



GENERAL BULLETIN

CONNECTICUT
BANKERS
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2010 – 130

July 20, 2010

TO THE CHIEF EXECUTIVE OFFICER
OR INDIVIDUAL ADDRESSED

SENT TO:

CEO, CEO+, CLO, CRO,
Audit, Compliance & Loan
Specialists

RE: CBA Web Seminars -- Two-Part Series: Understanding Loan Documents

Have you ever read your bank's promissory note, security agreements or mortgage/deed of trust? Most bankers would have to admit the answer is: NO. This new web seminar series was developed by a banker who has been teaching loan documentation nationwide for 32 years. Taught at a basic level (for bankers, not lawyers), the instructor will lead participants through all sections of the various required loan documents. The purpose is to create a deeper understanding of why certain documents are required plus the significance of various sections and verbose language (often referred to as "boilerplate"). A working knowledge, with a focus on the risk management aspects of each document, is the goal. Being able to explain document content will add much to customer relationships.

PART I – LOAN DOCUMENTS - TUESDAY, AUGUST 17, 2010

SEMINAR HIGHLIGHTS

- **Promissory Note:** The note is enforceable against the borrower! Review of each section for content, purpose, rights of all parties and scope of language.
- **Security Agreement:** The security agreement is enforceable against collateral. Review of each section for content, purpose, rights of all parties, representations and warranties, plus enforceability.
- **UCC Instructions** (on back of form) contain important information on how to correctly prepare the critically important form. Correct or exact names, organization types and numbers and collateral description language are key issues.
- **Guarantees:** The most one-sided document in banking. A guarantor gives up many rights and grants the bank many rights. Bankers need to understand the details of what the guarantor is agreeing to.

PART II – REAL ESTATE LOAN DOCUMENTS - THURSDAY, AUGUST 19, 2010

SEMINAR HIGHLIGHTS

- **Promissory Note:** The note is enforceable against the borrower! Review of each section for content, purpose, rights of all parties and scope of language.
- **Mortgage and Deed of Trust:** The mortgage or deed of trust is enforceable against the real estate taken as collateral. Review of each section for content, purpose, rights of all parties, representations and warranties, plus enforceability.
- **Title Commitments and Policies** protect the lender by assuring an acceptable lien position. Knowing what to expect and what to look for is essential to underwriting and closing real estate loans.
- **UCC Form Instructions** (on back of form) contain important information on how to correctly prepare the critically important form. Correct or exact names, organization types and numbers and collateral description language are key issues.
- **Guarantees:** The most one-sided document in banking. A guarantor gives up many rights and grants the bank many rights. Bankers need to understand the details of what the guarantor is agreeing to.

AUDIENCE

Lenders, loan assistants, loan operations personnel, credit analysts and personnel involved in loan review, internal audit and compliance. **CE Applied:** 2.5 hours/session towards the CPB/CRCM/CLBB designations with the Institute of Certified Bankers, an affiliate of the American Bankers Association.

SPEAKER

Bob Ullom is a nationally known banking educator who has been teaching more than 10,000 bankers annually nationwide for 21 years. Bob has served as president of two fast-growing, profitable start-up banks and brings 40 years of CPA and banking experience to this important program.

WHAT IS A WEB SEMINAR?

A web seminar is an online seminar featuring live audio and PowerPoint slides. Everything is delivered through your PC. No special hardware is needed; however, speakers or headphones are required. The program consists of 90 minutes of instruction and 30 minutes live Q&A. Each registration provides one connection to the web seminar, materials and 30 days access to the online seminar. You may have unlimited listeners on your connection by speaker phone and PC. You will receive a confirmation with your PIN, materials and instructions. If you do not receive a confirmation within two days of the event call 888-262-7701.

Free 30-Day Replay - Within five working days after the broadcast, you will receive a URL providing unlimited access to a recorded copy of the presentation for 30 days. This enables you to participate in the live web seminar, train additional staff and review the material as needed.

The **On-Demand Web Seminar** is a live web seminar that has been recorded and then streamed to your computer to watch at your convenience. The program can be viewed anytime 24/7. You can watch a portion, come back and pick up where you left off! Anyone at your branch may access the program from a computer using the login and password. When purchasing an On-Demand Web Seminar, you have unlimited access to the program for 6 months from the date of purchase.

Transmission, retransmission or republishing of the audio portion of the web seminar is prohibited. Your registration entitles you to one connection at one location with permission to make copies of materials for participants. Please complete one registration per location.

REGISTRATION INFORMATION

Registrations are requested to be submitted three days prior to the date of the web seminar. On-line registrations can be made at <http://www.bankersed.com/CTBANKERS/>. For all other registrations, please complete the attached registration form and send directly to Bankers Ed in advance of the program. Fee information for this program is listed on the registration form. **Payment is expected at the time of registration unless other arrangements are made prior to the event with the CBA.**

Late Registration: Registrations are accepted until the program starts. To ensure timely delivery of materials, etc., please register online when registering **two working days prior** to the broadcast (credit cards, e-checks and invoices accepted). If you would like assistance with online registration, contact 888-262-7701.

Please do not hesitate to contact either Kathy Parks or me if you have any questions about this web seminar.

Very truly yours,
LINDSEY R. PINKHAM
Senior Vice President & Secretary

CBA WEB SEMINAR

TWO PART SERIES -- UNDERSTANDING LOAN DOCUMENTS

Part I: Tuesday, August 17, 2010

2:30 p.m. - 4:30 p.m. (EST)

Part II: Thursday, August 19, 2010

2:30 p.m. - 4:30 p.m. (EST)

REGISTER (Each registration entitles you to one connection at one location where an unlimited number of listeners may participate):

Name _____ Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

THREE WAYS TO REGISTER FOR CBA WEB SEMINARS:

Prior to August 10th (Part I) and August 12th (Part II)

Mail: Complete this form, include payment and mail it to: Bankers Ed: 5700 S. Mopac, #C310,
Austin, TX 78749

Anytime Prior to the Program

On-line: Register on-line at <http://www.bankersed.com/CTBANKERS/>.

Phone: Call 888-262-7701 with credit card information

CBA WEB SEMINAR – PART I – LOAN DOCUMENTS

Tuesday, August 17, 2010 - (Seminar code: SW2-1065)

Web Seminar/Materials (live hookup) \$255 member \$510 non-member

On-Demand Web Seminar/Materials \$275 member \$550 non-member

CBA WEB SEMINAR -- PART II – REAL ESTATE LOAN DOCUMENTS

Thursday, August 19, 2010 - (Seminar code: SW2-1186)

Web Seminar/Materials (live hookup) \$255 member \$510 non-member

On-Demand Web Seminar/Materials \$275 member \$550 non-member

METHOD OF PAYMENT (check one):

Check made payable to: Bankers Ed

Discover Card

MasterCard

Visa

AMEX

Card Number _____

Exp. Date _____

Security Code (3 or 4 digits on back of card) _____

Signature _____

Amount \$ _____

For registration questions, please contact Bankers Ed customer support at 888-262-7701 or Kathy Parks at the Connecticut Bankers Association parks@ctbank.com or 860-677-5060.

*****Registrations must be sent to Bankers Ed*****