

# E-documents for businesses.

## Your bank documents in electronic form.

The E-documents service enables you to obtain banking documents in electronic form (PDF). The E-documents are identical in content to the physical bank documents, are digitally signed and contain index data (so-called metadata). They meet the prerequisites for a legally compliant archiving and represent a fully-fledged replacement for today's physical bank documents.

### Main advantages

- Documents are available more quickly than by physical mail.
- You decide which documents you will receive in electronic form.
- Possibility for process optimization and cost-cutting (e.g. elimination of mail charges).
- Perfect substitute for paper documents thanks to the electronic signature.
- Meets all statutory electronic archiving requirements.
- You help to protect the environment: paper is saved and less transport is required, thus helping to protect the environment.

### Documents available

You choose the document categories you like to access as E-documents and those you like to keep in paper form.

E-documents are available for the following categories:

- **Payment services:** Credit and debit advices, list of incoming BESR payments etc.
- **Account reporting:** Account statements, certificates for interests and fees, interest and capital statements, service charge calculations etc.
- **Asset reporting:** Statements of assets etc.
- **Securities and Stock Exchange:** Coupon statements, custody account statements, delivery of securities statements etc.
- **Mortgages:** Maturity advices etc.

A detailed list of documents is contained in the information sheet "Documents available".

### Access of E-documents

E-documents can be accessed as follows:

#### • Access via UBS e-banking

E-documents are sent directly to your personal UBS e-banking mailbox several times each day, where they will remain available for 2 years. You can download or print out the documents from here as and when required.

#### • Access via UBS KeyDirect or UBS AssetLink

Daily, automated download of the E-documents and efficient integration into your internal systems, also for a large document volume.

#### • Access via UBS KeyLink

The UBS KeyLink Document Manager supports the receipt and processing of E-documents.

#### • Access via external archiving provider

All E-documents provided by UBS contain technical information (e.g. digital signature, metadata) for automatic document processing in your software systems.

The partnership of UBS with different suppliers of archiving software even offers you the possibility to have the E-documents provided and/or archived directly via an external partner.

### Fees and costs

The E-documents service is free of charge. The costs of any archiving solution will be as determined by the provider concerned.

### Contact

For information on E-documents via UBS e-banking, please contact the UBS e-banking support team at any time on 0848 848 064.

For information on E-documents via UBS KeyDirect, please contact the UBS KeyDirect hotline from 08:00 a.m. to 6:00 p.m. on 0848 807 848.

Alternatively, you can contact your client advisor.