

## MEMORANDUM

Date: February 8, 2022

To: Truist Approved Attorneys (Commercial Lending)

From: Truist Legal Department

Re: **Approved Attorneys – Important Merger Information and Updated Templates**

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This communication is to inform you of the next step in our journey to integrate BB&T and SunTrust. Our final conversion of SunTrust systems into Truist systems will take place from February 18, 2022 through February 21, 2022 (“Conversion Weekend”). This communication will outline what to expect and how to prepare for this final conversion. **You should no longer utilize the document templates maintained on the heritage SunTrust Outside Counsel Website (i.e. this website) to document commercial lending transactions originated by Truist’s Commercial Community Bank Line of Business or Private Wealth Management Line of Business unless you are engaged on the transaction prior to February 22, 2022 and the transaction closes on or before March 31, 2022 (a “Legacy Transaction”)**

### **Important Merger Conversion and Documentation Updates**

#### **Sharing this Communication with Other Members of Your Firm**

Please forward this communication to all attorneys in your firm, in all office locations, who work on commercial lending transactions for Truist Bank. With conversion imminent, it is very important that all Approved Attorneys in your firm promptly receive this communication, since our procedures and templates will change over Conversion Weekend.

#### **Updated Approved Attorney Templates**

The Approved Attorney templates, as well as the Closing Instructions and other attorney guidance, have been revised and updated to reflect Truist policies and procedures. Commencing February 22, 2022, the updated Approved Attorney templates should be utilized by Approved Attorneys to document all Truist loan transactions other than Legacy Transactions. All current and former versions of Truist templates should be removed or archived in your systems so that there is no chance that they are used to document transactions on which you are engaged on or after February 22, 2022.

- Truist’s Commercial Loan Documentation delivery system will provide the most current versions of our Approved Attorney templates to the individual attorney engaged for all commercial lending transactions originated by Truist’s Commercial Community Bank Line of Business or Private Wealth Management Line of Business other than Legacy Transactions. As a reminder, it is your responsibility to make sure that your firm's email server rules will not block messages from [TruistLegalCL@truist.com](mailto:TruistLegalCL@truist.com), so that you can receive important information and updates. Please ensure not only that this email address is identified as a safe sender, but also that your server will not block zip files from this email address.

- The most current versions of Approved Attorney templates are provided to the engaged counsel for every closing to ensure that current templates are always being used. If Approved Attorney templates are not received with each new engagement, you should send an email to [TruistLegalCL@truist.com](mailto:TruistLegalCL@truist.com) requesting current templates. A receipt of loan documents is the only way to confirm that you have the most current Truist templates from the Legal Department. You are required to always use the current Truist templates for each loan closing, and you should not assume that prior templates represent the current versions just because a new set of templates are not received. Note: To assist you in identifying the most current version, please see date found in the footer of the document for reference.

Thank you for your thoughtful attention to this communication and for your partnership as SunTrust now Truist moves through this important transition and into our exciting future as Truist Bank. If you have any questions or concerns relating to the information contained in this communication, please reach out to one of the following members of the Truist Legal Department:

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