GOLDJAXE L.L.C-FZ

Provider of GOLDJAXE Scribe
Meydan Grandstand, 6th floor, Meydan Road,
Nad Al Sheba, Dubai, U.A.E.
Trade License No. 2654905.01 · Meydan Free Zone
Corporate Tax TRN 105603731800001
contact@goldjaxe.com
goldjaxe.com · goldjaxe.org · goldjaxe.ai

GOLDJAXE

ANNEX S

No. OF-FZ-TG-[number]-S

ANNEX S TO THE ORDER FORM · GOLDJAXE SCRIBE · ANNEX VERSION 1.0 · 28 OCTOBER 2026

Transcripts and minutes of meetings — recording with the knowledge of participants

The terms of GOLDJAXE Scribe for businesses worldwide — plans and recording hours, the trial, recording with the knowledge of participants, processing of recordings, retention, access to minutes, results and GOLDJAXE Scribe in your perimeter.

CUSTOMER

Businesses worldwide

the entity named in the Order Form
and its Authorised Users

CONSENTS	RECORDING HOURS	MODEL TRAINING	CAP
by Customer	per 30 days	no Recordings	6 months of fees

This Annex S sets the terms of **GOLDJAXE Scribe**. It forms part of each Order Form for GOLDJAXE Scribe, including an online order such as a trial or a purchase on the GOLDJAXE Scribe page, and of the agreement between **GOLDJAXE L.L.C-FZ** ("GOLDJAXE") and the customer ("Customer") under the Terms of Service for Business published on the Site (the "Terms") and the documents they list, including the Data Processing Agreement (the "DPA"). Terms defined in the Terms have the same meaning here.

S1

What GOLDJAXE Scribe is

S1.1 GOLDJAXE Scribe is software that turns recordings of meetings and conversations into transcripts and minutes: a summary, topics, decisions, tasks and open questions. For GOLDJAXE Scribe, references in the Terms and the DPA to the Service include GOLDJAXE Scribe.

S1.2 Recordings reach GOLDJAXE Scribe by: (a) upload of a file; (b) a link to a recording; (c) the meeting bot of GOLDJAXE Scribe (the "Meeting Bot"), which joins an online meeting by its link and records its audio; or (d) the meeting room of GOLDJAXE Scribe on a subdomain set for Customer, or automatic transfer from a meeting platform account that Customer connects, where Customer's Plan includes them.

S1.3 GOLDJAXE Scribe delivers Transcripts and Minutes as a page in GOLDJAXE Scribe and through the channels that Customer's Plan includes and Customer sets, such as email, messengers, webhooks and Customer's storage.

S1.4 In this Annex: a **Recording** is an audio or video file or stream that reaches GOLDJAXE Scribe; a **Transcript** is the text of the speech in a Recording; **Minutes** are the summary, topics, decisions, tasks and open questions that GOLDJAXE Scribe prepares from a Recording, including where GOLDJAXE Scribe calls them a report; a **Plan** is the plan of GOLDJAXE Scribe that Customer chooses, with the recording hours, the retention period

of Recordings and the features stated for it on the GOLDJAXE Scribe page or in the Order Form; the **GOLDJAXE Scribe page** is the page of GOLDJAXE Scribe on a website of GOLDJAXE.

S1.5 GOLDJAXE Scribe, including a Plan for one person, is provided for use in Customer's trade, business or profession (section 1.3 of the Terms).

S1.6 The provisions of the Terms on seats, Credits, Auto Top-up, Customer Keys and Brigade packs apply to GOLDJAXE Scribe only where the Order Form includes them. Recording hours under S4 are not Credits.

S2

Recording with the knowledge of participants

S2.1 Customer decides which meetings and conversations are recorded and submitted to GOLDJAXE Scribe. Customer is the controller of the personal data in Recordings, Transcripts and Minutes or, where it records for its own clients, a processor acting for them (section 2.1 of the DPA).

S2.2 Before a meeting or a conversation is recorded or submitted to GOLDJAXE Scribe, Customer informs every participant that it is recorded and transcribed, and obtains every consent that the law of each place where a participant is located requires, including the consent of all participants where that law requires it. Customer keeps evidence of these notices and consents and gives it to GOLDJAXE on request.

S2.3 The Meeting Bot joins a meeting as a participant under a name that says that it records the meeting. This does not replace the notices and consents under S2.2. Customer does not invite the Meeting Bot to a meeting in which a participant has objected to the recording, and removes it from the meeting when a participant objects.

S2.4 Customer does not use GOLDJAXE Scribe to record a person secretly, to record a conversation in which neither Customer nor a person acting for it takes part, or to monitor a person without their knowledge.

S2.5 A Recording made or submitted in breach of S2.2 to S2.4 is a breach of section 6 of the Terms. Claims of participants, of other persons and of competent authorities arising from it fall under section 13 of the Terms.

S3

Processing of Recordings

S3.1 GOLDJAXE processes personal data in Recordings, Transcripts and Minutes as Customer's processor under the DPA. For GOLDJAXE Scribe, Annex 1 of the DPA applies with these details:

ITEM	DESCRIPTION
Subject matter and scope	Provision of GOLDJAXE Scribe for the Recordings that Customer submits within its Plan
Nature of the processing	Hosting of meetings in the meeting room of GOLDJAXE Scribe where the Plan includes it; receipt and storage of Recordings; extraction of audio; speech recognition; preparation of Transcripts and Minutes; indexing for search; delivery through the channels Customer sets; access by the persons Customer authorises; backup; support access; deletion
Purpose	To transcribe the speech in Recordings and prepare Minutes for Customer, and to secure, support and maintain GOLDJAXE Scribe
Personal data	Voices and speech of participants and, in video Recordings, their images; the content of what participants say; names of participants where the meeting platform or Customer provides them; titles, dates, times and sources of meetings; the content of Transcripts and Minutes
Data subjects	Participants of the meetings and conversations that Customer records or submits; individuals mentioned in them; Customer's Authorised Users
Sensitive personal data	Only where it is said in a Recording that Customer submits (S3.3)
Duration and retention	The term of the Order Form and the period while the account stays open under S5.4, then the deletion periods in section 12.2 of the DPA; the audio of a Recording — the retention period of the Plan (S5.1)

ITEM	DESCRIPTION
Location	As stated in Annex 3 of the DPA and, where it states one, in the Order Form

S3.2 GOLDJAXE Scribe processes voices in Recordings to transcribe speech, not to identify individuals by the characteristics of their voice, unless the Order Form provides otherwise.

S3.3 Customer decides whether to submit Recordings that contain sensitive personal data or information protected by legal privilege, medical secrecy or another duty of professional secrecy, and is responsible for doing so in line with the law and its professional obligations.

S3.4 GOLDJAXE does not use Recordings, Transcripts or Minutes under sections 7.4 and 7.5 of the Terms, and section 3.5 of the DPA does not apply to them. Section 7.8 of the Terms applies.

S4

Plans, recording hours and the trial

S4.1 Recording hours are measured by the duration of the audio of each Recording, whatever the number of participants or users. Each Plan gives the recording hours stated for it for each period of 30 days from the date of payment (a "month") during the Paid Period, including where Customer pays for a year. Hours not used in a month expire at its end; they are not carried over, refunded or exchanged for money. Hours used for a Recording are not restored when Customer cancels its processing or deletes it; where processing fails through a fault on GOLDJAXE's side, GOLDJAXE restores them, and this is Customer's sole remedy for that failure.

S4.2 When the hours of a month are used up, GOLDJAXE Scribe stops accepting new Recordings until the next month or until Customer pays for a Plan under S4.3. GOLDJAXE Scribe may finish a Recording in progress beyond the hours left, up to the limit set in the Service, and GOLDJAXE may count the excess against the hours of the next month. Extra hours are not sold separately unless the Price List offers them.

S4.3 Customer may change its Plan, or pay for its Plan again, at any time. Each such payment gives the full recording hours of the Plan from the date of payment, and the hours left in the current month or the trial expire. On a change of Plan, the new Plan starts its own Paid Period from the date of payment, and the rest of the current Paid Period, including the remaining months of a Plan paid for a year, ends. Where an Order Form states a term longer than its billing period, a change to a Plan with a lower fee takes effect from the next renewal term. Nothing under this S4.3 is refunded or credited.

S4.4 The Plan states the number of Authorised Users. Where it does not limit their number, Customer may give access to GOLDJAXE Scribe to its own employees and contractors; GOLDJAXE Scribe may not be shared with other organisations.

S4.5 Trial plan. The Trial plan of GOLDJAXE Scribe gives the period, recording hours and recording length stated for it on the GOLDJAXE Scribe page, once for each person and each organisation. It ends on its last day or when its hours are used, whichever is earlier, and does not continue as a paid Plan: Customer moves to a Plan only by choosing and paying for it. Section 3.7 of the Terms applies to it; section 3.9 of the Terms does not.

S4.6 A dedicated environment, Customer's own domain, single sign-on, a service level or implementation, whether included in a Plan or ordered as a separate item, are provided as the Order Form states. Section 3.6 of the Terms applies.

S5

Retention and deletion

S5.1 GOLDJAXE Scribe keeps the audio of each Recording for the retention period of Customer's Plan and then deletes it. Customer downloads before the end of that period any Recording it needs to keep.

S5.2 GOLDJAXE Scribe keeps Transcripts and Minutes until Customer deletes them or the account is closed under S5.4.

S5.3 Customer may delete Recordings, Transcripts and Minutes in GOLDJAXE Scribe at any time. Deletion cannot be undone, and GOLDJAXE does not restore deleted data.

S5.4 When Customer's Paid Period ends without renewal, GOLDJAXE Scribe stops accepting new Recordings, and Customer may read and export its Transcripts and Minutes while GOLDJAXE keeps the account open; the Agreement, including the DPA, continues to apply to the account until it is closed. GOLDJAXE may close, by notice to Customer, an account that has had no Paid Period for 12 months, and a trial account 30 days after the trial ends. Customer may close its account at any time. For GOLDJAXE Scribe, section 7.10 of the Terms and section 12.2 of the DPA apply from the closure of the account.

S6

Access to Transcripts and Minutes

S6.1 Customer sets who may open each Transcript and Minutes: all its Authorised Users or those with a given role, the participants of the meeting, anyone with a link, or anyone with a link and a password, with or without a time limit. Anyone who has a link and, where one is set, its password can open the Transcript or the Minutes. Customer is responsible for the links and passwords that it and its Authorised Users share, and section 5.2 of the Terms applies to them.

S7

Transcripts and Minutes as results

S7.1 Transcripts and Minutes are Outputs under the Terms, and sections 7.1, 7.11 and 12.4 of the Terms apply to them. They are prepared automatically, may contain errors in words, names, numbers and the attribution of speech, and may omit what was said.

S7.2 Transcripts and Minutes are not an official record. They do not replace minutes or records that the law, a court or Customer's own rules require persons to prepare, approve or sign. Customer checks them before relying on them or sharing them.

S8

Third-party services and links

S8.1 Meeting platforms, services that host Recordings, messengers, email services and Customer's storage are third-party services under section 4.10 of the Terms. A meeting platform may refuse, limit or remove the Meeting Bot, and GOLDJAXE does not guarantee that the Meeting Bot can join a particular meeting or that a recording can be downloaded from a link.

S8.2 Customer submits a Recording by link only where it has the right to download it from its source and to have it processed. GOLDJAXE Scribe downloads the audio on Customer's instruction.

S9

GOLDJAXE Scribe in Your Perimeter

S9.1 GOLDJAXE Scribe installed on hardware owned or controlled by Customer is the Service in the Your Perimeter mode: the Perimeter Terms apply to it, and the Software under them includes GOLDJAXE Scribe. The Order Form states the installation fee and the licence fee for each period; without a current licence, the right to use GOLDJAXE Scribe ends and Updates, support and licence keys stop (sections 11.6 and 12.2 of the Perimeter Terms).

S9.2 In Your Perimeter, Recordings, Transcripts and Minutes stay in the Customer Environment under Customer's control, except copies made in a support session under section 9.5 of the Perimeter Terms (section 12.4 of the DPA).

S10

Fees

S10.1 The prices of Plans are stated on the GOLDJAXE Scribe page or in the Order Form and form part of the Price List. Fees are paid in advance for each Paid Period, monthly or for a year, under section 10 of the Terms, and Plans renew automatically under section 17.1 of the Terms.

S10.2 Customer may cancel the renewal of a monthly Plan at any time before the next billing date, in its account where the Service offers it, or by notice; the cancellation takes effect at the end of the Paid Period.

S10.3 Fees, including for unused hours and for the rest of a Paid Period that ends under S4.3, are not refundable, except as sections 15.4 and 17.4 of the Terms provide or where a refund is mandatory under applicable law (section 10.12 of the Terms).

S11

Precedence and language

S11.1 This Annex is special terms of each Order Form for GOLDJAXE Scribe under section 1.4(a) of the Terms, signed by GOLDJAXE, including electronically when GOLDJAXE confirms an online order (section 19.9 of the Terms). Subject to section 21.1 of the Terms, for GOLDJAXE Scribe it prevails over the Terms, the DPA and the rest of the Order Form, except its special terms. It expressly changes, as stated in it, the definition of the Service in section 2 and sections 3.9, 7.4, 7.5, 7.10, 17.1 and 17.6 of the Terms, and sections 3.5 and 12.2 and Annex 1 of the DPA; in all other matters, section 1.4 of the Terms applies.

S11.2 This Annex is published in English and Arabic, and in Russian for convenience. **In case of any discrepancy, the English text prevails.**

--- END OF DOCUMENT ---