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| Print Specification  Letter enclosing brochures for HLC/MCC clients – UDBRCHE/ UDBRCHF |

All instructions for the use of this template are shown in this font.

**Showing and Hiding Instructions**

* To hide instructions, click the “ ¶” (show/hide) button,
* To display the instructions, click the “¶” (show/hide) button again.

Consider each section of the document, but only complete the sections that are applicable to your project. However, if a section is not applicable, please state so explicitly rather than deleting the section.

Business Area: MLIDT

Application Name: Excalibur - DDGS

Date of Issue: Nov 1, 2022

Document Version: 3.0.3

Draft

Table of Contents

[1 Introduction 3](#_Toc389135712)

[1.1 Document Purpose 3](#_Toc389135713)

[1.2 Business Context 3](#_Toc389135714)

[1.3 Compliance with CIBC Technology Standards and Architecture 4](#_Toc389135715)

[1.4 Referenced Documentation 4](#_Toc389135716)

[2 Specification 5](#_Toc389135717)

[2.1 Print Item Attributes 5](#_Toc389135718)

[2.2 Print Item Components and Definitions 6](#_Toc389135719)

[2.2.1 PS40243 – Letter enclosing brochures for HLC/MCC clients - English 6](#_Toc389135720)

[2.2.2 PS40423 - Letter enclosing brochures for HLC/MCC clients - French 12](#_Toc389135721)

[2.3 Print Item Mock-up 18](#_Toc389135722)

[3 Document Control 20](#_Toc389135723)

# Introduction

This document provides the verbiage and instructions for generating the cover letter used while sending the brochures to HLC and MCC client.

<Create a brief introduction with enough information to give context to this document – this should be an introduction to the print item and does not need to reference the project it may be developed within>

## Document Purpose

<Define the purpose of the Report Requirements Document, including objectives and boundaries.>

The purpose of this document is to:

* Define the business purpose of the print item by means of describing the type of information that needs to be presented in the print item and why it required, from the business perspective.
* Specify the elements that will be required within the print item including any applicable logic that will drive when to include/exclude certain elements.
* Define any specific requirements regarding layout and format (how the information should be presented).

This document does not include:

* Any requirements for other application functionalities that are not related to the specific print item described.
* Details around data elements that are already described in the Data Elements Catalogue.
* Description of Business Rules that are already specified in the Business Rules Catalogue.
* Any project-specific information associated to implementation of the print generating system.
* Any information associated to this or any other system design.

This is a reusable document, which is to be updated in the event of changes to the print item the print process. Any details related to other application functionalities must be documented in corresponding reusable documents such as Use Cases, User Interface Documents, Business Rules Catalogue etc. Any details related to project / initiative must be documented in the Solution Requirements document.

## Business Context

As per the CIBC process, it is utmost important to update its new mortgagor’s about CIBC’s dedications in providing high standard of client service and protecting all of the information provided by the customer. CIBC provides these information by mailing them two brochures, entitled *Our Service Commitment* and *Your Privacy is Protected* along with the covering letter.

<Briefly describe how the print item will be used in the context of the business process(es) it will be used in>

## Compliance with CIBC Technology Standards and Architecture

The reporting solution shall comply with CIBC Technology Standards and Architecture. Otherwise, technology and business stakeholders must resolve discrepancies.

Refer to [the technology standards site](http://w3.cms.cibc.com/NR/exeres/96ce396a-3b95-4836-b103-40ba26dfdd82.htm) for the most recent updates and more details on CIBC Technology Standards and Architecture.

## Referenced Documentation

The Print Specification should be read in conjunction with the Data Elements Catalogue, Style Guides (where available), Solution Requirement Document and other supporting documents, as listed below.

<Document the referenced Data Elements Catalogue and other documents that are required to understand/complete this document.>

|  |  |
| --- | --- |
| Document Reference <Reference the name of associated documents, such as Data Element Catalogue.> | **Description/Comments**  <Speak to why you are referencing the document unless it is self-apparent in the Document Reference (or title of the document)> |
| Data Elements Catalogue | This document is being referenced because the data elements listed in this document can be found in the Data Elements Catalogue. The Data Elements Catalogue will contain all the additional information regarding the attributes for each data elements. |
| <http://w2.cibc.com/en/cibc/help/brand/Documents/Brand-Standards-Statements.pdf> | CIBC Brand Standards |
| <http://w2.cibc.com/en/cibc/help/Documents/cibc-editorial-standards.doc> | CIBC Editorial Standards |

# Specification

The print specification is documented from an “information necessary to the business” perspective. The details on procedures that are used to generate and present information within the system are the subject of the application design documentation.

## Print Item Attributes

This section describes the general attributes of the Print Item.

| **Attribute** | **Description** |
| --- | --- |
| **Languages Required** | English and French<Specify which language(s) the print item will need to be presented in> |
| **Trigger** | Scheduled Batch Job *<Specify what action should cause the Print Item to be printed>* |
| **Copies**   * **# of Copies** * **Recipients** | One copy is sent to the Primary/First Borrower listed on the Mortgage.*<Specify how many copies of the document are to be produced, and who each copy is for. (e.g. customer, branch, audit)>* |
| **Page Size** | Letter *<Specify the paper size of the Print Item>* |
| **Production Rules**  **Specify the rules for when and how the document is produced** | * The document must be generated in the language of the Primary Borrower.   + If <DE00682 – Language Preference> is equal to English(E), the letter must be generated in English   + If <DE00682 – Language Preference> is equal to French(F), the letter must be generated in French * The date populated on the document is the current date as per DDGS system date. * Document must be imaged. * Letter enclosing brochures for HLC/MCC clients must follow the Manual Folding process*<Specify known rules about when this Print Item will be generated – what are the general business scenarios>* |
| **Frequency** | Daily *<Specify how often the Print Item is expected to be printed – consider schedule or on-demand (batch or online) characteristics as well as any other relevant information about frequency (specific time of day, specific day of week, etc.)>* |
| **Method of Production** | Hard copy produced and sent to Primary/First Borrower and co-borrower who has opted to receive this letter  Pdf produced for imaging purposes *<Specify formats the Print Item should be generated for (e.g. hard copy, imaged, website, email, etc.)>* |
| **Re-print** | Yes, Re-print option for batch-generated letter must be available to user having appropriate access rights *<Specify whether or not the document may be reprinted, and if so, who can reprint and how access may need to be controlled – include if a reprinted copy must be an exact duplicate or a re-generation of the document based on data at the time of re-print>* |
| **Anticipated Volume** | N/A *<**Provide an estimation of the volume of documents to be produced in a given batch run, or, if it’s an on-demand print, then expected average volume per some defined period of time (“100 per week”, “90,000 per month”, etc.)>* |
| **Information Security Requirements Provide any other Specific Information Classification Requirements as per Security Standards that are applicable to this particular document printout and are not included in Detailed Non-Functional Requirements overall** | Information classification according to SC-181 – Information Classification and Protection: Confidential – High  *<Specify the CIBC Security Classification of the Print Item>* |

Use the Print Item Components and Definitions to define the elements within the Print Item. Logic within the components should describe how and when the elements are structured/ordered. If there are some versions of the Print Item that are significantly different, copy and paste a new “Print Item Components and Definitions” section for each version. This technique can also be used if English and French versions are to be defined.

## Print Item Components and Definitions

Print Item Specifications described below should incorporate how information must be visually presented online or in hard copy and, wherever possible, should be based on visual style standards described in the corresponding Style Guide if the one exists.

In the absence of specific standards, the guiding principles applicable to all CIBC applications should be followed. For their description refer to:

CIBC Brand Style Elements: <http://w2.cibc.com/en/cibc/help/brand/Pages/default.aspx>

### PS40243 – Letter enclosing brochures for HLC/MCC clients - English

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Version: V3.0.0** | | | | |
| **A. Print Attributes** | | | | |
| **Attribute** | | **Description** | | |
| **Business Name** | | Letter enclosing brochures for HLC/MCC clients*<Specify how the business name for this Print Item>* | | |
| **Technical Name** | | UDBRCH *<Specify the system name for this Print Item (if available)>* | | |
| **Language** Specify language(s) for this version of the document [English/French/Other] If a second or third language version of the document is needed, include it within a separate subsection of this specification | | English *<Define the Language for this version of the Print Item>* | | |
| **Page Layout/ Margins** | | The page layout, margins, rules, text format criteria (font type, style, size, color etc.) will reference the Style Guide provided by Bank standards. *<Specify information about margins or layout (portrait, landscape, etc.) that need to be considered>* | | |
| **Other** | | * In this Print Specification Document, bolded texts and values in the Print rule column must appear bold in the Document. * For all dates, the leading zero(s) for the “day” must be suppressed if applicable. * For application number and amount data fields the leading zero(s) must be suppressed, if applicable. * There should not be any space before “:” * All the amount fields should be displayed with 2 decimal places e.g. 15000.36 i.e. Value from backend/100 * All the rate fields should be displayed with 3 decimal places e.g. 5.366% * Leave 1 blank line space after each paragraph unless specified * All dates should be formatted Month DD, YYYY unless otherwise specified.*<List any other requirements about the Print Item not covered above>* | | |
| **B. Document Description**  Document each field/value is separate lines | | | | |
| **Identifier/Section** | **Print Body Text** | | **Print Rule** | **Other Information e.g., Business Rule, UC reference, or data element names as per Data Elements Catalogue** |
| Header Block:  CIBC Logo *<Use some means of identifying the block, section or print element of the Print Item being defined – use a separate row for each item (e.g. Header, Customer Name, Address Block, etc.)>* | Print New CIBC logo -  *<Supply the body text (complete with placeholders for the dynamic text or data elements that will be inserted) here. Use one row per body text element, as appropriate (word, phrase, sentence, paragraph, etc.). Avoid placing more than one paragraph in a single row.>* | | <Provide any logic associated with the text element that is to be printed, including rules governing when the element should be included or how it should be structured with respect to other elements. If there are multiple dynamic text elements and or Data Elements per body text section, list each as a separate row attached to the same body text specification (to the left).> | * Refer PS41120 for the New CIBC Logo details   *<Include any other relevant information regarding the section.>* |
| Regional Addresses | <Dynamic 1> | | <Dynamic 1>  IF [<DE04282 – Property Province> is not equal to “Quebec(QC)”]  CIBC Mortgage Servicing Centre PO Box 115 Commerce Court Postal Stn  Toronto ON M5L 1E5  ELSE  CIBC Mortgages Inc. PO Box 6003 Centre-Ville Stn  Montréal QC H3C 3B2  End | * Regional Address appears at the top right corner. * One space between City and Province, 2 spaces between Province and Postal Code. |
| Form ID | UDBRCH - 2013/05 | |  | * Appears on the bottom left corner of every page * Form ID should be horizontally aligned with the pre-defined position of Footer -Page number ( even if page number is not printed) * It should be vertically aligned to the left margin of the letter body |
| Document Sequence Number | <Document sequence Number> | |  | * Placed below the logo. * Appears just above the Mailing Address, it will always be 2.5 inches from the left margin. * Sequence number will be displayed in envelope window. |
| Borrower’s Name | <DE00532 – Customer Name1> <Dynamic 1> | | <Dynamic 1>  If [<Customer Name 2> is available]:  <DE00533 - Customer Name2>  End | * Left aligned * Customer First and Last Name appears in upper case with space between |
| Borrower Mailing Address | <DE02091 - Mailing Address Line 1>  <Dynamic 1> <Dynamic 2> <Dynamic 3> <Dynamic 4> | | <Dynamic 1>  If [<DE02092 - Mailing Address Line 2> is available]  <DE02092 - Mailing Address Line 2>  End | * Left aligned, under Borrower Name * Mailing address must be in upper case * Leave no Blank line in between the mailing address * Leave minimum 2 blank line space after mailing address |
| <Dynamic 2>  If <DE02093 - Mailing Address Line 3> is available]  <DE02093 - Mailing Address Line 3>  End |
| <Dynamic 3>  If <DE02094 - Mailing Address Line 4> is available]  <DE02094 - Mailing Address Line 4>  End |
| <Dynamic 4>  If <DE02095 - Postal Code> is available]  <DE02095 - Postal Code>  End |
| Date | <Current Date> | |  | * Left aligned * <Date> is system-generated and represents the date the letter was processed. * Current Date should not display in envelope window. * Leave one blank line space after date |
| Salutations | Dear CIBC Mortgage Customer: | | , | * Left aligned, below Title * Leave 1 blank line spaces after Salutations |
| Subject Line/Mortgage Number | Re: Mortgage Loan Number <Dynamic 1>: <DE00529 – Mortgage Number>.<DE00530 - Charge Type> | | <Dynamic 1>  If [<DE04813 - HPP Indicator> is equal to “Yes”]  under your CIBC Home Power Plan®  END | * Left align * Mortgage Number would be upto 9 digits. * Charge Type must have 1 digit. |
| Property Address | Property Address: <DE02114 - Property Address line 1> <Dynamic 1> | | <Dynamic 1>  If [<DE02115 - Property Address line 2> is available]:  , <DE02115 - Property Address line 2>  End | * Property Address will be displayed in single line * Property address must be in upper case * Leave one blank line space after Property Address |
| **Letter Body** – It is split into paragraphs as shown below: | | | | |
| Paragraph 1 – Opening Note | Thank you for choosing CIBC for your mortgage loan needs. | |  | * Left Align after paragraph 1 * Leave 1 blank line spaces after Paragraph 1 |
| Paragraph 2 | At CIBC, we are committed to serving all of your mortgage loan and banking needs. In order to do so, we are dedicated to providing a high standard of client service and protecting all of the information you give us. For your information, please find enclosed two brochures, entitled *Our Service Commitment* and *Your Privacy is Protected*, which outline our commitments in more detail. | |  | * Left Align * Leave one blank line space after paragraph 2 |
| Paragraph 3 | Remember, we are here to help. We have a wide range of solutions for all of your banking needs. To find out more, feel free to contact your CIBC advisor or call us at 1 800 465-2422. | |  | * Leave 1 blank line spaces after Paragraph 3 * Left Align |
| Paragraph 4 | Thank you once again for choosing CIBC. We look forward to continuing to serve your banking needs. | |  | * Leave 1 blank line spaces after Paragraph 4 * Left Align |
| **End of Letter Body** | | | | |
| Closing Remarks | Yours sincerely,    CIBC Representative | |  | * Left Align * Leave one blank line space after the third line (Bank name) |
| Note | P.S.Remember, it’s easy for you to keep track of your CIBC mortgage loan. Simply visit **www.cibc.com** to sign onto CIBC Online Banking and viewing your mortgage loan details anytime. | |  | * Left align * The text marked bold must be printed as bold |
| Disclaimer | <Dynamic 1> | | <Dynamic 1>  IF [<DE04282 – Property Province> is equal to “Quebec(QC)”]  Note: The terms mortgage and mortgage loan also include the concept of hypothec and hypothecary loan as used in the Province of Quebec.  END | * Left Align   **Font Size:** 8 pt |
| Registered Trademark Info | <Dynamic 1> | | <Dynamic 1>  If [<DE04813 - HPP Indicator> is equal to “Yes”]  ® CIBC Home Power Plan is a registered trademark of CIBC.  End | * Left Align   **Font Size:** 8 pt |

### PS40423 - Letter enclosing brochures for HLC/MCC clients - French

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Version: V3.0.0** | | | | |
| **A. Print Attributes** | | | | |
| **Attribute** | | **Description** | | |
| **Business Name** | | Letter enclosing brochures for HLC/MCC clients *<Specify how the business name for this Print Item>* | | |
| **Technical Name** | | UDBRCH *<Specify the system name for this Print Item (if available)>* | | |
| **Language** Specify language(s) for this version of the document [English/French/Other] If a second or third language version of the document is needed, include it within a separate subsection of this specification | | French *<Define the Language for this version of the Print Item>* | | |
| **Page Layout/ Margins** | | The page layout, margins, rules, text format criteria (font type, style, size, color etc.) will reference the Style Guide provided by Bank standards. *<Specify information about margins or layout (portrait, landscape, etc.) that need to be considered>* | | |
| **Other** | | * In this Print Specification Document, bolded texts and values in the Print rule column must appear bold in the Document. * For all dates, the leading zero(s) for the “day” must be suppressed if applicable. * For application number and amount data fields the leading zero(s) must be suppressed, if applicable. * There should be 1 space before “:” * All the amount fields should be displayed with 2 decimal places e.g. 15000.36 i.e. Value from backend/100 * All the rate fields should be displayed with 3 decimal places e.g. 5.366% * Leave 1 blank line space after each paragraph unless specified * All dates should be formatted DD month YYYY unless otherwise specified.*<List any other requirements about the Print Item not covered above>* | | |
| **B. Document Description**  Document each field/value is separate lines | | | | |
| **Identifier/Section** | **Print Body Text** | | **Print Rule** | **Other Information e.g., Business Rule, UC reference, or data element names as per Data Elements Catalogue** |
| Header Block:  CIBC Logo *<Use some means of identifying the block, section or print element of the Print Item being defined – use a separate row for each item (e.g. Header, Customer Name, Address Block, etc.)>* | Print New CIBC logo -  *<Supply the body text (complete with placeholders for the dynamic text or data elements that will be inserted) here. Use one row per body text element, as appropriate (word, phrase, sentence, paragraph, etc.). Avoid placing more than one paragraph in a single row.>* | | <Provide any logic associated with the text element that is to be printed, including rules governing when the element should be included or how it should be structured with respect to other elements. If there are multiple dynamic text elements and or Data Elements per body text section, list each as a separate row attached to the same body text specification (to the left).> | * Refer PS41120 for the New CIBC Logo details   *<Include any other relevant information regarding the section.>* |
| Regional Addresses | <Dynamic 1> | | <Dynamic 1>  If [<DE04282 – Property Province> is not equal to “Quebec(QC)”]:  Hypothèques CIBC Inc. P O Box 115, Commerce Court Postal Stn Toronto ON M5L 1E5  Else  Hypothèques CIBC Inc. CP 6003 Succursale Centre-Ville Montréal QC H3C 3B2  End | * Regional Address appears at the top right corner. * One space between City and Province, 2 spaces between Province and Postal Code. |
| Form ID | UDBRCH - 2013/05 | |  | * Appears on the bottom left corner of every page * Form ID should be horizontally aligned with the pre-defined position of Footer -Page number ( even if page number is not printed) * It should be vertically aligned to the left margin of the letter body |
| Document Sequence Number | <Document sequence Number> | |  | * Placed below the logo. * Appears just above the Mailing Address, it will always be 2.5 inches from the left margin. * Sequence number will be displayed in envelope window |
| Borrower’s Name | <DE00532 – Customer Name1> <Dynamic 1> | | <Dynamic 1>  If [<Customer Name 2> is available]:  <DE00533 - Customer Name2>  End | * Left aligned * Customer First and Last Name appears in upper case with space between |
| Borrower Mailing Address | <DE02091 - Mailing Address Line 1> <Dynamic 1> <Dynamic 2> <Dynamic 3> <Dynamic 4> | | <Dynamic 1>  If [<DE02092 - Mailing Address Line 2> is available]  <DE02092 - Mailing Address Line 2>  End | * Left aligned, under Borrower Name * Mailing address must be in upper case * Leave no Blank line in between the mailing address * Leave minimum 2 blank line space after mailing address |
| <Dynamic 2>  If <DE02093 - Mailing Address Line 3> is available]  <DE02093 - Mailing Address Line 3>  End |
| <Dynamic 3>  If <DE02094 - Mailing Address Line 4> is available]  <DE02094 - Mailing Address Line 4>  End |
| <Dynamic 4>  If <DE02095 - Postal Code> is available]  <DE02095 - Postal Code>  End |
| Date | <Curent Date> | |  | * Left aligned. * <Date> is system-generated and represents the date the letter was processed. * Current Date should not display in envelope window. * Leave one blank line space after date |
| Subject Line/Mortgage Number | Objet : Prêt hypothécaire no <Dynamic 1>: <DE00529 - Mortgage Number>.<DE00530 - Charge Type> | | <Dynamic 1>  If [<DE04813 - HPP Indicator> is equal to “Yes”]:  en vertu de votre Programme ressource-toit CIBCMD  End | * Mortgage Number would be upto 9 digits. * Charge Type must have 1 digit |
| Property Address | Adresse de la propriété : <DE02114 - Property Address line 1> <Dynamic 1> | | <Dynamic 1>  If [<DE02115 - Property Address line 2> is available]:  , <DE02115 - Property Address line 2>  End | * Left align * Property address must be in upper case * Property Address will be displayed in single line * 1 blank line spaces after Property Address |
| Salutations | Madame, Monsieur, | |  | * Left aligned * Leave 1 blank line spaces after Salutations |
| **Letter Body** – It is split into paragraphs as shown below: | | | | |
| Paragraph 1 – Opening Note | Nous vous remercions de confier vos besoins hypothécaires à la CIBC. | |  | * Left Align * Name of coborrower who requested not to send separate copies of Cost Of Borrowing Documents. * Leave 1 blank line spaces after Paragraph 1 |
| Paragraph 2 | La Banque CIBC a pris l’engagement de combler tous vos besoins en matière de prêt hypothécaire et de services bancaires. Pour ce faire, nous nous efforçons de fournir le meilleur service à la clientèle qui soit et de prendre toutes les mesures nécessaires en vue de protéger les renseignements que vous partagez avec nous. À titre de renseignement, vous trouverez ci-joint deux documents, intitulés *Notre engagement envers vous* et *Protection des renseignements personnels*, qui décrivent de façon plus détaillée nos engagements. | |  | * Left Align * Leave 1 blank line spaces after Paragraph 2 |
| Paragraph 3 | Souvenez-vous que nous sommes là pour vous aider. Nous disposons d’un large éventail de solutions couvrant l’ensemble de vos besoins bancaires. Pour en savoir plus, n’hésitez pas à communiquer avec un conseiller CIBC ou à nous appeler au 1 800 465-2422. | |  | * Left align * Leave 1 blank line spaces after Paragraph 3 |
| Paragraph 4 | Nous vous remercions encore une fois d’avoir choisi la Banque CIBC. Nous serons heureux de continuer à répondre à vos besoins en matière de services bancaires. | |  | * Left Align * Leave 1 blank line spaces after Paragraph 4 |
| **End of Letter Body** | | | | |
| Closing Remarks | Veuillez agréer, Madame, Monsieur, nos salutations distinguées.      Représentant CIBC | |  | * Left Align |
| Note | P.S.Rappelez-vous que la Banque CIBC vous permet de suivre facilement l’évolution de votre prêt hypothécaire. Visitez simplement le site **www.cibc.com/francais** pour ouvrir une session à CIBC en direct et obtenir en tout temps les détails concernant votre prêt hypothécaire. | |  | * Left Aligned * The text marked bold must be printed as bold |
| Registered Trademark Info | <Dynamic 1> | | <Dynamic 1>  If [<DE04813 - HPP Indicator> is equal to “Yes”]  MD Programme ressource-toit CIBC est une marque déposée de la Banque CIBC.  End | * Left Align   **Font Size:** 8 pt |
| French Disclaimer | Le logo CIBC est une marque déposée de la Banque CIBC | |  | * Left Align   **Font Size:** 8 pt |

## Print Item Mock-up

Note - The attached files are just samples for illustration purposes. The font size, & type in these may differ from the actual text in the Letter (English/French). Also, the arrangement of text w.r.t. spacing might differ in production.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference materials | | This table lists the documents that were used to create this document. | | |
| Document | Name | Issue Date | Author(s) |
|  | Mock-Up for Letter enclosing brochures for HLC/MCC clients – UDBRCHE | N/A | N/A |
|  | Mock-up for Letter enclosing brochures for HLC/MCC clients – UDBRCHF | N/A | N/A |

<Provide a mock-up of the Print Item sufficient to convey the general layout and structure of the data and information. It is not necessary to provide a separate mock-up of each permutation or combination of the structured content logic.>



# Document Control

REVISION HISTORY

A softcopy of the most current version of this document can be found at [*Release Management repository for this initiative*](https://teams.cibc.com/sites/liat14/Forms/AllItems.aspx).

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Revision Date  dd/mm/yyyy | Summary of Changes | Document Author |
| 0.0.1 | 07/01/2013 | Initial Draft : MLIDT # 12505 - Docgen to DDGS Migration project (DocGen : PS00108) | Rohit Gathibandhe Amla Joshi  Anubha Jha |
| 0.0.2 | 28/01/2013 | Removed “Co-borrowers”  Marked Font = “Courier” for the Sender Address block in both English & French  Change Page Size = “Letter”  Corrected “Form Id” to “UDBRCH - 2013/03” | Anubha Jha |
| 0.1.0 | 15/03/2013 | 12505 SRD Signed –off | Rohit Gathibandhe |
| 0.1.1 | 18/03/2013 | CR03: 12505 – DocGen to DDGS Migration  Updated the English and French section as per the CR. | Rohit Gathibandhe |
| 0.1.2 | 01/04/2013 | CR05: 12505 – DocGen to DDGS Migration  Updated the French section as per CR | Rohit Gathibandhe |
| 1.0.0 | 29/05/2014 | Base-lined Document; Implemented DDGS R1 | Gladys Sta. Rosa |
| 1.0.1 | 04/12/2017 | PBPT 656 RESL Records Compliance - Phase 1  Updated ‘Production Rules’ section:  Removed reference to ‘FileNet’ | Saba Jalali |
| 1.1.0 | 14/05/2018 | PBPT 656 RESL Records Compliance - Phase 1  Signed off Baseline | Naz Yazdian |
| 2.0.0 | 25/10/2018 | RESL Records Compliance phase 1 – implemented on 9/30/2018  Baselined document | Naz Yazdian |
| 2.0.1 | 22/02/2022 | As per the Tetris Project\_Phase I Updated New CIBC logo information in English and French version | Mac Nwachukwu |
| 3.0.0 | 1/11/2022 | Implementation Baseline | Vinayak Ghadge |
| 3.0.3 | 8/22/2025 | DDGS Feedback updated | Sibin Sijo |

Note that approval on this specific document is not implicitly required as this document should be referenced through a Solution Requirements Document as part of the Solution Requirements Package. Approval is provided at the Solution Requirements Package Level.