

Subject: Re: Monday [1]  
From: Jay Lipman <[REDACTED]>  
Date: Fri, 06 Sep 2013 17:44:26 -0400  
To: Vahe Stepanian <[REDACTED]>

Classification: For internal use only

- 1) Pending new accts.
  - Epstein Accounts: (Needed in the next 2 weeks)
  - 1) Personal brokerage
  - 2) Southern Fin mirror account
  - 3) Southern Trust mirror account
  - 4) Haze
  - 5) Jeepers
  - 6) JE Virgin Islands Foundation
  - 7) ACATS for mirror accounts
    - Liu - Been waiting for ages on the 407 letter (Requested last week)
    - Wayne Geffen - Waiting for response from JPM regarding the DVP details. (Requested 9/4)
    - Vorobeychik IRA's - waiting on client info from Brandon - requested 2 weeks ago.
- 2) Pls. quickly run through my 'while I'm gone' list.
  - Wolfson - Still haven't heard from Alfred regarding POA.
  - Payal- MF Distributions requested in pershing, still processing. Waited for further dividend which didn't come, so processed.
- 3) Pls. prepare a prioritized to-do list for us for Monday. Its going to take me a while to dig through emails- the list would help me hit the ground running.
  - Southern FIN/ Trust ACATS for J-Epstein Noon meeting.
  - KKR - Input information in KKR application docs
  - NAO's.

Kind Regards,

Jay Lipman

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Jay Lipman  
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From: Vahe Stepanian/db/dbcom@DBAMERICAS

To: "Jay Lipman" <[REDACTED]> ,

Date: 09/05/2013 11:30 AM

Subject: Monday [I]

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Jay,

Hope you've enjoyed holding down the fort while I've been on my MTA ;)

To help us get organized next week, can you please prepare a short list of the following:

- 1) Pending new accts. - include dates db ppwk was sent out, received, etc. Include accts on list for which banking teams have sent org docs but no db ppwk has been sent (ie. Amanda Kirby's emails)
- 2) Pls. quickly run through my 'while I'm gone' list. Probably too late at this point to address anything missed, but can you please consolidate all related ppwk associated with that list into the folder I left (LOAs, etc.)
- 3) Pls. prepare a prioritized to-do list for us for Monday. Its going to take me a while to dig through emails- the list would help me hit the ground running.

We can go through it all sometime in the AM.

Thanks,  
Vahe

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Vahe Stepanian  
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