

# DOCUMENT AND INFORMATION MANAGEMENT

## FOR DOCUMENT CUSTODY



**WORKING IN AN ENVIRONMENT OF COMPLIANCE, PRIVACY AND REGULATION REQUIRES EXPERIENCE AND KNOWLEDGE ABOUT HOW TO PROTECT YOUR BUSINESS, CONFIDENTIALITY AND REPUTATION.**

BNY Mellon Australia Pty Ltd, a wholly owned subsidiary of The Bank of New York Mellon, can provide a service that will transform your business.

### PRODUCTIVITY BENEFITS:

- Access to experienced professionals and proven systems/processes
- One secure online system – images, data imports, instructions, reports
- Freedom to focus on core business activities and growth strategies

### COST SAVING BENEFITS:

- No fees incurred to access and use features of secure online system
- Eliminate and automate repetitive and complex workflows and controls
- Less dependency on infrastructure, application support and maintenance
- Access to global DR and BCP strategy

### KEY BENEFITS:

An Online System that works for you, the way you want it to:

- Customisable, secure user profiles and portfolio/aged reports
- Version controlled documents with document level status tracking
- Securely ask questions, exchange data, communicate messages

### A SERVICE THAT WILL CHANGE YOUR BUSINESS

BNY Mellon can provide a proven document lifecycle solution from document receipting, verification, tracking, imaging, distribution, intransit recovery, audit controls through to secure destruction. We can customise a paper-free or physical records solution aligned to your requirements.

### OUR OPERATING SERVICE MODEL



**Working day-to-day within an industry, governed by ever-changing regulations, acts and policies, means we only implement our own proven solutions. Simplicity is the service key, one contact, one company, one solution.**



# THE BNY MELLON DIFFERENCE

## WE KNOW YOUR BUSINESS

BNY Mellon is a global investments company operating in 35 countries and more than 100 markets. Awarded as the Best Global Custodian – Asia in 2013, we leverage our expertise and technology to deliver proven solutions with a focus on assisting our clients with risk and compliance requirements.

## BENEFITS OF PARTNERING WITH A GLOBAL LEADER

BNY Mellon operates a Global Records Management Program to develop, deliver and maintain a global framework. This framework not only provides a highly secure, adaptable and proven solution, but it is how we successfully control physical and sensitive records/information throughout their various phases, to an international market standard, no matter the media and/or format in which they exist.

Supported by a national distribution network, BNY Mellon Australia can align our highly developed services to your needs.

## THE CAPABILITIES TO MEET YOUR CHALLENGES

As part of a leading financial services company, BNY Mellon Australia is very familiar with obligations, expectations and requirements which enables us to understand the environment in which our clients operate and where we can assist them in managing this process.

When considering our services, we suggest you evaluate the following challenges:

- Can you qualify exactly how much it costs you right now to support and comply with your privacy, confidentiality, and handling obligations? What is your exposure level?
- What impact would it have if you could minimise/remove existing legacy systems, repetitive workflows that require consistent review and updating, and technology/ infrastructure that requires reliable DR and BCP processes?
- What would it mean to your business model if you could provide a seamless, secure, online service supported by a national distribution network for your entire business group? Could it change the way you service your clients if you could reduce multiple, unleveraged, disconnected vendor arrangements?

We are available to discuss our services as well as anything we can do to help with establishing your ROI.

## WE ARE BNY MELLON

BNY Mellon is a global investments company dedicated to helping its clients manage and service their financial assets throughout the investment lifecycle. Whether providing financial services for institutions, corporations or individual investors, BNY Mellon delivers informed investment management and investment services in 35 countries and more than 100 markets. As of September 30, 2013, BNY Mellon had US\$27.4 trillion in assets under custody and/or administration, and US\$1.5 trillion in assets under management. BNY Mellon can act as a single point of contact for clients looking to create, trade, hold, manage, service, distribute or restructure investments. BNY Mellon is the corporate brand of The Bank of New York Mellon Corporation (NYSE: BK). Additional information is available on [www.bnymellon.com](http://www.bnymellon.com), or follow us on Twitter @BNYMellon.

## [bnymellon.com](http://bnymellon.com)

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# KEY SERVICE FEATURES

- Page Level Management and Tracking
- Trained Industry Professionals
- Onsite Imaging and Data Entry
- Monthly Peer, SLA, KPI Testing
- Bank Level Security Storage
- National Distribution Network
- Continuous Performance Audits
- Customised Online User Profiles
- Privacy and Compliance Controls
- Risk Mitigation including DR and BCP
- Inclusive and Transparent Fees



**BEST IN CORPORATE TRUST AUSTRALIA**  
**THE ASSET TRIPLE A AWARDS**  
2010, 2011, 2012

# #1

**SAFEST BANK IN THE U.S.**  
**GLOBAL FINANCE MAGAZINE**  
2009, 2010, 2011, 2012, 2013

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