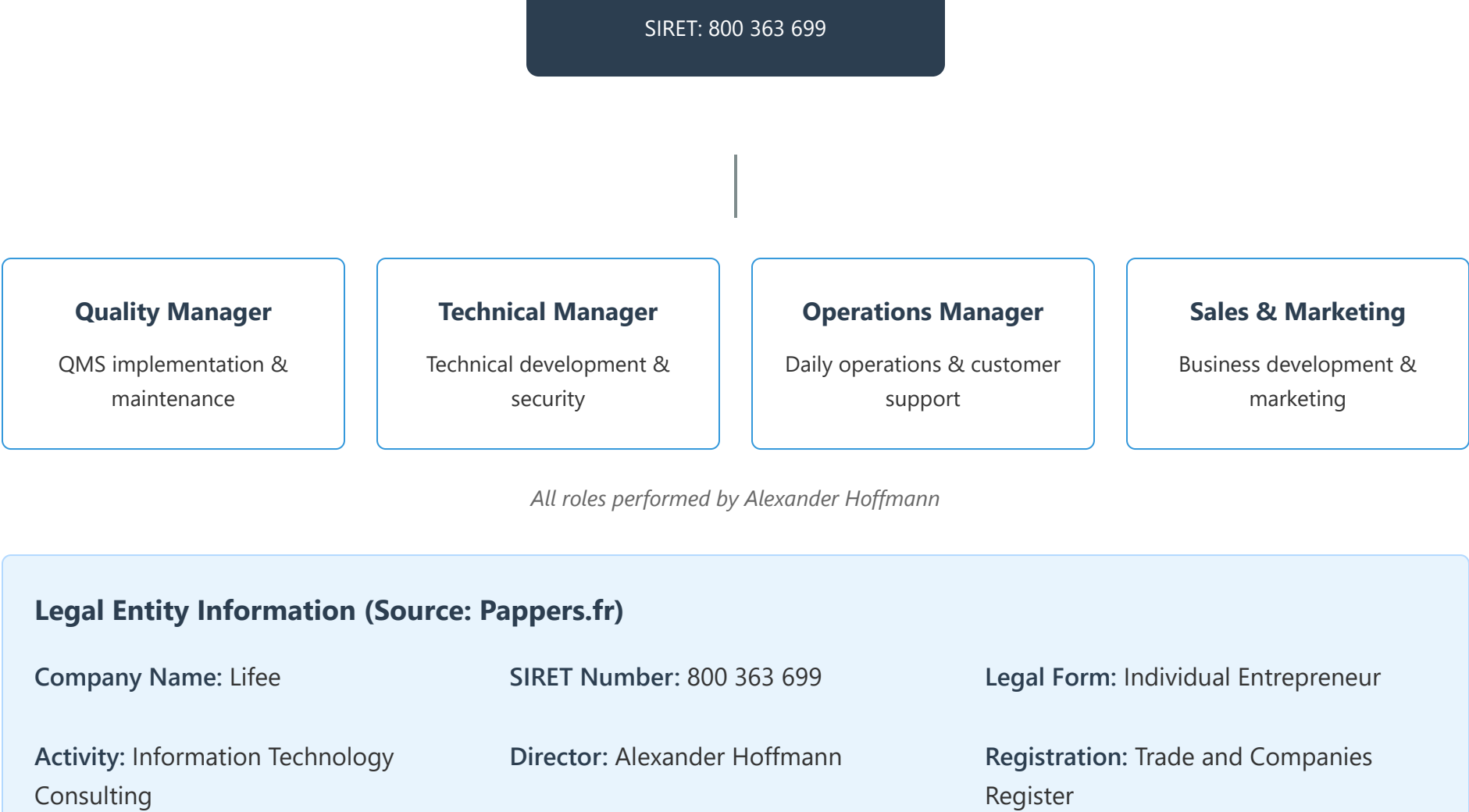
# Organizational Structure and Top Management

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

<b>Company:</b> Lifee	<b>Director:</b> Alexander Hoffmann
<b>Legal Form:</b> Individual Entrepreneur	<b>Business Activity:</b> Information technology consulting
<b>SIRET:</b> 800 363 699	<b>Email:</b> info@passwordrevelator.net
<b>Registration Date:</b> 2014.02.01	
<b>Website:</b> passwordrevelator.net	

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## Organizational Structure



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

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### Operations Manager (Alexander Hoffmann)

Responsible for daily operations and service delivery of the enterprise:

Managing customer inquiries, support, and service delivery

Process optimization and efficiency improvements

Monitoring operational performance metrics and client satisfaction

Resource planning and allocation for service delivery

Management of administrative tasks and business operations

Ensuring timely delivery of services to clients

#### Required Competencies:

- Operations management and process optimization
- Customer service and support management
- Performance monitoring and metrics analysis
- Resource planning and time management
- Administrative and business process management
- Problem-solving in operational contexts

### 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
- Communication skills for reporting audit results
- 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

Time management and prioritization ensure all functions receive appropriate attention

Regular management reviews assess the effectiveness of this structure

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 role 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 management 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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Issue Number: 1	Prepared By: Alexander Hoffmann	Approved By: Alexander Hoffmann