

To: Xavier Avila <[REDACTED]>; Davide-A Sferrazza <[REDACTED]>; Alastair Mackinlay <[REDACTED]>

Cc: Martin Zeman <[REDACTED]>; Joshua Shoshan <[REDACTED]>; Billy Obregon <[REDACTED]>

Subject: RE: GM KCP Bible - Action Plan - Update I [I]

Classification: **For internal use only**

Hi Team – just wanted to send an update on the progress.

Completed

- dbCAR IDs confirmed
- Added KYC Review Date – we need to review this and start KYC reviews
- Latam Tab – products/entities added
- Alex Brown Tab - products/entities added
- Revenues for P/S 2017 added

Pending

- Good to Trade – Davide
- ISDA – Nina and Davide
- Revenues – GM 2017/2018 and P/S 2018
- Live Trade – Davide first shot, then Nina will help
- GM or Umbrella Account – Davide and Nina
- Add products and entities for US Tab

Thank you

Nina Tona

From: Xavier Avila

Sent: Friday, February 16, 2018 11:05 AM

To: Nina Tona <[REDACTED]>; Davide-A Sferrazza <[REDACTED]>; Alastair Mackinlay <[REDACTED]>

Cc: Martin Zeman <[REDACTED]>; Joshua Shoshan <[REDACTED]>; Billy Obregon <[REDACTED]>

Subject: RE: GM KCP Bible - Action Plan [I]

Nina and I discussed today the below and I gave her my thoughts around the tab "Bible"...

From: Nina Tona

Sent: Thursday, February 15, 2018 2:28 PM

To: Davide-A Sferrazza <[REDACTED]>; Alastair Mackinlay <[REDACTED]>

Cc: Xavier Avila <[REDACTED]>

Subject: GM KCP Bible - Action Plan [I]

Classification: **For internal use only**

Hi Davide,

As per our conversation, we have decided to add and format the s/s as per below.

Saved: Z:\KCP - Americas\KCP Capital Markets\GM KCP Main Client List

@Xavi – let us know if you have any objections to what we are trying to do.