



## Quarterly Broker Statement™ (QBS™)

*Loffa Interactive, with the valuable input from several industry firms, now offers an efficient and web based way to efficiently manage the Quarterly Confirmation Process, as required by SEC Rule 17a-13.*

### Current Regulatory Landscape and Challenges:

- ❑ **Required Quarterly Trade Confirmation Process**
  - Letter Generation
  - Manual Faxing/U.S. Mail
- ❑ **Chasing/Follow-up on Non-Responses**
  - Lack of Industry Contact Database
  - Phone Calls
  - Refax Non-Respondents
- ❑ **Process and Resolve Exceptions:**
  - Manual Match & Verification
  - Manual Creation of Updated QBS Letters
  - Tracking Outstanding Confirms?
- ❑ **Record Retention Requirements:**
  - Onsite Storage (SEC Requirement: 2 Years)
  - Offsite Storage (Iron Mountain) (SEC Requirement: 7 Years)

### Benefits of QBS™ Application:

- ❑ **Automated Workflow**
  - Includes Standardized Industry Best Practices
- ❑ **Tracking Tools**
  - User-Friendly Dashboard
  - Audit Tracking
- ❑ **Transparency**
  - Strengthened Internal/Supervisory Controls
  - Clear Vision of Process Management
- ❑ **Digital Documents**
  - No More Lost Documents
  - Eliminate unnecessary paper-related costs including, storage, archive and retrieval
  - Green Solution-Reduction of Corporate Environmental Footprint
  - Business Continuity

*Use of the application will not only cut more obvious costs, but also save on the items and tasks you may not always immediately think about. The Cost Comparison on the next page comprehensively outlines the true savings your firm will realize by adopting this innovative solution.*





**QBS™ Functionality Cost Comparison**

<b>Manual Process Steps – Cost Issues</b>	<b>Automated QBS</b>
Generate QBS Letters	Included
Fax Machine – Sending and Receiving	Included
Fax Machine Maintenance (Paper/Ink/Jams, etc)	Included
Manual Sorting/Matching/Organizing Faxes by Firm	Included
Stamping Letters with Signature/Date	Included
Preparing Coversheets	Included
Inability to Read Faxes	Included
Entering Fax Numbers to Send	Included
Filing and Boxing of Faxes for Storage	Included
<b>Customized Reporting Costs</b>	
Audit Reporting and Quick Search Functionality	Included
Oversight of Client Accounts	Included
Perform Assessments	Included
Track Notes	Included
<b>Storage Costs</b>	
Electronic Record Keeping (Archival)	Included
Searching & Retrieval Costs	Included
Paper Copies Retained 7 years	Included
Shredding	Included
<b>Compliance/Audit Costs</b>	
Transaction Log	Included
Supervisory Oversight Tool	Included
Record of Date Signed	Included
Centralize All QBS	Included
Business Continuity – Managing Workload From Multiple Sites	Included
Verification of Delivery and Receipt of QBS Letters	Included
<b>Counter Party Contact Database Mgmt. Costs</b>	
Store and Research Complete Database of EB/CB Contact Info	Included
<b>Continuous Application Enhancements</b>	
Application Maintenance	Included
Outsourcing	Available
Lost Documents	Never
Future Releases	Included
<b>Paperless/Green Solution</b>	Included



***Investment in the Quarterly Broker Statement™ provides your firm with the following operational & cost benefits:***

- Drastic Reduction in Paper Costs*
- Lowered Maintenance Costs for Fax Machine*
- Elimination of Onsite/Offsite Storage Fees*
- Shortened Lead Time for Retrieval of Requested Documents*
- Avoidance of Pricy Regulatory Fines & Penalties*
- Reallocation of Valuable Resources to Revenue-Generating Activities*



***Contact Loffa Today for a Free No-Obligation Evaluation!  
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