

Kofax Customer Excellence Awards Participation Terms and Conditions

The following terms and conditions apply to voluntary participation in the Kofax Customer Excellence Awards Program (the "Program"):

1. The period for submission of applications to participate in the Program is February 23, 2022 to April 6, 2022 or as is otherwise published at www.Kofax.com/awards.
2. To be eligible for the Program, participating customers must have a live solution using any combination of one or more Kofax products. In addition, participants must be an active customer (current on maintenance) and otherwise in good standing with Kofax.
3. Participant submissions will be reviewed through a rigorous and objective judging process.
 - a. The final selection process will be conducted by members of the Kofax Executive Management Team.
 - b. Depending on the number of applications received, additional shortlist selections may be made by members of the Kofax Senior Management Team.
 - c. Award categories are:
 - i. Innovation Excellence, *celebrating technical innovation that delivers clear and recognizable value. The solution should demonstrate a cutting-edge approach and exemplify what's possible.*
 - ii. Changemakers, *recognizing customers who deliver big and meaningful changes that transform businesses and/or lives.*
 - iii. Lifetime Achievement, *honoring mature customer programs that deliver steady, consistent results over time.*
 - d. Kofax reserves the right in its sole discretion to make no awards and/or multiple awards in any category, or to add additional award categories as it deems appropriate.
4. By making a submission to the Program, the Participant Representative acknowledges and agrees that:
 - a. All information provided in their application is true to the best of their knowledge.
 - b. They are authorized to commit to the terms and conditions on behalf of their company.
5. What is done with the data Kofax collects:
 - a. Application forms and judging scorecards
 - i. Application forms and scorecards will be retained by Kofax should an audit be required. These will not be disclosed publicly.
 - ii. Application detail will be used internally within Kofax to ensure an accurate understanding of customer solutions and what is being done with Kofax software and why.
 - b. Semi-finalists (if applicable, depending on number of submissions), finalists and winners
 - i. Company names and solution names will be shared in a Kofax press release detailing the final award results. A list of award winners, finalists, etc. will be published on our website. Customer teams are welcome to share links to this on their social media channels to publicize their achievements.

- c. If your company is named a finalist, you agree to attend a recorded interview about the story disclosed in your application. Kofax will produce a short 1-minute video and an additional long-form (3-4 minute) video from this interview for each finalist.
 - i. Finalists will be allowed to request one set of edits on their videos.
 - ii. Finalists will receive a high-quality copy of their videos to keep and disseminate as they wish. These will be sent following the awards ceremony.
 - iii. The 1-minute video will be shown during the Kofax customer event on May 9-12, 17-18, 2022 as part of the awards ceremony.
 - iv. Kofax will release all finalist videos to our website after the awards ceremony and will be allowed to showcase the videos in general sales and marketing efforts including social media profiles, events, etc., though finalists can opt out of this for any reason. Opting out of sharing their story will not impact the final award decision.
 - v. The videos will be promoted through Kofax's What's Your Tomorrow video campaign throughout the year following the awards ceremony.
- d. Winners will be invited to join a short Kofax Customer Excellence Winners Panel immediately following the awards ceremony to talk about their winning programs or solutions and field questions from the customer audience. There is no obligation to participate.
- e. Winners will also be invited to elect to attend a VIP session with the Kofax strategy team and/or a member of the Kofax senior management team to discuss feedback for and experience working with Kofax. This session does not imply any commitment to make any requested changes.
- f. Winners will be asked to provide a valid postal address that Kofax can use for the express purposes of sending a physical award and potential recording equipment.
- g. Kofax will coordinate follow-up promotional activities with customers who wish to further promote their achievements in the Kofax Customer Excellence Awards Program.