

SPV File Naming Guide

Consistent names reduce upload errors and make governance records easier to audit.

Last updated: 2026-02-03

Core rule

Do not include sensitive identifiers in file names (no SSNs, tax IDs, account numbers, or full dates of birth).

Recommended naming format

Format: ProjectName_Party_DocumentType_YYYY-MM

- **ProjectName:** short nickname for the SPV or trust project (e.g., Silverpine, OakHarbor, Alpha2o).
- **Party:** TRUST, SPV_ENTITY, PARTICIPANT_Last_First, VENDOR_Name (as needed).
- **DocumentType:** TrustAgreement, Articles, OperatingAgreement, BankResolution, Deed, Note, CollateralSchedule, CompliancePolicy, etc.
- **YYYY-MM:** year-month of the document (or the statement period).

Examples (copy, paste, and edit)

ProjectName_TRUST_TrustAgreement_YYYY-MM.pdf
ProjectName_TRUST_CertificateOfTrust_YYYY-MM.pdf
ProjectName_SPV_ENTITY_ArticlesOrCertificate_YYYY-MM.pdf
ProjectName_SPV_ENTITY_OperatingAgreement_or_Bylaws_YYYY-MM.pdf
ProjectName_SPV_ENTITY_EIN_CP575_or_147C.pdf
ProjectName_SPV_ENTITY_BankResolution_SignatoryMatrix_YYYY-MM.pdf
ProjectName_ASSETS_CollateralSchedule_YYYY-MM.xlsx
ProjectName_REAL_ESTATE_Deed_PropertyNickname_YYYY-MM.pdf
ProjectName_REAL_ESTATE_Lease_PropertyNickname_YYYY-MM.pdf
ProjectName_LOANS_PromissoryNote_BorrowerNickname_YYYY-MM.pdf
ProjectName_CONTRACTS_MaterialContracts_List_YYYY-MM.xlsx
ProjectName_COMPLIANCE_DNC_Policy_YYYY-MM.pdf
ProjectName_BANK_Statements_12Months.pdf

Scanning and upload tips

- Scan at ~150 DPI when possible.
- Use black-and-white for text-heavy documents to keep files small.
- Combine multi-page papers into one PDF whenever possible.
- If an upload fails, try compressing or splitting the PDF.

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