LEGAL HOLD RELEASE DOCUMENT

Specialist to fill out form as they enter into LSRTIS Hold Management

EST. NUMBER________________ PRODUCT CODE/AGENT__________________________

SERIAL NUMBER(S) or ALL ________________________________

REASON FOR THE HOLD (LOV AND EXPAND)______________________________

________________________________________________________________________________

Attach copy of supporting document(s).

Release Criteria ______________________________________________________________

________________________________________________________________________________

ENTERED/REQUESTED BY _____________________________ DATE________________

Submit to Section Leader or Director

APPROVED BY ______________________________ DATE________________

(Section Leader or Director)

Provide document to BCA for filing in Pending Drawer

----------------------------------------------------------------------------------------------------------

FINAL REMOVAL OF THE HOLD
(Intermittent Removals Documented on Back with Stickers)

Specialist to fill out form as they modify LSRTIS Hold Management

REASON ______________________________________________________________________

ENTERED/REQUESTED BY _____________________________ DATE________________

Submit to Product Specialist or Section Leader

REMOVAL AUTHORIZED BY ______________________________ DATE________________

(Product Specialist or Section Leader)

Provide completed form to BCA

Finalized forms are filed in the product correspondence folders