

ZIFFA

The document intelligence and automation layer for Maltese accounting practices and CSPs

PLATFORM OVERVIEW

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BY EKSELERA VENTURES

Your firm is leaking hours every week to admin. Ziffa stops the leak.

Qualified accounting teams spend hours every week on work that doesn't deserve their expertise: chasing clients for documents, reviewing and renaming attachments, requesting fresh submissions when what arrives is outdated or incorrect, organising files, and keeping mental notes of compliance deadlines.

As the client portfolio grows, the problem compounds. Documents arrive from every direction, some dropped off physically, others sent digitally across multiple channels, and keeping track of it all becomes overwhelming.

You think the answer is to hire, but quality labour is difficult to find and expensive. Your team starts to drown. Things slip. And the quality of service your clients pay you for is the first thing to suffer.

Ziffa was built to take that weight off your team. You stay in control of how you work: your files remain in your Google Drive, SharePoint or Dropbox, your team keeps their existing tools, and Ziffa adds the structure, the intelligence and the oversight underneath.

Documents are requested before you have to ask, classified the moment they arrive, named so anyone can find them, and filed where they belong. Deadlines surface before they turn urgent. Every client has a clean audit trail.

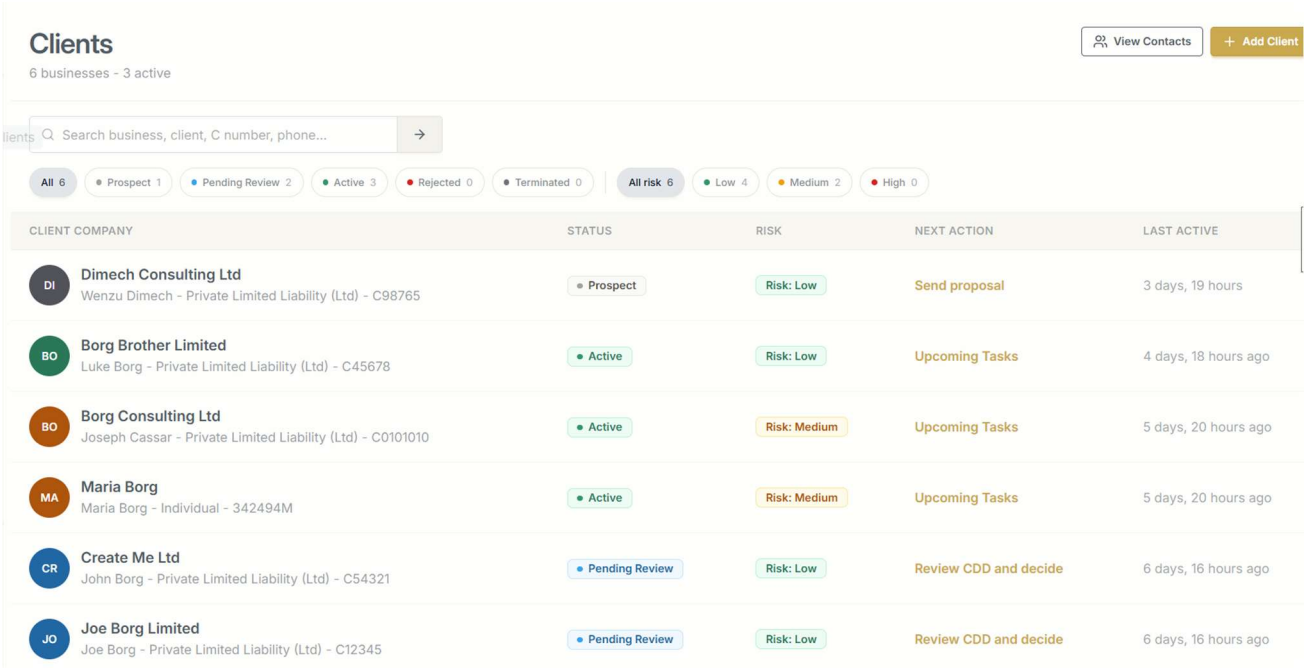
THE OUTCOME?

No more panic around deadlines. No more wondering whether a document has arrived. No more late nights at the office or weekends spent catching up on filing.

Your firm has the capacity to take on more clients without taking on more chaos. The quality your clients feel (the responsiveness, the accuracy, the organisation) becomes the reason they stay.

Manage every client’s journey, end to end

From prospect to active, with risk and next action visible at a glance.



01

Full lifecycle in one view

Filter by stage: Prospect, Pending Review, Active, Rejected, Terminated, see exactly which clients need attention right now.

02

Risk-banded

Every client carries a risk rating that drives how often compliance documents are reviewed and refreshed, without having to remember.

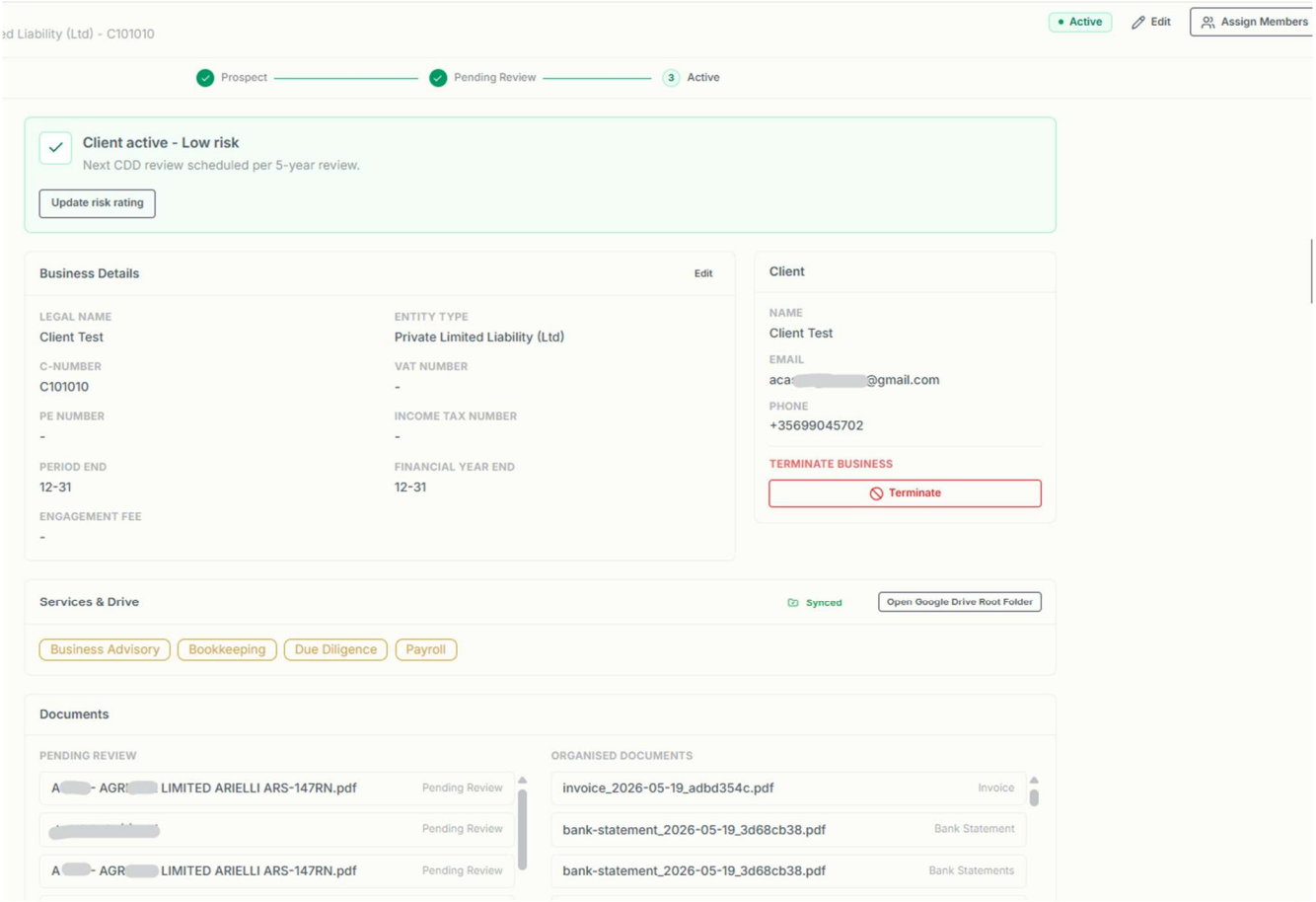
03

Next action, always visible

Each row tells you what’s outstanding: send a proposal, review documents, or address an upcoming deadline.

One workspace per client

Business details, services, documents, forms, and team: everything for a client lives in one place.



01

Zero-friction onboarding

First impressions count. Draft a proposal during the client call, send it for e-signature, and let the system carry them through compliance, without anyone having to chase the next step.

02

Configured around your services

Create the services your firm offers: accounting, tax, payroll, due diligence, advisory, incorporation, corporate services, immigration, and tailor each client to the services they've engaged you for.

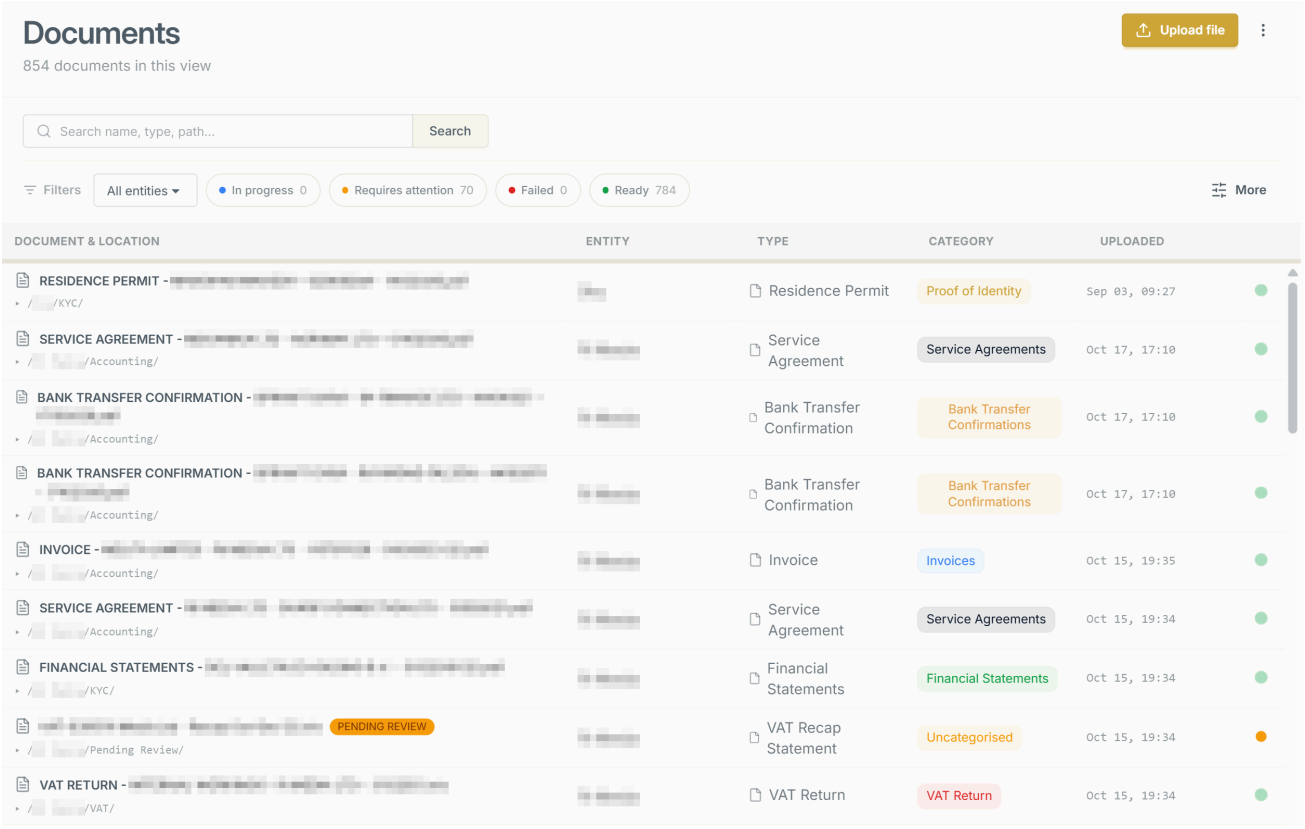
03

Connected to your Drive

Business details, documents, upcoming deadlines, team: all in one view, with the client's Drive, SharePoint or Dropbox folder a click away. Nothing to search for, nothing to switch between.

Documents arrive in your cloud environment, classified, renamed and filed

Every upload is renamed, tagged by type and category, and placed in the right folder: no manual sorting. No new system to learn.



01

Identifiable file names

Each document gets a clean, dated, traceable name: no more attachment_final_v3.pdf in the inbox.

02

Filterable in seconds

Narrow hundreds of documents to the exact set you need by client, category, type, service, or free-text search.

03

You retain control

Any document which is unrecognised or invalid gets queued in the Pending Review section, for your expert judgement.

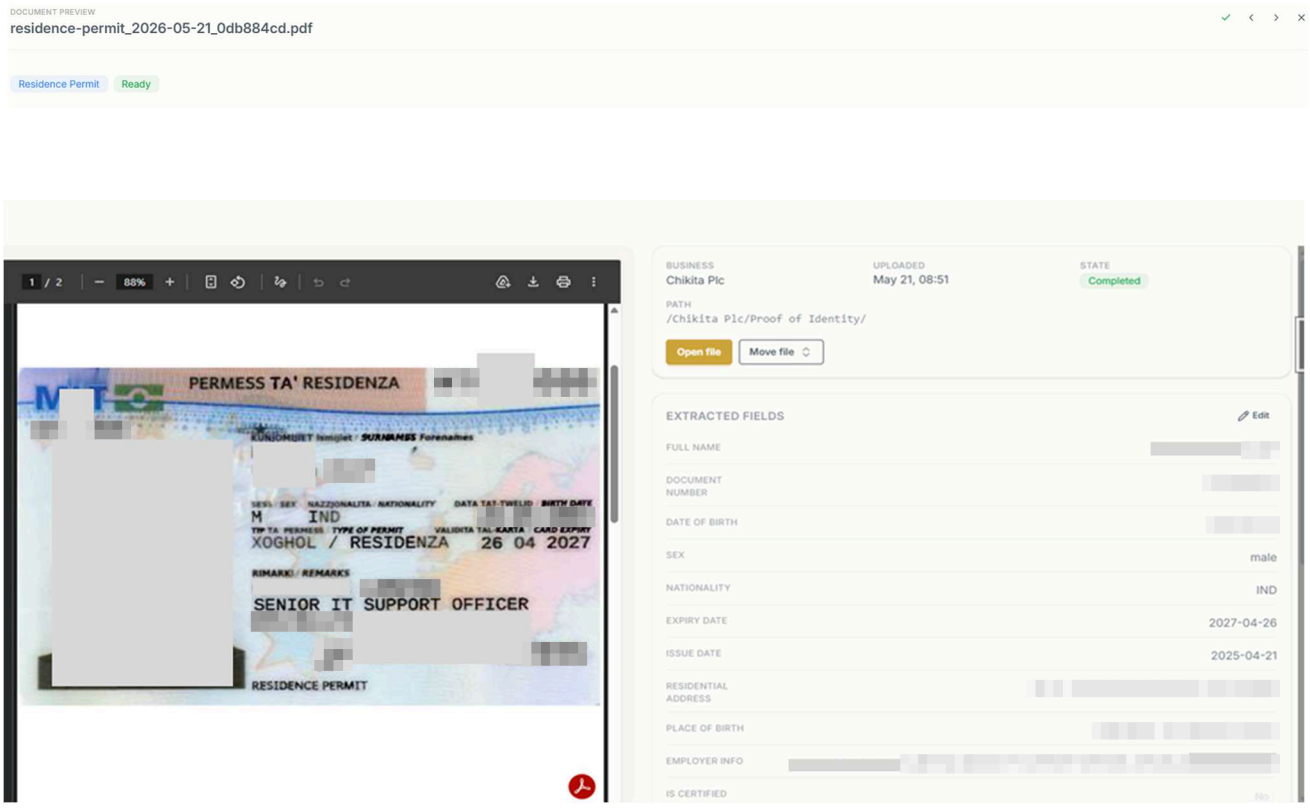
Document fields, extracted and ready for your next action

Document data is extracted and validated. Anything that fails a check is held in Pending Review, with the reason written down, for your judgement.

For example, a proof of address dated more than 6 months ago is held for review before it reaches *your team.*

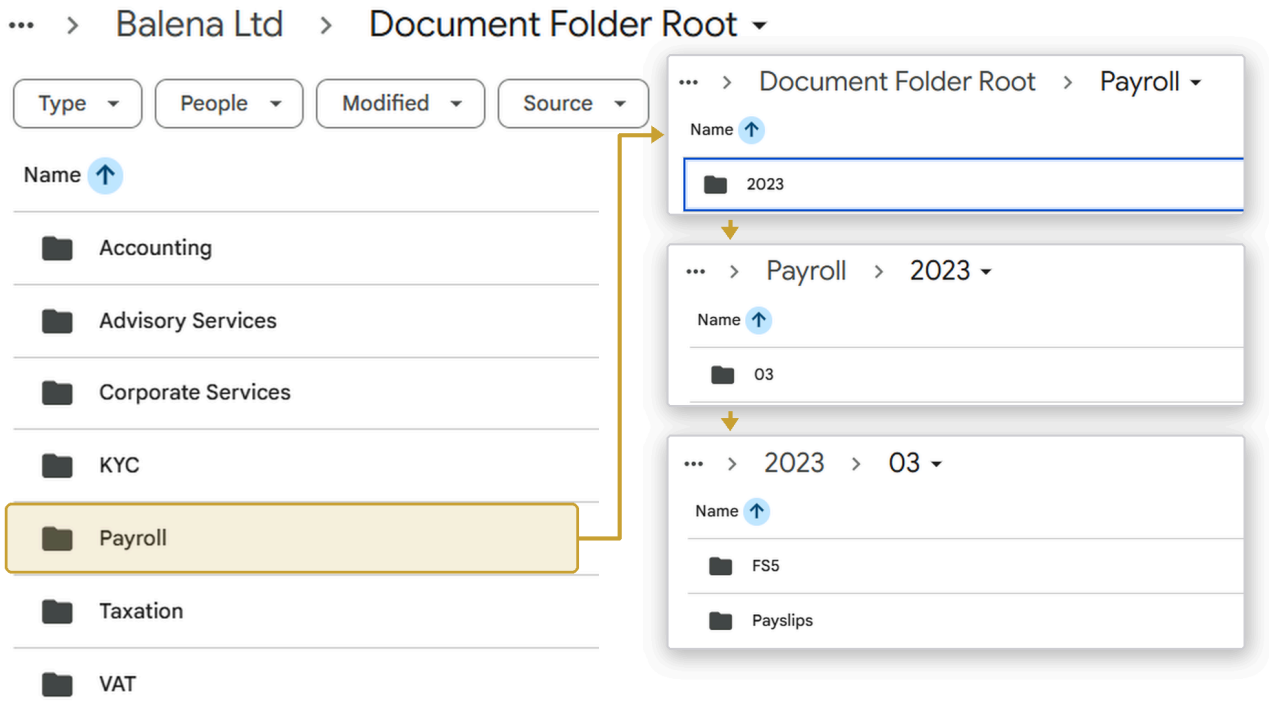
Details can be downloaded as CSV, or sent automatically into your existing systems, such as Xero, and connected to your KYC system during implementation. Your qualified team focuses on what matters: **the judgement.**

Extraction Preview: Residence Permit



Your folder structure, automated

Documents are filed inside your Google Drive, SharePoint or Dropbox, exactly in the way your firm already works.



01

Mirrors your existing workflow

Categories reflect the way your firm already organises client files. This folder structure will become the standard within your organisation.

02

Dated subfolders

Categories nest into year, quarter, or month subfolders as documents arrive, configured once, applied across every client.

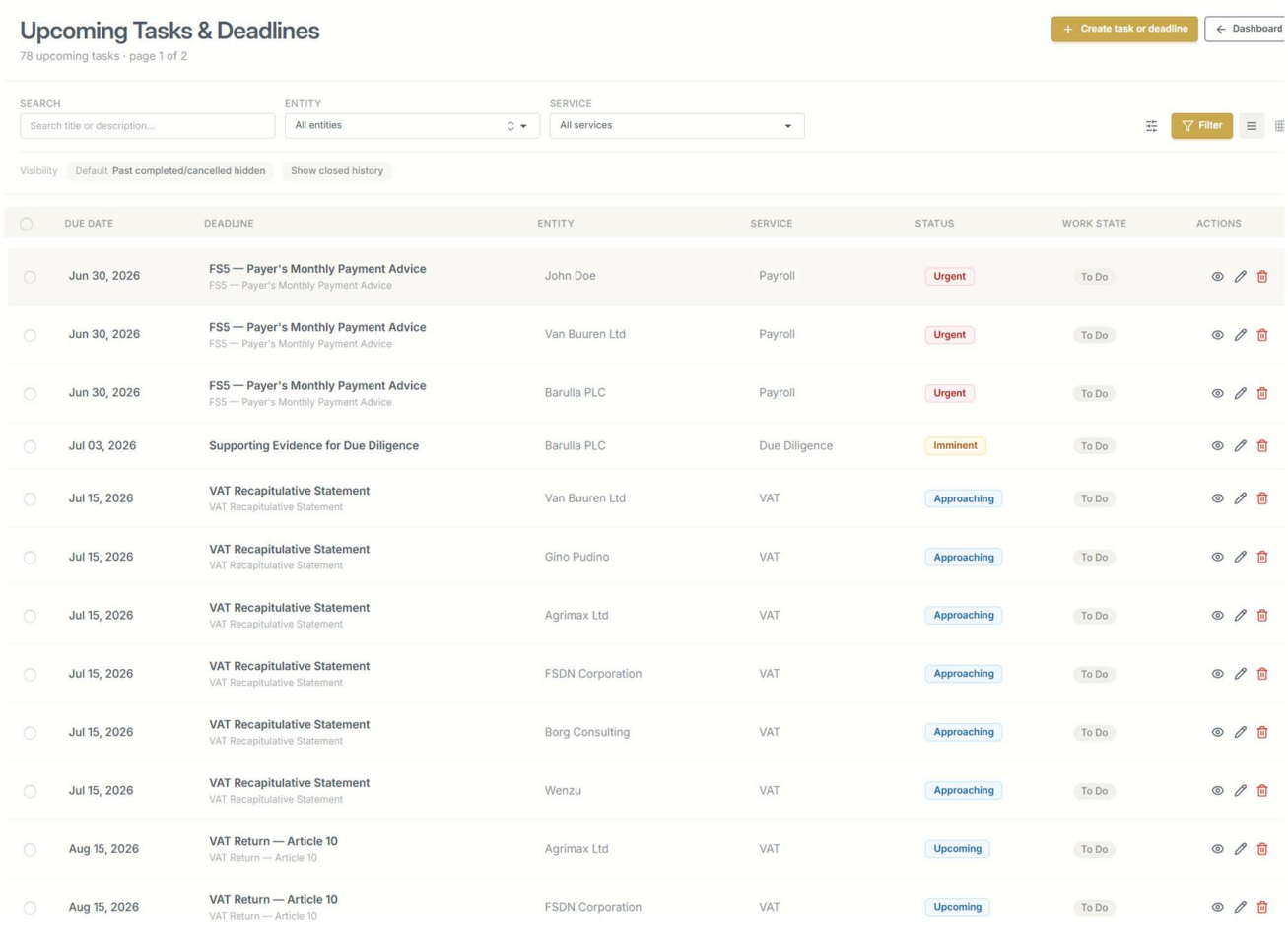
03

Files stay yours

The original documents live in your Drive, SharePoint or Dropbox, under your control. Ziffa simply categorises and files.

Tasks and deadlines

The system knows which documents you require for each specific deadline. With a one click request, the client is notified what documents are needed and where to submit them.



01

Roles and assignments

Owner, Manager, and Member roles, each with assigned clients. The entire team workload becomes visible.

02

Every deadline that matters

Statutory deadlines are tracked and requests for documentation sent out to clients. You can also create your own client specific events and doc requests (eg. change in director)

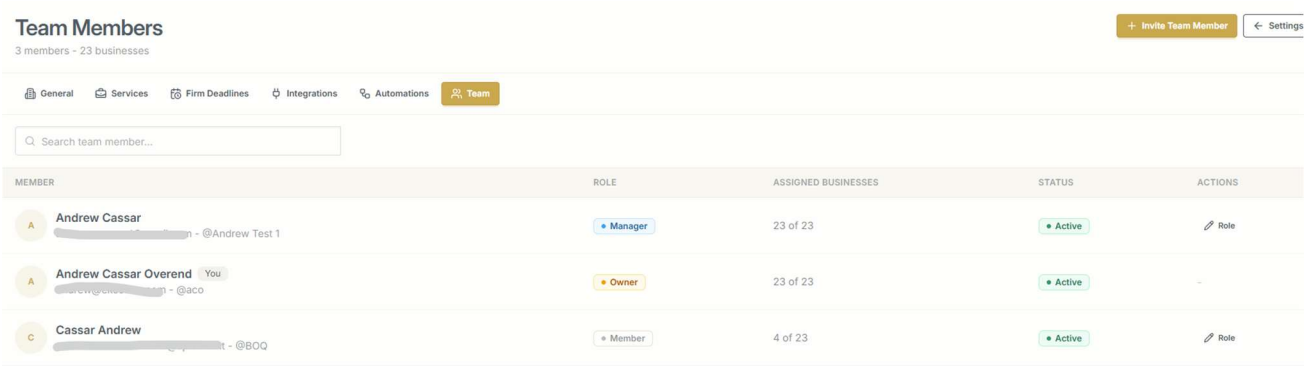
03

Filter by client or template

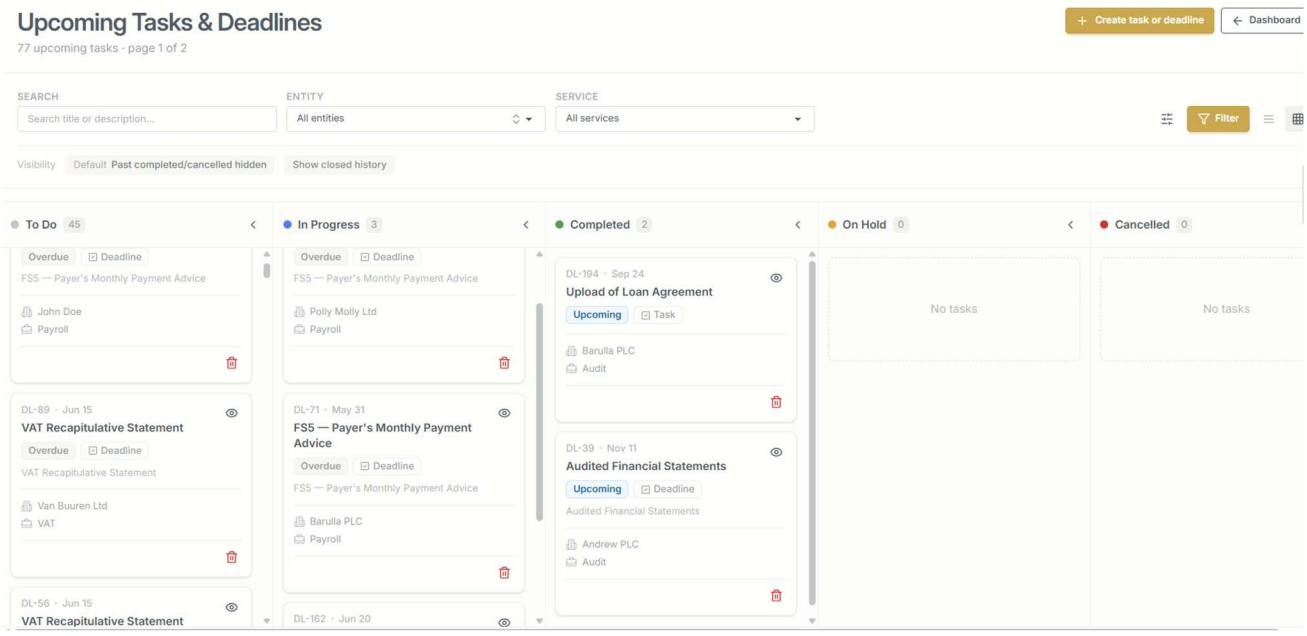
See the deadlines that matter right now, set automatic reminders, and track progress across every client and filing from a single view.

Create and assign team members to tasks and monitor progress

Assign clients and tasks to team members, monitor workload, track upcoming filings, and stop relying on memory or spreadsheets

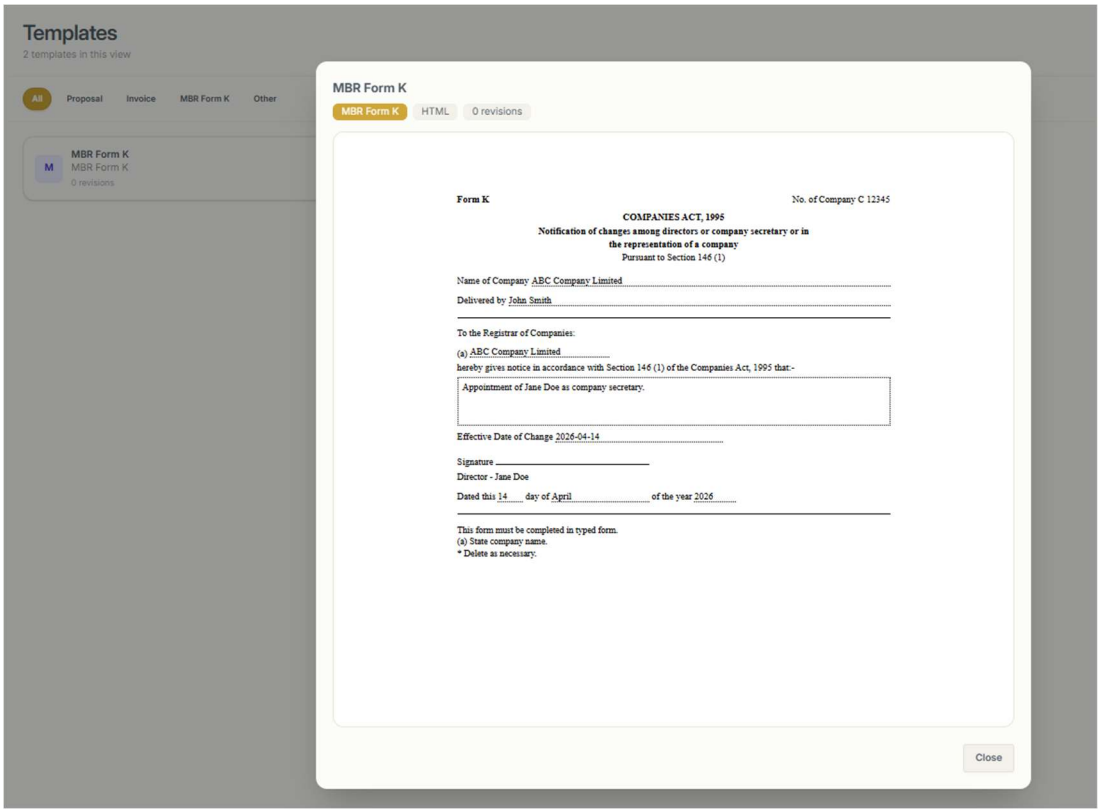


Use the Kanban view to get an immediate view of who is working on what and the status of each task.



Tired of repetitive form filling?

We turn the documents you most frequently fill in and submit into templates, pre-filled with client data at the click of a button.



- Engagement Letter
- Proposal
- Authority to use address
- Company Onboarding Forms
- Natural Person Onboarding Forms
- Power of Attorney
- Company Constitutive Document
- Partnership Agreement
- Association Statute
- MBR Forms

Every document generated by Ziffa can be sent for e-signature or by email directly from the platform, no switching tools.

And for compliance? Treat your clients to a simplified, document-first approach to onboarding, let them submit the evidence and complete the questionnaire at their own pace. Everything arrives in your KYC software ready to action, and your team gets their hours back.

Built on top of the tools you already use

Ziffa doesn't replace your existing systems; it fills the gap between them. Your team carries on in the platforms they already know, while Ziffa handles the structure, classification, and oversight underneath.

We’re not the simple off-the-shelf software: implementation is customised, done hand-in-hand with your team, and shaped around the way your firm actually works.

01

Google Drive, SharePoint & Dropbox

Documents stay in your existing Drive or SharePoint: Ziffa keeps everything filed in the right place.

02

E-signature integration

Proposals and engagement letters flow into your e-signature tool without unnecessary back-and-forth.

03

Secure by design

You are in control of the extent to which data is handled by the system. Ziffa only holds the fields you've chosen to extract. Originals stay in your storage.

YOU’VE READ THIS FAR FOR A REASON

Whether it's the chasing, the hiring problem, the compliance headache, the document organisation, or a combination of all: something prompted you to keep reading. That's worth a conversation. When you're ready to have it, we're here.

Email **info@ekselera.com** or scan the QR code to schedule an appointment