

BANK TRANSACTION PROCESS

Review of Contracts and Transaction Documents

- A. Receive maintenance contracts, leases and other agreements that are forwarded to Legal Services Group for vetting.
- B. On receipt, the agreement shall be assigned to a Legal Officer for review to ensure that the terms and conditions are in order, not onerous on the bank and the best interest of the bank is preserved (Legal Officer shall ensure that the documents are valid and enforceable).
- C. For medium to complex contracts, the Legal Officer shall forward documents to the Team Lead / a senior officer in the team for a second level review. For medium, sensitive, and highly complex reviews, the contracts should be referred to the Head of Legal for final review.
- D. After the internal reviews and if the documents are not satisfactory, Legal Officer will return documents with comments to originating unit.
- E. Where there are areas of disagreement, the issue(s) will be referred to the Chief Legal Counsel through the Head, Legal (Thereafter, final areas of disagreement shall be referred to the originating department in writing)
- F. Duly acknowledged hard copies of the observations received by the originating department or branch regarding the agreement shall be handed over to the Legal Helpdesk for filing while the soft copy shall be filed by the Legal Officer.
- G. After resolution of issues raised, Legal Officer shall send documents for execution.

Note: The Head, Legal and/or Team Leads will determine complexity of the contracts/agreements/transactions.
Company Searches

- A. Receives request for searches from the branches.
- B. Assign the search request to a registered Solicitor of the bank.
- C. Upon receipt of the search report(s) from the solicitor, the scanned copy of the search report(s) shall be forwarded to originating branch.
- D. Update Schedule of corporate search showing customer names and RC number, account number, solicitors assigned search, date of request to solicitor and status of request.
- E. If the search report is unfavourable, advise the branch through the Head, Legal and state the reason and the bank's next line of action.
- F. Save a copy of the search report to the Legal Services Group page.
- G. Advice the Branch or Finance to pay the solicitor upon approval from Head, Legal.

Execution of Documents

- A. Legal Helpdesk receives the physical or electronic documents and forwards to Head, Legal for assignment.
- B. Request is assigned to Legal Officer by the Head, Legal for preparation for execution.
- C. Legal Officer confirms document is the execution version and then sends documents for execution (digital signatures also applicable)

D. Forwards executed document to the Legal Helpdesk for sealing (where required) and for circulation to requesting unit.

E. Helpdesk sends executed copies to requesting unit.

Drafting/Preparation of Agreements

The process is initiated on receipt of the following documents from requesting units:

- Approved Facility Summary Report (FSR) / Credit Approval Memo (CAM) / Credit Facility Approval Memo (CFAM) for agreements relating to the granting of credit facility.
- Approved Memo and Specimen document / agreement for non-credit related agreements
- Legal Officer prepares relevant document in accordance with term sheet, transaction dynamics/approval. Medium to complex agreements are reviewed by the Team Lead and/or Head of Legal.

Registration of Trademarks & Patents

The Legal Officer shall do the following:

- A. Receive request with the following:
 - Copy of approval document; and
 - Documentation of the trademark to be registered
- B. Review and brief an external solicitor for conduct of Availability Search with supervisor's concurrence.
- C. Receive the report and forward findings/and search report to the requesting unit.

- D. Forward payment request to Branch Operations/Finance to debit the Business Unit's account for search fees.
- E. Branch Operations/Finance debits customers account for search fees and credits both Solicitor as advised.
- F. Upon response of requesting unit, brief external solicitor for processing of registration of trademark indicating which classes the device and / or word should be registered.
- G. Upon receipt of Acceptance Note, present payment request to Branch Operations/Finance for part payment of agreed solicitor's fees.
- H. Upon receipt of evidence of registration of trademark (Certificate of Registration), present payment request to Branch Operations/Finance for balance payment of the agreed solicitor's fees
- I. Notify requesting SBU of the duration for which successful registration is meant to last and available options for renewal (if any)
- J. File originals and make further arrangements with external solicitor for active monitoring to curtail any form of infringement

Land Search/Verification Procedure

The Legal Officer shall do the following -

- A. Receive request and with copy of Title document.
- B. Request originals of title documents for verification.
- C. Engage external counsel to conduct search / verification on title to property

- D. Receive search / verification report from external solicitor.
- E. Prepare an opinion based on the search / verification report.
- F. Forward opinion and the search / verification report to the requesting unit
- G. Present payment request for Branch Operations/Finance to credit solicitors and debit the relevant accounts for search / verification fee