

Your bank documents in *electronic form*

Our e-documents service provides you with banking documents in electronic form (PDF). Identical in content to physical bank documents, e-documents are digitally signed and contain index data (so-called metadata). They meet all the requirements for legal archiving, and are a perfect replacement for today's physical bank documents.

Your benefits at a glance

- E-documents arrive faster than documents sent in the mail.
- You can decide which documents you wish to receive electronically.
- The e-documents service helps you improve your processes and reduce costs (e.g. postage).
- E-documents are equivalent to paper documents thanks to the electronic signature.
- They meet all statutory electronic archiving requirements.
- With e-documents you are helping to protect the environment by saving paper and using less transport.

Documents available

You can choose the document categories you wish to access as e-documents and those you want to keep in paper form.

E-documents are available in the following categories:

- **Payment services:** credit and debit advices, standing orders, lists of incoming BESR payments, etc.
- **Account reporting:** account statements, certificates, interest and capital statements, service charge calculations, etc.
- **Asset and custody account reporting:** statements of assets, investment fund account statements, etc.
- **Securities:** coupon statements, custody account statements, delivery of securities statements, etc.
- **Mortgages:** maturity advices, etc.

A detailed list of e-documents is available on our information sheet "Documents available."

Access to e-documents

You have a choice of ways to access e-documents:

- **Via UBS e-banking**
E-documents are delivered directly to your personal UBS e-banking mailbox several times a day, where they remain available to you for two years. You can download or print out the documents from here as and when you need them.
- **Via UBS KeyDirect or UBS AssetLink**
This provides daily, automated download of the e-documents and efficient integration into your internal systems, even for large volumes of data.
- **Via UBS KeyLink**
The UBS KeyLink Document Manager supports the receipt and processing of e-documents.
- **Via an external archiving provider**
All the e-documents we provide contain technical information such as metadata and an electronic signature for document processing in your software systems. Our partnerships with various archiving software suppliers give you the additional option of having an external partner receive and archive all your e-documents for you.

System requirements

Operating system: Windows 2000 (SP4), Windows XP (SP2), Windows Vista, Windows 7, Mac OSX 10.5. Browser: Internet Explorer 6, Firefox 3, Safari 3.2, Adobe Acrobat Reader 9.

Fees and costs

The e-documents service is free of charge. The costs of any archiving solution are set by the provider.

For information on e-documents, please contact the following product hotlines:

UBS e-banking: 0848 848 064 (24/7)
UBS KeyDirect: 0848 807 848 (8:00 to 18:00)
UBS KeyLink: 0800 424 262 62 (24/7)

You can also contact your client advisor.

For more information, please visit: ubs.com/e-documents.