



# SWISS FTS

Forensic Technology  
Solutions





# COMPANY

Swiss FTS is a leading provider of professional services in the domains of Digital Forensics, Electronic Discovery (eDiscovery) and Information Governance. We help companies that have been the victim of data theft, intellectual property theft, fraud, corruption, employee misconduct, sabotage or embezzlement.

As a Swiss company we follow in the tradition of commitment to quality, efficiency, and attention to detail. Founded in Zurich, in 2010, we have offices in Zurich, Lausanne and Singapore, and are ideally located to operate on both national and international projects.

We believe that the highest gains in efficiency and client satisfaction come from a collaborative process with our clients. We work side-by-side with our clients, involving them in every decision and incorporating their feedback at every step.

Our team of experienced and certified professionals is committed to providing the best quality services and client satisfaction. This commitment is reflected in our excellent client feedback, and our constantly expanding base of clients, who continue to use our services and refer us to their partners.

## VISION

We aim for our service to be the international gold standard in Digital Forensics, eDiscovery, and Information Governance.

## MISSION

We accomplish this vision by hiring among the best people in the field, training them intensively in the most advanced methodologies and techniques, and only putting them to work on your case when we you are confident that their work is accurate, performed efficiently, and matches both your expectations and our reputation. We also accomplish this vision by adhering faithfully to our Core Values.

# CORE VALUES

## HOW THE CRYSTAL WAS FORMED - THE MEANING OF OUR LOGO

When describing the Swiss FTS logo, words such as “precise”, “structured”, and “clear” are often used, but the logo has a much deeper meaning that ties directly to the core values of Swiss FTS. We would like to take you along on the journey of how the logo came to be, and how it represents Swiss FTS.

Being engineers by trade, we started with the manipulation of geometric shapes which mirrors the process by which Swiss FTS adapts and utilizes the precision forensic toolkit to create new custom solutions on client projects. During this experimentation we reached out to natural sources of inspiration, incorporating elements of nature’s golden ratio and the form of the breathtaking Swiss Alps.

The end result is a logo in the form of a crystal that not only looks appealing, but the more we thought about it the more we realized that it represents Swiss FTS in a deep and meaningful way.

## TRANSPARENCY

Our #1 value is transparency with our clients. Just as a crystal is clear, we at Swiss FTS are clear and transparent to our clients. Corporate investigations can be an opaque field. It often involves short notice requests, tense conditions, and many cross-functional players. We communicate our rationale clearly and openly for all proposals and suggestions.

## INTEGRITY

A crystal has a well-defined and solid structure, forged under heat and pressure. Like a crystal, Swiss FTS has solidified its reputation and unwavering determination through the fire of our team’s passion and the pressure of our work. We will not be corrupted. We stick to the facts and are not willing to participate in the creation of false narratives.

## NEUTRALITY

Just like how a crystal's solid structure does not allow it to be influenced by outside physical conditions, we at Swiss FTS do not allow ourselves to be influenced away from the facts; we do not take sides or support an agenda. In every case, we approach all parties with an open mind and treat them in a professional manner as well as with positive intentions. True to our Swiss roots, we strive for neutrality in all of our investigations.

## GRATITUDE

Gemstones and crystals are highly appreciated and valued, and we at Swiss FTS feel the same about our clients, colleagues, and partners. We strive to demonstrate this to our clients through the value that we bring to them, and our peers through our feedback, appreciation, and consideration. We know how much trust it takes to allow a third party to be so close to your company's data. We work hard every day to earn that trust. We are grateful to work with such excellent colleagues and partners who have the ambition to push the boundaries of what is possible.

## SERVICE

A crystal varies in appearance depending on the light that shines on it. Swiss FTS responds similarly by tailoring our services to each client. We do not offer "one-size-fits-all" or "off-the-shelf" solutions, and we only use well-trained professionals with the appropriate skills for your case. Our services are tailored to your specific needs: Your goals, resources, situation, challenges and opportunities are taken into account when developing solutions.

## COMMUNITY

Just like how crystals grow together in large groups when in the right environmental conditions, Swiss FTS provides the right conditions to build sustainable and long lasting relationships with our employees, clients and partners. Internally this means creating a sense of community, collegiality, and camaraderie for the team, and externally a prosperous local community, which we help foster via charitable contributions.

# SERVICES

Swiss FTS offers full-service solutions to all Digital Forensics challenges that a major company might face. We are well-equipped and prepared to tackle some of the most challenging data and legal-related problems a company can face. We have extensive experience helping our clients solve problems related to:

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FRAUD

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ANTI-TRUST REGULATION BREACHES

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ARBITRATION AND LITIGATION

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CORRUPTION

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EMPLOYEE MISCONDUCT

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ANTI-MONEY-LAUNDERING INVESTIGATIONS

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INSIDER TRADING INVESTIGATIONS

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INSOLVENCY

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COMPLIANCE

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DATA THEFT

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INTELLECTUAL PROPERTY THEFT

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SABOTAGE

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If you are facing urgent threats related to any of these issues, call us for an immediate, complimentary consultation.

**WE SUPPORT YOU IN THE IDENTIFICATION AND HANDLING OF THE GIVEN MATTERS, PROJECT MANAGEMENT AND THE COORDINATION OF ALL RELATED PARTIES.**

SERVICES

# EDISCOVERY

eDiscovery refers to the identification, preservation, collection, preparation, review, presentation and production of electronically stored information (ESI) in connection with the preparation of legal proceedings, internal investigations, regulatory investigations, or disputes. Unstructured data is thereby indexed and structured, so that it can be reviewed and analyzed in an investigation. Typically this affects emails and so-called “loose” files which include text files, spreadsheets, presentations and other user files. In the eDiscovery process the relevant data is standardized and presented in a unified format, on a special review platform. This facilitates analysis and assures that relevant content can be identified more effectively.

In modern eDiscovery the worlds of unstructured and structured data are constantly converging. This means that data traditionally solely handled via Data Analytics (e.g. transactional, HR and CRM data) is combined and linked together with emails, chat messages and other unstructured user files. Combining these sources enables us to build a clearer overview of the case, and allows you to resolve your matter more efficiently and effectively.

**OUR SERVICES COVER ALL EDISCOVERY REFERENCE MODEL PROCESSES,  
AND RANGE FROM IDENTIFYING ALL RELEVANT DATA SOURCES  
TO THE PRODUCTION OF CASE-RELEVANT DATA TO OUR CLIENTS.**

SERVICES

# ONLINE REVIEW & HOSTING

Swiss FTS offers an easy to use and flexible web based review platform, enabling us to host very large and complex projects, and to provide access to the data internationally. With its flexible and intuitive user interface, this application is suited for all review requirements. Regardless of volume, documents can be processed and quickly uploaded to the platform, allowing you to start the review with minimal delay. The platform's advanced security feature set (such as individual document and review coding access permissions) allows for multiple reviewers and review topics to operate on the same data set in a secure manner, reducing storage costs, processing time, and project complexity.

Our eDiscovery platform is designed to streamline your document review and collaboration across large teams in multiple locations. We offer you the following functionality and benefits:

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OPTIMIZATION AND ACCELERATION OF THE REVIEW PROCESS THROUGH AUTOMATION

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INCREASED QUALITY THROUGH PRE-DEFINED INTEGRITY CHECKS

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COMPLETE AND CONSISTENT AUDIT TRAILS

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COMPUTER-ASSISTED REVIEW BASED ON CONCEPT-CLUSTERS AND MACHINE LEARNING

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Through our platform, augmented by our unique in-house custom software developments, we will help you to accelerate and optimize your review.

Our infrastructure is located in independent and segregated high security datacenters in Zurich and Singapore, which are ISO 27001 certified. Our infrastructure is designed with added redundancy in order to maximize availability and performance. Service and maintenance is conducted solely by members of our team to ensure full control of all stored data.

**OUR DATACENTER IN ZURICH IS ALSO COMPLIANT WITH THE SWISS FINANCIAL MARKET SUPERVISORY AUTHORITY (FINMA) STANDARDS. AS A RESULT OF THIS, WE CAN OFFER OUR CLIENTS A HOSTED ENVIRONMENT COMPLIANT WITH SWISS LAW.**



Swiss precision,  
globally delivered

# DIGITAL FORENSICS

## FORENSIC COMPUTER ANALYSIS

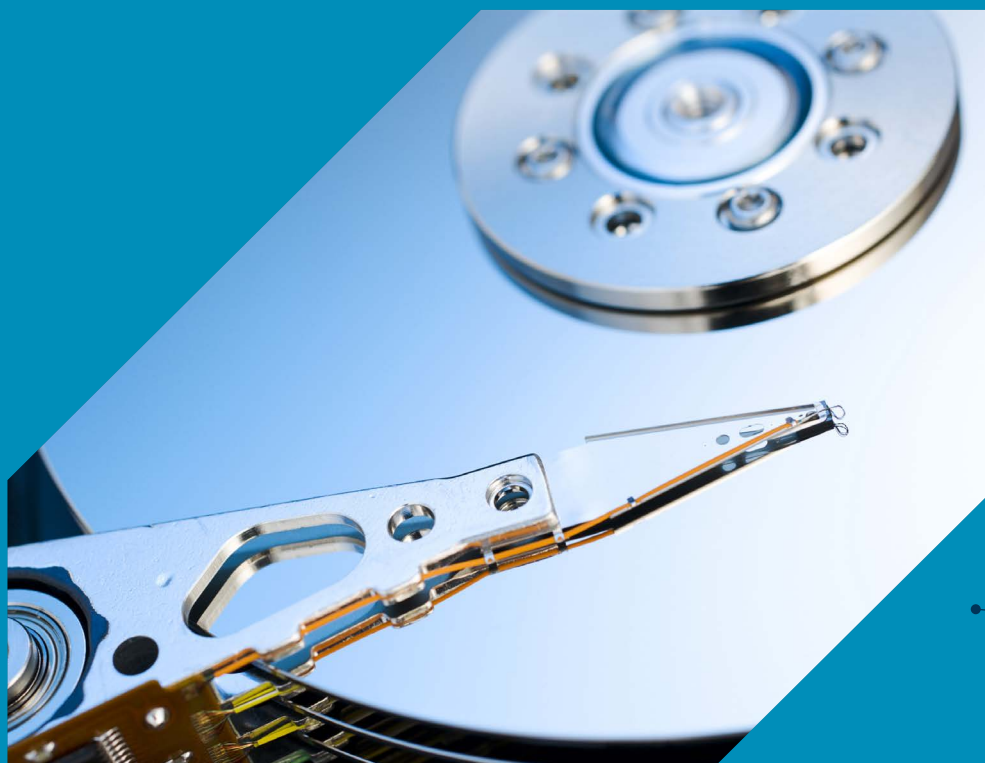
Finding traces of incidents and evidence on computer systems requires highly specialized training and a specific skillset. Our team-members hold some of the most rigorous and demanding formal qualifications in the field, including from EnCase® and Global Information Assurance Certification (GIAC), two of the highest standard certification providers in the industry. We have the knowledge, skills, and ability to conduct complex computer examinations and investigations, forensic analysis and reporting, network forensics, browser forensics, and tracing user and application activities.

## MOBILE FORENSICS

Smartphones have become a key source of evidence in today's investigations, storing vast amounts of information about the owner and their activities: chat logs, location logs, call logs, emails, social media, photographs, videos, and voice memos just to name a few. Our analysis of these devices regularly leads to treasure-troves of evidence.

## CYBERCRIME INVESTIGATIONS

Swiss FTS has the experienced experts and technical resources required to investigate a wide range of cybercrime, from hacking and phishing, to corporate espionage and digital theft of money. Using the latest technologies and investigative strategies, we are able to identify system vulnerabilities, intrusions, and traces of data theft. We discover and deliver evidence on who the likely attacker was, and recommend and implement solutions to defend against future attacks.



SERVICES

# INFORMATION GOVERNANCE

The more disorganized, unstructured, untracked, and insecure your data is, the more vulnerable you are to data-related threats, from both external sources and from within your organization.

Information Governance is the practice of structuring, organizing, accounting for, and securing all your company's data in a way that makes the information you need instantly accessible, and that provides strong protective layers of security against data-related threats.

Implementing a thorough Information Governance System can be complex and overwhelming, but the risks of neglecting Information Governance can be significant. It's critical to your business' success that the rapidly growing data volumes and regulations are managed appropriately.

**ON 25 MAY 2018 THE NEW EU GENERAL DATA PROTECTION REGULATION (GDPR) CAME INTO FORCE. IF YOU ARE AN EU BUSINESS, OR ARE DOING BUSINESS WITH EU COUNTRIES AND STORE PERSONAL DATA, YOU NEED TO IMPLEMENT ROBUST INFORMATION GOVERNANCE IMMEDIATELY TO BE IN COMPLIANCE WITH THIS LAW.**

Security from external and internal threats is an essential component of Information Governance. With the right tools, you can monitor your company's baseline IT activity and be alerted when there is any activity that is out of the ordinary.

Good proactive Information Governance provides a better starting point for eDiscovery, litigation or other investigation, compared to the usual reactive methods. Implementing an effective system now will make the experience of any investigation or litigation smoother, less stressful, and less costly.

Swiss FTS has helped large and small companies throughout the globe to get their Information Governance Systems up to the highest standards. We have experience with almost every type and size of organization, and therefore can benchmark your current systems against your competitors, making sure you're ahead of the game.

# MANAGEMENT

## CEO | FOUNDER **ROGIER TEO**

**Rogier Teo is a Founding Partner at Swiss FTS, and since starting the company in 2010 he has overseen the growth of the company from a few people working in a single room to a diverse multinational team with offices in Zurich, Lausanne, and Singapore.**

Within Swiss FTS Rogier continuously adapts the company and directs the team to remain at the leading edge of changing market trends, and maintains his wide breadth of industry knowledge.

Rogier is the primary point of contact for clients and partners, where he specializes in understanding their business operations, concerns, and needs.

Rogier's personal values are reflected in the Swiss FTS core values of transparency, integrity, neutrality, and gratitude.

## DIRECTOR Lausanne **IRÈNE WILSON**

**Irene Wilson specializes in Digital Forensics and eDiscovery, with many years of experience in a wide range of industries across Europe. Her qualifications include the illustrious Master titles for Nuix Workstation and Nuix Discover.**

At Swiss FTS Irene manages the Lausanne team, recruitment and training across Switzerland, and development of eDiscovery methodology and workflows.

Irene assists clients with all aspects of the eDiscovery Reference Model (EDRM) and in Digital Forensic cases. She has experience in public and private sectors, been an expert consult, developed customized eDiscovery solutions, optimized existing workflows, and trained client staff.

Irene's passion is to help people grow and realize their potential.

## DIRECTOR Zurich **ROY WEISS**

**Roy Weiss has deep knowledge of the full spectrum of eDiscovery, from investigation support and workflow transformation, to on-site system deployment and custom development.**

Within Swiss FTS Roy leads both the Zurich and Infrastructure teams, requiring very different management styles and skillsets to run both teams effectively.

Roy's extensive experience of working at the frontier where hardware, software, and people interact makes him ideally suited to client projects that requiring both a deep technical understanding of the domain, and working alongside diverse teams and partners to reach a common goal.

Roy's attention to detail and eagerness to drill deep into subjects is complimented by his higher-level understanding of how multiple complex systems of tools, workflows, and teams can efficiently work in harmony.

# CERTIFICATIONS



## ISO/IEC 27001:2013 – INFORMATION SECURITY MANAGEMENT SYSTEMS

The entire company, and all business and client service processes were 27001:2013 certified. ISO/IEC 27001 formally specifies a management system that is intended to bring information security under explicit management control. Being a formal specification means that it mandates specific requirements. Organizations that claim to have adopted ISO/IEC 27001 can therefore be formally audited and certified compliant with the standard.



## RELATIVITY CERTIFIED ADMINISTRATOR

These individuals have extensive expertise in managing all aspects of projects within Relativity.



## RELATIVITY ANALYTICS SPECIALIST

Analytics Specialists have the expertise to support faster, more accurate workflows.



## RELATIVITY INFRASTRUCTURE SPECIALIST

These individuals specialize in managing a Relativity environment's technical infrastructure.



## RELATIVITY REVIEW MANAGEMENT SPECIALIST

Relativity Review Management Specialists are certified to take full advantage of advanced workflows.



## RELATIVITY PROCESSING SPECIALIST

The Relativity Processing Specialist certificate confirms that the individual has extensive experience processing data in Relativity.



## RELATIVITY EXPERT

Relativity Experts are Relativity Certified Administrators who have achieved two specialist certifications.



## RELATIVITY MASTER

Relativity Masters are Relativity Certified Administrators who have achieved four specialist certifications.



## RELATIVITY CERTIFIED SALES PROFESSIONAL

Relativity Certified Sales Professionals provide a validated, comprehensive demo of the software.



## RELATIVITYONE CERTIFIED PRO

This certificate confirms that individuals have an overall understanding of RelativityOne including review and case management.



## RELATIVITYONE REVIEW PRO

This certificate confirms that individuals have a foundational understanding of RelativityOne document review functionality and workflows.



## GIAC CERTIFIED FORENSIC EXAMINER

The GIAC Certified Forensic Examiner (GCFE) certification demonstrates that an individual is trained and qualified in computer forensic collection and analysis for Windows artifacts, web browsers, and user and application activity tracing.



## GIAC BATTLEFIELD FORENSICS AND ACQUISITION

The GIAC Battlefield Forensics and Acquisition (GBFA) certification demonstrates that an individual is trained and qualified in the proper collection, acquisition, and rapid triage analysis of many forms of data storage.

# CERTIFICATIONS



## NUIX EDISCOVERY CERTIFICATION

Nuix eDiscovery certified professionals are tested in all aspects of conducting an eDiscovery project using Nuix, confirming they are able to successfully run eDiscovery projects.



## NUIX WORKSTATION DATA DISCOVERY MASTER

Nuix Workstation Data Discovery Masters are professionals having achieved the three NuixWorkstation certifications, demonstrating a deep understanding of the tool and its infrastructure requirements.



## NUIX WORKSTATION DATA DISCOVERY ADMINISTRATOR

Nuix Workstation Data Discovery Administrators have a deep understanding of the infrastructure requirements of Nuix Workstation, with special focus on configuring, optimizing and troubleshooting.



## NUIX WORKSTATION DATA DISCOVERY SPECIALIST

Nuix Workstation Data Discovery Specialists have advanced knowledge on the usage of Nuix Workstation through the whole EDRM.



## NUIX WORKSTATION DATA DISCOVERY CORE

This certification confirms that an individual has foundational knowledge of Nuix Workstation and is able to apply a simple workflow.



## NUIX DISCOVER MASTER

Nuix Discover Masters are professionals having achieved the four Nuix Discover certifications, demonstrating a deep understanding of the tool, its usage and management.



## NUIX DISCOVER END USER

This certification confirms that that an individual has foundational knowledge of Nuix Discover and is able to apply a simple workflow.



## NUIX DISCOVER END USER - ANALYTICS

This certification confirms that that an individual has specialized knowledge in data analytics and visualization using Nuix Discover.



## NUIX DISCOVER CASE MANAGER

Nuix Discover Case Managers specialize in customizing cases and automating review by using the full extent of Nuix Discover functionalities.



## NUIX DISCOVER PORTAL ADMIN

Nuix Discover Portal Admins specialize in managing matters in Nuix Discover, especially users and cases.



## CELLEBRITE MOBILE FORENSIC FUNDAMENTALS

This certification ensures individuals can apply best practices to handle mobile devices as investigation evidence.



## CELLEBRITE CERTIFIED OPERATOR

Cellebrite Certified Operators specialize in extracting data in a forensically sound manner using UFED Touch or UFED 4PC.



## CELLEBRITE PHYSICAL ANALYST

Cellebrite Certified Physical Analysts have gained advanced knowledge on the analysis and advanced search techniques using Physical Analyzer.



## ENCE®

The EnCase® Certified Examiner (EnCE®) program certifies both public and private sector professionals in the use of Guidance Software's EnCase® computer forensic software. EnCE® certification acknowledges that professionals have mastered computer investigation methodology as well as the use of EnCase® software during complex computer examinations. Recognized by both the law enforcement and corporate communities as a symbol of in-depth computer forensics knowledge, EnCE certification illustrates that an investigator is a skilled computer examiner.









## **SWISS FTS**

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