

Quick Notes

Zero balance and beneficiary clean-up

23025

To assist you in the process we have

- Enabled the bulk closure functionality where you will be able to select all the accounts you would like to have closed and do so quickly and seamlessly.
- Provided an onscreen overview of all beneficiaries together with their last payment date and the ability to bulk delete beneficiaries no longer required.

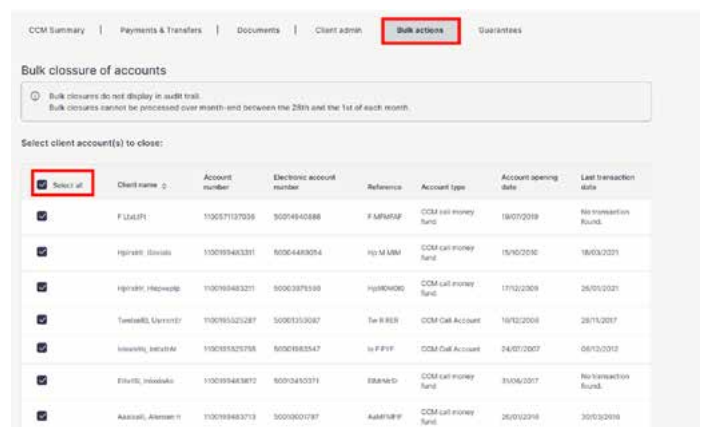
To assist with this process kindly refer to the below:

Bulk account closure

This is where a user can perform bulk closures of dormant accounts. The following is important to consider when performing bulk account closures.

- Should accounts be closed by this function, the closure entry will not appear on the audit trail
- Ensure that you have excluded any settlement accounts from the bulk closure list
- Note that the bulk closure functionality is not available over month end

1. Go to CCM Online Banking
2. Select Client admin and then select Bulk actions. Select the dormant account/s you wish to close; you have the option to select all the accounts on the list
3. Scroll to the bottom of the page and click Next
4. Click close accounts.
5. Confirm the closure.



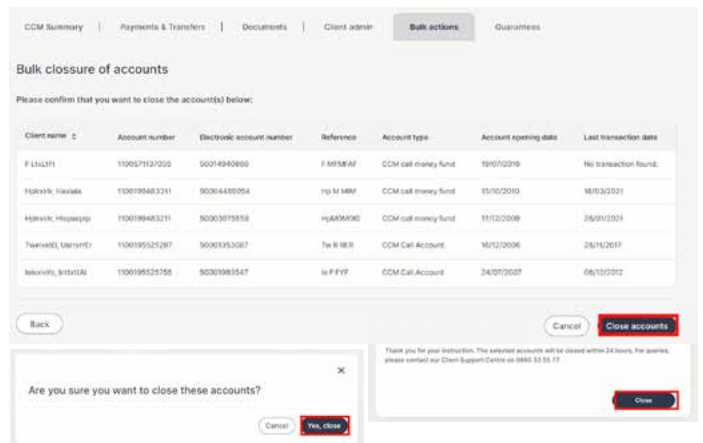
CCM Summary | Payments & Transfers | Documents | Client admin | **Bulk actions** | Guarantees

Bulk closure of accounts

Bulk closures do not display in audit trail.
Bulk closures cannot be processed over month-end between the 28th and the 1st of each month.

Select client account(s) to close:

<input checked="" type="checkbox"/> Select all	Client name	Account number	Electronic account number	Reference	Account type	Account opening date	Last transaction date
<input checked="" type="checkbox"/>	F L&LPI	110057117038	50014940888	F MRM&F	CCM call money fund	18/07/2019	No transaction found.
<input checked="" type="checkbox"/>	Hypoth. Bristol	1100199483211	50004483054	Hyp M M&M	CCM call money fund	15/10/2010	18/03/2021
<input checked="" type="checkbox"/>	Hypoth. Hecworth	1100199483211	50003875558	Hyp M&M&M	CCM call money fund	17/12/2009	25/01/2021
<input checked="" type="checkbox"/>	Towerhill, Uxbridge	1100199525287	50001353087	Tw R R&R	CCM Call Account	16/12/2006	28/11/2017
<input checked="" type="checkbox"/>	Isleworth, Isleworth	1100199483870	50001983547	Is F F&F	CCM Call Account	24/07/2007	06/12/2012
<input checked="" type="checkbox"/>	Etwell, Etwell	1100199483870	50001943071	Et&Et D	CCM call money fund	31/04/2017	No transaction found.
<input checked="" type="checkbox"/>	Axwell, Axwell	1100199483713	50001001787	A&A F&F	CCM call money fund	25/01/2016	30/12/2018



CCM Summary | Payments & Transfers | Documents | Client admin | **Bulk actions** | Guarantees

Bulk closure of accounts

Please confirm that you want to close the account(s) below:

Client name	Account number	Electronic account number	Reference	Account type	Account opening date	Last transaction date
F L&LPI	110057117038	50014940888	F MRM&F	CCM call money fund	18/07/2019	No transaction found.
Hypoth. Bristol	1100199483211	50004483054	Hyp M M&M	CCM call money fund	15/10/2010	18/03/2021
Hypoth. Hecworth	1100199483211	50003875558	Hyp M&M&M	CCM call money fund	17/12/2009	25/01/2021
Towerhill, Uxbridge	1100199525287	50001353087	Tw R R&R	CCM Call Account	16/12/2006	28/11/2017
Isleworth, Isleworth	1100199483870	50001983547	Is F F&F	CCM Call Account	24/07/2007	06/12/2012

Back Cancel **Close accounts**

Are you sure you want to close these accounts?

Cancel **Yes, close**

Thank you for your attention. The selected accounts will be closed within 24 hours. For queries, please contact our Client Support Centre on 0865 51 55 17.

Close

For any queries, please contact your Investec for Intermediaries consultant or our CCM **Inland** or **Coastal** Servicing teams.

Regards

Shavonne Bagley

Shavonne Bagley
Head of Client Servicing

