b. Banking officer must complete the Release Payment Template, get the approval from the approvers mentioned on the authorized list, and attach both (email approval and completed template) to TEAS Case. Transaction will route to the Signatory Matrix queue for approval.

c. Transaction approver (i.e.TAG, LatAm, Trust, Custody) will validate the payment instructions, verify completed template with MD approval, and approve the case if details are correct, otherwise, reject.

d. Once transaction approver approves the case, they will inform the DBOI banking team via email at "gtopwmbankingexceptioncheckprocessing@list.db.com".

e. Below is the template to be attached to the case with approval. TAG will verify the details (Currency Amount, Value Date and Beneficiary Account Number) of the case with the template. Remitter Account Name and Remitter Account Number will remain static as mentioned below.

Document can be accepted as per HRM Policy:

Below USD 50,000 (In case of USD) and Below USD 25,000 (In case of NON-USD)

a. **Phone Call** -Need to verify that time of call is before creation of the case and is done on valid business day and timing.

b. **Fax** -Client Signature should be there with Signature verification from Front Office.

c. **Original Letter**: TAG verifies that the attachment is signed by Client and should be Signature verified and Original stamp should be there on attachment with Initial or Signature of Front officer next to original.

d. **Email:** Email is acceptable with Call back.

e. **Docu sign**: One more instruction via type in the form of Docu sign has been added, there will be two options visible on the case in instruction via field as follow a) DocuSign-KBA b) DocuSign-Access Code. At a later release, you will see an attestation when DocuSign-Access Code is selected. This attestation will confirm that the user called the recipient of the envelope in an outbound call to a number on file. DBOI will reject any TEAS ticket that does not have the proper option selected.

f. **Exempt Other Booking Center** - This instruction via is acceptable only when transfer is made to Pershing Account.

USD 50,000 and above (In case of USD)/USD 25,000 and above (In case of NON-USD)

For internal use only