

UBS KeyLink Document Manager

The ultimate assistant in efficient and cost-effective document management

UBS KeyLink's Document Manager is one of several modules in the UBS KeyLink electronic banking suite. Its development is intended to simplify the management and viewing of statements and has been expanded to process e-documents.

The e-documents functionality within the Document Manager Module brings dynamic competencies to your daily global operations. It enables UBS's global client base to access their statements in an electronic form (PDF), while incorporating user-friendly functionality including the search and filter function. These documents, content wise, are identical to the authentic and physical bank statements, and are electronically signed to minimize the probability of operational threats.

The Document Manager module is easily accessible and can be accessed directly from the welcome menu screen. This utility provides a secure and convenient delivery of your statements to facilitate and expedite every aspect of your Document Management operations.

UBS KeyLink's Document Manager is a comprehensive administration tool which helps you manage your international and domestic statements. Furthermore, you have the flexibility of viewing your detailed statements and monitoring all your transaction information, electronically, at any time and anywhere on the globe.

Key features

UBS KeyLink Document Manager combines a full range of instructional capabilities:

Electronic statements in PDF format

UBS KeyLink will provide you with a complete view of your statements, electronically in PDF format.

Reporting

As part of its enhanced reporting features, Document Manager ensures the electronic delivery of all official and regularly published documents from UBS.

Availability of statements

UBS KeyLink's Document Manager affords its users access to their complete electronic statements, on-line for a period of 24 months, during which time, these electronic documents are retrievable and can be downloaded. When this 24 month period has elapsed, records will no longer be kept available by UBS.

Records Management Responsibility

Legal requirements related to the receipt, management and storage of e-documents by users, the undersigned and/or the account holder are governed by the local, national laws. It is the responsibility of the undersigned and/or the account holder to ascertain what the legal, national requirements are and to ensure compliance in this regard.

Users of UBS KeyLink's Document Manager are obliged to maintain the probative value of data transferred and stored electronically, and are required to store the authentic data and maintain data integrity throughout the transmission and receipt of data. This requires that all electronic data be stored on a storage device, made available to the undersigned over the long term.

Key benefits:

- E-documents provides electronic statements in standard format produced automatically and efficiently, even for customers with high volume accounts
- Is accessible at any time, from any location on the globe and is electronically transferable
- The risk of unauthorized disclosure of confidential account information is eliminated
- Addresses the management, transmission and integrity of confidential data, as only restricted personnel have access to this level of information

- E-documents are dynamic in that they can be saved on your hard drive and be relocated across multiple applications to facilitate seamless collaboration between concerned parties
- The electronic signature guarantees authenticity and integrity of each e-document, where applicable
- To ensure the safekeeping of your account activities, UBS KeyLink provides you with an electronic view, which identifies users who have gained access to your account information at any given time
- The e-documents utility considerably reduces printing, thereby minimizing the distribution of significant amounts of paper. This phenomenon impacts favorably on our eco-system
- The KeyLink "Events" tab enables users to track and identify who has accessed, downloaded, transmitted or saved data

Within the UBS KeyLink Document Manager module, the following image illustrates an electronic summary of an account statement:

The screenshot shows the 'Document Manager - KeyLink - Document Manager Business' window. It contains a table with the following columns: Topic, State, Created, Stored in KeyLink, Sender, Format, Size, Last Event Type, Last Event Date, History, and Prod... The table lists various account statements such as 'Account Statement', 'Total credit advice', 'Closing of Service Prices', etc., with their respective dates, sizes, and event types.

Topic	State	Created	Stored in KeyLink	Sender	Format	Size	Last Event Type	Last Event Date	History	Prod...
Account Statement	Saved	Feb 20, 2008 7:36:58...	Feb 20, 2008 8:12:18...	UBSWCHZ08...	PDF	103.7 KB	Opened	May 6, 2008 11:40:5...	A	Cash
Total credit advice	Saved	Feb 19, 2008 4:20:37...	Feb 19, 2008 5:12:23...	UBSWCHZ08...	PDF	101.8 KB	Opened	May 6, 2008 2:56:35...	A	Cash
Closing of Service Prices	Saved	Feb 12, 2008 10:36:3...	Feb 13, 2008 7:12:25...	UBSWCHZ08...	PDF	102.4 KB	Activated	Apr 29, 2008 9:40:07...	A	Cash
Debit advice UBS BESR	Saved	Feb 11, 2008 5:44:13...	Feb 12, 2008 5:12:25...	UBSWCHZ08...	PDF	101.9 KB	Opened	May 6, 2008 2:54:28...	A	Cash
Monthly Account Statement	Saved	Mar 6, 2007 9:05:46...	Mar 13, 2007 8:46:01...	UBS Stamford	PDF	96.6 KB	Opened	May 8, 2008 3:04:08...	A	Cash
Earnings Allowance Analysis	Saved	Mar 7, 2007 10:04:48...	Mar 20, 2007 3:32:20...	UBS Stamford	PDF	81.2 KB	Opened	Apr 8, 2008 12:14:16...	A	Cash
Interest and Capital Statement	Saved	Mar 6, 2007 10:05:20...	Mar 20, 2007 3:34:20...	UBS Stamford	PDF	80.9 KB	Opened	May 6, 2008 2:56:23...	A	Cash
Earnings Allowance Analysis	Saved	Mar 7, 2007 10:04:18...	Mar 20, 2007 3:32:20...	UBS Stamford	PDF	81.2 KB	Saved	Mar 19, 2008 3:30:35...	A	Cash
Interest and Capital Statement	Saved	Mar 6, 2007 10:05:12...	Mar 20, 2007 3:34:20...	UBS Stamford	PDF	81.2 KB	Saved	Mar 19, 2008 3:30:35...	A	Cash
Monthly Account Statement	Saved	Mar 6, 2007 9:05:46...	Mar 13, 2007 9:11:21...	UBS Stamford	PDF	167.7 KB	Saved	Mar 19, 2008 3:30:36...	A	Cash
Earnings Allowance Analysis	Saved	Mar 7, 2007 10:04:42...	Mar 20, 2007 3:32:20...	UBS Stamford	PDF	81.1 KB	Saved	Mar 19, 2008 3:30:36...	A	Cash
Monthly Account Statement	Saved	Mar 6, 2007 9:05:44...	Mar 13, 2007 8:49:41...	UBS Stamford	PDF	80.6 KB	Saved	Mar 19, 2008 3:30:36...	A	Cash
Coupon Statement	Saved	Feb 14, 2008 2:42:17...	Feb 15, 2008 5:12:21...	UBSWCHZ08...	PDF	101.9 KB	Opened	May 6, 2008 3:03:53...	A	Securities
Stock Exchange Statement	Saved	Feb 14, 2008 2:42:18...	Feb 15, 2008 5:12:21...	UBSWCHZ08...	PDF	101.9 KB	Activated	May 6, 2008 5:35:57...	A	Securities
Issue Statement	Saved	Feb 27, 2008 12:54:3...	Feb 28, 2008 5:12:49...	UBSWCHZ08...	PDF	123.5 KB	Activated	May 6, 2008 5:35:57...	A	Securities
Statement of Assets	Saved	Feb 15, 2008 12:54:5...	Feb 16, 2008 5:12:58...	UBSWCHZ08...	PDF	114.3 KB	Activated	May 6, 2008 5:35:57...	A	Securities

UBS KeyLink Document Manager enables the processing of your electronic documents from any of the UBS branches.

Electronic documents are supported in the following categories:

Cash Reporting	Switzerland, Stamford USA
Securities Reporting	Switzerland

For the latest information pertaining to the availability of specific reports in electronic format, please contact your local UBS client advisor.

Key contact information:

To learn more about how UBS KeyLink e-banking solutions can benefit you, please contact UBS AG, Global KeyLink Services as below:

Americas	Stamford	+1-203-719 3800
United Kingdom	London	+44-20-7567 5902
Europe, Middle East and Africa	Zurich	+41-848-888 848
Asia / Pacific	Singapore	+65-6431-8740

[Global Toll Free Numbers¹](#)

For more information, please visit our Internet site:
www.ubs.com/keylink
 or contact your local UBS client advisor.

¹ Our regional helpline numbers are staffed between the hours of 8:00 am to 6:00 pm local time. Calls to our Europe, Middle East, and Africa regional number (+41-44 239 0607) outside of Swiss operating hours will be redirected to another helpline number outside of Switzerland.