



bankers' compliance group®

ALDRICH & BONNEFIN, P.L.C.  
Counsel for  
Bankers Compliance Group®  
presents



## NEW ACCOUNTS DOCUMENTATION

**Aldrich & Bonnefin, P.L.C.** invites you and your operations, compliance and other personnel to attend a seminar covering new accounts documentation. The new accounts function continues to be an area that requires constant training given the diversity in the types of customers financial institutions serve, as well as the inevitable turnover of personnel. Our seminar will deal with TIN-certification requirements and account documentation for personal, fiduciary and most business accounts. We will also include a discussion concerning the setting up of formal trust accounts and trust certification issues.

The CIP Rules and a financial institution's internal CIP program can often cause confusion over an institution's obligations when opening a new account. Therefore, we will take the opportunity to revisit the CIP Rules and their impact on financial institutions.

### ***SPEAKERS***

***KEITH FORRESTER, ESQ.*** Mr. Forrester is a principal with Aldrich & Bonnefin. Since 1993 he has been extensively involved with advising financial institutions on a variety of operations matters, including negotiable instruments, as well as California and Federal laws on financial privacy. Mr. Forrester is a member of the firm's Operations and Litigation Practice Groups and in that capacity has assisted financial institutions in all areas of banking operations, commercial litigation and lender liability.

***SUSAN P. SOMURI, ESQ.*** Ms. Somuri joined the firm as an Associate Attorney in 2000 as a member of the firm's Operations Practice Group. She assists financial institutions on various state and federal issues relating to all areas of banking operations. Ms. Somuri's practice includes trusts, tax information reporting, electronic banking, Bank Secrecy Act, OFAC, and Regulations CC, D, DD, E and Q.

### **HIGHLIGHTS**

- ☞ Customer Identification Program
- ☞ Business Accounts
- ☞ Fiduciary Accounts
- ☞ Formal Trust Accounts
- ☞ TIN Requirements

## LOCATIONS:

Our **New Accounts/TISA Seminar** will be held in the following locations. Please note the new Glendale location and the parking validation rules for each location.

*We suggest you dress in layers, as the hotel meeting rooms tend to vary in temperature.*

LOCATION & PARKING	DATE & TIME
<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. We do not validate for valet-parking.)	Thursday, November 2, 2006, 8:30 a.m. to 3:00 p.m.
<b>SAN JOSE</b> Hilton & Towers, 300 Almaden Blvd. (Parking: We validate for hotel self-parking only.)	Friday, November 3, 2006, 8:30 a.m. to 3:00 p.m.
<b>ONTARIO</b> Airport Marriott, 2200 E. Holt Blvd. (Parking: Free parking is available. We do not validate for valet-parking.)	Monday, November 6, 2006, 8:30 a.m. to 3:00 p.m.
<b>SAN DIEGO</b> La Jolla Marriott, 4240 La Jolla Village Dr. (Parking: We validate for self-parking only.)	Tuesday, November 7, 2006, 8:30 a.m. to 3:00 p.m.
<b>ANAHEIM</b> Marriott Hotel, 700 West Convention Way (Parking: We validate for self-parking only.)	Thursday, November 9, 2006, 8:30 a.m. to 3:00 p.m.
<b>GLENDALE</b> Hilton, 100 West Glenoaks Blvd. (Parking: We validate for self-parking only.)	Friday, November 10, 2006, 8:30 a.m. to 3:00 p.m.
<b>SAN FRANCISCO</b> Marriott, 55 Fourth Street (Parking: We validate for hotel valet-parking only. <b>PARK WITH THE MARRIOTT VALET PARKING ATTENDANT.</b> )	Tuesday, November 14, 2006, 8:30 a.m. to 3:00 p.m.
<b>LOS ANGELES</b> Airport Marriott Hotel, 5855 West Century Blvd. (Parking: We validate for self-parking only.)	Friday, November 17, 2006, 8:30 a.m. to 3:00 p.m.
<b>SANTA BARBARA</b> Biltmore, 1260 Channel Drive (Parking: Free parking is available. We do not validate for valet-parking.)	Monday, November 20, 2006, 8:30 a.m. to 3:00 p.m.
<b>WOODLAND HILLS</b> Warner Center Marriott, 21850 Oxnard Street. (Parking: We validate for self-parking only.)	Tuesday, November 21, 2006, 8:30 a.m. to 3:00 p.m.

## SEMINAR DETAILS:

### ACCREDITATION:

**APPROVED FOR MCLE CREDIT:** As an added benefit to BCG members, we are offering this seminar to in-house attorneys for Minimum Continuing Legal Education Credits (MCLE). The State Bar of California has approved this activity in the amount of **4.75 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 MCLE.

**APPROVED FOR CRCM CREDIT:** We are offering this Seminar for credit for Certified Regulatory Compliance Managers (CRCMs). This activity is eligible for **4.75 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. CE may be obtained for Certified Public Accountants and Public Accountants. This activity is eligible for **4.75 hours** of CPE Continuing Education credit.

### MATERIALS:

**SPM #2** This will be a full-day seminar, from 8:30 a.m. to 3:00 p.m. In conjunction with the seminar, we will be updating Standard Procedures Manual #2 "New Accounts Documentation & Truth in Savings/Regulation DD."

**Note:** Only those attendees designated by their bank will receive a manual. All attendees will receive an Agenda and Discussion Outline.

### ADMINISTRATIVE MATTERS:

- ◆ Registration begins at **8:00 a.m.** at all locations, along with a continental breakfast. You will be on your own for lunch.
- ◆ **We recommend you send in your registration as soon as possible.** Our desire is to accommodate all our members, however, due to hotel space constraints, we are forced to accommodate seating on a **first received basis for registrations**. **Registration Deadline is 5 business days prior to each seminar location. Seating and materials cannot be guaranteed after this deadline.**
- ◆ For Bankers' Compliance Group Members, charges will be billed on a pro rata basis.
- ◆ For non-members, there is a \$750 fee for the first person attending from your institution, and a \$250 fee per person for each additional person attending from the same institution. **Fees must be received prior to the seminar.** Registration fees will be refunded to non-members only if cancellation notice is received on or before **October 26, 2006**.
- ◆ The law firm reserves the right to limit the number of persons from each member who may attend subject to availability.
- ◆ For additional information regarding the seminar, please contact Chris Saia. For questions regarding registration, please contact Monique Billingsley at (949) 553-0909 or toll free (BCG Members only) at (800) 742-3600.



# NEW ACCOUNTS & TISA/REG DD SEMINAR

# REGISTRATION FORM

**IMPORTANT:** Registration due **5 BUSINESS DAYS PRIOR TO EACH SEMINAR LOCATION**. Because of hotel space constraints, we must accommodate seating and materials on a first received basis for registrations.

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

RESPONDENT'S NAME AND EMAIL \_\_\_\_\_

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

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

ABBV.	LOCATIONS:
SA	SACRAMENTO, CA. Thursday, November 2, 2006, 8:30 a.m. to 3:00 p.m., Sheraton Grand Hotel, 1230 J Street
SJ	SAN JOSE, CA. Friday, November 3, 2006, 8:30 a.m. to 3:00 p.m., San Jose Hilton & Towers, 300 Almaden Blvd.
ON	ONTARIO, CA. Monday, November 6, 2006, 8:30 a.m. to 3:00 p.m., Ontario Airport Marriott, 2200 East Holt Blvd.
SD	SAN DIEGO, CA. Tuesday, November 7, 2006, 8:30 a.m. to 3:00 p.m., La Jolla Marriott, 4240 La Jolla Village Drive
AN	ANAHEIM, CA. Thursday, November 9, 2006, 8:30 a.m. to 3:00 p.m., Anaheim Marriott, 700 West Convention Way
GL	GLENDALE, CA. Friday, November 10, 2006, 8:30 a.m. to 3:00 p.m., <b>Glendale Hilton, 100 W. Glenoaks Blvd.</b>
SF	SAN FRANCISCO, CA. Tuesday, November 14, 2006, 8:30 a.m. to 3:00 p.m., San Francisco Marriott, 55 Fourth Street
LA	LOS ANGELES, CA. Friday, November 17, 2006, 8:30 a.m. to 3:00 p.m., LAX Marriott, 5855 West Century Blvd.
SB	SANTA BARBARA, CA. Monday, November 20, 2006, 8:30 a.m. to 3:00 p.m., Santa Barbara Biltmore, 1260 Channel Drive
WH	WOODLAND HILLS, CA. Tuesday, November 21, 2006, 8:30 a.m. to 3:00 p.m., Warner Center Marriott, 21850 Oxnard St.

NAME OF ATTENDEE (Premium members: copy sheet and attach)	LOCATION ABBREVIATION (ABOVE)	COMP PURCHASE OUTLINE MANUAL MANUAL ONLY (CHECK ONE BOX)		
1)				
2)				
3)				
4)				
5)				
6)				
7)				
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20)				

**REGISTRATION SHEET**

Please fill in name of every attendee and check a box to receive a purchased manual or a complimentary manual (up to 5 per institution).

**PURCHASE MANUAL COST**

SPM #2 is **\$100.00** for duration of seminar. This Price is for Members Only. Member Will Be Billed For Extra Manuals On Its BCG Bill.

**SEMINAR FEE:**

**BCG Members:** PRO RATA  
[The member will be billed; do not enclose a check]

**Non-BCG Member:**  
First Person \$750.00  
Each additional person \$250.00

Check Enclosed: \$ \_\_\_\_\_

Please **Make Checks Payable**  
And Return This Form To:

**ALDRICH & BONNEFIN, P.L.C.**

P.O. Box 19686  
Irvine, CA 92623-1029  
(949) 474-1944 or (800) 742-3600  
**Fax (949) 474-2906**  
(No cover sheet required)