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|--|------------|-----------|-----------|------------|---|--|
| <u>Setup new Statement Event for Existing Accounts</u> | <u>Yes</u> | <u>No</u> | <u>No</u> | <u>Yes</u> | <u>Letter of Instruction signed by client, signature verified</u> | <u>In case of Fax, call back is required in all instances regardless of amount. Note: In case of Trust account, if DB is trustee then no client letter is required</u> |
| <u>Add/delete Recipients</u> | <u>Yes</u> | <u>No</u> | <u>No</u> | <u>Yes</u> | <u>Letter of Instruction signed by client, signature verified</u> | <u>In case of Fax, call back is required in all instances regardless of amount. Note: In case of Trust account, if DB is trustee then no client letter is required</u> |

For internal use only