

Subject: Template for Account Planning Sessions: Revenue/Asset/Pipeline Data [C]

From: Henry Clark <[REDACTED]>

Date: Tue, 17 Jan 2017 19:37:25 -0500

To: Stewart Oldfield <[REDACTED]>

Cc: Andrew Gallivan <[REDACTED]>

Manish Pahlajani <[REDACTED]>

Classification: Confidential

As mentioned in Manish's email please find attached an excel file detailing FY2016 revenue and assets volume by relationship and customer level (sourced from GMIS). In addition, 2017 pipeline opportunities are contained on a separate tab. Note: this data is for US-booked business only.

The format is designed to facilitate a simple copy and paste into sections 3 and 4 of the account planning template.

Kind regards,

Henry

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From: Manish Pahlajani

Sent: Tuesday, January 17, 2017 6:22 PM

To: USPWM Private Bankers <[REDACTED]>; USPWM Relationship Coordinators & Associates

<[REDACTED]>

Cc: Patrick Campion <[REDACTED]>; Andrew Gallivan

<[REDACTED]>; Lee Hutter <[REDACTED]>; Michael S Jacoby

<[REDACTED]>; Felipe Godard <[REDACTED]>; Henry Clark

<[REDACTED]>; Daniel Eisenberg <[REDACTED]>
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All,

To facilitate account planning sessions, please find attached a template that will need to be completed for each relationship (a blank template as well as an illustrative example are provided for reference). The template has been created in consultation with some ROs and is designed to rely on existing sources of information where possible.

The template consists of 5 sections:

1. Relationship overview – This section provides general background information on the client and can be extracted directly from dbForce
2. Client facts and circumstances – This section is meant to provide information regarding source of wealth, financial position, current and future liquidity events and investment objectives. Given the nature of this information, it will need to be entered manually for each respective relationship
3. FY2016 financials – This section is intended to provide transparency on existing product relationships for each client. To complete this section each RM team will be provided with a pre-populated Excel file with revenue and asset data from GMIS for all their respective relationships. This same data can be easily transposed into the template
4. 2017 Current Pipeline – This section seeks to identify current business opportunities being discussed with clients. Similar to the prior section, an Excel file with relevant pipeline details across all relationships will be provided to RMs
5. Account Planning Outcomes – This section is to be utilized to minute key takeaways from the account planning session and will need to be completed by a member of the team present at the meeting. In addition to the minutes all opportunities / follow up actions identified should be separately logged in dbForce for purpose of future tracking

All RM teams will receive a separate email within the next 24 hours with the financial and pipeline information referenced in sections 3 and 4.

In addition, we will be setting up two open sessions on Wednesday (3:30PM EST) and Thursday (2PM EST) to clarify any questions you may have on how to fill out the template. Details to follow.

Thanks,

Manish

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Manish Pahlajani

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