**Spanish Language Legal Documentation Update**

**January 6, 2015**

**TODAY’S AGENDA:**

* Review updated Spanish Language Legal Documentation form
* Review action items and status from last meeting
* Discuss next steps
* Approach on updating KYC program to include key requirements of when/how Spanish documents will be translated to English to be incorporated into the Project Plan

**ACTION ITEMS FROM LAST MEETING:**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Responsible Party | Status | Comments |
| Update draft form to include project team recommendations | CAST | Complete | Updated key information to translate with walkthrough of an example case |
| Gather account volumes to determine volume of Spanish Language Formation Documents regularly collected and needed for translation | CAST | In Progress | * Gathered previous account opening volumes by quarter * Awaiting periodic review and client refresh volumes for same time period as account opening volumes |
| Obtain example live cases of Spanish formation documents to pilot | CAST | Complete | Gathered a customer group example with KYC and Dictamen summaries included with legal formation documents |

**NEXT STEPS:**

* Execute pilot of live case with preferred third party translating vendors
* Develop and finalize a detailed implementation plan for a future process