



bankers' compliance group®

ALDRICH & BONNEFIN, P.L.C. *counsel for*  
Bankers' Compliance Group® *presents*

# NEW ACCOUNTS DOCUMENTATION

Aldrich & Bonnefin, P.L.C. is pleased to invite you and your operations staff to attend a special training seminar in the form of a new accounts workshop.

We will take a close look at account-opening procedures and documentation, including personal, business and family trust accounts. The workshop will involve a review of the proper account title and documentation in the account-opening process.

We will look at proper signatures for minors, CUTMA, "authorized signers," estate accounts and others. On business accounts, we will examine how legal entities provide "entity authorization," when Board resolutions are needed, what a partner or member can do, and how to deal with multi-tiered business enterprises.

This seminar is designed for new accounts staff, operations officers, compliance managers and auditors who work with deposit accounts.



## SEMINAR HIGHLIGHTS

- ↳ **Personal Accounts**
- ↳ **Business Accounts**
- ↳ **Family Trusts & Other Fiduciary Accounts**
- ↳ **Powers of Attorney**
- ↳ **IOLTA**

## SPEAKER

**Mark A. Moore, Esq.**, a principal of Aldrich & Bonnefin, specializes in bank operations. He assists banks and other financial institutions in drafting signature cards, account terms and conditions and contracts governing deposit related services.

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## New Accounts Documentation

**LOCATIONS:** This Special Training Seminar will be held in the following locations; continental breakfast is provided. Please note the parking validation rules at each location:

<b>LOCATION &amp; PARKING</b>	<b>(Registration begins at 8:00)</b>	<b>8:30 a.m. — 12:00 noon</b>
<b>MONROVIA</b> Courtyard by Marriott, 700 W. Huntington Drive (Parking: Free self-parking is available.)		Tuesday, March 18, 2008
<b>SACRAMENTO</b> Sheraton Grand Hotel, 1230 J St. (Parking: Validated, self-parking is available in garage on 13th Street, between I and J Streets. Valet-parking not validated.)		Thursday, March 20, 2008
<b>SAN FRANCISCO</b> Palace Hotel, 2 New Montgomery St. (Parking: We validate for hotel valet-parking only.)		Friday, March 21, 2008
<b>SAN DIEGO</b> Mission Valley Marriott, 8757 Rio San Diego Dr. (Parking: We validate for self-parking only.)		Tuesday, March 25, 2008
<b>ANAHEIM</b> Sheraton Park Hotel, 1855 S. Harbor Blvd. (Parking: We validate for self-parking only.)		Wednesday, March 26, 2008
<b>ONTARIO</b> Airport Marriott, 2200 E. Holt Blvd. (Parking: We validate for self-parking only.)		Thursday, March 27, 2008
<b>LOS ANGELES</b> Airport Marriott Hotel, 5855 West Century Blvd. (Parking: We validate for self-parking only.)		Friday, March 28, 2008

**BE ADVISED: MEETING ROOMS VARY IN TEMPERATURE. PLEASE DRESS IN LAYERS.**

**ADMINISTRATIVE:** We hope that you will mark your calendars to attend this informative seminar. If you plan to attend this seminar, please complete and return the enclosed Registration Form at least four (4) business days prior to each location. We recommend you send in your registration as soon as possible, as **registration forms are accepted on a first-received basis.**

For additional information regarding the seminar, please contact Christine Todi. If you have questions regarding registration please contact Monique Billingsley, at (949) 553-0909 or toll free (BCG Members only) at (800) 742-3600.

**COST: BCG Members:** The cost is **\$350.00 per person** for BCG Members. The Seminar is being offered on an optional basis to Bankers' Compliance Group Members. Therefore, if a BCG member **does not register anyone** for the Seminar, the BCG member will not be billed. The Seminar is not part of the BCG Membership retainer and will not be billed to BCG Members as part of the BCG pro rata bill unless there is a registrant from the member institution. **BCG Members are not required to enclose a check for the registration fees.**

**Non-Members:** The cost is **\$465.00 per person** for non-members. **Fee must be paid prior to seminar or attendance will be denied.** **Non-members are required to enclose a check for the registration fees with their registration form.**

**CANCELLATION: BCG Members:** Will **not** be billed only if registrant's cancellation notice is received **AT LEAST 3** business days prior to the seminar date they are scheduled to attend.

**Non-Members:** Registration fees will be **fully** refunded if registrant's cancellation notice is received **AT LEAST 3** business days prior to the seminar date. **\$100 ONLY will be refunded** if a cancellation notice is received after that time.

**ACCREDITATION: MCLE** As an added benefit we are offering this Seminar to in-house attorneys for Minimum Continuing Legal Education Credits. **NOTE:** This activity has been approved for Minimum Continuing Legal Education credit by the State Bar of California in the amount of 3 hours. Aldrich & Bonnefin certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

**CRCM Credit:** We are offering this Seminar for credit for Certified Regulatory Compliance Managers (CRCM's). This activity is eligible for 3 hours of CRCM Continuing Bankers Education credit by the Institute of Certified Bankers.

**CPE Credit:** Aldrich & Bonnefin follows Continuing Education regulations as outlined in the California Accountancy Act. Continuing education may be obtained for Certified Public Accountants and Public Accountants. This activity is eligible for **3** hours of CPE continuing education credit.



**NEW ACCOUNTS DOCUMENTATION SPECIAL TRAINING SEMINAR**

**REGISTRATION FORM**

**REGISTRATION DEADLINE:** 4 business days prior to each seminar location

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

RESPONDENT'S NAME AND TITLE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_



If you have a disability and may require accommodation in order to fully participate in this activity, please check here. You will be contacted by the BCG Coordinator to discuss your specific needs.

LOCATION (8:30—12:00 NOON)	NAMES (PLEASE PRINT)
Monrovia Courtyard by Marriott 700 W. Huntington Drive, Monrovia  <b>Tuesday, March 18, 2008</b>	
Sacramento Sheraton Grand 1230 J Street, Sacramento  <b>Thursday, March 20, 2008</b>	
San Francisco Palace Hotel 2 New Montgomery St., San Francisco  <b>Friday, March 21, 2008</b>	
San Diego Mission Valley Marriott 8757 Rio San Diego Dr., San Diego  <b>Tuesday, March 25, 2008</b>	
Anaheim Sheraton Park Hotel 1855 S. Harbor Blvd., Anaheim  <b>Wednesday, March 26, 2008</b>	
Ontario Airport Marriott 2200 E. Holt Blvd., Ontario  <b>Thursday, March 27, 2008</b>	
Los Angeles Airport Marriott 5855 West Century Blvd., Los Angeles  <b>Friday, March 28, 2008</b>	

**FEE:** **BCG Members:** \$350.00 Per Person [The member will be billed; **DO NOT ENCLOSE A CHECK.**]  
**BCG Non-Members:** \$465.00 Per Person [Enclose check payable to "Aldrich & Bonnefin, P.L.C.".]

BCG NON-MEMBER AMOUNT ENCLOSED: \$ \_\_\_\_\_

Please fax or mail this form to: **ALDRICH & BONNEFIN, P.L.C.** P.O. Box 19686 ♦ Irvine, CA 92623  
(949) 474-1944 or (800) 742-3600 ♦ Fax (949) 474-2906 (No Cover Sheet Required)