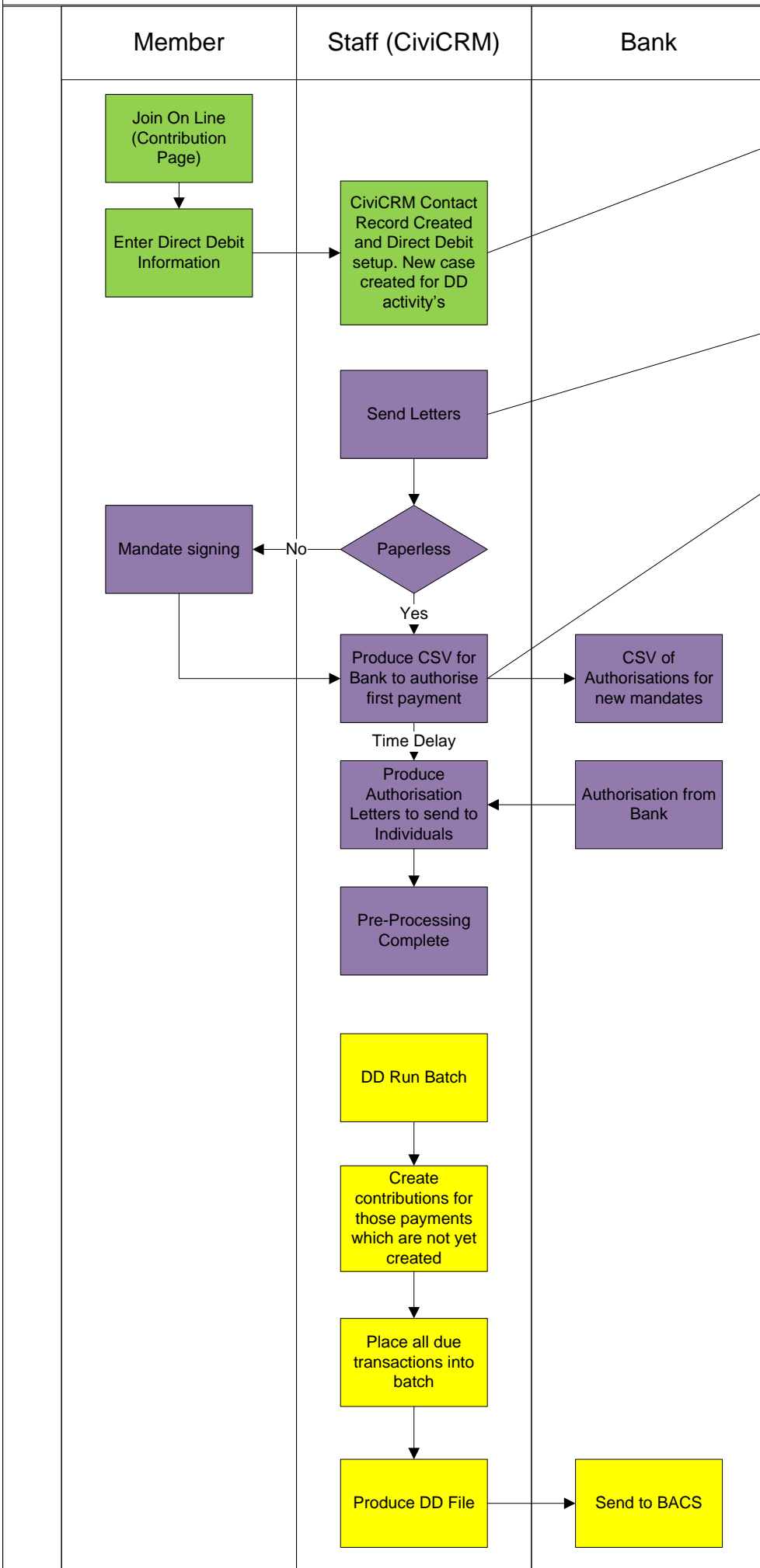


New Member DD Monthly



The Activities that need to be created are Not Paperless

- Create a paper mandate for payer to sign
- Payer signs and returns the forms

Then the following is for all

- Create a D01 Letter with first payment details for new mandates

This process will be handling paper correspondence for non paperless clients as well as informing the bank of any new mandates which may be happening

This process will look for all mandates with an activity which is to send D01s. They should then be sent. A new activity to complete the DD process should be created 10 days from the completion date of this activity.