Copyright

RADL:

Introduction

Overview

The Receiver Authorized Delivery Limit (RADL) function allows you to set individual bilateral limits against each possible contra-participant so that you can review transactions exceeding a specified settlement amount. You can add and delete participants, change bilateral limits for selected participants, and instruct DTC to turn off or turn on bilateral RAD processing.

Note- The minimum bilateral RAD limit that can be set against contra-parties for Deliver Orders (DOs) is $15 million; for Payment Orders (POs), it is $1 million.

- Bilateral limits of $15 million for DOs and $1 million for POs will require a receiving participant to review DO deliveries with a settlement value equal to or greater than $15 million and PO deliveries with a settlement value equal to or greater than $1 million.
- For limits other than $15 million for DOs and $1 million for POs, only deliveries with a settlement value exceeding the specified limits will be subject to the receiver's RAD approval.

This function has migrated over to Settlement Web and is no longer available on PTS/PBS.

RANA:

Introduction

Overview

The Risk Analysis (RANA) function provides you with specific information that will assist you in identifying and prioritizing expiring voluntary actions. RANA provides a list of all eligible voluntary reorganization CUSIPs expiring on the day of your inquiry or within ten business days.

Each night, a file is generated listing securities that are set to expire within the next ten business days. Exposure is calculated for each participant with position in a listed security, using the close-of-business prices listed via the GWIZfunction.

Note- If DTC is unable to price a security, the exposure will be listed as "N/A. "

RANA informs you if an expiring security is

- A component of a unit.
- A Dutch Auction.
- An underlying security of another CUSIP eligible for DTC's conversion program or warrant program
- Associated with more than one active envelope.
- Associated with an underlying security for which there is an active envelope.

Types of Expirations and Voluntary Actions

RANA displays the following expiration types:

- Offer expiration
- Protect expiration
- Cover of protect expiration
- Underlying record date expiration.

The following table lists the types of voluntary actions you can view via RANA:

Activity code	Description
52	Tender.
52M	Election Merger.
52N	Voluntary (non-DTC).
54T	Convert and tender.
54, 69, 69P	Conversion.
54N	Conversion (non-DTC).
58	Optional repayment.
58B	Option repayment- book entry.
59	Rights.
60	Warrant subscription.

Activity code	Description
60N	Warrant subscription (non-DTC).
60X	Warrant temporary price deduction.
62	Monthly put payment.
62B	Mortgage-backed put- book entry.
65B, 65R	Retainment- book entry.
66P	Special limited puts.

About the Display

The initial display will be for the current date and will show all activities except 62, 62B and 66P, which are accessed via function keys. Items with the highest exposure will be listed first in activity code, CUSIP number, and envelope sequence order.

Once initial data is displayed, you will be able to limit the items displayed to

- The expration Date; current and up to ten business days after.
- Securities for which you had position at close-of-business on the previous day.
- Items of a specific type of activity (tenders only, puts only, and so on.).
- Securities expiring for specific reasons (offer expiration, protect expiration, and so on).

You will also be able to change the order of the items, listing them by any of the following:

- Activity code
- Expiration type, CUSIP number
- CUSIP number
- Activity code, market value (including N/A)
- Expiration type, market value (including N/A)
- Market value (including N/A)
- Activity code, exposure
- Expiration type, exposure
- Exposure.

When to Use

Use RANA to identify and prioritize expiring voluntary actions.

RANA is available all day on business days. The information is updated daily after 1:30 p.m. except for Mondays when it is updated at 2:30 a.m.

List of Procedures:

Viewing Expiring CUSIPs

Use the following procedure to view eligible voluntary reorganization CUSIPs. You can view items expiring on the day of your inquiry or within ten business days.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 In the **Enter** Option field, type the number that appears to the left of the RANA function, then press ENTER.

Result- A Disclaimer screen appears.

Note- You can also access the RANA function directly; the same funcionality will be available whether or not you access via REOG. See REOGfor more information.

3 Press ENTER.

Result- The Risk Analysis Inquiry screen appears. All items expiring on the current date (with the exception of activity types 62, 62B and 66P)are displayed.

4 *Optional.* To view puts transactions for activity types 62, 62B and 66P (mortgage- backed and special limited Puts) press PF3/15.

Result- The Mortgage Backed Puts screen appears.

5 *Optional.* To view items for a specific date, for a specific activity type or type of offer, or to change the order in which items are displayed, type the desired values in the entry fields at the top of the display and press ENTER. See Field Descriptions for detailed descriptions of these entry fields.

Note- You can type N in the Position Only field to view all expired offers.

6 *Optional.* To view recycling DO's, type **C** in the **CMD** field and press ENTER.

Result- The Recycling DO screen appears.

Note- This option is not yet available.

7 *Optional.* To view extended positions, type P in the **CMD** field and press ENTER.

Result- The ART function Extended Position screen appears.

Note- This option is not yet available.

8 *Optional.* To view recycling instructions for a specific recycle transaction type one of the following in the **Acty** field; type R in the **CMD** field then press ENTER:

- A: to view all activities (the default)
- T: to access the Tend Recycling Instructions screen
- C: to access any of the following; the Conv Recycling Instructions screen, the Rts Recycling Instructions screen, or the Warr Recycling Instructions
- P: to access the Puts Recycling Instructions screen

9 *Optional.* To view Uncovered Protects, type U in the **CMD** field on the Risk Analysis Inquiry screen or on the applicable Recycling Instructions screen and press ENTER.

Result- The Uncovered Protects screen appears.

Note- This screen is only available from the:

- Risk Analysis Inquiry
- Tend Recycling Instructions screen

- Rts Recycling Instructions screen

10 *Optional.* To view a list of the total number of expired offers for all activities, press PF4/16.

Result- The Risk Analysis Information screen appears.

List of Screens:

Conv Recycling Instructions Screen

The Conv Recycling Instructions screen appears when you select a conversion activity on the Risk Analysis Inquiry screen.

Sample Screen

```
 MENU    DIVA   RIPS   SDAR   HELP
FIRST PAGE OF DATA
 Q$VC                    THE DEPOSITORY TRUST COMPANY            DATE: MM/DD/CCYY
 00002199-99  REORG RISK ANALYSIS - CONV RECYCLING INSTRUCTIONS TIME: HH:MM:SS
 ===============================================================================
 PARTICIPANT     2199-99
 ENVELOPE ID:    54  - 987654321  - 01    DESCRIPTION : GPFDLORAL6%
 -------------------------------------------------------------------------------
    UNDERL             TRAN-SEQ RATE      M/D   CONVERSIONS   UNDERLYING
    CUSIP              NUM-ID             IND   QUANTITY      QUANTITY
 -------------------------------------------------------------------------------
    987654321            00329    2.5      M          100           250
    987654321            38888    2.5      M          100             0
    987654321            00001    2.5      M        1,001         2,500
    987654321            00318    2.5      M          100           250
    987654321            00316    2.5      M          100           250
    987654321            77655    2.5      M          100             0
    987654321            00312    2.5      M          100           250
    987654321            00133    2.5      M        1,000         2,500
                                                         ...MORE->


 ===============================================================================
 ENTER:PROCESS      PF6/18:PREVIOUS     PF8/20:END FUNCTION   PF9/21:SIGNOFF
                    PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name or for *group users*, the participant number you entered for the *group user* on the previous screen. .
Envelope ID	The activity code, CUSIP number and sequence number of the selected item.

This field	Displays
Description	A brief description of the security.
Underl CUSIP	The CUSIP number of the underlying security.
Tran- Seq Num- ID	The transaction sequence number.
Rate	The rate of conversion.
M/D Ind	The Multiply/Divide indicator.
Conversions Quantity	The number of shares for this conversion instruction.
Underlying Quantity	The number of shares in the underlying security.

Function Selection Screen

The Function Selection screen appears when you enter O (Other Functions) in the **CMD** field on the Risk Analysis Inquiry screen or the Mortgage Backed Puts screen. The CUSIP and activity type of the selected line item are carried over. From this screen, you can access any of several related functions, allowing you to perform various inquiries and activities for a security without having to reenter the CUSIP in each function.

Sample Screen

```
 MENU    HELP
 PLEASE SELECT AN OPTION
 QAAA                     THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
 00002199-99                    FUNCTION SELECTION            TIME:   HH:MM:SS
 ============================================================================


      CUSIP          FUNCTION / ACTIVITY
    ---------    ----------------------------
    987654321    DTC TEST1

    1. ANNOUNCEMENT INQUIRY                     - DIVA
    2. SAME DAY ALLOCATION REPORTING            - SDAR
    3. REORG INQUIRY FOR PARTICIPANTS           - RIPS




      ENTER OPTION:   __
 ============================================================================
         ENTER:PROCESS                      PF6/18:RETURN
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.

This field	Displays
	Note -If you do not use a mouse, press HOME, then TAB until your cursor is below the desired option, then press ENTER.
CUSIP	The CUSIP number carried over from the previous screen.
Function/ Activity	A brief description of the function or activity carried over from the previous screen.
Display Area	A list of accessible functions for the selected CUSIP and activity. *Note* -If you are not signed up for a listed function, that line appears in low intensity and the message' Ineligible' appears to the right. If you select that function, the message' You do not have the necessary PTS eligibility to access the selected function' appears at the top of the screen. *For group users,* if you are not allowed to access the specified participant' s data for a listed function, that line appears in low intensity and the message' Not authorized' appears to the right. If you select that function, the message' Group user not authorized for displayed participant &selected function combo' appears at the top of the screen.
Enter Option	An entry field that allows you to select the next function you want to access.

Mortgage Backed Puts Screen

The Mortgage Backed Puts screen appears when you press PF3/15 on the Risk Analysis Inquiry screen, and displays transactions for mortgage-backed puts and special limited puts.

Sample Screen

```
MENU    HELP
EAAB                THE DEPOSITORY TRUST COMPANY          DATE:  MM/DD/CCYY
00002199-99   REORG RISK ANALYSIS - MORTGAGE BACKED PUTS   TIME:    HH:MM:SS
=============================================================================
PARTICIPANT 2199/DTC TEST1   POSITION ONLY - (Y/N)          DATE: MM/DD/CCYY
ACTY  - (A)ALL
TYPE  - (A)ALL  (I)INSTRUCTION
ORDER - (A)ACTY (C)CUSIP       (E)EXPOSURE   (M)MARKET VALUE   (N)N/A
-- --------- ----------- --- --- --- ---------  -------------- --------------
CM  CUSIP    DESCRIPTION ACT SEQ TYP POSITION     COB VALUE      EXPOSURE
-- --------- ----------- --- --- --- ---------  -------------- --------------
_   987654321 TEST 01     62  009 CI  10,250,000                   N/A
            NEW SECURITY PRICE IS MORE THAN 10 DAYS OLD



PAGE 1                                                        ..MORE-->
COMMANDS:    (C) RECYCL DO'S        (0) OTHER          (P) POS EXTENDED
            (R) RECYCL INSTR
=============================================================================
ENTER :PROCESS  PF2/14:ACTY    PF3/15:ALL ACTY  PF4/16 :ACTY INFO  PF8/20: END
            PF9/21:SIGNOFF  PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name. *For group users,* this is an entry field that allows you to enter the participant number for the *group user* for the items you want to view.
Position Only	An entry field that allows you to display only those items in which you have position. Enter Y or N. *Optional. Default:* Y. *Note*- If you enter N you will not be able to view exposure.
Date	An entry field that allows you to display only items expiring on a specific date. Enter a date in ***mm/dd/ccyy*** format. *Optional. Default:* The current date.
Type	An entry field that allows you to display specific types of offers. Enter one of the following: • A: To display all offer types • I: To display instructions only. *Optional. Default:* All.
Order	An entry field that allows you to specify the order in which items are listed. Enter up to two of the following: • A: To list by activity • C: To list by CUSIP number • E: To list by exposure, in descending order • M: To list by market value • N: To list by N/A. *Optional. Default:* Listed by N/A, record date (from low to high), and exposure (from high to low) in the activity, CUSIP number, and envelope sequence order within each criteria.
CMD	An entry field that allows you to transfer to another screen to display additional information about a selected item. Enter one of the following: • C: To access the Recycling DO screen. *Note*- This activity is not yet available. • O: To access the Function Selection screen

This field	Displays
	• P: To access the Positions screen. *Note-* This activity is not yet available. • R: To access the Recycling Instructions screen *Note-* The version you will see depends on the type of transaction selected. • U: To access the Uncovered Protects screen (for tenders and rights).
CUSIP	The target CUSIP number.
Description	A brief description of the security.
Act	The envelope activity code.
Seq	The envelope sequence number.
Typ	One of the following expiration date types: • A: All • I: Regular instruction
Position	The total position you hold in the security prior to the close of the business day. This includes pledges, segregated and custody positions. *Note* -This field will be blank if you have no position or a short position. *For group users,* no value appears in this field until you enter the participant number for the *group user.*
COB Value	The calculated market value of the target security for position prior to the close of the business day. *Note* -This will be zero if you have no position, or if no price is found.
Exposure	The amount of exposure prior to the close of the business day. This is the calculated difference between COB value and market value. *Note* -The value will be N/A if: • The price is older than 10 days. • The price is default. • No price is found. • Short position. • There is a system problem. Comments pertaining to the offer may appear below this line.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Mortgage Backed Puts screen:

This key	Allows you to
PF2/14	Access a list of activity codes and descriptions.
PF3/15	Toggle to the Risk Analysis Inquiry screen (all activities).
PF4/16	Access the Risk Analysis Information screen to view activity summary and totals.

Puts Recycling Instructions Screen

The Puts Recycling Instructions screen appears when you select a put activity on the Risk Analysis Inquiry screen and displays recycling instructions for the selected security. The keys and fields that appear on this screen are similar to those that appear on the Tend Recycling Instructions screen except for the **Puts Quantity** field which displays the number of shares for the instruction.

Risk Analysis Information Screen

The Risk Analysis Information screen appears when you press PF4/16 on one of the following screens:

- Risk Analysis Inquiry
- Mortgage Backed Puts.

The Risk Analysis Information screen displays the total number of expired offers; the number of expired offers for the selection criteria entered on the Risk Analysis Inquiry screen and the Mortgage Backed Puts screen or changed on the Risk Analysis Information screen.

Sample Screen

```
   MENU     HELP


   QAAA                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
   00002199-99                 REORG RISK ANALYSIS INFORMATION       TIME:   HH:MM:SS
   ==============================================================================
   PARTICIPANT ____ /                POSITION ONLY N (Y/N)    DATE: 04 / 27 / 2001
   ACTY A    (A) ALL (C) CONVSNS,WARRNTS,RIGHTS  (P) PUTS (T) TEND/EXCHANGES
   TOTAL NUMBER OF OFFERS FOR THE CRITERIA:            15
                    ------------------------------------
                    ACTIVITY          NUMBER OF OFFERS
                    ------------------------------------
                      52                      4
                      52M                     0
                      52N                     0
                      54                      3
                      54N                     0
                      54T                     0
                      58                      0
                      58B                     0
                      59                      0
                                                  ...MORE->

   ==============================================================================
    ENTER:PROCESS     PF6/18:PREVIOUS     PF7/19:MAIN MENU    PF8/20:END FUNCTION
                      PF9/21:SIGNOFF      PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name.
Position Only	An entry field that allows you to display only those items in which you have position. Enter Y or N. *Optional. Default:* Y.
Date	An entry field that allows you to display only items expiring on a specific date. Enter a date in **mm/dd/ccyy** format. *Optional. Default:* The current date.
Acty	An entry field that allows you to display items of a specific type of activity. Enter one of the following: • A: To display all activities • C: To display conversions, warrants, and rights • P: To display puts (except monthly, mortgage-backed, or special limited puts) • T: To display tenders. *Optional. Default:* All.
Total Number of Offers for the Criteria	The total number of offers for the selection criteria entered on the Risk Analysis Inquiry screen and the Mortgage Backed Puts screen.
Activity	The activity type. See Types of Expirations and Voluntary Actions for more information.
Number of Offers	The total number of offers for each listed activity type.

Risk Analysis Inquiry Screen

The Risk Analysis Inquiry screen, when first accessed, displays all activities for the current date. The entry fields at the top of the screen allow you to display specific items. See About the Display for more information.

Note- Montly puts, mortgage-backed puts, and special limited puts (activity codes 62, 62B and 66P) are not displayed. For these activity types, press PF3/15 to access the Mortgage Backed Puts screen.

Sample Screen

```
   MENU      HELP


   QAAA                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
   00002199-99                   REORG RISK ANALYSIS INQUIRY       TIME:   HH:MM:SS
   =================================================================================
```

```
PARTICIPANT: ____              POSITION ONLY _ (Y/N)  EXP DATE: 04 / 27 / 2001
ACTY  A (A)ALL  (C)CONVSNS,WARRNTS,RIGHTS    (P)PUTS        (T)TEND/EXCHANGES
TYPE  A (A)ALL  (C)COVER PROT (I)INSTRUCTION (P)PROTECTS    (R)UNDERL. RCD DT
ORDER _ (A)ACTY (C)CUSIP      (E)EXPOSURE    (M)MARKET VALUE (N)N/A (T)EX.TYPE
-- --------- ----------- --- --- --- ----------- -------------- ----------------
CMD  CUSIP    DESCRIPTION ACT SEQ TYP  POSITION     COB VALUE      EXPOSURE
-- --------- ----------- --- --- --- ----------- -------------- ----------------
_ *456789123 DTC TEST2   52    1 CI
          RECYCLING INSTR ARE SUBJECT TO ANTICIPATED EARLY RECYCLE CUTOFF
_ *987321654 DTC TEST3   52    1 CI
_ *890123456 DTC TEST4   54    1 R
_ *123456789 DTC TEST5   54    1 R
          RECYCLING INSTR ARE SUBJECT TO ANTICIPATED EARLY RECYCLE CUTOFF
PAGE   1                                                     ...MORE->
COMMANDS:(C) RECYCL DO'S   (O) OTHER             (P) POS EXTENDED
        (R) RECYCL INSTR  (U) UNCOV PROT
==============================================================================
ENTER:PROCESS  PF2/14:ACTY     PF3/15:MTG PUTS   PF4/16:ACTY INFO    PF8/20:END
             PF9/21:SIGNOFF   PF10/22:BACKWARD  PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name. *For group users,* this is an entry field that allows you to enter the participant number that belongs to the *group user* for the items you want to view.
Position Only	An entry field that allows you to display only those items in which you have position. Enter Y or N. *Optional. Default:* Y. *Note*- If you enter N you will not be able to view exposure.
Date	An entry field that allows you to display only items expiring on a specific date. Enter a date in ***mm/dd/ccyy*** format. *Optional. Default:* The current date.
Acty	An entry field that allows you to display items of a specific type of activity. Enter one of the following: • A: To display all activities • C: To display conversions, warrants, and rights • P: To display puts (except monthly, mortgage-backed, or special limited puts) • T: To display tenders. *Optional. Default:* All.
Type	An entry field that allows you to display specific types of

This field	Displays
	offers. Enter one of the following: • A: To display all offer types • C: To display covers of protects • I: To display instructions • P: To display protects • R: To display offers that have the underlying record date. *Optional. Default:* All.
Order	An entry field that allows you to specify the order in which items are listed. Enter up to two of the following: • A: To list by activity • C: To list by CUSIP number • E: To list by exposure, in descending order • M: To list by market value • N: To list by N/A • T: To list by expiration type. *Optional. Default:* Listed by N/A, record date (from low to high), and exposure (from high to low) in the activity, CUSIP number, and envelope sequence order within each criteria.

CMD	An entry field that allows you to transfer to another screen to display additional information about a selected item. Enter one of the following:
	
	• C: To access the Recycling DO screen
	
	   Note- This activity is not yet available.
	
	• O: To access the Function Selection screen
	• P: To access the Positions screen
	
	   Note- This activity is not yet available.
	
	• R: To access the Recycling Instructions screen
	
	   Note- The version you will see depends on the type of transaction selected.
	
	• U: To access the Uncovered Protects screen (for tenders and rights).

CUSIP	The target CUSIP number. *Note-* An asterisk* appears next to the CUSIP if the offer expires within three days.
Description	A brief description of the security.
Act	The envelope activity code.

This field	Displays
Seq	The envelope sequence number.
Typ	One of the following expiration date types: • C: Cover of protect • I: Regular instruction • P: Protect • R: Underlying record date.
Position	The total position you hold in the security prior to the close of the business day. This includes free, pledges, segregated and custody positions. *Note* -This field will be blank if you have no position or a short position. *For group users,* no value appears in this field until you enter the participant number for the *group user*.
COB Value	The calculated market value of the target security for position prior to the close of the business day. *Note* -This will be zero if you have no position, or if no price is found.
Exposure	The amount of exposure prior to the close of the business day. This is the calculated difference between market value and COB value. *Note* -The value will be N/A if: • The price is older than 10 days. • The price is default. • There is no redemption and the record day is equal to the current or entered date (for conversions only). • The record day is equal to the current or entered date (for warrants only). • No price is found. • Short position. • There is a system problem. Comments pertaining to the offer may appear below this line.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Risk Analysis Inquiry screen:

This key	Allows you to
PF2/14	Access a list of activity codes and descriptions.
PF3/15	Toggle to the Mortgage Backed Puts screen.
PF4/16	Access the Risk Analysis Information screen to view a summary of activities and totals.

Rts Recycling Instructions Screen

The Rts Recycling Instructions screen appears when you select a rights activity on the Risk Analysis Inquiry screen. This screen displays recycling instructions for the selected security.

Sample Screen

```
   MENU    DIVA   RIPS   SDAR   HELP
FIRST PAGE OF DATA
 Q$VC                    THE DEPOSITORY TRUST COMPANY         DATE: MM/DD/CCYY
 000002199-99  REORG RISK ANALYSIS -RTS RECYCLING INSTRUCTIONS  TIME: HH:MM:SS
 ============================================================================

 ENVELOPE ID:    59  -112345678 -01    DESCRIPTION : RTS
 ----------------------------------------------------------------------------
   DATE         PART    TRANSACTION     TRANS TRAN  RIGHTS          OVERSUB
   ENTERED      NUM     ID              SEQ   TY    QUANTITY        QUANTITY
 ----------------------------------------------------------------------------
   10/29/1997   1122    QUAAA302131308    1    P        3,300  N/A
   10/30/1997   1123    QUAAA303160526    1    P      200,000  N/A
   10/30/1997   1124    QUAAA303130523    1    P       70,000  N/A
   10/30/1997   1125    QUAAB303100857    1    P        8,000  N/A
   10/30/1997   6789    AAABB303151541    1    P        1,000  N/A
   10/30/1997   6789    AAABB303154817    1    P       22,100  N/A
   04/03/2001   7890    AABBA093085932    1    P        9,000  N/A
   04/13/2001   7890    AAABB103130921    1    P        2,000  N/A

                                                         ...MORE->
 COMMAND:       (U) UNCOV PROTECTS
 ============================================================================
 ENTER:PROCESS      PF6/18:PREVIOUS     PF8/20:END FUNCTION   PF9/21:SIGNOFF
                    PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name or the participant number of the *group user*.
Envelope ID	The activity code, CUSIP number and sequence number of the selected item.
Description	A brief description of the security.
Date Entered	The date the instruction was entered.
Transaction ID	The 14-digit instruction ID number generated by the system.
Trans Seq	The instruction's sequence number.
Tran Ty	The type of transaction. One of the following: • V: Instruction

This field	Displays
	• P: Protect.
Rights Quantity	The number of shares for this instruction.
Oversub Quantity	The number of shares over-subscribed.
Command	An entry field that allows you to access the Uncovered Protects screen. Enter a U.

Tend Recycling Instructions Screen

The Tend Recycling Instructions screen appears when you select a tender activity on the Risk Analysis Inquiry screen. This screen displays recycling instructions for the selected security.

Sample Screen

```
   MENU     DIVA   RIPS    SDAR    HELP
 FIRST PAGE OF DATA
 Q$VC                       THE DEPOSITORY TRUST COMPANY         DATE: MM/DD/CCYY
 00002199-99  REORG RISK ANALYSIS -TEND RECYCLING INSTRUCTIONS  TIME: HH:MM:SS
  ==============================================================================
                                    CONTRA CUSIP: 123456789
  ENVELOPE ID:    52  -123456789 -01     DESCRIPTION : DTC TEST
  ------------------------------------------------------------------------------
   DATE         PART    TRANSACTION          TRAN  TENDER
   ENTERED      NUM     ID                   TY    QUANTITY
  ------------------------------------------------------------------------------
   05/01/2001   1234    AAATP036121712        V        1
   05/01/2001   1234    AAAAJ044085707        V        1
   05/01/2001   1245    BBBBB025113051        V        1
   05/01/2001   1246    BBBBC033112955        V        1
   05/01/2001   5678    BBBBY031094047        V        1
   05/01/2001   6789    BBBBY031094115        V        1
   05/01/2001   9100    BBBBY031094140        V        1


                                                      NO MORE.
 COMMAND:      (U) UNCOV PROTECTS
  ==============================================================================
 ENTER:PROCESS     PF6/18:PREVIOUS    PF8/20:END FUNCTION   PF9/21:SIGNOFF
                   PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name or the participant number for the *group user*.
Envelope ID	The activity code, CUSIP number and sequence number of the

This field	Displays
	selected item.
Description	A brief description of the security.
Date Entered	The date the instruction was entered.
Transaction ID	The 14-digit instruction ID number generated by the system.
Trans Seq	The instruction's sequence number.
Tran Ty	The type of transaction. One of the following: • V: Instruction • S: Swing • W: Withdrawal • P: Protect.
Tenders Quantity	The number of shares for this instruction.
Command	An entry field that allows you to access the Uncovered Protects screen. Enter a U. *Note* -Valid for tenders and rights only.

Uncovered Protects Screen

The Uncovered Protects screen appears when you enter the U command for an item on one of the following screens:

- Risk Analysis Inquiry
- Tend Recycling Instructions
- Rts Recycling Instructions.

Sample Screen

```
MENU      DIVA    RIPS    SDAR    HELP
FIRST PAGE OF DATA
Q$VC                    THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99        REORG RISK ANALYSIS -UNCOVERED PROTECTS   TIME: HH:MM:SS33
===============================================================================
                                      CONTRA CUSIP: 245678901
ENVELOPE ID: 52  -123456789  -01      DESCRIPTION : DTC TEST
-------------------------------------------------------------------------------
    DATE        PART    PROTECT ID      PROT     PROTECT      UNCOVERED
    ENTERED     NUM                     SEQ      QUANTITY     QUANTITY
-------------------------------------------------------------------------------
    05/01/2001  9999    AB123451094048   0           1            1
    05/01/2001  9999    AB234581094116   0           1            1
```

```
COMMAND:        (R) RECYCL INSTR                              NO MORE.
================================================================================
ENTER:PROCESS   PF6/18:PREVIOUS     PF8/20:END FUNCTION      PF9/21:SIGNOFF
                PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name. *For group users,* this is an entry field that allows you to enter the Group User participant number for the items you want to view.
Envelope ID	The activity code, CUSIP number and sequence number of the selected item.
Description	A brief description of the security.
Date Entered	The date the instruction was entered.
Protect ID	The 14-digit transaction ID assigned to the protect.
Prot Seq	The sequence number of the protect.
Protect Quantity	The number of shares of the original protect.
Uncovered Quantity	The number of shares available to be covered.
Command	An entry field that allows you to return to the Risk Analysis Inquiry screen. Enter an R.

Warr Recycling Instructions Screen

The Warr Recycling Instructions screen appears when you select a warrant activity on the Risk Analysis Inquiry screen. This screen displays recycling instructions for the selected security.

Sample Screen

```
  MENU    DIVA   RIPS   SDAR   HELP
FIRST PAGE OF DATA
 Q$VC                  THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 090002199-99  REORG RISK ANALYSIS -WARR RECYCLING INSTRUCTIONS TIME: HH:MM:SS
 ===============================================================================

 ENVELOPE ID:    60  -123456789 -01    DESCRIPTION : DTC TEST
 -------------------------------------------------------------------------------
    UNDERL       PART    TRANSACTION       TRANS TRAN  WARR           UNDERLYING
    CUSIP        NUM     ID                SEQ   TYPE  QUANTITY       QUANTITY
 -------------------------------------------------------------------------------
```

```
   123457890    2199    ZYCY7072140848   1   I           1,000            10




                                                        NO MORE.

======================================================================
ENTER:PROCESS      PF6/18:PREVIOUS     PF8/20:END FUNCTION   PF9/21:SIGNOFF
                   PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Your participant number and name or the participant nome of the *group user* if you are a *group user*.
Envelope ID	The activity code, CUSIP number and sequence number of the selected item.
Description	A brief description of the security.
Underl CUSIP	The CUSIP number of the underlying security.
Transaction ID	The 14-digit instruction ID number generated by the system.
Trans Seq	The instruction's sequence number.
Tran Ty	The type of transaction. One of the following: • I: Exercise • C: Cover • B: Protect
Warr Quantity	The number of shares for this instruction.
Underl Quantity	The number of shares in the underlying security.

RCIP:

Introduction

Overview

The Reorg Conversion Inquiry (RCIP) function allows you to inquire about DTC-eligible conversions and conversion instructions you submitted for the current day.

RCIP has inquiry options that allow you to:

1. View all securities that are eligible for DTC conversion.
2. View all priority securities that are eligible for conversion. A priority CUSIP is one where the underlying record date and/or last conversion date will occur within the next three business days.
3. View conversion information and instructions for a specific convertible security.
4. View convertible securities for which instructions were submitted.
5. *Custody users only.* View conversion information and instructions for a specific Custody security.
6. *Custody users only.* View custody securities for which instructions were submitted.

Warning! You must confirm the conversion rate with the paying agent. DTC will not assume responsibility for any incorrect conversion rates. You must advise DTC's Reorganization Department of any discrepancies.

When to Use

Use RCIP when you want to view conversion information or to update or delete conversion instructions that were entered via the RCNV function.

RCIP is available on business days from 7:00 a.m. until 8:00 p.m. eastern time, except for option 5 on the menu (updating incomplete instructions), which is only available until 12:00 p.m..

Associated Products

RCIP is used in association with the following Reorganization products:

- Conversions
- Eurobond Conversions.

List of Procedures:

Viewing a Specific CUSIP

Use the following procedure to view the details of a specific security.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

2 Type the number that appears to the left of the RCIP function in the **Enter** Option field, type a CUSIP number in the **CUSIP** field (*optional*) , then press ENTER.

Result- The Conversion Inquiry Service screen appears.

3 Type 3 in the **Option Number** field.

Custody users only. Type 5 in the **Option Number** field.

4 Type the CUSIP number in the **CUSIP ID** field and press ENTER.

Result- The CUSIP Transactions screen appears.

5 *Optional.* To view the Participant Coordinator name and phone number, type X in the **Cmd** field and press ENTER.

Result- The coordinator's name and phone number appear at the top of the screen.

Viewing Conversion Activity

Use the following procedure to view your conversion activity for the current day.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

2 Type the number that appears to the left of the RCIP function in the **Enter** Option field, type a CUSIP number in the **CUSIP** field (*optional*) , then press ENTER.

Result- The Conversion Inquiry Service screen appears.

3 Type 4 in the **Option Number** field and press ENTER.

Custody users only. Type 6 in the **Option Number** field and press ENTER.

Result- The CUSIP Summary screen appears, displaying only those transactions you have processed today.

4 *Optional.* To view the details of a specific transaction, type X in the **Cmd** field and press ENTER.

Result- The CUSIP Transactions screen appears.

Viewing Eligible CUSIPs

Use the following procedure to view all securities that are eligible for DTC conversion.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

2 Type the number that appears to the left of the RCIP function in the **Enter** Option field, type a

CUSIP number in the **CUSIP** field (*optional*) , then press ENTER.

Result- The Conversion Inquiry Service screen appears.

3 Type 1 in the **Option Number** field and press ENTER.

Result- The Convertible CUSIP Summary screen appears, displaying a list of eligible securities by CUSIP number.

4 *Optional.* To view the details of a specific security, type X in the **Cmd** field and press ENTER.

Result- The CUSIP Transactions screen appears.

Viewing Priority CUSIPs

Use the following procedure to view priority CUSIPs.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

2 Type the number that appears to the left of the RCIP function in the **Enter** Option field, type a CUSIP number in the **CUSIP** field (*optional*) , then press ENTER.

Result- The Conversion Inquiry Service screen appears.

3 Type 2 in the **Option Number** field and press ENTER.

Result- The Priority CUSIP Summary screen appears, displaying a list of priority securities by CUSIP number.

4 *Optional.* To view the details of a specific security, type X in the **Cmd** field and press ENTER.

Result- The CUSIP Transactions screen appears.

List of Screens:

Conversion Inquiry Service Screen

The Conversion Inquiry Service screen allows you to select the conversion activity you want to perform.

Note- Options 5 and 6 will only appear if you use DTC's Custody services.

Sample Screen

```
   MENU     HELP
CUSIP IS REQUIRED FOR OPTIONS 3 AND 5
QABP                    THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/YYYY
00002199-01             CONVERSION INQUIRY SERVICE            TIME:   HH:MM:SS
=============================================================================
```

```
         1) ELIGIBLE CUSIPS              (ALL         CUSIPS)
         2) PRIORITY CUSIPS              (ALL         CUSIPS)
         3) INDIVIDUAL CUSIP            (NON-CUSTODY CUSIPS)
         4) PROCESSED ACTIVITY          (NON-CUSTODY CUSIPS)
         5) INDIVIDUAL CUSIP            (CUSTODY     CUSIPS)
         6) PROCESSED ACTIVITY          (CUSTODY     CUSIPS)




         ENTER OPTION :
         CUSIP:    _____
         RESTRICTED(Y/N) _
==============================================================================
ENTER:PROCESS              PF8/20:END FUNCTION            PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note-* If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Option Number	Enter one of the following: • 1: To view all eligible CUSIPs. • 2: To view all priority CUSIPs. • 3: To view the details of a specific non-custody CUSIP. • 4: To view conversion instructions of a non-custody CUSIP for which you have entered instructions on the current date. • 5: *Custody users only.* To view the details of a specific custody CUSIP. • 6: *Custody users only.* To view conversion instructions of a custody CUSIP for which you have entered instructions on the current date.
CUSIP ID	Enter the CUSIP number of the security you want to view. **Required** for options 3 and 5 only.
Restricted (Y/N)	Enter Y if the security is restricted or N if it is not.

Convertible CUSIP Summary Screen

The Convertible CUSIP Summary screen appears when you choose option 1 on the Conversion Inquiry Service screen, and displays all securities eligible for DTC conversions.

Sample Screen

```
   MENU      HELP

   QAA4                        THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/YYYY
    00002199-01                CONVERTIBLE CUSIP SUMMARY SCREEN    TIME:   HH:MM:SS
    ===============================================================================
      SKIP TO CUSIP:                                       PAGE:   1
    CMD  CUSIP         DESCRIPTION        RECORD DATE     LAST DATE   ACT CUTF
    -----------  -------------------  -----------   ----------   ----------------
    _ G12345678  $XYST.O1  FRUMS BE+#  MM/DD/YYYY    MM/DD/YYYY    Y
    _ G23456789  GGICPXXAL6%CVF C BE+
    _ G34567890  STERN 5%CVPFDCAYIS+
    _ G45678901  STERN ENERGY 8%CPRD
    _ U56789012  CXREGS3.5CD6903 BE+


    LINE COMMAND: X-CUSIP TRANSACTIONS                              ...MORE->
    ===============================================================================
    ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:MAIN MENU     PF8/20:END FUNCTION
                       PF9/21:SIGNOFF       PF10/22:BACKWARD     PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note*- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Cmd	A command entry field that allows you to view the details for a specific security. Enter X next to the CUSIP number of the security you want to view.
CUSIP	The CUSIP number of the convertible security.
Description	The description of the convertible security.
Record Date	The record date. *Note* -This field appears only if the record date is within five business days of the current date.
Last Date	The last date the security can be converted. *Note*- This field appears only if the last date is within five business days of the current date.
Act	An indicator of whether a CUSIP has had activity today. Y = yes, blank = no.
Cutf	An indicator of either early or late cutoff for a conversion instruction, which means that if you do not have enough position to satisfy the conversion instruction, it keeps recycling until: • E: Early cutoff, 3:00 p.m. eastern time • L: Late cutoff, 4:00 p.m. eastern time.

CUSIP Summary Screen

The CUSIP Summary screen appears when you select option 4 (for Processed Activity- Non-Custody) or 6 (for Processed Activity- Custody) on the Conversion Inquiry Service menu. The screen displays CUSIPs for which you have entered instructions on the current date. The screen title displayed will vary to reflect your participant name and number.

This screen contains the same fields as the Convertible CUSIP Summary screen.

CUSIP Transactions Screen

The CUSIP Transactions screen appears when you enter a CUSIP number and select option 3 (for non-Custody CUSIPs) or 5 (for Custody CUSIPs) on the Conversion Inquiry Service screen, or when you select a CUSIP displayed on the

- Convertible CUSIP Summary screen
- Priority CUSIP Summary screen.

This screen displays the conversion details for that security.

Sample Screen

```
  MENU     HELP


 QABK                      THE DEPOSITORY TRUST COMPANY           DATE: MM/DD/YYYY
 00002199-01           CUSIP TRANSACTIONS FOR PARTICIPANT ##      TIME:  HH:MM:SS
 ==============================================================================
  CNVRT CUSIP  : 123456789 GXFDLOXXXX 6%CVF C BE+ FST    REC-DATE MM/DD/YYYY
  UNDRLY CUSIP1: 123456789 ABCD SPACE & COMM < FST       REC-DATE MM/DD/YYYY

 TOT GOOD INST:         0 TOT SHRS:          0

 CMD PART SERIAL NO      STATUS    CNVRT QTY  UNDER RATE  M/D     UNDER QTY   PRT
 _   2199 0000000001  RECYCLE         1,001   2.500000 M      2502.500000    N/A
 _   2199 0000000009  RECYCLE         4,004   2.500000 M     10010.000000    N/A
 _   2199 0001000211  RECYCLE         1,000   2.500000 M      2500.000000    N/A
  LINE COMMAND: S-TRANSACTION INFO                                   ...MORE-
 ==============================================================================
 ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:MAIN MENU     PF8/20:END FUNCTION
                    PF9/21:SIGNOFF       PF10/22:BACKWARD     PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note*- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Cnvrt CUSIP	The CUSIP number and description of the security.
Undrly CUSIP	The CUSIP number and description of the underlying security; a maximum of three CUSIPs can appear.
N/F or FST	Whether or not the security is a FAST issue: • FST: the security is a FAST issue

This field	Displays
	• N/F: the security is a non-FAST issue. In the sample above, the underlying security is a FAST issue and the convertible security is non-FAST.
To Rec-Date	The record date for the underlying security. *Note*- This field appears only if the record date occurs within the next five business days.
Int	Whether or not the security is in interim status. *Note*- If this field does not appear, the security is *not* in interim status.
Last Cnvrt	The last conversion date. *Note*- This field appears only if the last conversion date is within the next five business days.
Tot Good Inst	The total number of "made" instructions that were processed. *Note*- This field appears on the last page of data.
Tot Shares	The total number of shares that were processed for "made" instructions. *Note*- This field appears on the last page of data.
Cmd	An entry field that allows you to access the name and phone number of the Participant Coordinator. Type X and press ENTER to display this information at the top of the screen.
Part	Your participant number.
Serial No	The serial number that uniquely identifies the transaction. This number is system-generated when the transaction is entered.
Status	One of the following: • **Made**: The instruction was processed and your position was updated • **Recycle**: The instruction is recycling for processing because there are not enough shares in your General Free Account. • **Pending**: An attempt to process the instruction is pending.
Cnvrtbl Quantity	The number of convertible shares.
Underlying Rate	The conversion rate to be applied to the **Cnvrt Quantity** to produce the **Underlying Quantity**.
M/D Ind	Indicates whether the **Cnvrt Quantity** will be multiplied or divided by the **Underlying Rate**.
Underlying Quantity	The resulting shares after multiplying or dividing the **Cnvrtbl Quantity** by the **Underlying Rate**.

Priority CUSIP Summary Screen

The Priority CUSIP Summary screen appears when you choose option 2 on the Conversion Inquiry Service screen and displays all priority securities (securities with a record date and/or a last conversion date within the next three business days).

Sample Screen

```
  MENU     HELP

 QABP                       THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/YYYY
 00002199-01                 PRIORITY CUSIP SUMMARY SCREEN        TIME:   HH:MM:SS
 ==============================================================================

  SKIP TO CUSIP:
                          PAGE:   1
  CMD   CUSIP        DESCRIPTION           RECORD DATE      LAST DATE  ACT CUTF
  -----------    --------------------   ----------      ----------------
  _  123456789   $GMBH.01  FREGS BE+#    MM/DD/YY
  _  123456789   GMSQ LOTAS6%CVF C BE+
  _  123456789   AGTY.01CV012704   +#
  _  123456789   PFD ALSTERMES CV  BE+      MULTI


 LINE COMMAND: X-CUSIP TRANSACTIONS                               ...MORE->
 ==============================================================================
 ENTER:PROCESS     PF6/18:PREVIOUS      PF7/19:MAIN MENU      PF8/20:END FUNCTION
                   PF9/21:SIGNOFF       PF10/22:BACKWARD      PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note-* If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Cmd	An entry field that allows you to select a security to view its details. Enter X next to the CUSIP number of the security you want to view.
CUSIP	The CUSIP number of the convertible security.
Description	The description of the convertible security.
Record Date	The record date. *Note-* This field appears only if the record date is within five business days of the current date.
Last Date	The last date the security can be converted. *Note-* This field appears only if the last date is within five business days of the current date.
Act	An indicator of whether a CUSIP has had activity today. Y = yes, blank = no.

This field	Displays
Cutf	An indicator of either early or late cutoff for a conversion instruction, which means that if you do not have enough position to satisfy the conversion instruction, it keeps recycling until: • E: Early cutoff, 3:00 p.m. eastern time • L: Late cutoff, 4:00 p.m. eastern time.

Messages

You may encounter the following messages when using the RCIP function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ALREADY ON FIRST PAGE	You pressed PF10/22, but the first page is already displayed.	Press PF11/23 to scroll forward.
ALREADY ON LAST PAGE	You pressed PF11/23, but the last page is already displayed.	Press the PF10/22 to scroll backward.
APPLICATION IS NOT AVAILABLE (FUNCTION HAS BEEN QUIESCED). TRY AGAIN LATER	DTC systems personnel has disabled RCIP or made it quiescent (inactive).	Contact your system administrator or the DTC's Customer Support Center at (888) 382-2721.
CHECK DIGIT IS REQUIRED	The system requires that you enter a nine-digit CUSIP number.	Type the full CUSIP number, plus a check digit as the last (ninth) digit.
CONVERSION FILE EMPTY NOTIFY DTC NETWORK OPERATIONS	A system problem has occurred.	Contact the DTC's Customer Support Center at (888) 382-2721.
CUSIP IS NOT DTC ELIGIBLE	The CUSIP number entered is not eligible at DTC.	Enter a different CUSIP number.
CUSIP NOT ELIGIBLE FOR CONVERSION	The CUSIP number is not eligible for conversions at DTC.	Enter a different CUSIP number.
CUSIP IS REQUIRED FOR OPTIONS 3 AND 5	You selected options 3 or 5 on the Conversion Inquiry Service screen without also entering a required CUSIP number.	Enter a CUSIP number in the **CUSIP** field and try again.
ENTERED CUSIP IS A CUSTODY ITEM- NOT VALID WITH THIS OPT'ION	The CUSIP number entered with option 3 (**Individual CUSIP-- Non-Custody CUSIPs**) of the Conversion Inquiry Service screen is for a Custody item.	Use option 5 (**Individual CUSIP-- Custody CUSIPs**) .
ENTERED CUSIP IS NOT A CUSTODY ITEM- NOT VALID WITH THIS OPT'ION	The CUSIP number entered with option 5 (**Individual CUSIP- Custody CUSIPs**) of the Conversion Inquiry Service screen is for a non-Custody item.	Use option 3 (**Individual CUSIP- Custody CUSIPs**) .
GROUP USER IS NOT ELIGIBLE TO VIEW THE ENTERED	The PTS login number you used is a group user ID, and group	Log in with an authorized participant ID number and try

Message Text	Possible Cause	Suggested Resolution
PARTICIPANTS DATA	users are not authorized to access participant data.	your request again.
INVALID KEY	An invalid key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
INVALID RESTRICTED ID	The character entered in the **Restricted (Y/N)** field is incorrect.	Enter either Y (for yes) or N (for no) to reflect the security's correct restricted status.
NO DATA ENTERED	The **Option field on the Conversion Inquiry Service screen was left blank.**	Enter an option number.
NO DATA EXISTS FOR THE SELECTED OPTION	Conversion instructions have not been entered for the CUSIP numbers you want to view.	Use the PTS functions RCNV, RCMU, or RSMU to enter conversion instructions that can be viewed on RCIP.
NO PRIORITY CUSIP	No priority CUSIP numbers exist with the record and/or the last conversion dates occurring within the next three business days.	Select another option.
NOT A VALID CUSIP	The CUSIP number entered is invalid or unrecognizable.	Enter a complete valid CUSIP number.
PARTICIPANT ID MUST BE NUMERIC	The participant ID used to log in contained non-numeric characters.	Log in with a valid participant ID number.
PARTICIPANT ID IS NOT VALID	The participant ID used to log in contained non-numeric characters.	Log in with a valid participant ID number.
PARTICIPANT ID REQUIRED. PLEASE ENTER PARTICIPANT ID.	A participant ID number was not entered at login.	Log in with a valid participant ID number.
PAST APPLICATION CUTOFF TIME	It is past the cutoff time for this function.	Refer to When to Use for information about the availability of this function.
PLEASE SELECT AN OPTION	You pressed ENTER before selecting an option.	Type an option number in the **Option field and press ENTER.**
SELECTED OPTION IS INVALID	You may have typed a number in a field that only accepts alphabetic characters, or vice versa. Also, you may have typed 'S' to select an item instead of X.	Use valid values for the field in question.
SYSTEM ERROR (MASREGTB)- TRY AGAIN LATER OR CALL DTC NETWORK OPERATIONS	A system catalog lookup failed.	Contact your system administrator or the DTC's Customer Support Center at (888) 382-2721.
SYSTEM TOO BUSY- TRY AGAIN LATER	The DTC system is awaiting resources or its resources are limited.	Contact your system administrator or the DTC's Customer Support Center at (888) 382-2721.

Message Text	Possible Cause	Suggested Resolution
THIS CUSIP IS NOT ELIGIBLE FOR CONVERSION	The CUSIP number entered is not eligible for conversions at DTC.	Enter a different CUSIP number.
TRANSMISSION ERROR-REKEY DATA	A system problem has occurred.	Reenter all lost data.
YOU ARE NOT AUTHORIZED TO PERFORM THIS FUNCTION	The user ID number you entered does not authorize you to perform the function.	Contact your system administrator or DTC's Customer Support Center at (888) 382-2721.

RCNV:

Introduction

Overview

The Reorg Conversion Online Instruction (RCNV) function allows you to enter conversion instructions via PTS. Once it receives your conversion instructions, DTC deducts the convertible securities from your account and adds the underlying securities to it, usually on the same day. The underlying securities are immediately eligible for all of DTC's services, including book-entry delivery and pledges for collateral loans.

When to Use

Use RCNV to enter, update, or cancel instructions to DTC regarding conversion rights.

For example, if DTC has notified you of an impending expiration of a conversion privilege, you can use RCNV to instruct DTC to deduct the convertible securities from your general free account and add the underlying securities to it.

RCNV is available from 8:00 a.m. to 12:00 p.m. eastern time for submitting and cancelling conversion instructions.

Note- If you need to submit an instruction, and PTS or the RCNV function is unavailable, see Submitting a Hard Copy Conversion Instruction.

If you need to submit an instruction, and PTS or the RCNV function is unavailable, Refer to *Submitting a Hard Copy Conversion Instruction*.

Associated Products

RCNV is used in association with the Custody Reorganization product.

RCNV is also used in association with the Conversions Conversions product.

List of Procedures:

Cancellation Criteria

To cancel a Conversion Instruction:

- You must receive the original Conversion Instruction ticket before submitting the cancellation instructions.
- You must enter the exact data as in the original instruction.
- You must enter the exact Serial Number that was assigned to the original instruction. You can make a note of this number when you enter the original instruction, or you can get the number from the Conversion Instruction ticket.
- The original instruction cannot be recycled.
- There must be sufficient position in the underlying account.

Note- You can only cancel one underlying security. If you need to cancel more, contact DTC's Reorganization Conversion Supervisor at (212) 855-5260 or contact DTC's Customer Support Center at (888) 382-2721.

Warning! You must have the original Conversion Instruction ticket to validate that the instruction was processed. If you do not have this ticket by 11:30 a.m. eastern time, you must notify DTC's Reorganization Conversion Supervisor. DTC will not assume responsibility for claims made against missing tickets.

Cancelling a Conversion Instruction

Use the following procedure to cancel an existing Conversion Instruction for a reorganization activity.

1 Type REOG on the Enter Function screen and press ENTER.

   Result- The Reorg Selection Menu appears.

   The Reorg Selection Menu appears.

2 In the **Enter** Option field, type the number that appears to the left of the RCNV function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

   Result- The Reorg Conversion Instruction Menu appears.

   Note- You will only see this screen if you are eligible for custody processing. If you are not eligible, the Reorg Conversion Instruction screen appears and you can skip step 3.

3 In the **Enter** Option field, type the number that corresponds to the type of conversion you want to cancel:

   - 1: To cancel a regular conversion instruction
   - 2: To cancel a custody conversion instruction
   - 3: To cancel a restricted custody instruction.

   Result- One of the following screens appears:

   - Reorg Conversion Instruction for non-custody conversions
   - Restricted Custody Conversion Instruction for custody/restricted conversions.

4 Type C in the **Option field.**

5 In the remaining entry fields near the top of the screen, type the exact same values that were specified for the original conversion instruction, then press ENTER.

   Result- The screen fills with the values applicable to the original instruction. The message'Press PF1/13 to confirm or PF5/17 to cancel' appears.

6 Press PF1/13 to confirm the cancellation.

   Note- To exit without cancelling the instruction, press PF5/17 instead of PF1/13.

   Result- The instruction is cancelled and the screen is refreshed. See *Usage Notes* below.

Usage Notes

When you cancel a previously entered Conversion Instruction, the RCNV function:

- Reduces the quantity of the underlying security from your general or interim account if the position is available (if the position is not available, the cancel instruction drops)
- Adds the convertible quantity to your general account
- Prints a Conversion Cancel Instruction ticket on your designated PTS printer.

Entering a Custody or Restricted Custody Conversion Instruction

Use this procedure to enter a custody or restricted custody conversion instruction.

1 Type REOG on the Enter Function screen and press ENTER.

   Result- The Reorg Selection Menu appears.

   The Reorg Selection Menu appears.

2 In the **Enter** Option field, type the number that appears to the left of the RCNV function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

   Result- The Reorg Conversion Instruction Menu appears.

3 Type one of the following in the **Enter** Option field and press ENTER:

- 2: To enter a custody conversion instruction
- 3: To enter a restricted custody conversion instruction.

   Result- The Restricted Custody Conversion Instruction screen appears.

4 Type A in the **Option field, type the appropriate values in the other entry fields to specify the CUSIP, quantity, contact name and number and certificate information, then press ENTER.**

   Result- The message'Press PF1/13 to confirm Add instruction; press PF5/17 to cancel or abort' appears, and data corresponding to the specified security appears in the lower portion of the screen.

   Note- If the system calculates that the convertible shares have a greater total value than the underlying shares, the Conversion Potential Loss screen appears, displaying the values of the shares and the exact amount of the potential loss.

   Also, if the security you specified is a bond (issue type 5 or 7), the Custody/Restricted Warning Message appears, displaying the principal amount of this instruction.

   In either case, press any PF key to return to the Restricted Custody Conversion Instruction screen.

5 Press PF1/13 to enter the instruction for processing.

   Result- The message'** Transaction accepted for processing**' appears. The instruction is processed and the screen is refreshed, allowing you to enter additional instructions.

   Note- To exit without adding the instruction, press PF5/17 instead of PF1/13.

Entering a Regular Conversion Instruction

Use this procedure to enter a regular, non-custody conversion instruction.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

2 In the **Enter** Option field, type the number that appears to the left of the RCNV function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

Result- The Reorg Conversion Instruction Menu appears.

Note- You will only see this screen if you are eligible for custody processing. If you are not eligible, the Reorg Conversion Instruction screen appears and you can skip step 3.

3 Type 1 in the **Enter** Option field and press ENTER.

Result- The Reorg Conversion Instruction screen appears.

4 Type A in the **Option field, type the appropriate values in the other entry fields to specify the CUSIP, quantity, and contact name and number, then press ENTER.**

Result- The message'Press PF1/13 to confirm Add instruction; press PF5/17 to cancel or abort' appears, and data corresponding to the specified security appears in the lower portion of the screen.

Note- If the system calculates that the convertible shares have a greater total value than the underlying shares, the Conversion Potential Loss screen appears, displaying the values of the shares and the exact amount of the potential loss. Press any PF key to return to the Reorg Conversion Instruction screen.

5 Press PF1/13 to enter the instruction for processing.

Result- The message'** Transaction accepted for processing**' appears. The instruction is processed and the screen is refreshed, allowing you to enter additional instructions. See *Usage Notes* below.

Note- To exit without adding the instruction, press PF5/17 instead of PF1/13.

Usage Notes

When you send conversion instructions to DTC, the RCNV function:

- Reduces the quantity of the convertible security from your general account, if the position is available. If the position is not available, the instruction will recycle until no later than 3:30 p.m. on the same day
- Adds the underlying security to your general or interim account, once the convertible quantity is "made"
- Prints a Conversion Add Instruction ticket on your designated PTS printer.

List of Screens:

Conversion Potential Loss Screen

The Conversion Potential Loss appears when the total value of the underlying shares you are converting to is less than the total value of the convertible shares. The message on this screen is intended as a warning only and will not prevent the processing of the entered instruction.

Sample Screen

```
 HELP
MESSAGES-------------------------------------------------------------------
QT33                         THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99                   CONVERSION POTENTIAL LOSS          TIME: HH:MM:SS
==========================================================================
  THE FOLLOWING WARNING IS BASED ON MARKET PRICES AND OTHER INFORMATION
  AVAILABLE TO DTC.  IT SHOULD NOT BE CONSIDERED ADVICE FROM DTC. THE WARNING
  MAY NOT INCLUDE ALL RELEVANT FACTORS AND MAY BE  SUBJECT TO INACCURACIES.
  YOU SHOULD INDEPENDENTLY VERIFY THE INFORMATION SHOWN IN THE WARNING BEFORE
  RELYING ON THIS INFORMATION TO DECIDE WHETHER TO PROCESS THIS INSTRUCTION.

*WARNING***WARNING***WARNING***WARNING***WARNING***WARNING***WARNING*
*IT APPEARS THAT YOU ARE CONVERTING SECUTRITIES AT A VALUE OF  ************** *
*                                  INTO SECURITIES VALUED AT  ************** *
*                                  FOR A POTENTIAL LOSS OF    ************** *
*                                                                            *
*                                                                            *
*   IF YOU WISH TO PROCESS THIS CONVERSION, RETURN TO THE PREVIOUS SCREEN    *
*   AND PRESS THE PF1 KEY TO TRANSMIT THE YOUR INSTRUCTION TO DTC FOR        *
*   PROCESSING. OTHERWISE, RETURN TO THE PREVIOUS SCREEN AND PRESS THE       *
*   PF12 KEY TO CANCEL THE TRANSACTION OR CHANGE THE DATA.                   *
****************************************************************************
==========================================================================
             PRESS ANY PF KEY TO RETURN TO THE PREVIOUS SCREEN
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note*- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Converting Securities at a Value of	The value of the convertible shares.
Into Securities Valued at	The value of the underlying shares.
For a Potential Loss of	The total amount you may lose if you enter this conversion instruction.

Custody / Restricted Warning Message

The Custody/Restricted Warning Message appears when you enter a conversion instruction for a bond (issue type 5 or 7). This message is intended as a warning only and will not prevent the processing of the entered instruction.

Sample Screen

```
 HELP
MESSAGES-------------------------------------------------------------------
QT33                     THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99                        CUSTODY                   TIME: HH:MM:SS
==========================================================================



                 ****************************************************
                 * YOU'VE ENTERED A CONVERSION INSTRUCTION FOR THE *
                 * PRINCIPAL AMOUNT OF $ **************** IF THIS   *
                 * IS THE CORRECT QUANTITY, RETURN TO THE PREVIOUS *
                 * SCREEN AND PRESS THE PF1 KEY TO TRANSMIT YOUR   *
                 * INSTRUCTION TO DTC FOR PROCESSING. OTHERWISE,   *
                 * RETURN TO THE PREVIOUS SCREEN AND PRESS THE PF12*
                 * KEY TO CANCEL THE INSTRUCTION.                  *
                 ****************************************************




==========================================================================
            PRESS ANY PF KEY TO RETURN TO THE PREVIOUS SCREEN
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note*- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Principal Amount	The dollar value of the convertible securities you entered on the previous screen.

Reorg Conversion Instruction Menu

The Reorg Conversion Instruction Menu allows you to choose the type of conversion instruction you want to enter.

Note- This screen appears only if you are eligible for custody processing.

Sample Screen

```
 MENU     HELP
PLEASE SELECT AN OPTION
QAA9                     THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99            REORG CONVERSION INSTRUCTION MENU     TIME:   HH:MM:SS
==========================================================================

   PARTICIPANT: 2199 / DTC TEST 1



                      1) REGULAR CONVERSION
```

```
                     2) CUSTODY CONVERSION

                     3) RESTRICTED CUSTODY CONVERSION

                     ENTER OPTION ===> _




    ================================================================
     ENTER:PROCESS              PF8/20:END FUNCTION            PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note*- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Enter Option	Choose the type of conversion instruction you want to enter. Enter one of the following option numbers: • 1: To enter a regular, non-custody conversion instruction • 2: To enter a custody conversion instruction • 3: To enter a custody-restricted conversion instruction.

Reorg Conversion Instruction Screen

The Reorg Conversion Instruction screen appears when you choose option 1 on the Reorg Conversion Instruction Menu, and allows you to enter a regular, non-custody conversion instruction, or cancel a previously entered instruction prior to processing.

Note- This screen appears directly upon entering the RCNV function if you are not eligible for custody processing.

Sample Screen

```
 MENU     HELP
PRESS PF1/13 TO CONFIRM ADD INSTRUCTION;  PRESS PF5/17 TO CANCEL OR ABORT
QABX                     THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99              REORG CONVERSION INSTRUCTION          TIME:  HH:MM:SS
================================================================================
OPTION:('A'=ADD, 'C'='CANCEL) A      PARTICIPANT: 2199 / DTC TEST 1
FROM CUSIP: 123456789                FROM QUANITITY: 000001000
PARTICIPANT COORDINATOR: TEST        PHONE: ( 555 )  555 - 5555
SERIAL NUMBER: 1227100458    <== ENTER FOR CANCEL
```

```
TO CUSIP                           RATE M-D           TO QTY INT  REC DATE OT
987654321 DTC TEST CUSIP #6        0.287647 M         287.64700 NO  08/14/01
123456789 DTC TEST CUSIP #1        0.333333 M         333.33300 NO  08/14/01


CIL INFO:        "TO" CUSIP      FRACTIONS       PRICE          CIL AMOUNT
                 987654321       0.647000        0.102              0.070
                 123456789       0.333000        6.200              2.060


===============================================================================
ENTER:PROCESS   PF1/13:CONFIRM   PF5/17:CANCEL   PF6/18:PREVIOUS  PF8/20:END
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. *Note-* If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Option	An entry field that allows you to specify one of the following: • A: To add a conversion instruction • C: To cancel an existing instruction.
Participant	Your participant number. *Note- For group users,* this is an entry field that allows you to enter the participant number for the conversion instruction you want to enter or cancel. Enter a valid participant number that is part of your authorized group.
From CUSIP	An entry field that allows you to enter the CUSIP number of the convertible security.
From Quantity	An entry field that allows you to enter the number of convertible shares.
Participant Coordinator	An entry field that allows you to enter the last name of the coordinating participant to be contacted if problems occur.
Phone	An entry field that allows you to enter the coordinating participant's phone number.
Serial Number	An entry field that allows you to enter the ten-digit number located on Line 6 of the Conversion Instruction ticket of the instruction you want to cancel. *Note-* When adding an instruction, leave this field blank. The system assigns a unique number to each instruction when entered.
Record Date	The record date for the specified convertible security, if available.
Last Conversion Date	The last conversion date for the specified convertible security, if available.

This field	Displays
To CUSIP	The CUSIP number of the underlying security.
Rate	The conversion rate.
M-D	An indicator (M or D) of whether the rate is to be multiplied or divided by the number of convertible shares surrendered.
To Qty	The whole-number result of the multiplication or division of the converted quantity by the conversion rate.
Int	An indicator (Yes or No) of whether shares in the underlying security will be added to your interim account.
CIL Info	The CUSIP number of the underlying security, and the fractions, price, and cash-in-lieu (CIL) amount that will be credited to your settlement account. *Note*- This applies to non-custody accounts only.

Restricted Custody Conversion Instruction Screen

The Restricted Custody Conversion Instruction screen appears when you select option 2 or 3 on the Reorg Conversion Instruction Menu, and allows you to enter custody or custody-restricted conversion instructions. You can also cancel previous entered instructions prior to processing.

Sample Screen

```
 MENU     HELP
 MESSAGES------------------------------------------------------------------------
 QT33                       THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
 00002199-99       RESTRICTED CUSTODY CONVERSION INSTRUCTION   TIME: HH:MM:SS
 ================================================================================
 OPTION:(&lsquoA' = ADD, &lsquoC' = CANCEL) _      PARTICIPANT: 2199 / DTC TEST 1
 FROM CUSIP: 123456789                 TOTAL CONV QTY: 000001000
 PARTICIPANT COORDINATOR: TEST          PHONE: ( 555 )  555 - 5555
 SERIAL NUMBER: 1227100458    <== ENTER FOR CANCEL

 CERTIFICATE    SEQ               RECORD DATE:
         -                        LAST CONVERSION DATE:
         -
 -------------------------CERTIFICATE INFORMATION----------------------------
 REGISTRATION TEXT


  TO CUSIP                         RATE    M-D    TO QTY INT REC DAT
  G56462107 LORAL SPACE & COMM    2.500000 M     2500.00000 NO


 ================================================================================
 ENTER:PROCESS   PF1/13:CONFIRM    PF5/17:CANCEL    PF8/20:END      PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER.

This field	Allows you to
	Note- If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	View your participant number. *Note- For group users,* this is an entry field that allows you to enter the participant number for the conversion instruction you want to enter or cancel. Enter a valid participant number that is part of your authorized group.
From CUSIP	Enter the CUSIP number of the convertible security.
Total Conv Qty	Enter the number of convertible shares.
Participant Coordinator	Enter the last name of the coordinating participant to be contacted if problems occur.
Phone	Enter the coordinating participant's phone number.
Serial Number	When cancelling an instruction, enter the ten-digit number located on Line 6 of the Conversion Instruction ticket of the instruction you want to cancel. *Note*- When adding an instruction, leave this field blank. The system assigns a unique number to each instruction when entered.
Certificate	Enter at least one certificate number. *Note*- The number you enter must exist in DTC's certificate inventory system (AIM) in the custody account (box 969), and cannot have an out-of-transfer date.
Seq	Enter the certificate's sequence number. This number must exist on AIM.
Record Date	The record date for the specified convertible security, if available.
Last Conversion Date	The last conversion date for the specified convertible security, if available.
To CUSIP	The CUSIP number of the underlying security.
Rate	The conversion rate.
M-D	An indicator (M or D) of whether the rate is to be multiplied or divided by the number of convertible shares surrendered.
To Qty	The whole-number result of the multiplication or division of the converted quantity by the conversion rate.
Int	An indicator (Yes or No) of whether shares in the underlying security will be added to your interim account.
Rec Date	The record date of the underlying security.

Messages

You may encounter the following messages when using the RCNV function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
CANCEL INSTRUCTION ALREADY SUBMITTED	The cancel instruction was already submitted for processing.	Information only; no action required.
CANCEL INSTRUCTION ALREADY PROCESSED	The cancel instruction was already processed.	Information only; no action required.
CANNOT CANCEL-INSTRUCTION HAS TWO UNDERLYING ISSUES CANNOT CANCEL- INSTRUCTION HAS THREE UNDERLYING ISSUES	The instruction cannot be canceled because there is more than one underlying issue.	Contact DTC's Reorganization Conversion Supervisor at (212) 855-5260 or Customer Support Center at (888) 382-2721.
CANNOT CANCEL-INSTRUCTION NOT ON FILE	The instruction is not in the database.	Check the Conversion Instruction ticket to insure you are entering the correct information, then try again.
CANNOT CANCEL-INSTRUCTION IS RECYCLING	The instruction cannot be canceled because the add instruction is recycling.	Wait until the add instruction is "made. "
CANNOT CONVERT- PAST LAST CONVERSION DATE	The conversion date to process this conversion instruction has passed.	Information only; no action required.
ENTER ENTIRE NUM	The Participant Coordinator phone number is incomplete.	Enter the Participant Coordinator phone number.
ENTER FOR CANCEL	The serial number must be entered when canceling an instruction.	Enter the serial number from Line 6 of the original Conversion Instruction ticket.
FROZEN	The specified participant's status is "frozen. " This message appears next to the **Participant** field. The conversion instruction cannot be processed.	Try again at a later time, or contact your Participant Services representative.
FUNCTION NOT AVAILABLE-PAST 11:00 a.m. CUTOFF TIME PRESS ENTER TO EXIT	It is past cutoff time for the RCNV function.	See When to Use for information about the availability of this function.
INELIGIBLE FOR CONVERTIBLE PROCESSING	The CUSIP number is not eligible for conversion.	Information only; no action required.
INVALID	The data entered is not valid.	Enter valid data.
INVALID KEY ENTERED	The wrong key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
LAST CONVERSION ACCEPTED BY PTS___. PRESS ENTER TO CONTINUE	A system failure occurred while you were entering or canceling conversion instructions, and the last screen that was accepted for update is displayed when you log back on to PTS.	Contact your Participant Services representative for information on how to proceed.
MUST BE NUMERIC	The data entered is not numeric.	Enter a numeric value.
MUST BE BLANK	The **Serial Number** field must be blank when adding an instruction.	Leave the **Serial Number** field blank.

Message Text	Possible Cause	Suggested Resolution
NO DATA ENTERED	All input fields are blank.	Enter all required data.
RCNV FUNCTION UNAVAILABLE	The RCNV function is temporarily unavailable.	Check your printed messages to see which transaction was last processed. Reenter those transactions not processed as soon as RCNV is available.
REQUIRED	Data must be entered in the indicated field (s).	Enter all required data.
TOO LARGE FOR CONVERSION	The convertible quantity exceeds 999,999,999.	The quantity must be broken down into multiple conversion instructions.
TRANSMISSION ERROR-REKEY DATA	A terminal transmission error has occurred.	Re-enter the data.

RCUR:

Introduction

Overview

The Redemptions Foreign Currency (RCUR) function allows you to receive maturity or redemption payments in foreign currency for certain DTC-eligible foreign currency denominated issues.

The following process occurs for you to receive maturity or redemption proceeds in foreign currency on all or part of your position:

1. You submit an instruction via RCUR during the election period.
2. DTC forwards these instructions to the Paying Agent.
3. The Paying Agent pays the foreign currency proceeds directly to you or your customer.

Note- If you want to receive maturity or redemption proceeds on your entire position in U. S. dollars, take no action; DTC will pay you the U. S. dollar proceeds on the payable date. For Money Market Instruments (MMIs), DTC initiates Maturity Presentment Deliveries Versus Payment transactions from your account to the Paying Agent's account.

Redemption Foreign Currency instructions are eligible for the Release Reorganization Transactions Over PTS (RTOP) function. If you are an RTOP Participant, you must enter instructions via RCUR and release them via RTOP. Instructions will not be processed until they are released via RTOP.

When to Use

For RTOPParticipants, RCUR is available:

- On business days from 8:00 a.m. to 5:00 p.m. eastern time (Cutoff: RFRTOP).
- On the last day of an election period (Election End Date) from 8:00 a.m. to 12:00 p.m. (noon) eastern time for a particular CUSIP (Cutoff: RFVOI).

For non- RTOP Participants, RCUR is available for instructions processing on business days from 7:00 a.m. until 6:00 p.m. eastern time (Cutoff: RFVOI).

Note- Although you can enter instructions via RCUR after 12:00 p.m. (noon) on any day prior to the last day of the election period, you cannot release them through RTOP until the next day, since RTOP cuts off for release of Redemption Foreign Currency instructions at 12:00 p.m. (noon) eastern time.

Associated Products

RCUR is used in association with the Puts product.

List of Procedures:

Entering Redemption Instructions for Foreign Currencies

Use the following procedure to enter redemption instructions for foreign currency securities.

1 Type RCUR on the Enter Function screen and press ENTER.

Result- The Redemption Foreign Currency Menu appears.

2 Type 5 in the **Option field.**

3 Type an RTOP-eligible CUSIP number in the **CUSIP** field and press ENTER.

Result- The Redemption Foreign Currency Instruction Submission screen appears.

Note- You can also access the Redemption Foreign Currency Instruction Submission screen by typing S in the **CMD** field on the following versions of the Foreign Currency CUSIP List:

- Redemption Foreign Currency CUSIP List
- MMI Foreign Currency CUSIP List
- Mandatory Foreign Currency CUSIP List.

4 Refer to the *Field Descriptions* and enter information in the appropriate fields, then press PF1/13.

Result- The message'Item Accepted- Press ENTER To Continue' appears. For RTOPusers, the message'Instruction will not be completed unless released via RTOP' also appears.

Viewing Mandatory Activities for Foreign Currency Securities

Use the following procedure to view Mandatory activities involving foreign currency securities.

1 Type RCUR on the Enter Function screen and press ENTER.

Result- The Redemption Foreign Currency Menu appears.

2 Type 3 in the **Option field and press ENTER.**

Result- The Mandatory Foreign Currency CUSIP List appears.

3 Type I (the letter I) in the **CMD** field and press ENTER.

Result- The Redemption Foreign Currency Instruction List appears.

4 *Optional.* To view the details of a specific instruction, type T in the **CMD** field to the left of the instruction and press ENTER.

Result- The Redemption Foreign Currency Instruction Detail screen appears.

Viewing MMI Activities for Foreign Currency Securities

Use the following procedure to view MMI activities involving foreign currency securities.

1 Type RCUR on the Enter Function screen and press ENTER.

Result- The Redemption Foreign Currency Menu appears.

2 Type 2 in the **Option field and press ENTER.**

Result- The MMI Foreign Currency CUSIP List appears.

3 Type I (the letter I) in the **CMD** field and press ENTER.

Result- The Redemption Foreign Currency Instruction List appears.

4 *Optional.* To view the details of a specific instruction, type T in the **CMD** field to the left of the instruction and press ENTER.

Result- The Redemption Foreign Currency Instruction Detail screen appears.

Viewing New or Updated Redemption Foreign Currency Envelopes

Use the following procedure to view any new or updated envelopes for redemptions of foreign currency securities.

1 Type RCUR on the Enter Function screen and press ENTER.

Result- The Redemption Foreign Currency Menu appears.

2 Type 4 in the **Option field and press ENTER.**

Result- The New/Updated Redemption Foreign Currency Envelopes appears.

Viewing Redemption Activities for Foreign Currency Securities

Use the following procedure to view redemption activities involving foreign currency securities.

1 Type RCUR on the Enter Function screen and press ENTER.

Result- The Redemption Foreign Currency Menu appears.

2 Type 1 in the **Option field and press ENTER.**

Result- The Redemption Foreign Currency CUSIP List appears.

3 Type I (the letter I) in the **CMD** field and press ENTER.

Result- The Redemption Foreign Currency Instruction List appears.

4 Type T in the **CMD** field and press ENTER.

Result- The Redemption Foreign Currency Instruction Detail screen appears.

List of Screens:

Foreign Currency CUSIP List

There are three versions of the Foreign Currency CUSIP List, depending on the option you select on the Redemption Foreign Currency Menu:

- The Redemption version appears when you select option 1, and displays RTOP-eligible Foreign Currency securities
- The MMI version appears when you select option 2, and displays a list of RTOP-eligible Foreign Currency MMI issues
- The Mandatory version appears when you select option 3, and displays a list of RTOP-eligible Foreign Currency Mandatory issues.

On any version of this screen, you can select a security to view its details or enter instructions.

Sample Screen

```
 00002199-99              DEPOSITORY TRUST COMPANY           DATE:  MM/DD/CCYY
 ####                REDEMPTION FOREIGN CURRENCY CUSIP LIST      TIME:  HH:MM:SS
------------------------------------------------------------------------------
   ELECTION   ELECTION ...... <== SKIP TO ELECTION END DATE (MMDDYY)   START   END
 TOTAL ELECTION             FC     PAYMENT MMI/
  CMD  DATE    DATE      CUSIP      DESCRIPTION           QUANTITY   TYP  DATE   MAND
  ---  ------  ------  ---------  -------------------  -------------  ---  ------  ----
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X
      MMDDYY  MMDDYY  999999XX9  XXXXXXXXXXXXXXXXXXXX  99999,999,999  XXX  MMDDYY  X X

 CMD:  'I' INSTRUCTION LIST, 'S' SUBMIT NEW FOREIGN CURRENCY INSTRUCTIONS.
==============================================================================
 ENTER: EDIT        PF6/18: RETURN       PF10/22: BACKWARD    PF11/23: FORWARD
                    PF7/19: MENU         PF8/20: END          PF9/21: SIGNOFF
```

Field Descriptions

The following apply to all three versions of the Foreign Currency CUSIP List except where noted.

This field	Displays
Skip to Election End Date	An entry field that allows you to view securities beginning with a specific end date. Enter the date in *mmddyy* format. *Optional.*
CMD	An entry field that allows you to select an instruction for viewing or submission by typing the following: • I: To view a list of instructions • S: To submit an instruction. *Optional.*
Election Start Date	The first date DTC will accept instructions for the security.
Election End Date	The last date DTC will accept instructions for the security.
CUSIP	The CUSIP number of the security.

This field	Displays
Description	The description of the security.
Total Election Quantity	The total security quantity for the instruction.
FC Typ	The Foreign Currency code. See *Foreign Currency Codes* for a list of possible values.
Payment Date	The date payment is due.
MMI	One of the following: • Y: If the issue is a Money Market Instrument • -: If the issue is not a Money Market Instrument. *Note* -This field does not appear on the MMI version.
Mand	One of the following: • Y: If the issue is a Mandatory Foreign Currency issue • -: If the issue is not a Mandatory Foreign Currency issue. *Note* -This field does not appear on the Mandatory version.

New/Updated Redemption Foreign Currency Envelopes Screen

The New/Updated Redemption Foreign Currency Envelopes screen appears when you select option 4 on the Redemption Foreign Currency Menu, and displays a list of new and updated Envelopes containing redemption information for RTOP-eligible Foreign Currency issues.

Sample Screen

```
 00002199-99              DEPOSITORY TRUST COMPANY              DATE:  MM/DD/CCYY
 ####            NEW/UPDATED REDEMPTION FOREIGN CURRENCY ENVELOPES TIME:  HH:MM:SS
-------------------------------------------------------------------------------
             ...... <= SKIP TO ELECTION END DATE (MMDDYY)
   ELECTION                                                    LAST
 START     END                                TOTAL ELECTION FC  UPDATE  PAYMENT
 DATE      DATE     CUSIP     DESCRIPTION         QUANTITY    TYP DATE    DATE M/M
 -------   ------   ---------  -------------------- ------------ --- ------ ------ ---
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 MMDDYY    MMDDYY   999999XX9 XXXXXXXXXXXXXXXXXXXX 99999999,999 XXX  MMDDYY  MMDDYY XX
 M/M = MMI/MANDATORY INDICATORS
================================================================================
 ENTER:  EDIT      PF6/18:  RETURN    PF10/22:  BACKWARD     PF11/23:  FORWARD
                   PF7/19:  MENU      PF8/20:   END          PF9/21:   SIGNOFF
```

Field Descriptions

This field	Displays
Skip to Election End Date	An entry field that allows you to view securities beginning with a specific end date. Enter the date in **mmddyy** format. *Optional.*
Election Start Date	The first date DTC will accept instructions for the security.
Election End Date	The last date DTC will accept instructions for the security.
CUSIP	The CUSIP number of the security.
Description	The description of the security.
Total Election Quantity	The total security quantity for the instruction.
FC Typ	The Foreign Currency code. See *Foreign Currency Codes* for a list of possible values.
Last Update Date	The date the envelope was updated.
Payment Date	The date payment is due.
M/M	In the first column: • Y: If the issue is a Money Market Instrument • -: If the issue is not a Money Market Instrument. In the second column: • Y: If the issue is a Mandatory Foreign Currency issue • -: If the issue is not a Mandatory Foreign Currency issue.

Redemption Foreign Currency Instruction Detail Screen

The Redemption Foreign Currency Instruction Detail screen appears when you enter T in the **CMD** field on the Redemption Foreign Currency Instruction List, and displays the details of the selected instruction.

Sample Screen

```
00002199-99            DEPOSITORY TRUST COMPANY              DATE:  MM/DD/CCYY
####           REDEMPTION FOREIGN CURRENCY INSTRUCTION DETAIL   TIME:  HH:MM:SS
-----------------------------------------------------------------------------
                              STATUS:

CUSIP:          999999XX9              DESCRIPTION:  ABC CORP

QUANTITY:       99,999,999,999         INSTRUCTION NUMBER:  98765
```

```
 PARTICIPANT:   9999                PARTICIPANT NAME:     TEST PART

 CONTACT NAME:  JOHN SMITH             CONTACT PHONE:  (999) 999 - 9999

 BENEFICIARY'S WIRE INSTRUCTION INFORMATION:
 BANK:  TEST BANK                    ADDRESS:  123 MAIN STREET
 CITY:  NY                           COUNTRY:
 ATTN:                               ACCT NO:
                               ACCOUNT NAME:
                               IN FAVOR OF :
    COMMENTS:


 =================================================================
 PF6/18: RETURN        PF7/19: MENU      PF8/20: END FUNCTION      PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Status	The status of the transaction.
CUSIP	The CUSIP number of the security.
Description	The description of the security.
Quantity	The number of shares for the instruction.
Instruction Number	The number assigned by DTC to identify the instruction.
Participant	Your Participant number.
Participant Name	Your Participant name.
Contact Name	The name of the person who submitted the instruction.
Contact Phone	The telephone number of the person who submitted the instruction.
Bank	The name of the beneficiary's bank.
Address	The address of the beneficiary's bank.
City	The city in which the beneficiary's bank is located.
Country	The country in which the beneficiary's bank is located.
Attn	The name of the person to whom the wire instruction should be forwarded.
Acct No.	The beneficiary's account number.
Account Name	The name on the beneficiary's account.
In Favor Of	The beneficiary's name.
Comments	Any additional comments about the instruction.

Redemption Foreign Currency Instruction List

The Redemption Foreign Currency Instruction List appears when you enter I (the letter I) in the **CMD** field on any version of the Foreign Currency CUSIP List, and displays a list of redemption instructions previously submitted for the security.

Sample Screen

```
 00002199-99              DEPOSITORY TRUST COMPANY              DATE:  MM/DD/CCYY
 ####          ** REDEMPTION FOREIGN CURRENCY INSTRUCTION LIST ** TIME:  HH:MM:SS
--------------------------------------------------------------------------------
  CUSIP:  999999XX9    DESCRIPTION:  XXXXXXXXXXXXXXXXXXXX
  CURRENCY TYPE:       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      ENTRY    PAYMENT    T
  CMD   INSTRUCTION NUMBER   PART      QUANTITY            DATE     DATE       S
  ---   -----------------    ----   --------------       --------  --------   -
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X
        XXXXXXXXXXXXXX        9999   99,999,999,999       MM/DD/YY  MM/DD/YY   X


 TS = TRANSACTION STATUS:   'M' MADE      'D' DROPPED  '*' INTERIM
                            'V' REVERSED 'P' PENDING RTOP RELEASE
 CMD:  'T' DETAIL INFO
================================================================================
ENTER: EDIT        PF6/18: RETURN      PF10/22: BACKWARD     PF11/23: FORWARD
                   PF7/19: MENU        PF8/20: END           PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the security.
Description	A brief description of the security.
Currency Type	The currency type, or denomination.
CMD	An entry field that allows you to select an instruction to view its details. Type T and press ENTER.
Instruction Number	The number assigned by DTC to identify the instruction.
Part	Your Participant number.
Quantity	The quantity of securities for the instruction.
Entry Date	The date the instruction was submitted.
Payment Date	The date payment is due.
TS	The status of the transaction: • M: Made • D: Dropped • E: Edit Reject • *: Interim (submitted, not yet processed) • V: Reversed • P: Pending release from RTOP.

Redemption Foreign Currency Instruction Submission Screen

The Redemption Foreign Currency Instruction Submission screen appears when you select option 5 on the Redemption Foreign Currency Menu or enter I (the letter I) in the **CMD** field on any version of the Foreign Currency CUSIP List. This screen allows you to enter instructions for a specific issue.

Sample Screen

```
00002199-99                  DEPOSITORY TRUST COMPANY             DATE:  MM/DD/CCYY
####          REDEMPTION FOREIGN CURRENCY INSTRUCTION SUBMISSION TIME:  HH:MM:SS
--------------------------------------------------------------------------------

 CUSIP:        999999XX9                    DESCRIPTION:   ABC CORP

 QUANTITY:     999,999,999                   INSTRUCTION NUMBER:  12345

 PARTICIPANT:  9999                          PARTICIPANT NAME:   TEST PART

 CONTACT NAME:  JOHN SMITH                   CONTACT PHONE:  (999) 999 - 9999

 BENEFICIARY'S WIRE INSTRUCTION INFORMATION:
 BANK:  TEST BANK                       ADDRESS:  123 MAIN STREET
 CITY:  NY                              COUNTRY:
 ATTN:                                  ACCT NO:
                            ACCOUNT NAME:
                            IN FAVOR OF :
    COMMENTS:


     ** INSTRUCTION WILL NOT BE COMPLETED UNLESS RELEASED VIA RTOP **
================================================================================
ENTER: EDIT      PF1/13: CONFIRM    PF5/17: CANCEL
PF6/18: RETURN   PF7/19: MENU       PF8/20: END FUNCTION       PF9/21: SIGNOFF
```

Field Descriptions

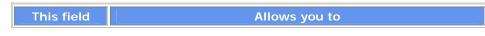| This field	Allows you to
CUSIP	Enter the CUSIP number of the security. *Note* -This field is automatically filled if you selected an item on the Foreign Currency CUSIP List.
Description	View a brief description of the security that appears automatically when a CUSIP is entered.
Quantity	Enter the number of shares for the instruction.
Instruction Number	View a number assigned by the system after the instruction is confirmed.
Participant	*Group Users only*: enter a Participant number. For non-Group Users, your Participant number is displayed.
Participant Name	*Group Users only*: enter a Participant name. For non-Group Users, your Participant name is displayed.
Contact Name	Enter the name of the person to contact regarding this instruction.
Contact Phone	Enter the contact's phone number.

This field	Allows you to
Bank	Enter the name of the beneficiary's bank. *Note* -For this and the following seven entry fields, you can enter a maximum of 30 alphanumeric characters.
Address	Enter the address of the beneficiary's bank.
City	Enter the city in which the beneficiary's bank is located.
Country	Enter the country in which the beneficiary's bank is located.
Attn	Enter the name of the contact at the beneficiary's bank.
Acct No	Enter the beneficiary's account number.
Account Name	Enter the name on the beneficiary's account.
In Favor Of	Enter the name of the beneficiary.
Comments	Any additional comments about the instruction. You can enter up to two lines of alphanumeric characters. *Optional.*

Redemption Foreign Currency Menu

The Redemption Foreign Currency Menu allows you to select the foreign currency activity you want to perform.

Sample Screen

```
 00002199-99              DEPOSITORY TRUST COMPANY          DATE:  MM/DD/CCYY
 ####               ** REDEMPTION FOREIGN CURRENCY MENU **  TIME:  HH:MM:SS
-------------------------------------------------------------------------------


              1. INQUIRY

              2. MMI INQUIRY

              3. MANDATORY INQUIRY

              4. NEW/UPDATED REDEMPTION FOREIGN CURRENCY ENVELOPES

              5. ENTER REDEMPTION FOREIGN CURRENCY INSTRUCTIONS



 ENTER OPTION ===>      CUSIP:  ......... REQUIRED FOR OPTION 5

        SELECT DESIRED OPTION, ENTER CUSIP, THEN PRESS ENTER
-------------------------------------------------------------------------------
PF8/20:  END FUNCTION                                       PF9/21: SIGNOFF
```

Field Descriptions

This field	Allows you to

This field	Allows you to
Enter Option	Enter one of the following: • 1: To view redemption foreign currency activities • 2: To view MMI foreign currency activities • 3: To view mandatory foreign currency activities • 4: To view new or updated envelopes for foreign currency redemptions • 5: To enter instructions for foreign currency redemptions.
CUSIP	Enter the CUSIP number of the security you want to redeem. **Required** for option 5 only.

Messages

You may encounter the following messages when using the RCUR function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ACCOUNT NAME MUST BE ENTERED	The **Account Name** field was left blank.	Enter the account name.
ACCOUNT NUMBER MUST BE ENTERED	The **Acct No** field was left blank.	Enter the account number.
ADDRESS MUST BE ENTERED	The **Address** field was left blank.	Enter the address.
ATTENTION MUST BE ENTERED	The **Attn** field was left blank.	Enter a name in the **Attn** field.
BANK MUST BE ENTERED	The **Bank** field was left blank.	Enter the bank name.
CITY MUST BE ENTERED	The **City** field was left blank.	Enter the name of the city.
CONTACT NAME MUST BE ENTERED	The **Contact Name** field was left blank.	Enter the contact name.
COUNTRY MUST BE ENTERED	The **Country** field was left blank.	Enter the country.
ERROR- CUSIP IS NOT AN- RECUR- ELIGIBLE	The CUSIP number is not eligible for the RCUR function.	Re-enter the CUSIP number.
IN FAVOR OF MUST BE ENTERED	The **In Favor Of** field was left blank.	Enter the **In Favor Of** field.
INELIGIBLE CUSIP	An ineligible CUSIP number was entered.	Enter a DTC-eligible CUSIP number.
INVALID CUSIP	An invalid CUSIP number was entered.	Enter a valid CUSIP number.
INVALID DATE IN SKIP TO FIELD	An invalid date was entered.	Enter a valid date in **mmddyy** format.
INVALID KEY	An invalid function key was pressed.	Press one of the valid function keys listed at the bottom of the screen.

Message Text	Possible Cause	Suggested Resolution
INVALID OPTION	An invalid option was entered.	Enter one of the valid options listed on the menu.
INVALID QUANTITY	An invalid quantity was entered.	Enter a valid numeric quantity.
INVALID TELEPHONE NUMBER	An invalid telephone number was entered.	Enter a valid telephone number.
MAKE ONLY ONE SELECTION AT A TIME	More than one command was entered.	Enter only one command.
NO SELECTION WAS MADE	ENTER was pressed but no command was specified.	Enter one of the valid commands listed near the bottom of the screen.
PARTICIPANT MUST BE ENTERED	A Group User did not enter a Participant number.	Enter the Participant number.
PARTICIPANT NOT ELIGIBLE TO THIS GROUP USER	A Group User entered a Participant number that is not in its group.	Enter a Participant number that is a member of your group.
PARTICIPANT NUMBER NOT ELIGIBLE	A Group User entered an invalid Participant number.	Enter a valid Participant number.
PARTICIPANT NUMBER NOT NUMERIC	A Group User entered a non-numeric Participant number.	Enter a numeric value.
PAST CUTOFF TIME	The RCUR function cutoff time has passed.	Refer to When to Use for information about the availability of this function.
INVALID COMMAND	An invalid command was entered in the **CMD** field.	Enter one of the valid commands listed near the bottom of the screen.
QUANTITY MUST BE LESS THAN 1,000,000,000	A quantity greater than 1,000,000,000 was entered.	Enter a valid quantity.
SYSTEM BUSY- PLEASE TRY LATER	The system is busy.	Try the RCUR function at a later time.
TRANSMISSION ERROR- PLEASE RE-KEY DATA	A system problem has occurred.	Re-enter all the required data.
INSTRUCTION NOT ALLOWED AT THIS TIME- START DATE: XX/XX/XX END DATE XX/XX/XX	The instruction is outside the allowable date range for submissions.	Contact your Participant Services representative.
YOU ARE NOT AUTHORIZED TO PERFORM THIS FUNCTION	An attempt was made to perform an unauthorized function.	Contact your Participant Services representative.

RDSP

Introduction

Overview

The Restricted Deposit Service (RDSP) function allows you to enter and obtain information from the Restricted Deposit Service (RDS). RDS allows you to transfer restricted securities that have been either fully or partially sold and/or those with restrictions that have been lifted. RDS also accommodates other types of restricted transfers (for example, gifting, legend removal and inventory breakdowns). The depositing participant receives credit in a segregated transfer account while the securities are out to the transfer agent. See RDS Accounting for more information.

For more information, see the Restricted Deposit Service section in the Custody Service Guide.

When to Use

Use RDSP to submit RDS deposits, make amendment requests, inquire about deposits, and submit fax or e-mail requests.

RDSP is available 24 hours a day on business days. During this time, deposits can be entered and inquires can be performed. Amendment requests can be entered from 7:00 a.m. to 2:10 p.m. eastern time.

List of Procedures

Accessing the Imaging Fax and E-mail System

Use this procedure to access the Imaging Fax and E-mail system. See the Imaging Fax and E-mail procedures for instructions on using the Imaging Fax and E-mail system.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 8 in the **Option field and press ENTER.**

Result- The E-mail/Fax Service screen appears.

3 Type a deposit ID in the **Deposit ID** field.

4 Type one of the following in the **Please Select** Option field and press ENTER:

- • 1: In-transfer certificates

- • 2: Out-transfer certificates.

Result- The Welcome to the Imaging Fax and Email System screen appears.

5 Follow the steps contained in the Imaging Fax and E-mail procedures.

Adding A Deposit

Use the following procedure to submit a deposit of restricted securities for transfer.

Note- If you use DTC's Custody Service for safekeeping of your restricted securities, see the CUSTfunction for more information.

1   Type RDSP on the Enter Function screen and press ENTER.

   Result- The Main Menu appears.

2   Type 1 in the Option field.

   Optional. If you use more than one branch for deposits, type the branch number for this deposit in the **Branch ID** field.

3   Press ENTER.

   Result- The Add Deposit screen appears.

4   Type the appropriate data in the entry fields provided.

   Note- You must provide certificate details and transfer instructions for Partial, Gifting, and Breakdown deposits by using the designated PF keys.

   Note- The **OFAC Certified** field is mandatory for all U.S. participants. In order to successfully create a deposit , you must type Y in the **OFAC Certified** field. This indicates that your firm has screened the name(s) of the registered owner on each certificate contained in the deposit (or the most recent assignee, if applicable) against the OFAC list and that no valid matches were identified by such comparison . For more information, please see "About OFAC for Deposits" in the Service Topics section of the Deposits Service Guide.

5   If your deposit is *not* a Partial Sale, Gifting, or Breakdown deposit, skip to step 7. If it is, press PF3/15.

   Result- The Add Deposit Certificates Information screen appears.

6   Type your certificate information and press PF1/13.

   Result- The certificate information is added to your deposit transaction. Press PF6/18 to return to the Add Deposit screen.

7   If your deposit is *not* a Partial Sale, Gifting or Breakdown deposit, skip to step 9. If it is, press PF5/17.

   Result- The Add Deposit Transfer Instruction screen appears.

8   Enter your transfer instruction information and press PF1/13.

   Result- The transfer instructions are added to your deposit transaction. Press PF6/18 to return to the Add Deposit screen.

9   *Optional.* If you have other documents to add to your deposit, press PF4/16.

   Result- The Add Documents screen appears.

10 Select the desired document numbers for your deposit transaction. Press PF11/23 to scroll forward for additional documents. When you are finished selecting documents, press PF1/13.

Result- The document numbers are added to your deposit transaction. Press PF6/18 to return to the Add Deposit screen.

11 Press PF1/13 to add your deposit transaction.

Result- Upon successful completion, the system generates a unique deposit ID number for this transaction. The deposit ID appears on the screen and a deposit ticket prints on your designated PTS printer.

Amending Deposits

Use this procedure to amend deposits that have been submitted to DTC. A deposit can be amended either in In-Transfer or PERD status. In-Transfer status means that a deposit has been sent to the agent with your original instructions. PERD status means that DTC has determined that there is a problem with the deposit (usually regarding negotiability), has notified you, and is awaiting additional information or documents.

Note- The amendment is only a request and does not guarantee that the instruction can be modified. DTC will contact the agent and determine the status of the transfer. If the agent will accept the amendment, DTC updates the instructions. If the transfer has already been completed, the request will be denied.

Warning! You cannot use this function if the deposit in question is in PEND status.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 4 in the **Option field.**

Type the deposit's ID number in the Deposit ID field and press ENTER.

Result- The Amendment Detail screen appears.

3 Tab to the appropriate entry fields on the Amendment Detail screen and update the values, then press PF1/13.

Result- The deposit is amended.

Note- Old information is maintained for Deposit History purposes and may be viewed via option 5 (Inquiry).

4 *Optional.* To view associated certificate information, press PF3/15.

Result- The Certificate Info Inquiry screen appears.

Note- You cannot alter the certificate information.

5 *Optional.* To view associated documents, press PF4/16.

Result- The Documents screen appears.

Note- You cannot alter the document information.

6 *Optional.* To amend transfer instructions, press PF5/17.

Result- The Amend Transfer Instruction screen appears. Enter your updates, then press PF1/13. Press PF6/18 to return to the Amendment Detail screen.

Attaching Trailing Documents

Use this procedure to attach documents to a restricted deposit.

Note- This procedure does not apply to deposits in Out-Transfer status.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 3 in the **Option field.**

Type the deposit's ID number in the Deposit ID field and press ENTER.

Result- The Trailing Documents Input screen appears.

3 Type X to the left of the documents that should accompany the deposit. You may need to press PF11/23 to scroll to the second page of documents.

Press PF1/13.

Result- A Document Only RDS ticket prints on your designated PTS printer. Attach this ticket to your deposit prior to sending it to DTC.

Printing Deposit Tickets

Use this procedure to print deposit tickets. You can print a single ticket or a range of tickets.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 6 in the **Option field and press ENTER.**

Result- The Print Menu appears.

3 In the **From** and **To** fields, type a deposit ID or a range of deposit IDs, then press PF1/13.

Result- Deposit tickets are printed on your designated PTS printer.

Processing Custody Withdrawals

Use this procedure to process withdrawals from your custody position or to view details for your custody certificates.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 7 in the **Option field and press ENTER.**

Result- The Participant Custody System Withdrawal- Deposit Summary screen appears.

Note- See the Processing Withdrawals procedure in the CUST function document for more information about processing custody withdrawals.

Updating and Deleting Open Items

Use this procedure to update and delete information pertaining to your items that have not yet been processed (open items) by DTC).

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 2 in the Option field.

Optional. To display a specific deposit, type the deposit ID number in the **Deposit ID** field. Press ENTER.

Result- One of the following screens appears:

- Update/Delete Deposit List if you did not enter a deposit ID

- Update/Delete Deposit if you entered a deposit ID. Skip to step 4.

3 Type S to the left of the deposit you want to update on the Update/Delete Deposit List and press ENTER.

Result- The Update/Delete Deposit screen appears.

4 *To update the deposit,* tab to the applicable fields and enter the new information, then press PF1/13.

To delete the deposit, press PF12/24.

Result- The deposit is updated or deleted accordingly.

Note- The **OFAC Certified** field is mandatory for all U.S. participants. In order to successfully create a deposit , you must type Y in the **OFAC Certified** field. This indicates that your firm has screened the name(s) of the registered owner on each certificate contained in the deposit (or the most recent assignee, if applicable) against the OFAC list and that no valid matches were identified by such comparison . For more information, please see "About OFAC for Deposits" in the Service Topics section of the Deposits Service Guide.

Note- Optional. You can update or delete specific information for the deposit by pressing the appropriate function key:

- PF3/15 displays the Update/Delete Certificate Info screen where you can update or delete the certificate information

- PF4/16 displays the Update/Delete Documents screen where you can update or delete the list of attached documents

PF5/17 displays the Update/Delete Transfer Instruction screen where you can update or delete transfer instructions.

Viewing Previously Entered Deposits

Use this procedure to view previously entered deposits.

1 Type RDSP on the Enter Function screen and press ENTER.

Result- The Main Menu appears.

2 Type 5 in the **Option field.**

Optional. To view a specific deposit, type the deposit's ID number in the Deposit ID field.

Press ENTER.

Result- One of the following screens appears:

- Inquiry Menu if you did not enter a deposit ID

- Detail Inquiry if you entered a deposit ID. Skip to step 5.

3 On the Inquiry Menu, type the search criteria for the deposits you want to view and press ENTER.

Result- The Deposit Inquiry List appears.

4 Type S to the left of the deposit you want to view and press ENTER.

Result- The Detail Inquiry screen appears.

5 To view amendment history for the selected deposit, press PF2/14.

Result- The Deposit Amendments List appears.

6 To view details of a specific amendment, type S to the left of the item and press ENTER.

Result- The Amended Deposit Inquiry screen appears. When you are finished viewing this information, press PF6/18 twice to return to the Detail Inquiry screen.

7 To view certificate information for the selected deposit, press PF3/15.

Result- The Certificate Info Inquiry screen appears. When you are finished viewing the information, press PF6/18 to return to the Detail Inquiry screen.

8 To view documents included in the deposit, press PF4/16.

Result- The Documents screen appears. When you are finished viewing the list of documents, press PF6/18 to return to the Detail Inquiry screen.

9 To view transfer instructions for the deposit, press PF5/17.

Result- The Transfer Instruction Inquiry screen appears. When you are finished viewing the information, press PF6/18 to return to the Detail Inquiry screen.

10 To view comments entered for the deposit, press PF7/19.

Result- The Comments Inquiry screen appears. When you are finished viewing comments, press PF6/18 to return to the Detail Inquiry screen.

List of Screens

Add Deposit

The Add Deposit screen appears when you choose option 1 on the Main Menu and allows you to enter the details of a new deposit.

Sample Screen

```
 Q$V1                        RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
 00002199-99                      ADD DEPOSIT                        HH:MM:SS


                        TA ID: 00009999      TA NAME: FIRST TEST TA
 CUSIP NO: 459200101    DEPOSIT TYPE: 007    RESTRICTED TYPE (F/P/L/G/B/C): P
 TOTAL QTY: 1,000.00000          SOLD QTY: 500.00000
 UNSOLD QTY: 500.00000
 OPINION LETTER (Y/N/B/P): Y     SEC RULE:          RUSH (Y/N): Y
 REFERENCE ID: 9999999999
 PARTICIPANT CONTACT: JOHN DOE                PHONE: 212 - 555 - 1212
 OFAC CERTIFIED (Y): Y
 CERTIFICATES REGISTRATION:
                     9999999999




 PF1/13: UPDATE              PF4/16: ADD DOCS            PF7/19: RDS MENU
 PF2/14: HELP                PF5/17: TRANSFER INSTR      PF8/20: END FUNCTION
 PF3/15: CERT INFO                                       PF9/21: SIGNOFF
```

Field Descriptions

This field	Allows you to
Deposit ID	View the deposit ID that is system-generated once the required data is entered.
TA ID	View the transfer agent's ID.
TA Name	View the transfer agent's name.
CUSIP No.	Enter the CUSIP number.
Deposit Type	Specify the numerical code for a Regular Restricted deposit by typing 007. Note -Mandatory Restricted and Voluntary Restricted are currently unavailable.
Restricted Type	Specify one of the following types of restricted deposits: • F: All shares will be registered to Cede &Co. • P: Shares will be registered to Cede &Co. and unsold shares will be registered in the customer's name • L: The Restricted Legend is removed from the certificate and all shares will be registered to Cede &Co. • G: Gift can be in made to anyone's name other than Cede and it can be either restricted or non-restricted. It depends on the charity indicator that the client selected. • C: Custody only. • B: The denominations are broken down, and new certificates remain restricted in the original customer's name only.
Total Qty	Enter the number of shares to be deposited.
Sold Qty	Enter the number of shares sold for Partial Sale deposits.
Unsold Qty	View the unsold quantity (calculated by the system).
Opinion Letter	Enter Y to attach an opinion letter, if necessary. Note -You are **required** to enter N if no opinion letter is necessary.
Opinion Letter	A value that indicates whether there is an opinion letter attached. The values are: • Y: With opinion • N: No opinion • P: Prospectus B: Blanket in TA.
Sec Rule	Enter the applicable SEC rule. *Optional.*
Rush	Enter Y if this deposit has a Rush letter, N if it does not.

This field	Allows you to
Reference ID	Enter a reference ID of up to 40 characters.
Participant Contact	Enter the name of the person to contact if questions arise concerning the deposit.
Phone	Enter the contact's phone number, including area code.
OFAC Certified	Type a Y to indicate that this deposit has been OFAC certified. **Note:** The OFAC Certified field is mandatory for all U.S. participants. In order to successfully create a deposit , you must type Y in the OFAC Certified field. This indicates that your firm has screened the name(s) of the registered owner on each certificate contained in the deposit (or the most recent assignee, if applicable) against the OFAC list and that no valid matches were identified by such comparison . For more information, please see "About OFAC for Deposits" in the Service Topics section of the Deposits Service Guide.
Certificates Registration	Enter the registration on the certificates presented for deposit.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Add Deposit screen:

This key	Allows you to
PF3/15	Add the certificate information associated with a deposit.
PF4/16	Add the documents that accompany a deposit.
PF5/17	Add the transfer instructions information associated with a deposit. *Note* – Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF12/24	View help relating to the current screen.

Add Deposit Certificates Information Screen

The Add Deposit Certificates Information screen appears when you press PF3/15 on the Add Deposit screen. It allows you to enter all of the certificates being deposited and their respective denominations. You can scroll to the next page if necessary.

The system validates all data and displays any quantity discrepancy prior to leaving the Add Deposit Certificates Information screen.

Note- For Full Sales and Legend Removals, this screen and the Add Deposit screen include all of the information required. For Partial Sales, Gifting, and Breakdowns, you must provide transfer instructions.

Sample Screen

```
Q$V1                       RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00002199-99           ADD DEPOSIT 'CERTIFICATES INFORMATION'       HH:MM:SS
                                                                  PAGE  1 OF  1


CUSIP NO: 459200101     TOTAL QTY: 1,000.00000

PLEASE ENTER NUMBER OF CERTIFICATES PRESENTED: 001

    CERTIFICATE NO        DENOM             CERTIFICATE NO         DENOM
   ------------------   ------------------
 1.  9999999999          1,000.00000       2.
 3.                                        4.
 5.                                        6.
 7.                                        8.
 9.                                       10.
11.                                       12.
13.                                       14.


PF1/13: UPDATE            PF6/18: ADD DEPOSIT       PF9/21 : SIGNOFF
PF4/16: ADD DOCS          PF7/19: RDS MENU          PF10/22: BACKWARD
PF5/17: TRANSFER INSTR    PF8/20: END FUNCTION      PF11/23: FORWARD
```

Field Descriptions

This field	Allows you to
Please Enter Number Of Certificates Presented	Enter the total number of certificates being submitted in the deposit.
Certificate No.	List certificate numbers individually.
Denom	List the denominations of the individual certificates.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Add Deposit Certificate Information screen:

This key	Allows you to
PF4/16	Add the documents that accompany a deposit.
PF5/17	Add the transfer instructions associated with a deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.

Add Deposit Transfer Instruction Screen

The Add Deposit Transfer Instruction screen appears when you press PF5/17 on the Add Deposit screen, and allows you to enter transfer instructions for Partial Sales, Gifting, and Breakdown deposits. You can scroll to the next page if necessary by pressing PF11/23.

Note- Gifting refers to stock that remains restricted in the customer's name, while Breakdown refers to new certificates that remain restricted in the original customer's name only.

Sample Screen

```
Q$V1                     RESTRICTED DEPOSIT SERVICE                  MM/DD/CCYY
00002199-99      ADD DEPOSIT 'TRANSFER INSTRUCTION'  PAGE 001 OF 001 HH:MM:SS
CUST LOC: _____   ACCT: _____   EXP: _ CNTRL: X TAX ID: NRA
    ** REGISTR **/SELECT CERT REGISTR: X
9999999999
_____          TOTAL QTY : 1,000.00000
_____          UNSOLD QTY: 500.00000
_____
_____


                    ***** MAIL TO NAME/ADDRESS *****
 NAME:   _____   COMPANY: _____
STREET: _ CITY/ST: _____ __
ZIP:      _____ ____              PHONE:-------------- ____
** BREAKDOWN **    NUM     DENOMINATION     NUM      DENOMINATION
                   001        500.00000    ___ _____

                   ___ _____    ___ _____

                   ___ _____    ___ _____

                   ___ _____    ___ _____

PF1/13: UPDATE  PF4/16: DOCS    PF7/19: MENU    PF9/21:  SIGN OFF
PF3/15: CERTS   PF6/18: DEPS    PF8/20: EXIT    PF10/22: PG BWD    PF11/23: PG FWD
```

Field Descriptions

This field	Allows you to
CUSIP	View the CUSIP number of the security being deposited.
Total Qty	View the total number of shares.
Unsold Qty	View the unsold quantity (calculated by the system).
Cust Loc	Enter the valid custody location so the certificates can be deposited into custody. *Note* -Applies only to Custody participants.
Acct	Enter the customer account number, if the certificates are to be deposited into a custody location.
Exp	Enter X for Express mail delivery. *Note* -The fields **Exp** (Express) or **Cntrl** (Central Delivery) must be selected for all items that will not go into custody.

This field	Allows you to
Cntrl	Enter X for Central Delivery *Note* -This field must be selected for all items that will not go into custody.
Tax ID	Enter the taxpayer ID in one of the following formats: • 999-999-9999 for a social security number • 99-9999999 for an employee identification number NRA for a non-resident alien.
Select Certificate Registration	Enter X to carry the certificate registration information over from the Add Deposit screen.
Name	Enter the name of the person to whom the certificates are being transferred.
Company	Enter the name of the recipient's company.
Street	Enter the recipient's street address.
City/St	Enter the recipient's city mailing address.
ZIP	Enter the recipient's mailing Zip code.
Phone	Enter the recipient's phone number.
Num	Enter the breakdown of the certificates being transferred, beginning with the number of certificates of a particular denomination. *Note* -You cannot enter zero.
Denomination	Enter the denomination of the certificates being transferred.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Add Deposit Transfer Instruction screen:

This key	Allows you to
PF3/15	Add the certificate information associated with a deposit.
PF4/16	Add the documents that accompany a deposit.

Add Documents Screen

The Add Documents screen appears when you press PF4/16 on the Add Deposit screen. It allows you to add additional documents that will accompany the deposit.

Type X to the left of each additional document you are enclosing. Press PF11/23 to select from a second page of document options.

Note- Document numbers 10, 11, and 12 require expiration dates. Document number 17 requires a state code.

Sample Screen

```
ENTER 'X' TO SELECT THE DOCUMENT
0000219999              RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
Q$V1                         ADD DOCUMENTS                      HH:MM:SS
                                                               PAGE 1 OF 2
DEPOSIT ID:
CUSIP   NO:  459200101      TOTAL QTY: 1,000.00000
                               EXP DATE                              STATE
   01  STK/BOND PWR                    13  COMMUNITY PROP AGREEM
   02  CORP RESOLUTION                 14  TRUST AGREEMENT
   03  CERT OF NAME CHANGE             15  COPY OF WILL
   04  CERT OF MERGER                  16  AFFIDAVIT OF DOMICILE
   05  CERT OF DISSOLUTION             17  INHERITANCE TAX WAIVER   __
   06  NON CORP RESOLUTION             18  DECLARATION OF TRANSM
   07  BIRTH CERTIFICATE               19  SMALL ESTATES AFFIDAV
   08  DEATH CERTIFICATE               20  KENTUCKY NONRES AFFID
   09  POWER OF ATTORNEY               21  COURT ORDER
   10  COURT APPT-GD/CON/COMM  YYYY-MM-DD  22  DIVORCE DECREE
   11  COURT APPT-EX/ADM/P R    YYYY-MM-DD  23  JUDGEMENT OF POSSESSIO
   12  COURT APPT-TRUSTEE       YYYY-MM-DD  24  STOP RELEASE LETTER

 PF1/13: UPDATE            PF6/18: ADD DEPOSIT        PF9/21 : SIGNOFF
 PF3/15: CERT INFO         PF7/19: RDS MENU           PF11/23: FORWARD
 PF5/17: TRANSFER INSTR    PF8/20: END FUNCTION
```

Field Descriptions

This field	Displays
Deposit ID	The deposit ID number.
CUSIP No.	The CUSIP number associated with the deposit transfer instructions.
Total QTY	The total quantity involved in the deposit.
Exp Date	An entry field that allows you to specify the expiration date. *Note* -Applies to document numbers 10, 11, and 12 only.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Add Documents screen:

This key	Allows you to
PF3/15	Add the certificates associated with a deposit.
PF5/17	Add the transfer instructions information associated with a deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.

Amend Transfer Instruction Screen

The Amend Transfer Instruction screen appears when you press PF5/17 on the Amendment Detail screen or the Amended Deposit Inquiry screen, and allows you to amend previously entered transfer instructions.

This screen contains the same fields and function keys as the Add Deposit Transfer Instruction screen.

Amended Deposit Inquiry Screen

The Amended Deposit Inquiry screen appears when you select an item on the Deposit Amendments List, and displays the details of a deposit's amendment.

Sample Screen

```
EAAC                    RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00002199-99                 AMENDED DEPOSIT INQUIRY             HH:MM:SS
DEPOSIT ID: 9902000013     TA ID: 00009232     TA NAME: Test ABC Corp.
CREATE DATE: 1999-01-21        CREATE SIGNON: 0000090309
AMEND STATUS: ORIGINAL         AMEND NO: 000


CUSIP NO: 459200101    DEPOSIT TYPE: 007   RESTRICTED TYPE (F/P/L/G/B): F
TOTAL QTY: 100.00000            SOLD QTY:
UNSOLD QTY:
OPINION LETTER (Y/N): N    SEC RULE:        RUSH (Y/N): N
REFERENCE ID: N
PARTICIPANT CONTACT: N                 PHONE: 333 - 333 - 3333
CERTIFICATES REGISTRATION:




PF5/17: TRANSFER INSTRUCTIONS       PF7/19: RDS MENU         PF9/21: SIGNOFF
PF6/18: PREV SCREEN                 PF8/20: END FUNCTION      PF12/24: HELP
```

Field Descriptions

This screen contains the same fields as the Add Deposit screen, except that on this screen you cannot alter the information. In addition, the following fields appear near the top of the screen:

This field	Displays
Create Date	The date the amendment was entered.
Create Signon	The signon ID of the person who entered the amendment.
Amend Status	The current status of the amendment.
Amend No	The amendment number.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Amended Deposit Inquiry screen:

This key	Allows you to
PF5/17	View the transfer instructions for a deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF12/24	View help for this screen.

Amendment Detail Screen

The Amendment Detail screen appears when you choose option 4 on the Main Menu, and allows you to alter select details for a deposit. Only deposits that are currently in In-Transfer or PERD status can be amended.

Previous information is retained permanently and can be viewed through the Inquiry function (option 5 on the Main Menu) .

Sample Screen

```
 PRESS ·PF1/PF13 ·TO ·UPDATE
EAAB            →          RESTRICTED ·DEPOSIT ·SERVICE            MM/DD/CCYY
00002199-99     →          →  AMENDMENT ·DETAIL                    HH:MM:SS

DEPOSIT ·ID: ·0000000000       TA ·ID: ·00009232      TA ·NAME: ·ABC ·Corp.
CUSIP ·NO: ·1111111111     DEPOSIT ·TYPE: ·007  →  RESTRICTED ·TYPE ·(F/P/L/G/B): ·F
TOTAL ·QTY: ·125,000.00000 ·       SOLD ·QTY: ·125,000.00000
UNSOLD ·QTY:
OPINION ·LETTER ·(Y/N): ·N    SEC ·RULE:          RUSH ·(Y/N): ·N
REFERENCE ·ID: XXXXXX
PARTICIPANT ·CONTACT: ·JACK ·RABBIT            →          PHONE: ·555 ·- ·555 ·- ·5555


CERTIFICATES ·REGISTRATION:




PF1/13: ·UPDATE ·               PF5/17: ·TRANSFER ·INSTR ·        PF8/20: ·END ·FUNCTION
PF3/15: ·CERT ·INFO             PF7/19: ·RDS ·MENU                PF9/21: ·SIGNOFF ·
PF4/16: ·DOCUMENTS                                                PF12/24: ·HELP
```

Field Descriptions

This screen contains the same fields as the Add Deposit screen. The following fields can be amended:

This field	Allows you to
Restricted Type	Change to one of the following types of restricted deposits: • F: All shares will be registered to Cede &Co. • P: Shares will be registered to Cede &Co. and unsold shares will be registered in the customer's name • L: The Restricted Legend is removed from the certificate and all shares will be registered to Cede &Co. • G: The stock is considered a gift and remains restricted in the customer's name • C: Custody only. • B: The denominations are broken down, and new certificates remain restricted in the original customer's name only. *Note* --You must enter the total quantity in the **Sold Qty** field if you are changing this value: • To F from P, G or B, or • To P from F, G or B.

This field	Allows you to
Sold Qty	Enter the number of shares sold for Partial Sale deposits.
Rush	Enter Y if this deposit has a Rush letter, N if it does not.
Phone	Enter the contact's phone number, including area code.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Amendment Detail screen.

This key	Allows you to
PF3/15	View the certificate information associated with the deposit.
PF4/16	View the documents that accompany the deposit.
PF5/17	Amend the transfer instructions for a deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF12/24	View help for this screen.

Certificate Info Inquiry Screen

The Certificate Info Inquiry screen appears when you press PF3/15 on the Detail Inquiry screen or the Amendment Detail screen, and allows you to view your deposits in certificate number and denomination order. You can view all the certificates associated with a CUSIP number that have been deposited, as well as the denominational breakdown of those certificates.

This screen contains the same fields and function keys as the Add Deposit Certificates Information screen, except that on this screen you cannot alter the information.

Comments Inquiry Screen

The Comments Inquiry screen appears when you press PF7/19 on the Deposit Detail Inquiry screen, and displays comments that were attached to an amended deposit.

Sample Screen

```
EAAC                      RESTRICTED DEPOSIT SERVICE           MM/DD/CCYY
00002199-99                     COMMENTS INQUIRY                HH:MM:SS
                                                              PAGE  1 OF  1
DEPOSIT ID: 9902000013     AMEND NO: 001
COMMENT DATE: 1999-01-21   TIME: 15:26:36    USER: 000000000




















PARTICIPANT CONTACT: PARTICIPANT         PHONE NO: 333 - 333 - 3333 EXT: 3333
PREPARED BY        : DTC EMPLOYEE         PHONE NO: 333 - 333 - 3333 EXT: 3333

PF6/18: PREV SCREEN        PF8/20: END FUNCTION        PF10/22: FORWARD
PF7/19: MAIN MENU          PF9/21: SIGNOFF             PF11/23: BACKWARD
```

Field Descriptions

This field	Displays
Deposit ID	The deposit ID number.
Amend No	The amendment number.
Comment Date	The date the comments were entered.
Time	The time the comments were entered.
User	The signon ID of the person who entered the comments.
Participant Contact	The name of the person to contact about the deposit.
Phone No	The contact participant's phone number.
Prepared By	The name of the DTC employee who prepared the information.
Phone No	The DTC employee's phone number.

Deposit Amendments List

The Deposit Amendments List appears when you press PF2/14 on the Deposit Detail Inquiry screen, and displays amendment history for the selected deposit.

Sample Screen

```
 PLEASE ENTER (S) TO SELECT AN AMENDMENT

 EAAC                          RESTRICTED DEPOSIT SERVICE               MM/DD/CCYY
 00002199-99                   DEPOSIT AMENDMENTS LIST                   HH:MM:SS
                                                                      PAGE  1 OF  1


 S    DEPOSIT     AMEND       AMEND          AMEND          AMEND        AMEND STATUS
      ID          NO          CREATE DT      SIGNON         STATUS         DATE
 -
 S 9902000013    000         ORIGINAL       DEPOSIT                      000
   9902000013    001         01/21/1999     0000090309     REJECT       01/21/1999
   9902000013    002         01/21/1999     0000090309     AMEND        01/21/1999




 PF6/18: PREVIOUS SCREEN          PF8/20: END FUNCTION          PF10/22: BACKWARD
 PF7/19: RDS MENU                 PF9/21: SIGNOFF               PF11/23: FORWARD
```

Field Descriptions

This field	Displays
S	An entry field that allows you to view amendment history for a specific deposit. Enter an S to select a deposit. *Note* -If you select a deposit for which the Amend No is'000' and the Amend Create Dt is'Original,' you can view the original deposit information prior to any amendments.
Deposit ID	The deposit ID number.
Amend No	The amendment number.
Amend Create Dt	The date the amendment was entered.
Amend Signon	The signon ID of the person who entered the amendment.
Amend Status	The current status of the amendment.
Amend Status Date	The effective date of the amendment status.

Detail Inquiry Screen

The Detail Inquiry screen displays specific details of a specified or selected deposit. This screen appears when you specify a deposit ID on the Main Menu or the Inquiry Menu, or when you select an item on the Inquiry Deposits List. This screen displays specific details of the specified or selected deposit.

Sample Screen

```
EAAF                        RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00002199-99                      DETAIL INQUIRY                     HH:MM:SS
DEPOSIT ID: 1111111111     TA ID: 00000000    TA NAME: ABC Test Corp.
CREATE DATE: 1999-01-19 CREATE SIGNON: 0000000000
STATUS DATE: 1999-01-19 STATUS SIGNON: 0000000000 STATUS: PENDING

CUSIP NO: 000000000    DEPOSIT TYPE: 007    RESTRICTED TYPE (F/P/L/G/B): F

TOTAL QTY: 125,000.00000         SOLD Q                    UNSOLD QTY:
OPINION LETTER (Y/N): N    SEC RULE:        RUSH (Y/N): N
REFERENCE ID: XXXXXX
PARTICIPANT CONTACT: Harriet Doe                PHONE: 555 - 555 - 5555
CERTIFICATES REGISTRATION:




PF2/14: VIEW AMENDMENTS     PF5/17: TRANSFER INSTR      PF8/20: END FUNCTION
PF3/15: CERT INFO            PF6/18: PREV SCREEN          PF9/21: SIGNOFF
PF4/16: DOCUMENTS            PF7/19: VIEW COMMENTS        PF12/24: HELP
```

Field Descriptions

This screen contains the same fields as the Add Deposit screen with the addition of the following:

This field	Displays
Create Signon	The signon of the person who created the deposit.
Status Date	The specific date that the current status of the deposit was created.
Status Signon	The signon of the person responsible for the current status of the deposit.
Status	The current status of the deposit: • PENDING • DELETED • DTC RETURNED • PEND • DTC CREDITED • IN-TRANSFER • TA REJECTED • OUT-TRANSFER.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Detail Inquiry screen:

This key	Allows you to
PF2/14	View the history of amendments associated with this deposit.
PF3/15	View the certificate information associated with a deposit.
PF4/16	View the documents that accompany a deposit.
PF5/17	View the transfer instructions for a deposit. Note -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF7/19	View any comments associated with the deposit.
PF12/24	View help for this screen.

Documents Inquiry Screen

The Documents Inquiry screen appears when you press PF4/16 on the Detail Inquiry screen, and displays accompanying documents for a specific deposit.

This screen contains the same fields and function keys as the Add Documents screen, except on this screen the fields are display-only; you cannot alter the information.

Documents Screen

The Documents screen appears when you press PF4/16 on the Amendment Detail screen, and displays the document types associated with a specific deposit. You may need to press PF11/23 to scroll forward and view additional documents.

This screen contains the same fields and function keys as the Add Documents screen, except that on this screen the fields are display-only; you cannot alter the information. Only transfer information can be altered when you access this screen from the Amendment Detail screen.

E-mail / Fax Service Screen

The E-mail/Fax Service screen appears after you type 8 in the **Enter** Option field on the Main Menu.
This screen allows you to access the Imaging Fax and E-mail System.

Sample Screen

```
 Q$V1                      RESTRICTED DEPOSIT SERVICE                MM/DD/YY
 00002199-99                  E-MAIL/FAX SERVICE                     HH:MM:SS


DEPOSIT ID: _____



                       1.  IN-TRANSFER CERTIFICATES

                       2.  OUT-TRANSFER CERTIFICATES
                 ---------------------------------------------------------

                       PLEASE SELECT OPTION: _




                            "ENTER" TO PROCESS

 PF6/18: PREV SCREEN            PF8/20: END FUNCTION         PF9/21: SIGNOFF
```

Inquiry Deposits List

The Inquiry Deposits List appears if you do not specify a deposit ID on the Inquiry Menu. This screen displays a list of deposits that match your search criteria. You can select any listed deposit to view details.

This screen contains the same fields and function keys as the Update/Delete Deposit List, except that on this screen you cannot alter the information.

Inquiry Menu

The Inquiry Menu appears when you choose option 5 on the Main Menu, and allows you to review the specifics of a given deposit. You can customize your inquiry by entering data in any or all of the fields listed below.

Sample Screen

```
EAAH                        RESTRICTED DEPOSIT SERVICE                  MM/DD/CCYY
00000903-13                      INQUIRY MENU                          HH:MM:SS

   DEPOSIT ID                  ==>
   PARTICIPANT REFERENCE ID    ==>
   CUSIP                       ==>
   RESTRICTED TYPE(F/P/L/G/B)  ==>
   DEPOSIT TYPE                ==>
   CURRENT STATUS              ==>
   RUSH (X)                    ==>
   PARTL/SOLD FUNDS AVAIL (X)  ==>
   DEPOSIT DATE                ==>  FROM:          TO:          (CCYYMMDD)
   STATUS  DATE                ==>  FROM:          TO:          (CCYYMMDD)

                STATUS TYPES:  1 - PENDING        5 - DTC CREDITED
                               2 - DELETED        6 - IN-TRANSFER
                               3 - DTC RETURNED   7 - TA REJECTED
                               4 - PERD           8 - OUT-TRANSFER

   PF7/19: RDS MENU            PF8/20: END FUNCTION           PF9/21: SIGNOFF
```

Field Descriptions

This field	Allows you to
Deposit ID	Enter a deposit ID to view a specific deposit.
Participant Reference ID	Enter a participant number to view deposits for a specific participant.
CUSIP	Enter a CUSIP number to view deposits for a specific security.

This field	Allows you to
Restricted Type	Enter one of the following: • F: To view deposits for which all shares will be registered to Cede &Co. • P: To view deposits for which shares will be registered to Cede &Co. and unsold shares will be registered in the customer's name • L: To view deposits for which the Restricted Legend is removed from the certificate and all shares will be registered to Cede &Co. • G: To view deposits for which the stock is considered a gift and remains restricted in the customer's name • C: To view deposits for custody items only • B: To view deposits for which the denominations are broken down, and new certificates remain restricted in the original customer's name only.
Deposit Type	Enter a deposit type to a specific type of deposit. *Note* -At this time, only 7 (Regular Restricted), is available as a deposit type.
Current Status	Enter one of the following: • 1: To view PENDING deposits • 2: To view DELETED deposits • 3: To view DTC RETURNED deposits • 4: To view PERD deposits • 5: To view DTC CREDITED deposits • 6: To view IN-TRANSFER deposits • 7: To view TA REJECTED deposits • 8: To view OUT-TRANSFER deposits.
Rush	Enter X to view deposits with Rush letters, or leave blank to view deposits without Rush letters.
Partl/Sold Funds Available (X)	Enter X to view partial sale deposits where the sold portion has cleared transfer (i. e. , the sold portion is available for use).
Deposit Date	Enter a date to view deposits for a specific date.
Status Date	Enter a date to view deposits with a specific status date.

Main Menu

The Main Menu allows you to choose the RDS option you need.

Sample Screen

```
Q$V1                       RESTRICTED DEPOSIT SERVICE                MM/DD/CCYY
00002199-99                       MAIN MENU                         HH:MM:SS

                   PLEASE SELECT OPTION THEN PRESS "ENTER"


                            1. ADD DEPOSIT
                            2. UPDATE/DELETE (OPEN)
                            3. TRAILING DOCUMENT INPUT
                            4. AMEND DEPOSIT
                            5. INQUIRY MENU
                            6. PRINT MENU
                            7. CUSTODY WITHDRAWAL
                            8. E-MAIL/FAX REQUEST


               OPTION ==>                      <== REQUIRED
          DEPOSIT ID ==>                      <== REQUIRED FOR 3 AND 4




                        PF8/20: END FUNCTION            PF9/21: SIGNOFF
```

Field Descriptions

This field	Allows you to
Option	Choose one of the following options: • 1: To add a new deposit • 2: to update or delete a deposit that is still in PEND status • 3: To add trailing documents that will accompany a previously entered deposit • 4: To amend a deposit that is currently in In-Transfer or PERD status *Note*- You cannot amend a deposit that is in PEND status. A deposit ID is required for this option. • 5: To view the current status and a history of amendments for a deposit or a range of deposits • 6: To print deposit tickets • 7: To process withdrawals from your custody account or view custody certificate details via the CUSTfunction • 8: To access the Imaging Fax and E-mail System.
Deposit ID	Enter the desired deposit ID. *Note* -For options 3 and 4 only.
Branch ID	Specify the branch to which the deposit will be attributed. *Note* -Appears only for participants with multiple branches.
CUSIP No	Specify the CUSIP number for the custody security you want to withdraw or for which you want to view certificate details.
Account No	Enter the account number associated with the custody position for withdrawal.

Note- The **CUSIP No** and **Account No** fields appear after option 7 is selected. You must specify one of these values.

Print Menu

The Print Menu appears when you choose option 6 on the Main Menu, and allows you to print a deposit ticket or a range of deposit tickets.

Sample Screen

```
 EAAC                      RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
 00002199-99                      PRINT MENU                       HH:MM:SS




 DEPOSIT ID  FROM: 0000000000
               TO: 1000000000













 PF1/13: PRINT      PF7/19: MAIN MENU      PF8/20: END FUNCTION    PF9/21: SIGNOFF
```

Field Descriptions

This field	Allows you to
From	Enter a single deposit ID number or the beginning number for a range of deposit IDs.
To	Enter the ending deposit ID number for a range of deposit IDs.

Trailing Documents Input Screen

The Trailing Documents Input screen appears when you choose option 3 on the Main Menu, and allows you to add trailing documents to a deposit, as long as the deposit is not in Out-Transfer status.

Note- Press PF11/23 for a second page listing additional trailing documents.

This screen contains the same fields and function keys as the Add Documents screen.

Transfer Instruction Inquiry Screen

The Transfer Instruction Inquiry screen appears when you press PF5/17 on the Detail Inquiry screen, and displays instructions for a specific deposit

Sample Screen

```
EAAA                        RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00000903-13                 TRANSFER INSTRUCTION INQUIRY            HH:MM:SS
                                                                   PAGE 01 OF 01
DEPOSIT ID: 9902000306
CUSIP: 459200101  TOTAL QTY: 100,000.00000      UNSOLD QTY: 100,000.00000
CUST LOC:      ACCT:                   EXP: X CNTRL:   TAX ID: 000-10-0000
                  REGISTRATION
       1111111111TEST

                                             ---- BREAKDOWN ----
                                             NUM      DENOMINATION
                                             001      100,000.00000



             MAIL TO NAME/ADDRESS
       JANE DOEDEER
       TEST COMPANY, INC.
       1111 BEST AVENUE
       DENVER              CO
       11222-
       555-555-5555
PF3/15: CERTS     PF6/18: DETAIL    PF8/20: END FUNC    PF10/22: PAGE BACKWARD
PF4/15: DOCS      PF7/19: MAIN      PF9/21: SIGN OFF    PF11/23: PAGE FORWARD
```

Field Descriptions

This field	Displays
Deposit ID	The deposit ID number.
CUSIP	The CUSIP number.
Total Qty	The total number of shares.
Cust Loc	The custody location.
Exp	An indicator (X) of whether express mail delivery was specified.
Tax ID	The taxpayer identification number (either a Social Security number or an employer identification number).
Registration	The security registration information.
Breakdown	A breakdown of the number of certificates and their denominations.
Mail to Name/Address	The name and address of the person to whom the certificates are transferred.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF3/15 on the Transfer Instruction Inquiry screen to view the certificate information associated with the deposit.

Update / Delete Certificate Info Screen

The Update/Delete Certificate Info screen appears when you press PF3/15 on the Update/Delete Deposit screen, and allows you to update or eliminate certificate information related to deposits that are in open (PEND) status.

Sample Screen

```
 EAAA                        RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
 00002199-99               UPDATE/DELETE 'CERTIFICATE' INFO'          HH:MM:SS
                                                                   PAGE  1 OF  1
 DEPOSIT ID: 9902000013
 CUSIP NO:    000000000    TOTAL QTY: 100.00000

 NUMBER OF CERTIFICATES PRESENTED : 001

     CERTIFICATE NO          DENOM           CERTIFICATE NO          DENOM
                       --------------------   ------------------------------------
   1.  1                    100.00000      2.
   3.                                      4.
   5.                                      6.
   7.                                      8.
   9.                                     10.
  11.                                     12.
  13.                                     14.


 PF1/13: UPDATE
 PF4/16: DOCUMENTS         PF7/19: RDS MENU        PF10/22: BACKWARD
 PF5/17: TRANSFER INSTR    PF8/20: END FUNCTION    PF11/23: FORWARD
 PF6/18: DEPOSIT DETAIL    PF9/21: SIGNOFF         PF12/24: DELETE
```

Field Descriptions

This screen contains the same fields as the Add Deposit Certificates Information screen.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Update/Delete Certificate Info screen:

This key	Allows you to
PF4/16	Update or delete documents that accompany a deposit.
PF5/17	Update or delete the transfer instructions information associated with a deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF12/24	Delete the certificate information associated with the deposit.

Update / Delete Transfer Instruction Screen

The Update/Delete Transfer Instruction screen appears when you press PF5/17 on the Update/Delete Deposit screen, and allows you to update or delete transfer information related to a deposit that is currently in open (PEND) status.

Sample Screen

```
EAAC                    RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00002199-99    UPDATE/DELETE*'TRANSFER INSTRUCTION'*  PAGE 01 OF 03 HH:MM:SS
CUST LOC: 00901 ACCT: TEST                 EXP: _ CNTRL: _ TAX ID: NRA
   ** REGISTR **/SELECT CERT REGISTR: _
 ADDR1                               DEPOSIT ID: 9902000013
 ADDR2                               TOTAL QTY : 100.00000
 _____    UNSOLD QTY: 50.00000
 _____
 _____
 _____
                   ***** MAIL TO NAME/ADDRESS *****
 NAME: _____  COMPANY: _____
 STREET: _____  CITY/ST: _____ _____
 ZIP:      ____   ____                   PHONE: -------------____

 ** BREAKDOWN **     NUM      DENOMINATION   NUM      DENOMINATION
                     002          20.00000
                                              ___  _____  _____
 PF1/13: UPDATE    PF4/16: DOCS    PF7/19: MENU    PF9/21: SIGN OFF PF11/23: PG FWD
 PF3/15: CERTS     PF6/18: DEPS    PF8/20: EXIT    PF10/22: PG BWD  PF12/24  DELETE
```

Field Descriptions

This screen contains the same fields as the Add Deposit Transfer Instruction screen.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Update/Delete Transfer Instruction screen:

This key	Allows you to
PF3/15	Update or delete the certificate information associated with the deposit.
PF4/16	Update or delete the documents that accompany a deposit.
PF12/24	Delete the transfer instructions associated with the deposit.

Update / Delete Deposit List

The Update/Delete Deposit List appears when you choose option 2 on the Main Menu and displays all open items (for example, those deposits still in PEND status). This screen allows you to select deposits to update.

Once a deposit is no longer in PEND status, you must alter data through the Amend Deposit option (option 4 on the Main Menu) .

Note- The Update/Delete Deposit List appears only if a deposit ID is not specified on the Main Menu.

Sample Screen

```
ENTER (S) TO SELECT A DEPOSIT
Q$V1                      RESTRICTED DEPOSIT SERVICE            MM/DD/CCYY
00002199-99               UPDATE/DELETE DEPOSIT LIST           HH:MM:SS
                                                         PAGE    1 OF   1


S  DEPOSIT       CUSIP        TOTAL         STATUS     FUNDS    RESTR  STATUS
   ID            NO           QTY           DATE       AVAIL    TYPE
-  ------------- -------------              --------------
   0035306591  311990063     3,572.00000  12/18/2000              C     PEND
   0102910329  B5628B104       515.00000  04/25/2001              F     PEND
   0029404085  Y65411103    20,000.00000  05/03/2001              C     PEND
   0029403499  30231G102        60.00000  07/31/2001              C     PEND
   0029406233  459200101     1,000.00000  09/04/2001              P     PEND
   0029406234  459200101     1,000.00000  09/04/2001              F     PEND




                             PF7/19: RDS MENU              PF10/22: BACKWARD
   PF8/20: END FUNCTION       PF9/21: SIGNOFF              PF11/23: FORWARD
```

Field Descriptions

This field	Displays
S	An entry field that allows you to type S to select a deposit.
Deposit ID	The deposit identification number.
CUSIP Number	The CUSIP number of the item.
Total QTY	The total quantity of shares deposited.
Deposit Date	The date of the deposit.
Deposit Type	The deposit type code.
Restr. Type	One of the following restriction types: • F: All shares will be registered to Cede &Co. • P: Shares will be registered to Cede &Co. and unsold shares will be registered in the customer's name • L: The Restricted Legend is removed from the certificate and all shares will be registered to Cede &Co. • G: The stock is considered a gift and remains restricted in the customer's name • B: The denominations are broken down, and new certificates remain restricted in original customer's name only.
Status	The current status of the deposit.

Update / Delete Deposit Screen

The Update/Delete Deposit screen appears when you select a deposit on the Update/Delete Deposit List. It allows you to either update the displayed information or delete the deposit entirely.

Sample Screen

```
Q$V1                        RESTRICTED DEPOSIT SERVICE              MM/DD/CCYY
00002199-99                    UPDATE/DELETE DEPOSIT                HH:MM:SS

DEPOSIT ID: 0035306591     TA ID: 00002198    TA NAME: TEST TA NUMBER
CUSIP NO: 311990063     DEPOSIT TYPE: 007    RESTRICTED TYPE (F/P/L/G/B/C): C
TOTAL QTY: 3,572.00000         SOLD QTY:
UNSOLD QTY: 3,572.00000
OPINION LETTER (Y/N/B/P): N      SEC RULE:        RUSH (Y/N): N
REFERENCE ID: RDS00353001844
PARTICIPANT CONTACT:                         PHONE:      -      -
OFAC CERTIFIED (Y): Y
CERTIFICATES REGISTRATION:
                        JOHN DOE
                        _____
                        _____
                        _____

PF1/13: UPDATE          PF5/17: TRANSFER INSTR     PF8/20: END FUNCTION
PF2/14: HELP            PF6/18: PREV SCREEN        PF9/21: SIGNOFF
PF3/15: CERT INFO       PF7/19: RDS MENU           PF12/24: DELETE
PF4/16: DOCUMENTS
```

Field Descriptions

This screen contains the same fields as the Add Deposit screen.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Update/Delete Deposit screen:

This key	Allows you to
PF2/14	View help for this screen.
PF3/15	Update or delete certificate information associated with the deposit.
PF4/16	Update or delete documents that accompany the deposit.
PF5/17	Update or delete the transfer instructions associated with the deposit. *Note* -Transfer instructions apply only to Partial Sales, Gifting, and Breakdown deposits.
PF12/24	Delete the deposit entirely.

Messages

You may encounter the following messages when using the RDSP function. Messages are listed in alphabetical order along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ALL DATA HAS BEEN VALIDATED	The system has validated your data.	Information only; no action required.

Message Text	Possible Cause	Suggested Resolution
ALREADY AT FIRST PAGE	You have pressed PF10/22 to scroll backward, but the first page of data is already displayed.	Information only; no action required.
ALREADY AT LAST PAGE	You pressed PF11/23 to scroll forward, but the last page of data is already displayed.	Information only; no action required.
AMENDMENT SUCCESSFUL	The changes you made on the current screen were validated, and the deposit is waiting for approval.	Information only; no action required.
BRANCH ID IS REQUIRED	The **Branch ID** field was left blank; entry is **required**.	Enter a valid Branch ID number.
BRANCH ID NOT FOUND	The **Branch ID** you entered was not found in the system.	Enter a valid Branch ID number. If the message persists, contact the Customer Support Center at (888) 382-2721.
BREAKDOWN IS REQUIRED	A breakdown is required for the current deposit.	Enter a breakdown for the deposit.
BREAKDOWN QUANTITY IS VERIFIED	The breakdown of certificates and respective denominations adds up to the total quantity of certificates in the deposit. The quantity has been validated.	Information only; no action required.
CALENDAR CALL ERROR, PLEASE NOTIFY DTC CUSTOMER SUPPORT DTC	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
CANNOT AMEND THIS DEPOSIT, OPEN AMENDMENT MUST BE PROCESSED FIRST	There is an open amendment for this deposit (an item that has not yet been processed by DTC).	The open amendment must be deleted or approved by DTC.
CERT DENOM/TOTAL QTY DISCREPANCY: XXX,XXX. XXXXX-VS-XXX,XXX. XXXXX	The certificate denominations you have listed for the deposit do not equal the total quantity of the deposit.	Reenter the certificate denominations so that they equal no more than the total quantity of the deposit.
CERTIFICATE NO IS REQUIRED	The **Certificate No** field was left blank; entry is **required**.	Enter the valid certificate numbers for the deposit.
CERTIFICATE TOTAL DENOMINATION DOES NOT EQUAL TOTAL QUANTITY, PLEASE CORRECT	The certificate denominations do not add up to the total quantity of the deposit.	Reenter the denominations to add up to the total quantity of the deposit.

Message Text	Possible Cause	Suggested Resolution
CURRENT STATUS OF DEPOSIT DOES NOT ALLOW ADD DOCUMENT	An attempt was made to add documents to a deposit that is no longer open, which means that it has already been processed by DTC.	You can view deposit details and history of amendments using the Inquiry option.
CURRENT STATUS OF DEPOSIT DOES NOT ALLOW AMENDMENT	The Amendment option is available only for deposits that are still in the In-Transfer, credit or PERD status.	Information only; no action required.
CURRENT STATUS OF DEPOSIT DOES NOT ALLOW DELETE	You have attempted to delete a deposit that is not in PEND status.	Information only; no action required.
CURRENT STATUS OF DEPOSIT DOES NOT ALLOW UPDATE	You attempted to update a deposit that is no longer in PEND status.	Use the Amend Deposit option to make changes.
CUSIP** NOT ELIGIBLE FOR FRACTIONS	An attempt was made to break down certificates into denominations that are not allowed based on the CUSIP number.	Enter certificate denominations in whole numbers.
CUSIP IS CHILLED	The specified CUSIP is currently ineligible for deposit processing.	Contact the Customer Support Center at (888) 382-2721.
CUSIP IS NOT ELIGIBLE FOR RESTRICTED DEPOSIT SERVICE	The specified CUSIP is not eligible for Restricted Deposit Service.	Contact the Customer Support Center at (888) 382-2721.
CUSIP IS REQUIRED	The **CUSIP No** field was left blank; entry is ***required***.	Enter a valid CUSIP number.
CUSIP NUMBER NOT ON MASTER TABLES	The specified CUSIP number that does not exist in DTC's Master Tables.	Contact the Customer Support Center at (888) 382-2721.
CUST LOC SHOULD NOT BE ENTERED WITH CNTRL	You indicated both a custody location (**Cust Loc**) and a central delivery (**Cntrl**) mail code.	Enter data in the **Cust Loc** field only if your items are going into custody. Enter a value in the **Cntrl** field only if the items will not go into custody.
CUST LOC SHOULD NOT BE ENTERED WITH EXP	You indicated both a custody location (**Cust Loc**) and an express mail code (**Exp**) .	Enter data in the **Cust Loc** field only if the items will go into custody. Enter a value in the **Exp** field only if the items will not go into custody.
DATA CHANGES WERE NOT FOUND FOR THIS DEPOSIT	An attempt was made to amend a deposit, but the changes were not found.	Contact the Customer Support Center at (888) 382-2721.

Message Text	Possible Cause	Suggested Resolution
DATABASE ERROR, PLEASE NOTIFY DTC CUSTOMER SUPPORT	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
DATE CANNOT BE GREATER THAN TODAY	A future date was entered.	Reenter the date, ensuring that it is no later than the current date.
DENOMINATION CAN NOT EXCEED 999,999,999.99999	You entered a certificate denomination that is too great or violates the format (*999,999,999.99999*) .	Reenter a denomination that is less than 1,000,000,000 and with no more than five decimal places.
DENOMINATION IS REQUIRED	You have not entered the denomination (s).	Enter the denomination (s).
DENOMINATION MUST NOT EXCEED 999,999,999.99999	You entered a certificate denomination that is too great or violates the format (*999,999,999.99999*) .	Reenter a denomination that is less than 1,000,000,000 with no more than five decimal places.
DEPOSIT BELONGS TO BRANCH NO	The deposit ID does not match the branch number you entered.	Reenter the branch number.
DEPOSIT CANNOT BE AMENDED- DEPOSIT STATUS IS (PENDING, DELETED, DTC RETURNED, TA REJECT, OUT TRANSFER)	The deposit you attempted to amend does not have the correct status, which must be DTC credited, PERD or In- Transfer only.	Contact the Customer Support Center at (888) 382-2721.
DEPOSIT CANNOT BE UPDATED- DEPOSIT STATUS IS (PERD, DTC RETURNED, CREDIT, IN TRANSFER, TA REJECT, OUT TRANSFER)	The deposit status is invalid for Update/Delete.	Contact the Customer Support Center at (888) 382-2721.
DEPOSIT HAS BEEN DELETED	The deposit has been deleted.	Information only; no action required.
DEPOSIT ID SHOULD NOT BE ENTERED WITH OPTION 1	You attempted to add a deposit ID before the system assigned one in the Add Deposit option.	Follow the necessary steps for the Add Deposit option to generate a deposit ID. See Adding a Deposit.
DEPOSIT ID XXXXXXXXXX DELETED	The deposit has not been validated or you have incorrectly entered data in the Add Deposit option.	Reenter the data. See Adding a Deposit.
DEPOSIT IS PENDING OUT TRANSFER- CANNOT BE AMENDED	A deposit must be in In-Transfer, credit or PERD status to be amended.	Contact the Customer Support Center at (888) 382-2721.

Message Text	Possible Cause	Suggested Resolution
DEPOSIT NOT FOUND	You have either entered an invalid deposit ID or the deposit does not exist.	Reenter a valid deposit ID. If the message persists, contact the Customer Support Center at (888) 382-2721.
DEPOSIT TYPE IS REQUIRED	An invalid value was entered in the **Deposit Type** field.	Enter 007 for Regular Restricted (the only deposit type currently available).
DEPOSIT XXXXXXXXXX WAS ADDED SUCCESSFULLY	You pressed PF1/13 to validate your field entries and the system generated a deposit ID for your deposit.	Information only; no action required.
DOCUMENT INPUT ADDED SUCCESSFULLY	You pressed PF1/13 to validate your document input and the system has acknowledged your entries.	Information only; no action required.
DOCUMENTS ARE NOT FOUND FOR THIS DEPOSIT	Documents have not been found to accommodate your deposit.	Use the Update/Delete option to add documents to your deposit.
DUPLICATE CERTIFICATE	You entered the same certificate more than once on the Add Deposit Certificates Information screen.	Delete any duplicate certificates.
ENTER (S) TO SELECT A DEPOSIT	You did not indicate the deposit you want to inquire about or change.	Enter S to the left of the deposit for which you want to view details.
ENTER (S) TO SELECT AN AMENDMENT	You did not indicate the deposit you want to amend.	Enter S to the left of the deposit for which you want to view amendment details.
ENTER COMMENT BEFORE PRESS PF1/PF13 TO CANCEL AMENDMENT	You pressed PF1/13 before entering a comment.	Enter your comments, then press PF1/13.
ENTER NAME AND/OR COMPANY	The **Name** and/or **Company** fields were left blank; entry is *required* in at least one of these fields.	Enter the individual's name, the company's name, or both.
ENTER OPTION	The **Option field on the Main Menu was left blank; entry is *required***.	Enter one of the option numbers listed on the menu.
ENTER REQUIRED FIELDS	You did not enter data in one or more of the required fields.	Enter valid data in the required fields.
ENTER TRANSFER INSTRUCTION	You did not enter transfer instructions, which are *required* for Partial, Gifting and Breakdown deposits.	Enter transfer instructions on the Add Deposit Transfer Instruction screen.

Message Text	Possible Cause	Suggested Resolution
ENTER X TO SELECT CERTIFICATE REGISTRATION	You did not enter X in the **Select Certificate Registration** field on the Add Deposit Transfer Instruction screen.	Enter X in the **Select Certificate Registration** field to carry over the registration information from the Add Deposit screen.
ERROR IN RECEIVING DATA	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
EXP SHOULD NOT BE ENTERED WITH CNTRL	You typed values in both **Exp** (Express mail) and **Cntrl** (Central Delivery) fields.	Select either **Exp** or **Cntrl** for all items that are not custody items.
FORMAT TAX ID AS SSN, TIN OR ENTER'NRA'	The value entered in the **Tax ID** field on the Add Deposit Transfer Instruction screen is not in the correct format.	Enter the information in one of the following formats: • *999-99-9999* (SSN) • *99-9999999* (TIN) NRA (non-resident alien).
FORWARD NOT ALLOWED, FILL THIS PAGE FIRST	You attempted to scroll to the next page of this screen without entering data in all of the required fields.	Enter valid data in all of the required fields on the current screen, then press PF11/23 to scroll forward.
FORWARD NOT ALLOWED, CERT DENOM (XXX,XXX. XXXXX) EXCEEDED TOTAL QTY	You attempted to scroll to the next page, but the total amount of the certificate denominations you entered equals more than the total quantity of the deposit.	Reenter the certificate denominations to equal the total quantity of the deposit, then press PF11/23 to scroll forward.
FORWARD NOT ALLOWED, THE MAX PAGE WAS REACHED	You pressed PF11/23 to scroll forward, and you have reached the maximum number of pages allowed.	Information only; no action required.
FROM-DATE CANNOT BE GREATER THAN TO-DATE	This message appears if: • You entered a **From** date that is later than the **To** date • You entered the **Partl/Sold Funds date** incorrectly • You entered the **Deposit date** incorrectly • You entered the **Status date** incorrectly.	Enter a valid **From** date less than the **To** date, or reenter the **Partl/Sold Funds date**, **Deposit date** or **Status date**.
FROM-DATE IS REQUIRED	The **From** field was left blank; entry is *required*.	Enter a starting date.

Message Text	Possible Cause	Suggested Resolution
FULL SALE AND LEGEND REMOVAL DEPOSITS DO NOT NEED TRANSFER INSTRUCTIONS	An attempt was made to enter transfer instructions for a Full Sale or Legend Removal deposit. Neither Full Sale nor Legend Removal deposits require transfer instructions.	Information only; no action required.
FUNCTION NOT AVAILABLE- PAST CUTOFF TIME	The cutoff time has passed for the RDSP function.	See When to Use for more information about the availability of this function.
FUNCTION TEMPORARILY UNAVAILABLE, PLEASE TRY AGAIN LATER	The RDSP function is currently unavailable.	Try the function again in about 20 minutes. If the problem persists, contact the Customer Support Center at (888) 382-2721.
INVALID ACCT	The account number you entered is invalid.	Enter a valid account number.
INVALID BRANCH ID	The Branch ID you entered is invalid.	Reenter the Branch ID.
INVALID BREAKDOWN	You entered a breakdown of certificates that does not equal the total quantity of certificates for the deposit.	Reenter the certificate denomination breakdown. The denominations must equal the total quantity of certificates in the deposit.
INVALID CITY	The data you entered in the **City/St** field is invalid.	Enter a valid address.
INVALID CNTRL	The value you entered in the **Cntrl** field is invalid.	Enter X to indicate central delivery for a non-custody deposit.
INVALID CUSIP	You entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID CUSIP CHECK DIGIT	You entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID CUSIP ISSUE	You entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID CUSIP NUMBER	You entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID DATE	You entered an invalid date.	Enter a valid date.
INVALID DENOMINATION	You entered a certificate denomination that is not formatted correctly.	The correct format for certificate denominations is *999,999,999.99999*.
INVALID DEPOSIT ID	You entered an invalid deposit ID.	Enter a valid deposit ID.
INVALID DEPOSIT TYPE	You entered an invalid number in the **Deposit Type** field.	Enter 007 for restricted deposit, currently the only valid deposit type.

Message Text	Possible Cause	Suggested Resolution
INVALID EXP	You entered an invalid value in the **Exp**.	Enter X to indicate express mail delivery for a non-custody deposit.
INVALID KEY	You pressed an invalid PF key.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID KEY PRESSED	You pressed an invalid PF key.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID LOCATION	You entered an invalid value in the **Cust Loc** field.	Enter the valid custody location.
INVALID NUMBER OF CERTIFICATES	You entered an invalid number of certificates.	Enter a valid number of certificates.
INVALID OPINION LETTER INDICATOR	You entered an invalid value in the **Opinion Letter** field.	Enter Y if an opinion letter is attached to this deposit, or N if an opinion letter is not necessary.
INVALID OPTION	You enter an invalid value in the **Option field.**	Enter one of the valid option numbers listed on the screen.
INVALID PHONE NO	You entered an invalid phone number.	Enter a valid phone number, including area code, in *999- 999-9999* format.
INVALID PHONE NUMBER	You entered an invalid phone number.	Enter a valid phone number, including area code, in *999- 999-9999* format.
INVALID RESTRICTED TYPE	You entered an invalid value in the **Restricted Type** field.	Enter a valid code. See the Field Descriptions for more information.
INVALID RUSH INDICATOR	You entered an invalid indicator in the **Rush** field.	Enter Y if this deposit has a Rush letter or N if it does not.
INVALID SECURITY RULE	You entered an invalid SEC rule for your deposit.	Enter a valid SEC rule. Press PF2/14 for help.
INVALID SOLD QUANTITY	The quantity you indicated in the **Sold Quantity** field is invalid.	Enter a valid quantity in the **Sold Quantity** field.
INVALID STATE	You entered an invalid state in the mailing address for transfer instructions.	Enter a valid two-letter state code.
INVALID STATUS FOR AMENDMENT	You tried to amend a deposit that cannot be amended because of its status.	Check the deposit status.

Message Text	Possible Cause	Suggested Resolution
INVALID STATUS TYPE	You entered an invalid value in the **Current Status** field for your deposit inquiry.	Enter a valid status type for your deposit inquiry. See the Field Descriptions for a list of values.
INVALID TAX ID	You entered an invalid **Tax ID**.	The **Tax ID** format must be one of the following: • 999-99-9999 (SSN) • 99-9999999 (TIN) • NRA (non-resident alien).
INVALID TOTAL QUANTITY	You entered an invalid value in the **Total Quantity** field.	Enter a valid total quantity for your deposit.
INVALID ZIP	You entered an invalid **Zip Code** for your transfer instruction mailing address.	Enter a valid Zip code.
MAIL TO IS REQUIRED	You did not enter a mailing address for your transfer instructions.	Enter a valid mailing address.
MAIL TO SHOULD NOT BE ENTERED WITH CUST LOC	Both the **Mail To** and the **Cust Loc** fields were entered. A mailing address is not required if the custody location is entered.	Delete the information in one of the fields.
NO ADDITIONAL INFORMATION REQUIRED	No more information is required.	Information only; no action required.
NO COMMENT FOUND FOR THIS DEPOSIT	There are no comments to view for this deposit.	Information only; no action required.
NO TRANSFER INSTRUCTIONS FOR THIS RESTRICTED TYPE	An attempt was made to enter transfer instructions. Only Partial Sales, Gifting and Breakdown deposits require transfer instructions.	Information only; no action required.
NOTIFY DTC CUSTOMER SUPPORT	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
NUMBER OF CERTIFICATES IS REQUIRED	You did not enter the number of certificates in the **Please Enter Number of Certificates Presented** field.	Enter the number of certificates for the deposit.
ONLY ONE AMENDMENT CAN BE SELECTED	You tried to select more than one deposit at a time for amendment.	Select one deposit at a time.
ONLY ONE DEPOSIT CAN BE SELECTED	You tried to inquire about more than one deposit.	Select only one deposit.

Message Text	Possible Cause	Suggested Resolution
OPEN AMENDMENT ALREADY EXISTS FOR THIS DEPOSIT	You tried to open this deposit to amend it, but this deposit has an open amendment waiting to be approved by DTC.	Information only; no action required.
OPINION LETTER INDICATOR IS REQUIRED	The **Opinion Letter** field was left blank; entry is **_required_**.	Enter Y to include an opinion letter for this deposit or N if an opinion letter is not necessary.
OPTION IS REQUIRED	The **Option field was left blank.**	Enter one of the option numbers listed on the screen.
OPTION MUST BE 1 THRU 7	An invalid value was entered in the **Option field.**	Enter one of the option numbers listed on the screen.
P O BOX SHOULD NOT BE ENTERED WITH EXP	You have selected **Exp** (express mail) and entered a Post Office box number as part of your transfer instruction mailing address.	Remove the value from the **Exp** field.
PARTICIPANT CONTACT IS REQUIRED	The **Participant Contact** field was left blank; entry is **_required_**.	Enter the name of the person to contact about this deposit.
PHONE NUMBER IS REQUIRED	The **Phone** field was left blank; entry is **_required_**.	Enter the contact's phone number, including area code.
PLEASE ENTER (S) TO SELECT AN AMENDMENT	You have not selected the amendment you want to view.	Type S to the left of the amendment you want to view.
PLEASE ENTER REQUIRED FIELDS	You did not enter data in one or more of the required fields.	Enter data in all required fields.
PLEASE NOTIFY DTC CUSTOMER SUPPORT, PROGRAM ERROR	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
PLEASE NOTIFY DTC CUSTOMER SUPPORT, TS QUEUE ERROR- RC	A system error occurred.	Contact the Customer Support Center at (888) 382-2721.
PLEASE PROVIDE CERTIFICATE INFORMATION	You did not enter all of the certificates and their respective denominations associated with the deposit.	Enter all of the certificates associated with the deposit and their respective denominations.
PLEASE PROVIDE DEPOSIT INFORMATION	You did not enter the necessary information to validate your deposit.	Enter data in all of the required fields.

Message Text	Possible Cause	Suggested Resolution
PLEASE PROVIDE DOCUMENT INFORMATION	You did not indicate the documents that are to accompany the deposit.	Access the Add Documents screen and enter X next to the documents that are to accompany the deposit.
PLEASE PROVIDE TRANSFER INSTRUCTIONS	You did not enter any transfer instructions for your deposit.	Access the Add Deposit Transfer Instruction screen and enter your transfer instructions.
PREPARED BY IS REQUIRED	The **Prepared By** field was left blank; entry is ***required***.	Enter the preparer's name.
PRESS PF1 TO PRINT	Values were entered to print deposit tickets.	Press PF1/13 to print.
PRESS PF1/13 TO UPDATE	Values were entered to update a deposit.	Press PF1/13 to update.
REACHED THE MAXIMUM NUMBER OF PAGES ALLOWED	You have reached the maximum number of pages allowed.	Press PF10/22 to scroll backward.
REFERENCE-ID IS REQUIRED	The **Reference ID** field was left blank; entry is ***required***.	Enter a reference ID for this deposit, up to 40 characters.
REGISTRATION IS REQUIRED	You did not enter the registration for your certificate (s).	Enter the registration for your certificate (s).
REGISTRATION SHOULD NOT BE ENTERED WITH SELECT CERTIFICATE REGISTRATION	You entered registration information, but you also entered X in the **Select Certificate Registration** field.	Enter X in the **Select Certificate Registration** field to carry over the registration from the Add Deposit screen, or remove the value to enter other registration information.
RESTRICTED TYPE CANNOT BE CHANGED FROM " " TO "B"	You attempted to change a restricted type deposit to B (breakdown).	You cannot change the current restricted type to B (breakdown).
RESTRICTED TYPE IS REQUIRED	The **Restricted Type** field was left blank; entry is ***required***.	Enter one of the following restricted deposit types: • F: Full • P: Partial Sale • L: Legend Removal • G: Gifting • B: Breakdown.
RESTRICTED TYPE L CANNOT BE AMENDED	You attempted to change restricted type L to another restricted type.	You cannot amend a restricted type L (Legend Removal) deposit.
RUSH INDICATOR IS REQUIRED	The **Rush** field was left blank; entry is ***required***.	Enter Y if this deposit has a Rush letter or N if it does not.

Message Text	Possible Cause	Suggested Resolution
SOLD QUANTITY IS REQUIRED	You did not enter a valid numeric value in the **Sold Quantity** field.	Enter a valid sold quantity for Partial Sale deposits only.
SOLD QUANTITY IS REQUIRED FOR PARTIAL SALE ONLY	You entered a numeric value in the **Sold Quantity** field for a restricted type deposit that is either F (Full), L (Legend Removal), G (Gift) or B (Breakdown). A sold quantity is valid for partial sales only.	Delete the value.
SOLD QUANTITY MUST BE GREATER THAN 0.00000	You entered a numeric value in the **Sold Quantity** field that was less than zero.	Enter a valid numeric value that is greater than zero, if you are making a partial sale deposit.
SOLD QUANTITY MUST BE LESS THAN TOTAL QUANTITY	You entered a value in the **Sold Quantity** field that is greater than the total quantity of the deposit.	Enter a value that is less than the total quantity of the deposit.
SOLD QUANTITY MUST NOT EXCEED 999,999,999.00000	You entered a value in the **Sold Quantity** field that is greater than 999,999,999.00000	Enter a value that is less than 999,999,999.00000.
STATUS IS REQUIRED	The **Current Status** field was left blank; entry is **_required_**.	Enter a valid status code. See the Field Descriptions for a list of values.
THE "FROM" DEPOSIT ID GREATER THAN THE "TO" DEPOSIT ID	The range of deposit IDs you want to print must be in ascending sequence.	Reenter the range of deposit IDs, and make sure the lowest ID number is in the **From** field and the highest ID number is in the **To** field.
THE NUMBER OF CERTIFICATES MUST EQUAL TO TOTAL OF CERTIFICATES ENTERED	You have entered an invalid number of certificates in the **Certificates No** field.	The number of certificates in the listing must match the number in the **Please Enter Number of Certificates Presented** field.
TOTAL QUANTITY IS REQUIRED	The **Total Qty** field was left blank; entry is **_required_**.	Enter the number of shares to be deposited.
TOTAL QUANTITY MUST BE	You entered a value in the **Total Qty** field that is less than zero.	Enter the number of shares to be deposited.
TOTAL QUANTITY MUST NOT EXCEED 999,000,000.000	You have entered a value in the **Total Qty** field that is greater than what is allowed.	Enter a total quantity that is no greater than 999,000,000.000.

Message Text	Possible Cause	Suggested Resolution
TRANSFER INFORMATION IS NOT REQUIRED FOR RESTRICTED TYPE F AND L	You tried to enter transfer instructions for a deposit that is of the restricted type F (full sale) or L (legend removal). Neither full sale or legend removal deposits need transfer instructions.	Information only; no action required.
TRANSFER INSTRUCTIONS UNSOLD QUANTITY DOES NOT EQUAL DATABASE UNSOLD QUANTITY	A system error has occurred.	Contact the Customer Support Center at (888) 382-2721.
UPDATE SUCCESSFUL	You have pressed PF1/13, and your data has been validated and updated.	Information only; no action required.

REJI:

Introduction

Overview

The Billable Rejects Inquiry (REJI) function allows you to inquire about your Billable Reject items- deposits, withdrawals-by-transfer (WT) and certificates on demand (COD). You can view the information by date and/or CUSIP number, or you can view all items for the current or previous month.

REJI displays the following eight types of rejects:

- Branch Deposit- Front End
- Branch Deposit- Back End
- Deposit- Front End
- Deposit- Back End
- WT- Front End
- WT- Back End
- COD
- Bearer.

Front End items are those that were rejected by DTC on the day that the transaction was entered. Back End items are those that were rejected by DTC or the transfer agent at least one day after the transaction was entered.

The menu options allow you to limit the number of displayed items by entering specific search criteria.

When to Use

Use REJI to view the details of your Billable Reject items.

REJI is available:

- On business days from 7:30 a.m. to 7:30 p.m. eastern time
- On Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

Associated Products

REJI is used in association with the following Deposits and Withdrawal service products:

- Regular Deposits
- Branch Deposits
- Facility Deposits
- Withdrawal by transfer
- Certificates on demand.

List of Procedures:

Viewing Billable Rejects

Use the following procedure to view your Billable Reject items (deposits, WTs and CODs).

1 Type REJI on the Enter Function screen and press ENTER.

   Result- The Billable Rejects- Inquiry Menu appears.

2 Type the desired search parameters in only one of the following fields:

- **Day Date**: To view items for a specific date, type the date in ***mmddccyy*** format
- **CUSIP Number**: To view items for a specific security, type a valid nine-digit CUSIP number
- **MTD Rejects**: To view items for the current month-to-date, type X to the right of **Day** to list items by date, or **Reject Reason** to list items by the reason they were rejected
- **Month Date**: To view items for a prior month, type the date in ***mm ccyy*** format, then type X to the right of **Day** or **Reject Reason**.

3 Press ENTER.

   Result- The Billable Rejects- Inquiry (Summary) screen appears with a list of items that match your parameters.

4 *Optional.* To view the details of an item, type S to the left of the item and press ENTER.

   Result- The Billable Rejects- Inquiry (Detail) screen appears.

   Note- You can select multiple items on the Billable Rejects- Inquiry (Summary) screen. Type S to the left of as many items as you want to view, then press ENTER. When the Billable Rejects- Inquiry (Detail) screen appears, the first item is displayed, and you can press PF11/23 to scroll to the additional items.

List of Screens:

Billable Rejects- Inquiry (Detail) Screen

The Billable Rejects- Inquiry (Summary) screen appears when you enter search criteria on the Billable Rejects- Inquiry Menu, and displays the results of your search. You can enter S to the left of any item or multiple items to display the details.

Note- There are several slightly different versions of this screen. The following sample depicts the Billable Rejects- Inquiry (Summary) screen showing the current month's activities in date order (option 3, X entered to the right of **Day**) .

Sample Screen

REJI02

Field Descriptions

There are several versions of this screen depending on the options specified on the Billable Rejects-Inquiry Menu. All versions show the following fields (with exceptions noted), in slightly different order (also noted where applicable).

This field	Displays
For Period Of	The month and year specified on the Billable Rejects- Inquiry Menu. *Note* -Appears for options 3 and 4 only.
Part/ Name	Your participant number and name. *Note - For Group Users*, this displays the participant number and name specified on the Billable Rejects- Inquiry Menu.
Date	The date the transaction was entered. *Note* -For option 1, this appears at the top of the display in place of **For Period Of**. For options 3 and 4, this field appears left-most in the display if you entered X to the right of **Day**.
CUSIP	The CUSIP number. *Note* -For option 2, this appears at the top of the display in place of **For Period Of**.
Reason Rejected	The reason the item was rejected. For options 3 and 4, this field appears left-most in the display if you entered X to the right of **Reject Reason**.
Shares	The number of shares.
Type	The type of transaction (for example: DEP, WT, BEARER, COD).

Billable Rejects- Inquiry (Detail) Screen

The Billable Rejects- Inquiry (Detail) screen appears when you select an item or items on the Billable Rejects- Inquiry (Summary) screen, and displays the details of the selected item. If you selected multiple items, you can scroll through them.

Sample Screen

REJI03

Field Descriptions

This field	Displays
Participant	Your participant number and name. *Note - For Group Users*, this displays the participant number and name specified on the Billable Rejects- Inquiry Menu.
Security	The CUSIP number and a brief description of the security.

This field	Displays
Date Processed	The date the transaction was entered.
Shares	The number of shares.
Reason for Reject	The reason specified for rejection of the transaction.
Reject Type	The type of rejection. See Overview for a list.
Additional Information	Any additional information entered when the transaction was rejected, if applicable.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press CLEAR (PAUSE/BREAK on a PC keyboard) on the Billable Rejects- Inquiry (Detail) screen to display the first item selected.

Billable Rejects- Inquiry Menu

The Billable Rejects- Inquiry Menu allows you to specify the type of Billable Reject items you want to view.

Sample Screen


```
REJI01
```

Field Descriptions

Enter the search parameter by which you want to view the information in only one of the fields that follow. If you enter more than one parameter, you will receive an error message.

This field	Allows you to
Part	Specify the participant number whose items you want to view. *Note - Group Users only.*
Day Date	View items for a specific date. Enter a date in **mmddccyy** format.
CUSIP Number	View items for a specific security. Enter a valid nine-digit CUSIP number.
MTD Rejects	View month-to-date items for the current month. Enter X to the right of one of the following: • **Day**: To list items in date order (in CUSIP within Type sequence) • **Reject Reason**: To list items by the reason they were rejected (in CUSIP within Type sequence).
Month Date	View items for a prior month. Enter a date in **mmccyy** format,

This field	Allows you to
	then enter X to the right of **Day** or **Reject Reason** (see above).

Messages

You may encounter the following messages when using the REJI function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
CUSIP NOT FOUND	The specified CUSIP was not found on the master tables.	Try a different CUSIP number.
FUNCTION HAS BEEN QUIESCED- PRESS ENTER TO EXIT	REJI is currently unavailable.	Press ENTER to return to the Enter Function screen and try again later.
FUNCTION IS PAST CUTOFF TIME- PRESS ENTER TO EXIT	The cutoff time for this function has been reached.	Press ENTER to return to the Enter Function screen. See When to Use for information about the availability of this function.
INVALID CENTURY- PLEASE RE-ENTER	The first two characters of the specified year are invalid.	Enter a valid year.
INVALID CENTURY YEAR- PLEASE RE-ENTER	The specified year is invalid.	Enter a valid year.
INVALID CUSIP	An invalid CUSIP number was entered.	Enter a valid nine-digit CUSIP number.
INVALID DATE- PLEASE ENTER COMPLETE DATE	The specified date is either invalid or incomplete.	Enter a valid date in the format indicated on the screen.
INVALID DATE GREATER THAN CURRENT DATE	The specified date is a future date.	Enter the current date or a prior date.
INVALID DAY ENTER 01 TO 31	The day portion of the specified date is invalid.	Enter a valid day for the specified month.
INVALID DAY FOR SELECTED MONTH	The day portion of the specified date is invalid for the specified month.	Enter a valid day for the specified month.
INVALID KEY PRESSED	An invalid key was pressed.	Press ENTER or one of the valid PF keys listed at the bottom of the screen.
INVALID MONTH ENTER 01 TO 12	An invalid value was entered in the month portion of the specified date.	Enter one of 01 through 12.
INVALID PARTICIPANT NUMBER ENTERED	An invalid participant number was entered.	Enter a valid participant number.
INVALID PF KEY USED- USE ENTER KEY TO SELECT	An invalid key was pressed while selecting items for detail viewing.	Press ENTER to view the details of the selected item (s).
INVALID SELECTION- PLEASE ENTER "S" TO SELECT	An invalid character was used to select an item for detail viewing.	Enter an S to the left of the item (s) you want to view.

Message Text	Possible Cause	Suggested Resolution
MAKE ONE SELECTION ONLY	More than one selection was specified on the Main Menu.	Enter one selection only.
NO DATA FOUND	No transactions were found that match the specified criteria.	Information only; no action required.
NO MORE DATA TO DISPLAY	There are no more detail records to view on a detail screen.	Press CLEAR (or PAUSE/BREAK) to return to the first item, or scroll backward by pressing PF10/22.
NO SELECTION MADE	No options or search criteria were specified.	Enter the desired criteria for the items you want to view.
NOT ELIGIBLE TO VIEW DATA FOR THIS PARTICIPANT	The specified participant number is not part of your group.	Enter a participant number for which you are eligible to view transactions.
ONE OF THE ORDER BYS MUST BE CHOSEN FOR (MM CCYY) DATE KEYED	A date was entered in the **Month Date** field, but no "order by" option was selected.	Enter X to the right of **Day** or **Reject Reason**.
PARTICIPANT NUMBER IS A REQUIRED ENTRY	The **Part** field was left blank; entry is *required*.	Enter the participant number for the transactions you want to view.
PARTICIPANT NUMBER MUST BE NUMERIC	A non-numeric character was entered in the **Part** field.	Enter a valid participant number.
PARTICIPANT NUMBER NOT FOUND	The specified participant number was not found in the database.	Enter a valid participant number.
PLEASE USE PF11/23 TO VIEW NEXT ITEM	More items are available for detail viewing.	Press PF11/23 to scroll forward to the next selected item.
PRIOR DATE (MM CCYY) DATE MUST BE ENTERED FOR THE ORDER BY CHOSEN	An "order by" option was selected, but no date, or an invalid date, was entered in the **Month Date** field.	Enter a prior date in *mmccyy* format.
YOU ARE AT THE START OF THE DATA	PF10/22 was pressed to scroll backward, but the beginning of the display has been reached.	Information only; no action required.

REOG:

Introduction

Overview

The Reorg Selection Menu (REOG) function groups together various PTS functions that are frequently used for processing Reorganization transactions, and provides you with a central selection menu for those functions. REOG allows you to:

- Access and navigate among Reorganization functions via a Reorg Selection Menu and **Menu Bar** facility
- Retain the CUSIP number of a security you are working with while moving from one Reorganization function to another
- View online help for Reorganization functions.

Note- You can still access the individual Reorganization functions by entering their acronyms on the Enter Function screen; the navigation between functions is still available. REOG was designed as an alternative method for accessing Reorganization -related functions, allowing you to navigate between functions without returning to the Enter Function screen, and carry over security information without reentering the CUSIP in each function.

When to Use

The Reorg Selection Menu (REOG) function groups together various functions used by Reorganization operations personnel. Use REOG to access Reorganization functions without the need to remember individual function acronyms, and perform various tasks involving a single security when those tasks would normally require you to enter and exit several functions.

REOG is available 24 hours a day, including weekends.

List of Procedures:

Carrying Data Between Functions

If you enter a **CUSIP** on the Reorg Selection Menu, information for the specified security will be carried over between the functions you access via REOG. For example, if you enter a CUSIP, then select the RIPS function from the Reorg Selection Menu, the CUSIP field on the Reorg Inquiry For Participants screen in RIPS is automatically filled with the specified CUSIP, and you can inquire about that security.

If you do not specify a **CUSIP** on the Reorg Selection Menu, but subsequently enter or select a CUSIP within the function you access via REOG, that CUSIP will be carried over from function to function. If you return to the Reorg Selection Menu, the **CUSIP** field will now contain the CUSIP you selected or specified from within the other function.

For example, if you access the CERR function via the Reorg Selection Menu, then select an item on one of the display screens, the selected CUSIP will carry over when you return to the Reorg Selection Menu or when you access another Reorganization function, either via the **Menu Bar** or the O (Other Functions) command.

Using REOG

Use the following procedure to access Reorganization -related PTS functions via REOG.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 *Optional.* To view a help screen for REOG, click below the word Help on the **Menu Bar** and press ENTER.

Result- A help screen with a brief overview of REOG appears.

Note- If you do not use a mouse, press HOME, then TAB to the word Help on the **Menu Bar** and press ENTER.

Also, to view help for a different Reorganization function, type the desired function acronym in the **Topic** field and press ENTER.

3 Type the number that corresponds to the Reorganization function you want to access in the **Enter** Option field.

Note- If you are not signed up for a listed function, that line on the Reorg Selection Menu appears in low intensity and the message'Ineligible' appears to the right of the function name. If you select that function, the message'You do not have the necessary PTS eligibility to access the selected function' appears on the top of the screen.

If you are a group user and are not allowed access for the participant data for a listed function, that line appears in low intensity and the message'Not authorized' appears to the right of the function name. If you select that function, the message'Group user not authorized for displayed participant &selected function combo' appears on the top of the screen.

4 *Optional.* Type the CUSIP number of the security for which you want to perform Reorganization - related activities in the **CUSIP** field.

5 *Optional, group users only,* type the desired participant number in the **Participant** field.

6 Press ENTER.

Result- The menu or first screen of the selected function appears. For information about using the selected function, see the chapter in this guide that discusses that function.

List of Screens:

Function Help Screen

For each function available via REOG, you can display a help screen by placing your cursor beneath the word Help on the **Menu Bar** at the top of the screen and pressing ENTER. If you do not have a mouse, press HOME, then TAB until your cursor is properly positioned.

Note- This help facility provides a brief overview of the function you are currently accessing via REOG. It does not provide help for a specific screen within a function. For detailed information about a specific screen, see the chapter in this guide that discusses the selected function. Also, if you access Help on the **Menu Bar** while already displaying the Function Help screen, a brief help screen for this help facility appears.

Sample Screen

```
   HELP

X$VC                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                        PTS HELP                       TIME:   HH:MM:SS
 ================================================================================

 TOPIC: REOG



             THE REORGANIZATION MENU ALLOWS ACCESS TO THE
             REORGANIZATION FUNCTIONS. ACCESS TO THE REORG
             RELATED FUNCTIONS ARE ALSO AVAILABLE. THE MENU
             PROVIDES FOR THE ENTRY OF AN OPTIONAL CUSIP. THE
             CUSIP IS MAINTAINED FROM ON
E FUNCTION TO ANOTHER.

             **NOTE -ONLY THOSE FUNCTIONS WITH OPTIONS NUMBERS
                     ARE AVAILABLE.

 OPTION....................ENTER A VALID OPTION AND PRESS ENTER.


 MENU CUSIP.................THIS IS AN OPTIONAL FIELD. IT IS CARRIED OVER
                                                              ...MORE->
 ================================================================================
ENTER:PROCESS   PF2/14:FUNCTION CODES    PF6/18:RETURN      PF8/20:END FUNCTION
                PF9/21:SIGNOFF           PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Allows you to
Menu Bar	Display a help screen for this help facility.
Topic	Change the function for which you are viewing help. Type the desired function acronym and press ENTER.
Display Area	View a brief overview of the function you are currently accessing. *Note-* If more text is available for the overview, **. . . MORE>** appears at the bottom right of the screen. Press PF11/23 to scroll forward until **NO MORE** is displayed.

Reorg Selection Menu

The Reorg Selection Menu allows you to access and navigate between Reorganization -related PTS functions and (optionally) specify a CUSIP number that will be carried over from one function to another.

Sample Screen

```
  HELP
 PLEASE SELECT AN OPTION
 QAA0                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99                      REORG SELECTION MENU            TIME:   HH:MM:SS
 ================================================================================
 ANNOUNCEMENT FUNCTIONS                       FOREIGN CURRENCY SERVICE   (RCUR)
   1. REORG INQUIRY FOR PART    (RIPS)    16. WARRANT INQUIRY SERVICE    (WARI)
      ANNOUNCEMENT INQUIRY      (DIVA)    17. CONVERSION INQUIRY SERVICE (RCIP)
      PROXY ANNOUNCEMENTS       (PANS)    18. CNS REORGANIZATION SERVICE (CNSR)
      LEGAL NOTICE ANNOUNCEMENTS (LENP)   SETTLEMENT INQUIRIES
```

```
CORPORATE REORGANIZATION FUNCTIONS          ADJUSTMENT INQUIRY          (ADJI)
   5. CD EARLY REDEMPTIONS        (CERR)     ATP ACTIVITY INQUIRY        (ATAM)
      CHANGE MODE OF PAYMENT      (CMOP)     SAME DAY ALLOCATION REPORT  (SDAR)
   7. RIGHTS SUBSCRIPTIONS        (PSOP)  MISCELLANEOUS
      UIT REDEMPTION/SALE         (IVOR)     SECURITY INQUIRY            (GWIZ)
   9. VOLUNTARY TENDER SERVICE    (PTOP)     MASTER FILE NAME & ADDR     (MFNI)
  10. VOLUNTARY PUT OPTION BONDS  (PUTS)     PART. INQUIRY NOTIFY        (PINS)
  11. CONVERSION INSTRUCTIONS     (RCNV)     SECURITY POSITION INQUIRY   (POS )
  12. UNIT SEPARATE/COMBINE       (UNIT)     ATP PENDING ACTIVITY        (PEND)
  13. WARRANT EXERCISE SERVICE    (WARR)     POSITION REMOVAL REQUEST    (PREM)
  14. VOLUNTARY INSTR. RELEASE    (RTOP)  28. RISK ANALYSIS             (RANA)
 ENTER OPTION: __ CUSIP: _____ (OPTIONAL) PARTICIPANT: ____ / (OPTIONAL)
 ==============================================================================
 ENTER:PROCESS                PF8/20:END FUNCTION              PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Display a help screen for REOG.
Display Area	View a list of available Reorganization -related functions. *Note-* If a function does not have a number to the left of the function name, that function is not yet available via REOG.
Enter Option	Enter the option number that corresponds to the function you want to access.
CUSIP	Enter the CUSIP number of a security for which you want to perform activities or inquiries.
Participant	*Group users only*, enter a participant number.

RIPS:

Introduction

Overview

The Reorg Inquiry for Participants (RIPS) function allows you to view information regarding the processing of securities undergoing redemption, maturity, or reorganization activity, including:

- Mergers (cash and/or stock)
- Tender offers
- Exchanges offers
- Expiring Conversions
- Expiring Warrant exercises
- Put option exercises
- Maturities
- Redemptions
- Other types of reorganization activities.

The RIPS function gives you access to specific information about a reorganization, maturity or redemption activity occurring on a particular issue. You can also use the RIPS function to identify:

- Those reorganization or redemption activities with "significant events" (for example, an expiration of a tender offer), occurring on a specified date
- Newly announced reorganization, maturity or redemption activities
- Updated information for reorganization, maturity or redemption activities
- Activities for those securities in which you have position.

Warning! The information provided by means of the RIPS function is based on communications (whether oral or written) received by DTC from a variety of sources, and DTC does not represent that such information is accurate or adequate, or fit for any particular purpose. DTC shall not be liable for (1) any loss resulting directly or indirectly from mistakes, omissions, interruptions, delays, errors or defects arising from or related to the information provided on the RIPS function, and (2) any special, consequential, exemplary, incidental, or punitive damages. The information provided in RIPS with respect to a particular reorganization activity is subject to change at any time without prior notice.

About the RIPS Expiration Inquiry Feature

The RIPS Expiration Inquiry feature provides you with:

- Important data such as information about underlying security record dates and expiring activities where the target security is also the subject, or proceeds of another reorganization activity
- A list of ongoing conversion and warrant exercises where today and tomorrow are the last days to convert or subscribe through DTC and receive position as of the record date for a distribution of cash, securities or voting rights on the underlying security.

You can perform these inquiries based on the envelopes due to expire today or the next business day by Reorganization Activity code.

About the Reorganization Inquiry Feature

The RIPS Reorganization Inquiry feature allows you to perform inquiries about issues undergoing a reorganization activity. You can view:

- Issues with significant events by entering a "key date"
- Newly announced activities
- Updated announcements
- Issues undergoing a reorganization for which you have position.

About the Broadcast Message Facility

DTC uses the RIPS function to broadcast urgent messages to all Participants. These messages appear prior to the RIPS Main Menu and usually inform you of the late notification of an expiring reorg activity. Urgent or important news regarding DTC's Reorganization and Redemptions services are communicated to you via the Broadcast Message facility. You must read the message and take appropriate action before proceeding to the RIPS Main Menu.

When to Use

Use RIPS when you want to view reorganization, maturity or redemption information. For example, if you want to know if there is a reorganization on a specific issue, enter the CUSIP number and receive up-to-date information on that reorganization.

RIPS is available:

- Business days, 24 hours a day
- Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

Note- There are other inquiries you can perform with RIPS, however, since they are not related to DTC's Reorganization Service, those activities are not documented in this guide.

Associated Products

RIPS is used in association with the following Reorganization products:

- Announcements
- Voluntary Offerings
- Puts
- CD Early Redemptions
- Rights Subscriptions
- Conversions
- Warrant Exercises
- Unit Swingovers
- Mandatory Reorganizations

RIPS is also used in association with the Custody and Deposits services Custody Reorganization product.

List of Procedures:

Accessing RIPS

Use the following procedure to access the RIPS function through the Reorg Selection Menu (the REOG function).

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 Type 1 in the **Enter** Option field and press ENTER.

Result- The Reorg Inquiry for Participants screen appears.

Viewing Agent Information

Use this procedure to view reorganization and redemption Agent information.

1 Obtain one of the following screens:

- Any version of Envelope Listing
- Redemption Detail
- Index Of New/Updated Envelopes
- Called Certificates.

2 Type A in the **CMD** field and press ENTER.

Result- One of the following screens appears:

- Agent Information, containing information about the agent involved in the reorganization or maturity activity
- Redemption Agent (s), containing information about the agent (s) involved in the redemption activity.

Viewing Canceled Redemption Agent Information

Use this procedure to view information about canceled redemption activities.

1 Refer to *Viewing Canceled Redemption Information* and obtain the Redemption Detail screen.

2 Type A in the **Command** field and press ENTER.

Result- The Redemption Agent (s) screen appears.

Viewing Canceled Redemption Called Certificates Information

Use this procedure to view information about cancelled redemption activities.

1 Refer to *Viewing Canceled Redemption Information* and obtain the Redemption Detail screen.

2 Type N in the **Command** field and press ENTER.

Result- The Called Certificates screen appears.

Viewing Canceled Redemption Information

Use this procedure to view information about canceled redemption activities.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type C (Redemptions)
- **Option: Type 4 (Canceled)**
- **CUSIP: Type a CUSIP undergoing any reorganization, maturity or redemption activity**; *optional.*

Result- The Redemption Cancellations/Rescissions Menu appears.

2 Type the appropriate values in the entry fields provided and press ENTER.

Result- The Redemption Cancellations/Rescissions screen appears.

3 Type one of the following in the **CMD** field and press ENTER:

- X: To obtain the Redemption Detail screen.
- C: To obtain the Redemption Comments screen.

Viewing Certificate Detail Information

Use this procedure to view the certificates associated with the redemption that is being processed.

1 Obtain one of the following screens:

- Redemption Detail

- Redemption Agent (s)

- Redemption Comments
- Reorg Deposits.

2 Type N in the **CMD** field and press ENTER.

Result- One of the following screens appears:

- Called Certificates
- Reorg Deposits, containing certificate detail information.

Viewing Certificate Detail Information

Use this procedure to view certificate detail information for reorg deposits undergoing reorganization activities.

1 Refer to *Viewing Reorganization Deposit Information* and obtain the Reorg Deposits screen.

2 Type N in the **CMD** field and press ENTER.

Result- The Certificate Detail screen appears.

Viewing Certificate Detail Information for Maturities and Redemption Reorg Deposits

Use this procedure to view certificate detail information about reorg deposits undergoing maturities or redemption activities.

1 Refer to *Viewing Maturities and Redemptions Reorg Deposit Information* and obtain the Reorg Deposits Allocated/Unallocated Detail screen.

2 Type X in the **CMD** field and press ENTER.

Result- The Reorg Deposits Allocated/Unallocated Certificate Detail screen appears. The version you see depends on the screen you accessed in Step 1.

Viewing Comments

Use this procedure to view any comments about the reorganization or redemption activity.

1 Obtain one of the following screens:

- Any version of Envelope Listing
- Redemption Detail
- Redemption Summary
- Index Of New/Updated Envelopes
- New/Updated Redemption Envelopes
- Called Certificates.

2 Type C in the **CMD** field and press ENTER.

Result- One of the following screens appears:

- Comments Information, containing any comments that were entered about the reorganization or maturity activity
- Redemption Comments, containing any comments that were entered about the redemption activity.

Viewing Custody Reorg Deposit Certificate Detail Information for Maturities and Redemption Activitie

Use this procedure to view certificate detail information about custody reorg deposits for maturities and redemption activities.

1 Refer to *Viewing Custody Reorg Deposit Information for Maturities and Redemption Activities* and obtain the Reorg Deposits Allocated/Unallocated Detail screen.

2 Type X in the **CMD** field and press ENTER.

Result- The Reorg Deposits Allocated/Unallocated Certificate Detail screen appears. The version you see depends on the screen you accessed in Step 1.

3 Type X in the **CMD** field and press ENTER.

Result- The Custody RD Allocated/Unallocated Registration Detail screen appears. The version you see depends on the screen you accessed in Step 2.

Viewing Custody Reorg Deposit Certificate Detail Information for Reorganization Activities

Use this procedure to view certificate detail information about custody reorg deposits for reorganization activities.

1 Refer to *Viewing Custody Reorg Deposit Information for Reorganization Activities* and obtain the Reorg Deposits screen.

2 Type N in the **CMD** field and press ENTER.

Result- The Certificate Detail screen appears.

Viewing Custody Reorg Deposit Entitlement Information for Reorganization Activities

Use this procedure to view entitlement information about custody reorg deposits for reorganization activities.

1 Refer to *Viewing Custody Reorg Deposit Information for Reorganization Activities* and obtain the Reorg Deposits screen.

2 Type E in the **CMD** field and press ENTER.

Result- The Custody/Restricted Stock Entitlements screen appears.

3 Press PF3/15 to obtain the Custody/Restricted Cash-In-Lieu screen.

Viewing Custody Reorg Deposit Envelope Detail Information for Reorganization Activities

Use this procedure to view envelope detail information about custody reorg deposits for reorganization activities.

1 Refer to *Viewing Custody Reorg Deposit Information for Reorganization Activities* and obtain the Reorg Deposits screen.

2 Type X in the **CMD** field and press ENTER.

Result- The Envelope Detail screen appears.

Viewing Custody Reorg Deposit Information for Maturities and Redemption Activities

Use this procedure to view information about custody reorg deposits for maturities and redemption activities.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type one of the following:
    - **B**: Maturities
    - **C**: Redemptions.
- **Enter** Option: Type 5 (for Maturities) or 9 (for Redemptions).
- **CUSIP**: Type a CUSIP undergoing any reorganization, maturity or redemption activity; *optional*.

Result- The Custody Reorg Deposits Selection Menu menu appears.

2 Type 1 (allocated) or 2 (unallocated) in the **Enter** Option field and press ENTER.

Result- The Reorg Deposits Allocated/Unallocated Detail screen appears. The version you see depends on the options you selected on the Custody Reorg Deposits Selection Menu.

Viewing Custody Reorg Deposit Information for Reorganization Activities

Use this procedure to view information about custody reorg deposits for reorganization activities.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type A (Reorganizations)
- **Enter** Option: Type 7 Custody Reorg Deposits (Reorganizations)
- **CUSIP**: Type a CUSIP undergoing any reorganization, maturity or redemption activity; *optional*.

Result- The Custody-Only/Restricted Selection menu appears.

2 Type the appropriate values in the fields and press ENTER.

Result- The Reorg Deposits screen appears. The version you see depends on the options you selected on the Custody-Only/Restricted Selection Menu.

Viewing Detail Information

Use the following procedure to view envelope detail information from the Payout/Rate screen or any Envelope Listing screen.

1 Obtain one of the following screens:

- Any version of Envelope Listing
- Redemption Summary
- Payout/Rate Inquiry
- Index Of New/Updated Envelopes
- New/Updated Redemption Envelopes
- Called Certificates.

2 Type X in the **CMD** field and press ENTER.

Result- One of the following screens appears:

- Envelope Detail, containing reorganization or maturity detail information
- Redemption Detail, containing redemption detail information.

Viewing Entitlement Information

Use this procedure to view entitlement information about reorg deposits for reorganization activities.

1 Refer to *Viewing Reorganization Deposit Information* and obtain the Reorg Deposits screen.

2 Type E in the **CMD** field and press ENTER.

Result- One of the following screens appears, depending on the type of deposit you selected:

- Cash Entitlements
- Stock Entitlements.

Viewing Envelope Detail Information

Use this procedure to view envelope detail information for reorg deposits undergoing reorganization activities.

1 Refer to *Viewing Reorganization Deposit Information* and obtain the Reorg Deposits screen.

2 Type X in the **CMD** field and press ENTER

Result- The Envelope Detail screen appears.

Viewing Envelope Update History Information

Use this procedure to view envelope update history information for reorg deposits undergoing reorganization activities.

1 Refer to *Viewing Envelope Detail Information* and obtain the Envelope Detail screen.

2 Type U in the **CMD** field and press ENTER

Result- The Reorg Envelope Update History screen appears.

Viewing Expiration Information

Use the following procedure to view envelope expiration information.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type A (Reorganizations).
- **Enter** Option: Type 4.

Result- The Expiration Inquiry screen appears.

Note- Refer to the following procedures for information:

- *Viewing Agent Information*
- *Viewing Comments*
- *Viewing Payout Information*
- *Viewing Detail Information*.

2 Type E in the **CMD** field and press ENTER. See the *Reference* section for information on entering the fields on this screen.

Result- One of the following screens appears, depending on the selected item:

- Estimate Value of Exercise: Conversions
- Estimate Value of Exercise: Warrants.

3 Type the appropriate information on the Estimate Value Of Exercise screen and press ENTER.

Result- The RIPS system calculates your net gain or loss and the cost to convert your shares.

Note- Refer to the *Reference* section for information on entering the fields on this screen.

Viewing Letter Tracking Information

Use this procedure to view information about letters. A letter contains the instructions that are sent to the Exchange Agent with the securities attached to it. The letter also contains what DTC is entitled to receive back (entitlements).

1 Type T in the **CMD** field on one of the following screens and press **ENTER**:

- Reorg Deposits
- Cash Entitlements

- Stock Entitlements.

2 Type L in the **Options** field and press ENTER to obtain the Letter Tracking Comments screen.

Viewing Maturities and Redemptions Reorg Deposit Information

Use this procedure to view information for reorg deposits undergoing maturities or redemption activities.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type one of the following:
  - B: Maturities
  - C: Redemptions.
- **Enter** Option: Type one of the following:
  - 4: Reorg Deposits (Maturities)
  - 8: Reorg Deposits (Redemptions).
- **CUSIP**: Type a CUSIP undergoing any maturity or redemption activity; *optional*.

Result- The Reorg Deposits Selection Menu appears.

2 Type the appropriate values in the fields and press ENTER.

Result- One of the following screens appears, depending on your selections on the Reorg Inquiry for Participants screen:

- Reorg Deposits if you selected Maturities
- Reorg Deposits Allocated/Unallocated Detail if you selected Redemptions.

Viewing New and Contra-CUSIP Information

Use the following procedure to view new CUSIP numbers that have been assigned to a security, or temporary CUSIP numbers assigned by DTC for use in reorganization activities.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type A (Reorganizations)
- **Enter** Option: Type 5
- **CUSIP**: Type a CUSIP undergoing any reorganization activity; *optional*.

Result- The New And Contra CUSIP Listing appears.

2 Type a valid CUSIP number in the **New And Contra CUSIP** field and press ENTER.

Result- The information you requested appears on the New And Contra CUSIP Listing.

Viewing New Envelope Information

Use this procedure to view new envelope information for a reorganization, maturity or redemption activity.

Note- Before you begin, refer to the following procedures for more information:

- *Viewing Agent Information*
- *Viewing Comments*
- *Viewing Payout Information*
- *Viewing Detail Information*.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**: Type one of the following:
    - A: Reorganizations
    - B: Maturities
    - C: Redemptions.

- **Enter** Option: Type 2 (New).
- **CUSIP**: Type a CUSIP undergoing any reorganization, maturity or redemption activity; *optional*.

Result- One of the following screens appears depending upon the category you selected:

- New Envelopes Menu containing information about new reorganization or maturity envelopes if the category equals A or B.
- New Redemption Envelopes Menu containing information about new redemption envelopes if the category equals C.

2 Type the appropriate values in the fields and press ENTER. See the *Reference* section for information about entering the required values.

Result- One of the following screens appears:

- Index Of New Envelopes, containing information about new reorganization and maturity envelopes
- New Redemption Envelopes, containing information about new redemption envelopes.

Viewing Payout Information

Use this procedure to view payout information for a reorganization or maturity activity.

1 Obtain one of the following screens:

- Any version of Envelope Listing
- Index Of New/Updated Envelopes.

2 Type P in the **CMD** field and press ENTER.

Result- One of the following screens appears:

- Payout/Rate Inquiry
- Tender Payout/Rate Inquiry.

Viewing Reversed Reorg Deposits

Use this procedure to view reversed reorg deposits.

1 Refer to *Viewing Reorganization Deposit Information* and obtain the Reorg Deposits Selection Menu.

2 Type 3 in the **Enter** Option field, and the appropriate information in the other fields. See the *Reference Section* for further information on what to enter.

Result- The Reversed Mandatory Deposits screen appears.

Note- Refer to the following procedures for information:

- *Viewing Comments*
- *Viewing Entitlement Information*
- *Viewing Certificate Detail Information*
- *Viewing Envelope Detail Information*
- *Viewing Letter Tracking Information.*

Viewing Summary Menu Information

Use this procedure to access one of the following Summary menus:

- Reorganization Selection Menu
- Redemptions Summary Selection Menu.

1 Obtain the Reorg Inquiry for Participants screen. Refer to *Accessing RIPS* for further information.

2 Type the following information and press ENTER:

- **Enter Category**: Type one of the following:
  - A: Reorganizations
  - B: Maturities
  - C: Redemptions.

- **Enter** Option: Type 1 (Summary).
- **CUSIP**: Type a CUSIP undergoing any reorganization, maturity or redemption activity; *optional*.

Result- One of the following screens appears depending upon the category you selected:

- Reorganization Selection Menu: if the category equals A or B.
- Redemptions Summary Selection Menu: if the category equals C.
- Reorg/Maturity/Redemption Summary screen if you only enter the CUSIP.

3 Type the appropriate values in the fields and press ENTER. See the *Reference* section for information about entering the required values.

Result- One of the following screens appears depending on what you entered on the Reorganization Selection Menu or the Redemptions Summary Selection Menu:

- Active Envelope Listing screen

- Historical Envelope Listing screen

- Preliminary Envelope Listing screen

- Redemption Summary screen.

Viewing Updated Envelope Information

Use this procedure to view updated envelope information for a reorganization, maturity, or redemption activity.

Note- Before you begin, refer to the following procedures for more information:

- *Viewing Agent Information*
- *Viewing Comments*
- *Viewing Payout Information*
- *Viewing Detail Information*.

1 Type the following information on the Reorg Inquiry for Participants screen and press ENTER:

- **Enter Category**. Type one of the following:
  - A: Reorganizations
  - B: Maturities

- C: Redemptions.

- **Enter** Option: Type 3 (Updated).
- **CUSIP**: Type a CUSIP undergoing any reorganization, maturity or redemption activity; *optional*.

Result- One of the following screens appears depending upon the category you selected:

- Updated Envelopes Menu containing information about updated reorganization or maturity envelopes if the category equals A or B.
- Updated Redemption Envelopes Menu containing information about new redemption envelopes if the category equals C.

2 Type the appropriate values in the fields and press ENTER. See the *Reference* section for information about entering the required values.

Result- One of the following screens appears:

- Index Of Updated Envelopes, containing information about updated reorganization and maturity envelopes
- Updated Redemption Envelopes, containing information about updated redemption envelopes.

List of Screens:

Agent Information Screen

The Agent Information screen appears when you enter A in the **CMD** field on the Envelope Listing screen, and displays information about the various Agents involved with the selected envelope.

Sample Screen

```
MENU    HELP


X$V1                    REORG INQUIRY FOR PARTICIPANTS         DATE: MM/DD/CCYY
00002199-99                   AGENT INFORMATION               TIME:   HH:MM:SS
 ==============================================================================
  ENVELOPE ID:  52  -0000Z0AA9 -01            TENDER
 ==============================================================================


 TENDER AGENT                   REORGANIZATION VOLUNTARY
                                SEE RIPS COMMENTS FOR ACTUAL AGENT
                                NEW YORK              NY  10041
```

```
                                                            NO MORE.
=======================================================================
PF6/18:PREVIOUS            PF7/19:RIPS MENU          PF8/20:END FUNCTION
PF9/21:SIGNOFF            PF10/22:BACKWARD           PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	Note -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Agents	The pertinent Agent information for the selected envelope.

Called Certificate Inquiry Screen

The Called Certificate Inquiry screen appears when you enter C in the **Enter Category** field and 7 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen displays called certificates in Certificate Number, Certificate Sequence Number order.

Sample Screen

```
MENU     DIVA   SDAR    HELP

 X$V1                   THE DEPOSITORY TRUST COMPANY         DATE: MM/DD/CCYY
 00002199-99               CALLED CERTIFICATE INQUIRY        TIME:   HH:MM:SS
 ===========================================================================

             CUSIP:

  999999999     <=== REQUIRED
             CUSIP DESC:  DTC TEST CUSIP
   SKIP TO CERTIFICATE:  _____  <=== OPTIONAL


       CERTIFICATE        SEQ     REDEMPTION DATE     CALLED DENOMINATION
                           1         03/02/1998
                           2         09/02/1997              35000
```

```
                             3        03/01/1999              75000
                             4        12/01/1997              35000
                             5        09/01/1998              70000
                             6        06/02/1997              25000
                             7        06/01/1998              80000
                             8        12/01/1998              75000


                                                              NO MORE.
       ========================================================================
       ENTER:PROCESS    PF2/14:ACTIVITY CODES    PF7/19:RIPS MENU   PF8/20:END FUNCTION
                        PF9/21:SIGNOFF            PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	An entry field that allows you to specify the CUSIP number for which certificates are to be listed.
CUSIP Desc	The DTC Master Tables description associated with the CUSIP you specify.
Skip To Certificate	An entry field that allows you to begin the display with a specific certificate number. *Optional.*
Certificate	The certificate number.
Seq	An incremental count of the certificate number for the specified CUSIP.
Redemption Date	The date on which the redemption is effective.
Called Denomination	The called portion of a certificate.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Called Certificates Inquiry screen to display the Activity Codes Help screen.

Called Certificates Screen

The Called Certificates screen appears when you enter N in the **CMD** field on one of the following screens:

- Redemption Detail
- Redemption Agent (s)
- Redemption Comments screen.

This screen displays the certificates associated with the selected redemption, in Cert Ind, Certificate Number, Sequence order.

Sample Screen

```
MENU     DIVA   SDAR   HELP
NO DTC CALLED CERTIFICATES
X$V1                    THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99                   CALLED CERTIFICATES           TIME:   HH:MM:SS
 ==============================================================================
 CUSIP NUMBER: 3414206R3 DESC: FL ST PUB EDUC RV FL   D10-01-90  7.000% JD00 RR
 NOTICE TYPE: UNIVERSAL
                         COMMENTS: Y
   CERTIFICATE    CERT       CALLED        | CERTIFICATE    CERT      CALLED
     NUMBER       IND      QUANTITY   SEQ  |   NUMBER       IND     QUANTITY   SEQ
 ------------------------------------------|------------------------------------
        1959     N           5000    1     |
                                           |
                                           |
                                           |
                                           |
                                           |
                                           |
                                           |
 COMMAND:  _        VALUES FOR CERT IND:  "N" = NON-DTC, "D" = DTC    NO MORE.
 COMMANDS:   X-REDEMPTION DETAIL   C-COMMENTS   A-AGENT
 ==============================================================================
 ENTER:PROCESS    PF6/18:PREVIOUS      PF7/19:RIPS MENU      PF8/20:END FUNCTION
                  PF9/21:SIGNOFF     PF10/11:BACKWARD      PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP Number	The CUSIP number.
Desc	The DTC Master Tables description associated with the CUSIP.

This field	Displays
Notice Type	The notice type. This field will contain CEDE &CO if all certificates in call are registered in Cede& Co: otherwise, it will contain UNIVERSAL.
Comments	An indicator of whether comments exist for the redemption. Y = yes, N = no.
Certificate	The certificate number.
Cert Ind	An incremental count of a certificate number within the CUSIP: • D: The Certificate was found in-house at DTC • N: The certificate was not found at DTC.
Called Quantity	The called portion of a certificate.
Seq	The unique identifier used to differentiate certificates used in each lottery.
Command	An entry field that allows you to access one of the following screens: • X: Redemption Detail • C: Redemption Comments • A: Redemption Agent (s).

Cash Entitlements Screen

The Cash Entitlements screen appears when you enter E in the **CMD** field on the Reorg Deposits screen. This screen displays cash entitlement details in ascending **New CUSIP** order. The title on the screen will be one of the following:

- Reorg Deposit Cash Entitlements- *deposit type* appears if you selected the Reorg Deposits option on the Reorg Inquiry For Participants screen. In the title, *deposit type* is replaced by All, Regular, Legals and Over 3, or by the Deposit Type listed on the Reorg Deposits Selection Menu.
- Custody/Restricted Cash Entitlements appears if you selected the Custody Reorg Deposits option on the Reorg Inquiry For Participants screen.

Sample Screen

```
MENU     HELP


K9AB                     THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99        REORG DEPOSIT CASH ENTITLEMENTS -ALL        TIME:   HH:MM:SS
================================================================================
PARTICIPANT: 2199      NAME: DTC TEST PART ACTY: 72  CASH MERGER        TY: L


    ENVELOPE ID       DEP DATE      QUANTITY    DEPOSIT ID REFERENCE ID
  ------------------------------------------------------------------------
72  -00207N100 -01 MM/DD/CCYY                2 9912712106 00399105094628
================================================================================
CMD NEW CUSIP ACT RECORD DTE  PAY DATE    ALLC DATE  PAY RATE   CASH AMOUNT   C
     --------------------------------------------------------------------
```

```
    _    N/A    72    N/A       N/A      CANCEL    50.500000    $101.00    *




COMMANDS:  C COMMENTS;    X ENV DETAIL                           NO MORE.
================================================================================
ENTER:PROCESS  PF2/14:ACT    PF4/16:STK ENTL  PF6/18:PREVIOUS PF7/19:RIPS MENU
PF8/20:END     PF9/21:SIGNOFF PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The depositing participant's number.
Name	The name associated with the above participant number.
Acty	The activity code and associated description. Press PF2/14 to view a list of activity codes.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number.
Dep Date	The deposit date.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned Deposit Identifier.
Reference ID	The participant-assigned Reference Identifier.
TY	The type of deposit. The values are: • D: Mandatory • L: Legal.
CMD	An entry field that allows you to access one of the following: • C: A screen displaying comments about the item, if applicable • X: The Envelope Detail screen.
New CUSIP	The CUSIP number of the cash entitlement.

This field	Displays
Act	The activity code of the cash entitlement.
Record Dte	The record date of the cash entitlement. The literal'N/A' appears for items with no record date.
Pay Date	The payment date of the cash entitlement. The literal'N/A' appears for items with no payment date.
Allc Date	The allocation date of the cash entitlement. The literal'UNALLOC' or'CANCEL' appears for unallocated or cancelled items.
Pay Rate	The rate of payment used to calculate the cash entitlement.
Cash Amount	The dollar amount to be distributed for the cash entitlement.
C	A comments indicator. An asterisk (*) appears if comments exist for the item.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Cash Entitlements screen:

This key	Allows you to
PF2/14	View the Activity Codes Help screen.
PF4/16	Access the Stock Entitlements screen.

Cash In Lieu Screen

The Cash In Lieu screen appears when you press PF3/15 on the Stock Entitlements screen, and displays cash-in-lieu details in ascending New CUSIP order. The title on this screen depends on the selection criteria you entered on previous menu screens, but all versions contain the same fields.

Sample Screen

```
MENU

QT58                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                 CUSTODY/RESTRICTED CASH IN LIEU        TIME:  HH:MM:SS
 ================================================================================
 PARTICIPANT: 2199     NAME: DTC TEST PART   ACTY: 71   STOCK MERGER      TY: C


    ENVELOPE ID       DEP DATE     QUANTITY     DEPOSIT ID    REFERENCE ID
 ----------------------------------------------------------------------------
 71  -00431L102 -02 01/05/1999              681 9900509918 20710H40
 ================================================================================

    NEW CUSIP     ALLOC DATE     FRAC SHR         PRICE          CIL AMOUNT
    ---------     ----------     --------    -----------------  -----------------
    58155Q103     04/27/1999     0.450000         73.8444444              33.23




 NOTE:  CASH-IN-LIEU AMOUNTS LESS THAN 2.50 WILL NOT BE PAID            NO MORE.
```

```
================================================================
PF6/18:PREVIOUS           PF7/19:RIPS MENU          PF8/20:END FUNCTION
PF9/21:SIGNOFF            PF10/22:BACKWARD          PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The depositing participant's number.
Name	The name associated with the above participant number.
Acty	The activity code and associated description.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number.
Dep Date	The deposit date.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.
TY	The type of deposit: • C: Custody • D: Mandatory • L: Legal • R: Restricted.
New CUSIP	The CUSIP of the cash-in-lieu entitlement.
Alloc Dte	The allocation date of the cash-in-lieu entitlement.
Frac Shr	The number of fractional shares used to calculate the cash-in-lieu entitlement.
Price	The price of the security used to calculate the cash-in-lieu entitlement.
CIL Amount	The amount of cash to be distributed for the cash-in-lieu entitlement.

Certificate Detail Screen

The Certificate Detail screen appears when you enter N in the **CMD** or **C** field on any of the Reorg Deposits screens. There are several versions of the Certificate Detail screen for reorganization deposits, all of which display the certificates associated with the selected deposit. The title on this screen will vary based upon the selection criteria entered on the Reorg Inquiry for Participants screen and either the Reorg Deposits Selection Menu or the Custody-Only/Restricted Selection Menu. The screen you see will have one of the following titles:

- Regular-All Certificate Detail
- Regular-Deposit Certificate Detail
- Regular Legal-Deposit Certificate Detail
- Custody-Only Certificate Detail
- Custody-All Certificate Detail
- Custody-Restricted Certificate Detail.

Certificate details appear in Certificate and Sequence Number order.

Sample Screen

```
  MENU     HELP


EAAF                       REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99                REGULAR-ALL CERTIFICATE DETAIL        TIME:   HH:MM:SS
================================================================================
PARTICIPANT: 2199     NAME: TEST PART  ACTY: 71   STOCK MERGER           TY: D


  CUSIP    DEP DATE   EFF DATE      QUANTITY    DEPOSIT ID REFERENCE ID
----------------------------------------------------------------------
89323N102 10/02/1998 08/21/1998        6,300 9827417275 T198274A49F
 ==============================================================================
             CERT NUM     SEQ            QUANTITY     ALLOC DATE
             --------     ---         --------------  ----------
             TF1780       001                6,000    10/05/1998
             TF1781       001                  300    10/05/1998




                                                              NO MORE.

 ==============================================================================
 PF6/18:PREVIOUS            PF7/19:RIPS MENU           PF8/20:END FUNCTION
 PF9/21:SIGNOFF             PF10/22:BACKWARD           PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then

This field	Displays
	press ENTER.
Participant	The depositing participant's number.
Name	The name associated with the above participant number.
Acty	The activity code and associated description.
CUSIP	The CUSIP number.
Dep Date	The deposit date.
Eff Date	The effective date of the associated envelope.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.
TY	The type of deposit. The values are: • D: Mandatory • L: Legal.
Cert Num	The certificate identifier.
Seq	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
Quantity	The total share quantity for the listed certificate.
Alloc Date	The allocation date for the listed certificate.

Certificates Update History Screen

The Certificates Update History screen appears when you press PF12/24 on the Redemption Envelope Update History (Redemption) screen. It will display all REDS data changes for the Certificates associated with the Redemption being processed that have occurred during the last five business days. The changes will be displayed in Certificate Number, field name, descending date/time order.

Sample Screen

```
 MENU    HELP


 QU48                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99                 CERTIFICATES UPDATE HISTORY           TIME:  HH:MM:SS
   =================================================================
 CUSIP: 005482A38 DESC: ADAMS & ARAPHOE GO CO  D01/01/96  5.350% JD15 R#    POS:
    DIRECT INQUIRIES TO: PARTIAL DEFEASANCE LIAISON
                    TELEPHONE NUMBER 516 999-9999


  CERT. NO      FIELD             OLD VALUE         NEW VALUE         CHANGE DT
  ----------------------     ---------         ---------         ----------
        19999 CERT CALLED QTY                                       05/17/1999
        19999 CERT ADDED                         1445000            05/17/1999
        19999 CERT IN-HOUSE                      N                  05/17/1999
        19999                                                       05/17/1999
        19999                                    001                05/17/1999
       999999 CERT CALLED QTY                                       05/17/1999
       999999 CERT DELETED      1445000                             05/17/1999
       999999 CERT IN-HOUSE     N                                   05/17/1999
```

```
                                                        ...MORE->
=====================================================================
ENTER:PROCESS  PF6/18:PREVIOUS    PF7/19:RIPS MENU  PF8/20:END    PF9/21:SIGNOFF
               PF10/22:BACKWARD   PF11/23:FORWARD    PF12/24:ENV HIST
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	Note -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The CUSIP number
Desc	The DTC Master Tables description associated with the CUSIP.
Pos	A 3-byte indicator that tells you if positions exist: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
Direct Inquiries To	Information about who to contact if you have questions. This information is based on the activity type of the redemption being processed.
Cert. No	The certificate number.
Field	The short description of the modified field.
Old Value	The original value of the modified field.
New Value	The new value of the modified field.
Change Dt (Date)	View the date that the field was modified.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF12/24 on the Certificates Update History screen to access the Redemption Envelope Update History screen.

Comments Information Screen

The Comments Information screen appears when you enter C in the **CMD** field on the Envelope Listing screen, and displays comments about the selected envelope.

Sample Screen

```
MENU    HELP

 X$V1                    REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
 00002199-99                  COMMENTS INFORMATION             TIME:  HH:MM:SS
 =========================================================================
 ENVELOPE ID:  52  -0000Z0AA9 -01          TENDER
 =========================================================================




 THIS ENVELOPE IS SET UP FOR DTC'S TESTING.



                                                               NO MORE.
 =========================================================================
  PF6/18:PREVIOUS     PF7/19:MAIN MENU    PF8/20:END FUNCTION   PF9/21:SIGNOFF
  PF10/22:BACKWARD    PF11/23:FORWARD     PF12/24:LAST PAGE
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Comment Information	The comments entered by DTC.

Conversions Payout / Rate Inquiry Screen

The Conversions Payout/Rate Inquiry screen appears when you enter P in the **CMD** field on one of the following screens, when the selected item is a conversion:

- Reorg/Maturity/Redemption Summary
- Envelope Detail
- Index of New/Updated Envelopes
- New and Contra CUSIP Listing
- Expiration Inquiry.

This screen displays relevant payout/rate information for the selected record.

Sample Screen

```
MENU              HELP
QU40                     REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99              CONVERSIONS PAYOUT/RATE INQUIRY       TIME:  HH:MM:SS
 ==============================================================================
    ENVELOPE ID:   54  -U21105AA6 -01                   CONVERSION
 ==============================================================================
  CONVERTIBLE CUSIP:   U21105AA6     CONVERSION AGENT:  00009033

   LAST CNVRT DATE:    05/25/99



          UNDERLYING CUSIP           RATE               M/D
          ----------------        -----------
          210795308                  30.195000           D




                                                                  NO MORE.
 ==============================================================================
   PF4/16:ENV DETAIL     PF6/18:PREVIOUS    PF7/19:RIPS MENU    PF8/16:END FUNCTION
                         PF9/21:SIGNOFF     PF10/22:BACKWARDS   PF11/23:FORWARD
```

Field Descriptions

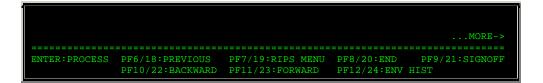| This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Convertible CUSIP	The CUSIP number of the security undergoing a conversion.
Conversion Agent	The Agent responsible for exchanging the convertible security into the underlying security.
Last Cnvrt Date	The last day to convert.
Underlying CUSIP	The CUSIP number of the underlying security.
Rate	The number used to calculate the amount of underlying CUSIP

This field	Displays
	for each conversion.
M/D	An indicator that the quantity in the associated rate field (conversion rate) should be: • M: Multiplied • D: Divided.

Function Keys

In addition to the standard keys described in *Using The Standard Function Keys*, you can press PF4/16 on the Conversions Payout/Rate Inquiry screen to access the Envelope Detail screen.

Custody RD Allocated / Unallocated Registration Detail Screen

The Custody RD Allocated/Unallocated Registration Detail screen appears when you enter X in the **CMD** field on the Reorg Deposit Allocated/Unallocated Certificate Detail screen. This screen displays the registration information associated with the selected custody item. The title will be one of the following, depending on your selection:

• Custody RD Allocated Registration Detail
• Custody RD Unallocated Registration Detail.

Sample Screen

```
MENU    HELP

 X$V1                  THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99         CUSTODY RD ALLOCATED REGISTRATION DETAIL    TIME:  HH:MM:SS
 ==============================================================================
                                              PAID DOLLAR AMT:    90,182,382.15


               TOTAL PAID DEPS:        2,774
 ==============================================================================
   CUSIP   DEP DATE PAY DATE   QUANTITY    DEPOSIT ID     REFERENCE ID     TY
 ------------------------------------------------------------------
 649858VX2 10/30/98 11/01/98      10,000  9830308361  84166C42              C
 ==============================================================================
     CERT-ID      SEQ    QUANTITY       CALL AMOUNT       ALLOC DATE   TY


   ------------   ---   -----------   ----------------    ----------   --
   0000000A9820   000       5,000           5,050.00       11/20/98    C
 ==============================================================================
                       REGISTRATION TYPE:
                       REGISTRATION NAME:    BEARER
                       ISSUANCE DATE:        10/01/70

          (TYPE: C=CUSTOMER, F=FIRM, B=CUSTOMER/FIRM, T=THIRD PARTY)


 ==============================================================================
 PF2/14:DEPOSIT TYPE CODES  PF6/18:PREVIOUS    PF7/19:RIPS MENU
 PF8/20:END FUNCTION        PF9/21:SIGNOFF
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Paid Dollar Amt	The total dollar amount of paid deposits.
Total Paid Deps	The total number of paid deposits.
CUSIP	The CUSIP number.
Dep Date	The deposit date.
Pay Date	The payment date.
Quantity	The total deposit quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The Participant-assigned reference identifier.
TY	The type of deposit: • C: Customer • D: Mandatory • L: Legal • R: Restricted.
Cert-ID	The certificate identification number.
Seq	The sequence number.
Quantity	The amount called.
Call Amount	The dollar amount associated with the amount called.
Alloc Date	The allocation date
TY	The type of deposit: • C: Customer • D: Mandatory • L: Legal • R: Restricted.
Registration Type	View the type of owner of the certificate. Valid values are: • C: Customer • F: Firm

This field	Displays
	• B: Firm/Customer • T: Third party
Registration Name	The name on the certificate.
Issuance Date	The date the certificate was issued.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Custody RD Allocated/Unallocated Registration Detail screen to view a list of deposit type codes and descriptions.

Custody Reorg Deposits Selection Menu

The Custody Reorg Deposits Selection Menu appears when you elect to view Custody Reorg Deposits for either Maturities or Redemptions on the Reorg Inquiry for Participants screen. This screen looks similar to the Reorg Deposits Selection Menu, but contains only the **Enter** Option field, which allows you to specify whether you want to view allocated or unallocated custody reorg deposits.

Custody-Only / Restricted Selection Menu

The Custody-Only/Restricted Selection Menu appears when you enter A in the **Enter Category** field and 6 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen contains the same fields as the Reorg Deposits Selection Menu, and allows you to select allocated or unallocated custody/restricted deposits for viewing.

Envelope Detail Screen

The Envelope Detail screen appears when you enter X in the **CMD** field on the Envelope Listing screen, or press PF4/16 on one of the following screens:

- Tender Payout/Rate Inquiry
- Conversions Payout/Rate Inquiry
- Unit Payout/Rate Inquiry
- Warrant Payout/Rate Inquiry.

This screen displays details for a given Reorganization/Maturity. The fields displayed depend on the activity type of the Reorganization/Maturity being processed.

Sample Screen

```
MENU    HELP


 X$V1                   THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
 00002199-99                 ENVELOPE DETAIL                TIME:  HH:MM:SS
 ==========================================================================
ENVELOPE ID:  52  -0000Z0AA9 -01         TENDER                POS:
MNZ0**EV98*VAR*BE++                  CREATE DATE: 04/30/1998
```

```
  DIRECT INQUIRIES TO:  ELIZABETH DOE              PHONE: 212-855-5555
                    OR    HORACE DOE                PHONE: 212-855-5555

  OFFER TYPE                        TENDER
  OFFEROR S TERMS                   TEST



  ATOP ELIGIBLE                     ATOP I ELIGIBLE
  CONTRA CUSIP                      0000ZYAB3
  CONTRA CUSIP DESC.                *UNKNOWN*




                                                           NO MORE.
  OPTIONS (A AGENT;    C COMMENT;    P PAYOUT;    U UPDATE HISTORY):  _
  ========================================================================
  ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:MAIN MENU     PF8/20:END FUNCTION
                     PF9/21:SIGNOFF       PF10/22:BACKWARD     PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Note -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Pos	A 3-byte indicator of whether you have position: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security)
Desc	A brief description of the security.
Create Date	The date the envelope was created.
Direct Inquiries To	The name and telephone numberof the person to contact if you have questions.
General display area	A freeform display of envelope detail information.
Options	An entry field that allows you to access one of the following screens: • P: Payout/Rate Inquiry (the version you see depends on the type of security: warrant, unit, or conversion)

This field	Displays
	• A: Agent Information • C: Comments Information • U: Reorg Envelope Update History
Foreign Issue	A value that indicates if the issue is a non-domestic security that could possibly pay in a foreign currency. The values are: • Y: Yes • N: No.

Envelope Listing Screen

The Envelope Listing screen appears when you enter a **CUSIP** and one of the following **Envelope Status** values on the Reorganization Selection Menu:

- A: To view active envelopes
- H: To view past (history) envelopes
- P: To view preliminary envelopes.

Note- The screen title will reflect the selected status. The following sample shows the Active Envelope Listing.

Sample Screen

```
MENU     HELP


 X$V1                    REORG INQUIRY FOR PARTICIPANTS       DATE: MM/DD/CCYY
 00002199-99                 ACTIVE ENVELOPE LISTING          TIME:   HH:MM:SS
 =============================================================================
                                              SKIP TO CUSIP:


 CMD     ACTIVITY        CUSIP     NUM     CUSIP DESC       CRIT DATE  P C REMARK
 -----------------------------------------------------------------------------
  _   52  TENDER/EXC     0000Z0AA9 01  óMNZ0**EV98*VAR*BE++ 00/00/0000    Y
  _   79  LIQUIDATION    00077P102 01  ABQ CORP          + 00/00/0000    Y
  _   71  STOCK MERGER   000794107 01  ACC CORP "A"      + 04/24/1998    Y
  _   60N WAR (NON-DTC)  000910125 01  WT AFG CLB040999*-  04/09/1999
  _   73  REVERSE SPLIT  000944108 01  AER ENERGY RES INC + 00/00/0000
  _   52  TENDER/EXC     000949107 02  ACM MANAGED DLR     05/05/1999    Y
  _   73  REVERSE SPLIT  001006105 01  AD SYSTEM INCORP *- 00/00/0000
  _   62B MTG-BACK BEO   001062AA6 01  AFS CMOFLR120113BE+# 04/15/1999
  _   52  TENDER/EXC     00141J108 01  AIM ESTRNEUROPEFUND< 04/23/1999
                                                             ...MORE

 REMARKS:  "MMI" MONEY MARKET INSTRUMENT; "F" FOREIGN CURRENCY ELIGIBLE
 COMMANDS:  A AGENT;   C COMMENTS;   P PAYOUT;   X DETAIL
 =============================================================================
 ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:RIPS MENU     PF8/20:END FUNCTION
                    PF9/21:SIGNOFF      PF10/22:BACKWARD      PF11/23:FORWARD
```

Field Descriptions

This field	Displays

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Skip To CUSIP	An entry field that allows you to begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Optional.*
CMD	An entry field that allows you to display one of the following screens: • X: Envelope Detail • P: Payout/Rate Inquiry or Tender Payout/Rate Inquiry • A: Agent Information • C: Comments Information. *Optional.*
Activity	The envelope activity code and associated description.
CUSIP	The CUSIP number of the envelope.
Num	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
CUSIP Desc	A brief description of the security.
Crit Date	The critical date associated with an event related to the security (for example, an expiration).
P	An indicator of whether you have position in the security associated with the envelope. Y = yes, blank = no.
C	An indicator of whether comment data is associated with the envelope. Y = yes, blank = no.
Remark	Remarks that indicate if the displayed envelope is MMI or Foreign Currency eligible.

Estimate Value of Exercise: Conversions Screen

The Estimate Value of Exercise: Conversions screen appears when you enter E in the **CMD** field on the Expiration Inquiry screen for a conversion exercise. This screen allows you to enter values and view the resulting calculations.

Note- The estimated value calculations are for informational purposes only and are not retained by the system.

Sample Screen

```
MENU     HELP
 X$V1                    REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
 00002199-99    ESTIMATE VALUE OF EXERCISE ** CONVERSIONS **    TIME:   HH:MM:SS
    |   ENVELOPE ID:                  54 -229385307-1                        |
    |   CONVERTIBLE CUSIP:                229385307   CRYSTAL OIL CO SR CO   |
    |   UNDERLYING:                       229385703   CRYSTAL OIL CO NEW     |
    |                                                                        |
    |                                                                        |
    |   CONVERT 1 SHARE & RECEIVE                                            |
    |                                                              0.002    SHARES |
    |_ CONVERTIBLE SECURITY REDEMPTION PRICE  (PER 1 UNIT):           $0.00 _ |

     *** PLEASE ENTER:  NUMBER OF CONVERTIBLE SECURITES TO EXERCISE:    _____
                        PRICE PER SHARE OF UNDERLYING SECURITY          _____
                        (INCLUDING CENTS UP TO 4 DECIMAL PLACES)

                        *** DEPRESS <ENTER> KEY TO PROCESS ***

 ENTER:PROCESS   PF6/18:PREVIOUS   PF7/19:MAIN MENU   PF8/20:END  PF9/21:SIGNOFF
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Convertible CUSIP	The CUSIP number and description of the target security.
Underlying	The CUSIP number and description of the underlying security.
Convert 1 Bond &Receive	The number of shares you will receive if you convert one bond.
Convertible Security Redemption Price	The redemption price per unit of the convertible security.

This field	Displays
Number of Convertible Securities to Exercise	An entry field that allows you to enter the number of convertible securities you want to exercise.
Price Per Share of Underlying Security	An entry field that allows you to enter the price per share of the underlying security. Enter an amount in **dollars. cents** format, up to four decimal places.

Note- After you press ENTER, the results of the calculations are displayed. The values you will see include:

- **Your Cost to Convert**: The number of bonds you will need for the conversion
- **Forfeit of Redemption Proceeds**: The dollar value of the redemption price times the number of bonds for which you are doing the calculation
- **Your Gain**: The number of shares, price per share, and total dollar value you will gain from the conversion
- **Your Net Gain**: The difference between the cost of the conversion and what you will gain from the conversion.

Estimate Value of Exercise: Warrants Screen

The Estimate Value of Exercise: Warrants screen appears when you enter E in the **CMD** field on the Expiration Inquiry for a warrant exercise. This screen allows you to enter values and view the resulting estimate calculations.

Note- The estimated value calculations are for informational purposes only and are not retained by the system.

Sample Screen

```
MENU     HELP
X$V1                     REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99       ESTIMATE VALUE OF EXERCISE ** WARRANTS **    TIME:   HH:MM:SS
   | ENVELOPE ID:                  60 -501337133-1                          |
   | WARRANT CUSIP:                999999999    DTC TEST CUSIP              |
   | UNDERLYING:                   999999998    DTC TEST UNLY CUSIP         |
   |                                                                        |
   |                                                                        |
   | CONVERT 1 SHARE & RECEIVE                                              |
   |                                                                        |
   | SUBSCRIPTION PRICE (PER 1 WARRANT):              $6.86                 |
   | SUBSCRIBE 1 WARRANT & RECEIVE                                          |
   |                                    1000    SHARES                      |
   |_ WARRANT REDEMPTION PRICE (PER 1 WARRANT):       $0.10                 |
                                                                     
   YOUR COST TO SUBSCRIBE       100 WARRANTS:
            $686.25+            $100.00 =                    $696.25-
   (SUBSCRIPTION COST)  +  (FORFEIT OF REDEMPTION PROCEEDS)
   YOUR GAIN:
               100.00 SH AT   $1.0000 PER SH =             $100.00+
                  ===>  YOUR NET COST:                     $595.25-
================================================================================
ENTER:PROCESS   PF6/18:PREVIOUS   PF7/19:MAIN MENU   PF8/20:END  PF9/21:SIGNOFF
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Warrant CUSIP	The CUSIP number and description of the target security.
Underlying CUSIP	The CUSIP number and description of the underlying security.
Subscription Price	The per-warrant subscription price.
Subscribe 1 Warrant &Receive	The number of shares you will receive if you exercise one warrant subscription.
Warrant Redemption Price	The price per share you will receive when you redeem warrant.
Number of Warrants to Exercise	An entry field that allows you to enter the number of warrants you want to exercise.
Price Per Share of Underlying Security	An entry field that allows you to enter the price per share of the underlying security. Enter an amount in ***dollars. cents*** format, up to four decimal places.

Note- After you press ENTER, the results of the calculations are displayed. The values you see depend on the type of security.

Expiration Inquiry Screen

The Expiration Inquiry screen appears when you enter A in the **Enter Category** field and 4 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen displays a list of envelopes for the Voluntary Offerings Voluntary Offerings, Conversions Conversions, Warrant Exercises Warrant Exercises, Puts Puts, and other voluntary programs, that will expire today and on the next business day.

Note- The information displayed is based on what is available to DTC as of the close of business on the previous business day.

Sample Screen

```
 MENU    HELP

 X$V1                      THE DEPOSITORY TRUST COMPANY         DATE: MM/DD/CCYY
 00002199-99                   EXPIRATION INQUIRY              TIME:   HH:MM:SS
 ==============================================================================
 EXPIRATION DATE:  MM/DD/CCYY    NEXT BUSINESS DAY  _  (Y)


                     SELECT ACT: ___      POS ONLY: _ (Y/N)

 C ACT   CUSIP  NUM   CUSIP DESC    POS   CROSS REFERENCE INFO/COMMENTS  P C
 --------------------------------------------------------------------
   CONVERSIONS
   CONVERSION                      --->     DTC  EXPIRATION DATE
 _ 54  253898209 01  DIGITRAN SYS INC.                                         Y
                                         RECYCLING INSTR ARE SUBJECT TO
                                         EARLY RECYCLE CUTOFF.
   CONVERSION                      --->   UNDERLYING ISSUE RECORD DATE
 _ 54  229385307 01  CRYSTAL OIL CO SR T
 _ 54  422203AA7 01  HEALTH DYNE INCOR                                         Y


                                                                  ...MORE->
 COMMANDS:  A AGENT;  C COMMENTS;  E ESTIMATE VALUE;  P PAYOUT;  X DETAIL
 ==============================================================================
 ENTER:PROCESS    PF2/14:ACTIVITY CODES     PF3/15: MORTGAGE-BACKED-PUT
 PF7/19:RIPS MENU PF8/20:END PF9/21:SIGNOFF PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Expiration Date	The date the envelope will expire.
Next Business Day	An entry field that allows you to enter a Y to view the next business day's activities. *Optional*.
Select Act	An entry field that allows you to specify the sole activity code to be displayed. Press PF2/14 to view a list of valid activity codes. *Optional*.
Pos Only	An entry field that allows you to enter a Y to display envelopes with position as of the close of the previous business day. *Optional*.

This field	Displays
C	An entry field that allows you to access one of the following screens: • A: Agent Information • C: Comments Information • E: Estimate Value of Exercise (only valid for activity codes 54 and 60) • P: Payout/Rate Inquiry (the version depends on whether you select a warrant, unit, or conversion issue) • X: Envelope Detail. *Optional.*
Act	The activity code.
Target CUSIP	The CUSIP number of the target security.
Num	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
CUSIP Desc	A brief description of the target security.
Pos	An indicator of whether you have position in the Target CUSIP, Contra-CUSIP or both. Valid values are: • T: You have position in the target security • C: You have position in the contra security • B: You have position in both as of the previous business day.
Cross Reference Info/Comments	Additional information relating to the envelope displayed (for example, expiration date, component CUSIP, etc.). This may also display the CUSIP number and information regarding a related security if the target security is a component of a unit, or is the underlying security of a conversion or warrant exercise eligible for DTC's Unit Swingovers Unit Swingovers, Conversions Conversions, or Warrant Exercises Warrant Exercises programs.
P	An indicator of whether you have position in the CUSIP referred to in the Cross Reference Info/Comments portion of the screen as of the business day prior to the inquiry, indicated by an asterisk (*).
C	An indicatory of whether there is comment data associated with the envelope. The values are: • Y: Yes • N: No.
Participant	*For Group Users only*, an entry field that allows you to specify the Participant for which Position Only data is displayed. *Note* -This field is **required** if you enter Y in the **Pos Only** field.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Expiration Inquiry screen:

This key	Allows you to
PF2/14	View the Activity Codes Help screen.
PF3/15	Display mortgage-backed put information.

Foreign Currency Expiration Summary Screen

The Foreign Currency Expiration Summary screen appears when you enter C in the **Enter Category** field and 6 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen displays information about foreign currency redemptions.

Sample Screen

```
MENU      DIVA    SDAR    HELP


X$V1                    THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
  00002199-99          FOREIGN CURRENCY EXPIRATION SUMMARY    TIME:   HH:MM:SS
  =============================================================================
C
M                                                       EXPIRATION
D CUSIP      SECURITY DESCRIPTION                     ACT   DATE  POS C
= =========  ================================================ ===  ====== === =
_ 018152AF5 ALLENDALE IND DV RV MI D09/01/90  7.750% MS05 RR 77F  090999     N
_ 0915813R7 BISMARK G/O ND         D10/15/92  5.700% MN07 RR 77F  090999     N
_ 112787BU9 BROOKFIELD WTR RV MO   D03-15-94  4.900% AO01 RR 77F  090999     N
_ 67460QAN4 óMNOCCIDENTL PETRO(RESR 8.150%D101294M101599BE+% 75F  090999     N
_ 932649BA3 WALLOWA LAKE SWR GO OR D04/01/88  7.250% AO01 RR 77F  090999     N





  COMMANDS:  X -VIEW DETAILS    C -VIEW COMMENTS                   NO MORE.
  =============================================================================
  ENTER:PROCESS PF2/14:ACTIVITY CODES    PF7/19:RIPS MENU    PF8/20:END
              PF9/21:SIGNOFF        PF10/22:BACKWARD  PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press

This field	Displays
	ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CMD	An entry field that allows you to access one of the following screens: • C: Redemption Comments • X: Redemption Detail.
CUSIP	The CUSIP number.
Security Description	The DTC Master Tables description associated with the CUSIP.
Act	The redemption activity type. Press PF2/14 to view a list of activity codes and descriptions.
Expiration Date	The last date that Foreign Currency Instructions will be accepted.
Pos (Position Indicator)	A 3-byte indicator that tells you if positions exist: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
C	An indicator of whether comments exist for the redemption. Y = yes, N = no.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Foreign Currency Expiration Summary screen to access the Activity Codes Help screen.

Function Selection Screen

The Function Selection screen appears when you enter O (Other Functions) in the **CMD** or **C** field on any of the RIPS screens that list this command. The CUSIP, activity type, record date and payable date of the selected line item are carried over. From this screen, you can access any of several related functions, allowing you to perform various inquiries and activities for a security without having to reenter the CUSIP in each function.

Sample Screen

```
   MENU    HELP
PLEASE SELECT AN OPTION
EAAB                    THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99                   FUNCTION SELECTION            TIME:  HH:MM:SS
 ========================================================================
 PARTICIPANT: 2199 / TEST PARTICIPANT
```

```
     CUSIP
     ---------
     003572DB7

     1. ANNOUNCEMENT INQUIRY                      -DIVA
     2. SAME DAY ALLOCATION REPORTING             -SDAR







          ENTER OPTION:   __
 ================================================================================
               ENTER:PROCESS                      PF6/18:RETURN
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	*Group Users only*, the specified participant number and name.
CUSIP	The CUSIP number carried over from the previous screen.
Function/ Activity	A brief description of the function or activity carried over from the previous screen.
Record Dt	The security's record date.
Pay Dt	The security's payable date.
Display Area	A list of accessible functions for the selected CUSIP and activity. *Note* -If you are not signed up for a listed function, that line appears in low intensity and the message'Ineligible' appears to the right. If you select that function, the message'You do not have the necessary PTS eligibility to access the selected function' appears at the top of the screen. *For Group Users*, if you are not allowed access to the specified Participant's data for a listed function, that line appears in low intensity and the message'Not authorized' appears to the right. If you select that function, the message'Group User not authorized for displayed Participant &selected function combo'

This field	Displays
	appears at the top of the screen.
Enter Option	An entry field that allows you to select the next function you want to access.

Index Of New / Updated Envelopes Screen

The Index Of New/Updated Envelopes screen appears when you enter your search criteria on the New/Updated Envelopes Menu, and displays the matching envelopes. The version that appears depends on whether you selected New or Updated on the Reorg Inquiry for Participants screen. Both versions are identical except for the title. The following is a sample of the New Envelopes version.

Sample Screen

```
MENU    HELP

X$V1                        REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99                      INDEX OF NEW ENVELOPES           TIME:   HH:MM:SS
===============================================================================
 CREATE DATE: 05/05/1999                              SKIP TO CUSIP:


 CMD      ACTIVITY        CUSIP   NUM     CUSIP DESC      CRIT DATE  P C REMARK
 -------------------------------------------------------------------------
  _   73  REVERSE SPLIT  115029PR5 01  FLRHSN<08.400JJ98RRó 00/00/0000
  _   93  CORP ACTION    115029PR5 01  FLRHSN<08.400JJ98RRó 05/28/1999




                                                              NO MORE.
REMARKS:   "MMI" MONEY MARKET INSTRUMENT; "F" FOREIGN CURRENCY ELIGIBLE
COMMANDS:  A AGENT;   C COMMENTS;    P PAYOUT;    X DETAIL
 ===============================================================================
 ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:RIPS MENU    PF8/20:END FUNCTION
                    PF9/21:SIGNOFF       PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.
	Note -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.

This field	Displays
Create Date	The date the envelopes were created.
Skip To CUSIP	An entry field that allows you to bring a specific CUSIP to the top of the display. Enter a full or partial CUSIP number.
CMD	An entry field that allows you to access one of the following screens: • A: Agent Information • C: Comments Information • P: Payout/Rate Inquiry (the version depends on whether you select a warrant, unit, or conversion issue) • X: Envelope Detail.
Activity	The activity code and description.
CUSIP	The CUSIP number.
Num	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
CUSIP Desc	A brief description of the security.
Crit Date	The envelope critical date associated with an event related to the security (for example, an expiration).
P	An indicator of whether position exists in the listed security. The values are: • Y: Yes • N: No.
C	An indicator of whether comments exist for the item. The values are: • Y: Yes • N: No.
Remarks	An indicator of whether the envelope displayed is MMI or Foreign Currency eligible.

Letter Tracking Comments Screen

The Letter Tracking Comments screen appears when you enter L in the **Options** field on the Letter Tracking screen, and displays comments about the selected item.

Sample Screen

```
MENU    HELP
QU49                     REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99                  LETTER TRACKING COMMENTS          TIME:   HH:MM:SS
===============================================================================
PARTICIPANT: 2199     NAME: TEST #1    ACTY: 71  STOCK MERGER         TY: L
```

```
DEP CUSIP  DEP DATE     QUANTITY   DEPOSIT ID     REFERENCE ID      $ VALUE
-----------------------------------
019891100 06/10/1999          5 9728311841 TEST                      10.00
=======================================================================
06/14/1999   16:49:245:215200
NEW SHARES WILL BE ISSUED AND SENT TODAY PER BRIAN DOE -(602) 999-9999.




=======================================================================
 PF6/18: PREVIOUS        PF7/19: RIPS MENU        PF8/20: END FUNCTION
 PF9/21: SIGNOFF         PF10/22: BACKWARD        PF11/23: FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The depositing participant's number.
Name	The name associated with the above Participant number.
Acty	The activity code and associated description.
TY	The type of deposit: • C: Custody • D: Mandatory • L: Legal • R: Restricted.
Dep CUSIP	The CUSIP number.
Dep Date	The deposit date.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.
$ Value	The total dollar value of the deposit.
Comments	The comments associated with the deposit.

Letter Tracking Screen

The Letter Tracking screen appears when you enter T in the **CMD** field on one of the following screens:

- Reorg Deposits
- Stock Entitlements
- Cash Entitlements

Stock items are listed in ascending new CUSIP order and cash items are listed in ascending status date order.

Sample Screen

```
MENU    HELP
QU49                    REORG INQUIRY FOR PARTICIPANTS          DATE: MM/DD/CCYY
00002199-99                   LETTER TRACKING                   TIME: HH:MM:SS
 ==============================================================================
PARTICIPANT: 2198    NAME: TEST #1    ACTY: 71  STOCK MERGER          TY: L
DEP CUSIP  DEP DATE    QUANTITY   DEPOSIT ID    REFERENCE ID      $ VALUE
------------------------------------
019891100 06/10/1999          5 9728311841 TEST                       10.00
 ==============================================================================

   NEW CUSIP        ENT       QTY       STATUS DTE        STATUS
   ---------        ----    -------     ---------
   019889104                   5        06/14/1999     OUT TRANSFER




OPTIONS (L COMMENT):  _
 ==============================================================================
ENTER: PROCESS    PF6/18: PREVIOUS    PF7/19: RIPS MENU    PF8/20: END FUNCTION
                  PF9/21: SIGNOFF     PF10/22: BACKWARD    PF11/23: FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The depositing Participant's number.
Name	The name associated with the above Participant number.
Acty	The activity code and associated description.
TY	The type of deposit:

This field	Displays
	- C: Custody - D: Mandatory - L: Legal - R: Restricted.
Dep CUSIP	The CUSIP number.
Dep Date	The deposit date.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The Participant-assigned reference identifier.
$ Value	The total dollar value of the deposit.
New CUSIP	The entitlement CUSIP. *Note* -Stock items only.
Ent Qty	The number of shares to be distributed for the entitlement CUSIP. *Note* -Stock items only.
Status Dte	The status date for the entitlement CUSIP or the cash allocation.
Status	The status code of the deposit: - In Transfer - Out Transfer - Rejected.
Options	An entry field that allows you to access the Letter Tracking Comments screen. Type L and press ENTER.

Lottery Results Screen

The Lottery Results screen appears after you specify your search criteria on the Lottery Results Selection Menu, and displays the results of DTC-held lotteries in CUSIP, Redemption Date descending, and Activity Type order.

Sample Screen

```
MENU    DIVA   SDAR   HELP
X$V1                  THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
  00002199-99                 LOTTERY RESULTS             TIME:  HH:MM:SS
 =====================================================================
 C
 M               REDEMPTION      PUB DT    ADJUSTED     CALLED
 D   CUSIP   ACT LOTT   DATE    POSITION   POSITION    QUANTITY
 = ========= === ==== ======== =========== =========== ===========
 _ 005482A38 76D ORIG 09/09/99      5000        5000            0
 _ 010308P57 76  ORIG 04/01/99      5000        5000            0
 _ 010400BG3 76  ORIG 04/07/99    600000      600000       100000
```

```
 _ 011692AR1 76P  ORIG 07/01/99        25000        25000        25000
 _ 029707HS8 74   ORIG 05/01/99         1000         1000            0
 _ 029707HS8 74   ORIG 04/01/99         1000         1000            0
 _ 041081LW8 76   ORIG 04/01/99        15000        15000            0
 _ 044035BE2 76   ORIG 05/01/99         5000         5000            0
 _ 13033CKT3 76   ORIG 05/01/99         5000         5000            0
 _ 172905CQ2 74   ORIG 04/26/99         6000         6000            0




 COMMANDS:  X -VIEW DETAILS                                      ...MORE->
 ==============================================================================
 ENTER:PROCESS PF2/14:ACTIVITY CODES PF6/18:PREVIOUS PF7/19:RIPS MENU PF8/20:END
              PF9/21:SIGNOFF        PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The CUSIP number.
Act	The redemption activity type. Press PF2/14 to view a list of activity codes and descriptions.
Lott	One of the following lottery types: • O: Original • S: Supplemental • P: Partial Reversal • F: Full Call • R: Rescission.
Redemption Date	The date on which the Redemption is effective.
Pub Dt Position	The position on the day before the publication date on the notice.
Adjusted Position	The adjusted position.
Called Quantity	The amount of position that was called.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Lottery Results screen to access the Activity Codes Help screen.

Lottery Results Selection Menu

The Lottery Results Selection Menu appears when you enter C in the **Enter Category** field and 5 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen allows you to select Lottery Results or Potential Lottery Results for viewing.

Sample Screen

```
MENU     DIVA    SDAR    HELP
 X$V1                     THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99                 LOTTERY RESULTS SELECTION MENU       TIME:   HH:MM:SS
 ==============================================================================

            ENTER A CUSIP (PART OR ALL) AND/OR ACTIVITY TYPE.  ALL OTHER
            SEARCH CRITERIA ARE OPTIONAL.  IF ANY CRITERIA ARE ENTERED,
            THEY WILL NARROW THE INQUIRY DISPLAY DATA.


                         CUSIP ==>  _____
                 ACTIVITY TYPE ==>  ___
                  LOTTERY TYPE ==>  _
      STARTING REDEMPTION DATE ==>  __ / __ /
 ____ (MM/DD/CCYY)
         LOTTERY MAINLINE DATE ==>  __ / __ / ____  (MM/DD/CCYY)
 POTENTIAL LOTTERY ACTIVITY ==>  _              (Y = POTENTIAL ONLY)
     LOTTERIES RUNNING SHORT ==>  _              (Y = SHORT LOTTERIES ONLY)
               AFFECTED ONLY ==>  _              (Y = AFFECTED BY LOTTERY)
                HISTORY ONLY ==>  _              (Y = HISTORY ONLY)
               MAINLINE TODAY ==>  _             (Y = MAINLINE TODAY ONLY)


 ==============================================================================
 ENTER:PROCESS     PF2/14:ACTIVITY CODES     PF7/19:RIPS MENU
                   PF8/20:END FUNCTION        PF9/21:SIGN OFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	Begin the resulting display with a specific CUSIP. Enter a full or partial CUSIP number. *Note* -If you do not enter a **CUSIP**, you must enter an **Activity Type**.
Activity Type	Limit the resulting display to a specific activity type. Enter one

This field	Allows you to
	of the following: - 74 - 76 - 76D - 76P. *Note* -If you do not enter an **Activity Type**, you must enter a **CUSIP**.
Lottery Type	Type one of the following lottery types. Valid values are: - O: Original - S: Supplemental - P: Partial Reversal - F: Rescission - R: Rescission. *Optional.* *Note* -Do not enter a value in this field if you enter Y in the **Potential Lottery Activity** field.
Starting Redemption Date	Specify a date to view only those lotteries whose redemption date is greater than or equal to the entered date. Enter a date in *mm/dd/ccyy* format.
Lottery Mainline Date	Specify a date in *mm/dd/ccyy* format to view lottery mainline information. *Optional.* *Note* -Do not enter this field if you entered Y in the **Potential Lottery Activity** field or the **Mainline Today** field.
Potential Lottery Activity	Type Y to view only lotteries for which the Participant has position. If left blank or set to N, all lotteries will be shown. Valid values are Y or N or spaces or Low Values. If Y is not entered, N is assumed. All other values are invalid. If Y is entered, then you cannot enter values in the **Lottery Mainline Date** and **Lottery Type** field.
Lotteries Running Short	Enter Y to view only lotteries for which you have position. *Optional. Default:* N. *Note* -If you enter Y, you cannot enter Y in the **History Only** field.
Affected Only	Enter Y to view only those lotteries in which you have called position. *Optional. Default:* N.
History Only	Enter Y to view only inactive lotteries. *Optional. Default:* N.

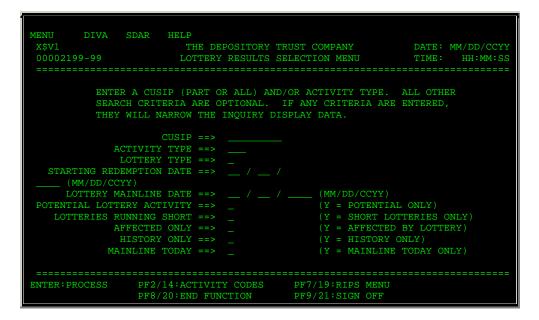| This field	Allows you to
Mainline Today	Enter Y to view only those lotteries that were mainlined on the current date. *Optional. Default:* N. *Note* -Do not enter Y if you entered Y in the **History Only** field or a date in the **Lottery Mainline Date** field.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Lottery Results Selection Menu to access the Activity Codes Help screen.

New / Updated Redemption Envelopes Menu

The New/Updated Redemption Envelopes Menu appears when you enter C in the **Enter Category** field and 2 or 3 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen allows you to select the redemption envelopes you want to view. The title will be New or Updated depending upon the selected option.

Sample Screen

```
MENU     DIVA   SDAR    HELP

X$V1                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99               UPDATED REDEMPTION ENVELOPES         TIME:  HH:MM:SS
 ==============================================================================

          A FULL OR PARTIAL CUSIP MAY BE ENTERED.
          ALL SEARCH CRITERIA ARE OPTIONAL.  IF ANY CRITERIA ARE ENTERED,
          THEY WILL NARROW THE INQUIRY DISPLAY DATA.


             HISTORICAL ==>  _                (Y/N)
             AS OF DATE ==>  05 / 10 / 1999  (UP TO 5 BUSINESS DAYS PRIOR)
                  CUSIP ==>  _____
          ACTIVITY TYPE ==>  ___
        REDEMPTION DATE ==>  __ / __ / ____
          POSITION ONLY ==>  _                (Y/N)
            MMI'S ONLY ==>  _                (Y = MMI'S ONLY, N = NON MMI'S)




 ==============================================================================
ENTER:PROCESS      PF2/14:ACTIVITY CODES       PF7/19:RIPS MENU
                   PF8/20:END FUNCTION         PF9/21:SIGN OFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER.

This field	Allows you to
	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Historical	*Updated version only*, allows you to enter Y to view inactive envelopes only. Enter N or leave blank to view active and inactive envelopes. *Default:* N.
As Of Date	Enter a date in **mm/dd/ccyy** format to view only those items that were created, updated or canceled within the last five business days, up to and including the date you enter. If left blank, only items that were created, updated or canceled within the last five business days are displayed. Must be no more than five business days prior to the current date.
CUSIP	Begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Note* -If you do not enter a **CUSIP**, you must enter an **Activity Type**.
Activity Type	Limit the display to a specific activity type. If you enter a partial activity type, only those activities starting with the entered type are displayed. *Note* -If you do not enter an **Activity Type**, you must enter a **CUSIP** number.
Redemption Date	Enter a date in **mm/dd/ccyy** format to limit the display to only those items whose redemption date is less than the entered date.
Position Only	Enter a Y to limit the display to only those items in which you have position.
MMI's Only	Currently not available.
Participant	*Group Users only*, enter the participant number for which you want to view data. *Note* - **Required** if you enter Y in the **Position Only** field.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the New/Updated Redemption Envelopes Menu to access the Activity Codes Help screen.

New / Updated Redemption Envelopes Screen

The New/Updated Redemption Envelopes screen appears when you enter all required selection criteria on the New Redemption Envelopes Menu screen. This screen displays canceled redemption

items, both active and history, in CUSIP, and Activity Type order. The title will indicate New or Updated depending on the option selected on the Reorg Inquiry for Participants screen.

Sample Screen

```
MENU     DIVA    SDAR    HELP

  X$V1                        THE DEPOSITORY TRUST COMPANY           DATE:
MM/DD/CCYY
  00002199-99                   NEW REDEMPTION ENVELOPES             TIME: HH:MM:SS
  ========================================================================
   AS OF DATE: 05/10/99   CREATE DATE: 05/07/99        SKIP TO CUSIP: _____
  C

  M                                                            REDEMPTION
  D CUSIP       SECURITY DESCRIPTION                      ACT DATE    POS C
  = =========   =================================================== === ====== === =
  _ 008347AA4   AFTON G/O MN          D09-01-97  4.750% FA02 RR 76   080198      Y
  _ 010308LE2   AL ST HSG RV AL  D12-1-D12-01-82 10.750% JD13 BE 76  060199      N
  _ 01354CAF0   ALBUQUERQUE MTG GO NM D02-15-89  0.000%   11 BE 76   051599      N
  _ 01354MBG5   $ VRDO ALBUQUERQUE RV D03/15/95  0.010%   23 BE 76   060299      N
  _ 043222BE7   $ VRDO ARVADA IND RV  D12-17-91  0.010% FA02 RR 77F  060799      N
  _ 047804AX7   $ VRDO ATLANTA RV GA  D08/05/93  0.010% JJ13 RR 76   060199      N
  _ 051910AC1   $VRDO AURORA DEV RV IL D06/13/95 0.010% MS10 BE 76   060199      N
  _ 054348AK3   AVONDALE HSG RV IN    D12/01/93  5.250% JD03 BE 76   060199      N
  _ 058010AB5   $ VRDO BALDWIN CNT GA D06/19/90  0.010% JJ00 RR 76   060199      N


  COMMANDS: X -VIEW DETAILS   C -VIEW COMMENTS                    ...MORE->
  ========================================================================
  ENTER : PROCESS PF2/14: ACTIVITY CODES PF6/18 : PREVIOUS    PF7/19 : RIPS MENU
  PF8/20: END     PF9/21: SIGNOFF     PF10/22: BACKWARD   PF11/23: FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
As Of Date	Enter a date in *mm/dd/ccyy* format to view only those items that were created, updated or canceled within the last five business days, up to and including the date you enter. If left blank, only items that were created, updated or canceled within the last five business days are displayed. Must be no more than five business days prior to the current date.
Create Date	Enter a date in *mm/dd/ccyy* format to view envelopes that were created on a specific date.
Skip to CUSIP	Enter a CUSIP number to bring the display to that specific CUSIP.
CUSIP	Begin the display with a specific CUSIP. Enter a full or partial

This field	Displays
	CUSIP number. *Note* -If you do not enter a **CUSIP**, you must enter an **Activity Type**.
CMD	An entry field that allows you to access one of the following screens: • X: Redemption Detail • C: Redemption Comments.
CUSIP	The CUSIP number.
Security Description	The DTC Master Tables description associated with the CUSIP.
Activity Type	The type of redemption. Press PF2/14 to view a list of activity codes and descriptions.
Redemption Date	The date on which the redemption is effective.
Pos	View a 3-byte indicator of whether positions exist. The values are: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
C	An indicator of whether comments exist for the redemption. The values are: • Y: Yes • N: No.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the New/Updated Redemption Envelopes screen to access the Activity Codes Help screen.

New and Contra CUSIP Listing

The New and Contra CUSIP Listing appears when you enter A in the **Enter Category** field and 5 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen displays target CUSIPs undergoing reorganizations.

Sample Screen

```
MENU     HELP
```

```
X$V1                    REORG INQUIRY FOR PARTICIPANTS          DATE: MM/DD/CCYY
 00002199-99              NEW AND CONTRA CUSIP LISTING          TIME:   HH:MM:SS
 ================================================================================

        NEW AND CONTRA
CUSIP:   459200101    (ENTER FULL CUSIP)

CMD        ACTIVITY          CUSIP   SQ CUSIP DESCRIPTION    CRIT DATE   P   C
------------------------------------------------------------------- -  -
 _  93  CORPORATE ACTION  030938104 01 AMERICUS TR FOR IBM  07/02/1992      Y
 _  93  CORPORATE ACTION  030938203 01 AMTR IBM SCO BX =U=  07/02/1992      Y
 _  52M ELECTION MERGER   90919P105 01 UNISON SOFTWARE    + 12/10/1997      Y




COMMANDS:  A AGENT;  C COMMENTS;  P PAYOUT;  X DETAIL              NO MORE.
 ================================================================================
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:RIPS MENU    PF8/20:END FUNCTION
                   PF9/21:SIGNOFF       PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
New and Contra CUSIP	The CUSIP number you previously entered on the Reorg Inquiry for Participants screen.
CMD	An entry field that allows you to access one of the following screens: • A: Agent Information • C: Comments Information • P: Payout/Rate Inquiry (the version depends on whether you select a warrant, unit, or conversion issue) • X: Envelope Detail.
Activity	The envelope activity code and associated description.
CUSIP	The CUSIP number.
SQ	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
CUSIP	A description of the security.

This field	Displays
Description	
Crit Date	The envelope critical date associated with an event related to the security (for example, expiration).
P	An indicator of whether you have position in the CUSIP associated with the envelope. The values are: • Y: Yes • N: No.
C	An indicator of whether there is comment data associated with the envelope. The values are: • Y: Yes • N: No.

New / Updated Envelopes Menu

The New/Updated Envelopes Menu appears when you enter A in the **Enter Category** field and one of the following in the **Enter** Option field on the Reorg Inquiry for Participants screen:

- 2: To view the New Envelopes Menu
- 3: To view the Updated Envelopes Menu.

Both versions of the screen are the same except for the title, and allow you to specify the envelopes you want to view.

Sample Screen

```
MENU     HELP

 X$V1                    REORG INQUIRY FOR PARTICIPANTS              MM/DD/CCYY
 00002199-99                  NEW ENVELOPES MENU                     HH:MM:SS
 =============================================================================




           YOU MAY ENTER A BUSINESS DAY, UP TO 5 DAYS PRIOR



   ACTIVITY CODE OR CLASS ==>  ___
              AS OF DATE ==> 05 / 10 / 1999 (MM/DD/CCYY)
            POSITION ONLY ==> _           (Y = POSITION)
                 MMI ONLY ==> _           (Y = MMI ONLY, N = NON MMI)
    FOREIGN CURRENCY ONLY ==> _           (Y = F.C. ONLY, N = NON F.C.)
          ENVELOPE STATUS ==> A           (A = ACTIVE; P = PRELIM)


 =============================================================================
 ENTER:PROCESS   PF2/14:ACTIVITY CODES   PF3/15:CLASS CODES   PF6/18:PREVIOUS
               PF7/19:RIPS MENU        PF8/20:END           PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Activity Code Or Class	Specify the sole activity code you want to view. You can also enter a partial activity code (for example, the first two characters), and only those envelopes with activities starting with the partial code will be displayed. Press PF2/14 to view a list of valid activity codes.
As of Date	Enter a date in **mm/dd/ccyy** format to view only items with a matching envelope creation date (for new envelopes). This date must be within five business days prior to the current date.
Position Only	Enter Y to view only items for which you have position. If left blank, all items will be shown. *Note* -This field is protected for M and N users. *For Group Users*, if you enter Y, you must also specify a participant number if you did not do so on a previous screen.
MMI Only	Enter a Y to view only items that are defined as a Money Market Instrument (MMI).
Foreign Currency Only	Enter a Y to view only items that are defined as Foreign Currency. If you enter an N or leave it blank, only non-Foreign Currency items will be shown.
Envelope Status	Enter one of the following to view only items with a matching Envelope Status: • A: Active (default) • P: Preliminary.
Participant	*Group users only*, specify the Participant for which you want to view Position Only data.

Function Keys

In addition to the standard keys described in *Using The Standard Function Keys*, the following are available on the New/Updated Envelopes Menu:

This key	Allows you to
PF2/14	View the Activity Codes Help screen.

This key	Allows you to
PF3/15	View the Class Codes Help screen.

Payout / Rate Inquiry Screen

The Payout/Rate Inquiry screen appears when you enter P in the **CMD** field on one of the following screens:

- Envelope Listing
- Index Of New Envelopes
- Reorganization/Maturity/Redemption Summary.

This screen displays payout details about the selected envelope.

Sample Screen

```
MENU     HELP

K9AB                    REORG INQUIRY FOR PARTICIPANTS      DATE: MM/DD/CCYY
00002199-99                  PAYOUT/RATE INQUIRY            TIME:   HH:MM:SS
==============================================================================
    ENVELOPE ID:   71  -320548100 -01                 STOCK MERGER
==============================================================================
     TYPE           RATE                              ALLOC DATE
     -----          ---------                         ----------
     STOCK          0.66666670                        04/01/1996

NEW CUSIP       DESC                        CIL RATE
949740104 WELLS FARGO & CO        <         261.00000


==============================================================================


                                                          NO MORE.
==============================================================================
  PF4/16:ENV DETAIL    PF6/18:PREVIOUS   PF7/19:RIPS MENU    PF8/16:END FUNCTION
                       PF9/21:SIGNOFF    PF10/22:BACKWARDS   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then

This field	Displays
	press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Type	The payment type. The values are: • PRI: Principal Payment • INT: Interest Payment.
Rate	The amount of principal dollars being paid out per$1000 of face value of debt, or the amount of dollars of accrued interest per$1000 of face value of debt.
Alloc Date	The allocation date.
New CUSIP	The CUSIP number of the payout item.
Desc	The description of the new CUSIP.
CIL Rate	The cash-in-lieu rate.
Currency	The CUSIP currency code for the RAMS envelope.

Function Keys

In addition to the standard function keys described in *Using The Standard Function Keys*, you can press PF4/16 on the Payout/Rate Inquiry screen to access the Envelope Detail screen.

Potential Lottery Results Screen

The Potential Lottery Results screen appears when you enter Y in the **Potential Lottery** field on the Lottery Results Selection Menu, and displays potential lottery results in CUSIP, Redemption Date descending, and Activity Type order.

Sample Screen

```
MENU      DIVA   SDAR    HELP

X$V1                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                   POTENTIAL LOTTERY RESULTS         TIME:   HH:MM:SS
 ===============================================================================
 C
 M                     CREATE  PUBLISH REDEMPTION  PUB DT   ADJUSTED  LOTTERY
 D   CUSIP   ACT LOTT   DATE    DATE     DATE      POSITION  POSITION  STATUS
 = ========= === ==== ======== ======== ======== ========== ========== ========
 _ 726022AV8 76  ORIG 05/07/99 05/07/99 07/01/99    10000         0
 _ 790623BH4 76  ORIG 05/07/99 05/01/99 06/01/99     5000         0
```

```
COMMANDS:  X -VIEW DETAILS                                    NO MORE.
 ==================================================================
ENTER:PROCESS PF2/14:ACTIVITY CODES PF6/18:PREVIOUS PF7/19:RIPS MENU PF8/20:END
              PF9/21:SIGNOFF        PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CMD	A space that allows you to type X to view the lottery details.
CUSIP	The CUSIP number.
Act	The redemption activity type. Press PF2/14 to view a list of activity codes and descriptions.
Lott	One of the following lottery types: • O: Original • S: Supplemental • P: Partial Reversal • F: Full Call • R: Recission.
Create Date	The date the redemption is first eligible to appear in RIPS.
Publish Date	The date on which the issuer made the redemption known.
Redemption Date	The date on which the redemption is effective.
Pub Dt Position	The position on the day before the publication date on the notice.
Adjusted Position	The adjusted position necessary for running the lottery.
Lottery Status	Information describing the various stages of lottery processing.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Potential Lottery Results screen to access the Activity Codes Help screen.

Redemption Agent (s) Screen

The Redemption Agent (s) screen appears when you enter A in the **Command** field on one of the following screens:

- Redemption Detail
- Redemption Comments
- Called Certificates.

This screen displays information about the Redemption Agent associated with the redemption you are viewing. The agent information is displayed either as a Registered or Bearer Agent based upon the CUSIP's Issue Type and Municipal Bond Type. Issue Types 1 and 5 are considered Registered. Issue Type 7 with a Municipal Bond type of R is considered Registered. Issue Type 7 with a Municipal Bond type of B is considered Bearer.

Sample Screen

```
MENU    HELP


QU48                        THE DEPOSITORY TRUST COMPANY           DATE: MM/DD/CCYY
00002199-99                      REDEMPTION AGENT(S)               TIME:   HH:MM:SS
================================================================================
                                                           COMMENTS: Y
CUSIP NUMBER: 005482A38 DESC: ADAMS & ARA
PHOE GO CO  D01/01/96  5.350% JD15 R#


  ------------------|------------------
  REG. AGENT#: 00002199                 | BEARER AGENT#:
        NAME: DTC TRUST                  |     NAME:
     ADDRESS: 55 WATER STREET            |  ADDRESS: ADDRESS NOT FOUND
              NEW YORK NY                |
               10003                     |
       PHONE: (800) 999-9999             |      PHONE:

COMMAND:  _


COMMANDS:    C -COMMENTS   N -CERTIFICATE DETAIL   X -REDEMPTION DETAIL



================================================================================
ENTER:PROCESS  PF6/18:PREVIOUS  PF7/19:RIPS MENU  PF8/20:END  PF9/21:SIGNOFF
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.

This field	Displays
Comments	An indicator of whether comments exist for the Redemption.
CUSIP	The CUSIP number.
Security Description	The DTC Master Tables description associated with the CUSIP.
Reg. Agent#/ Bearer Agent#	The Registered Agent number for Registered issues, or the Bearer Agent number for Bearer issues.
Name	The agent's name
Address	The agent's address.
Phone	The agent's phone number.
Command	An entry field that allows you to access one of the following screens: • C: Redemption Comments • N: Called Certificates • X: Redemption Detail.

Redemption Cancellations / Recissions Menu

The Redemption Cancellations/Recissions Menu appears when you enter C in the **Enter Category** field and 4 in the **Enter** Option field on the Reorg Inquiry for Participants screen. The fields and PF keys are the same as those on the New/Updated Redemption Envelopes Menu.

Sample Screen

```
MENU     DIVA    SDAR    HELP


X$V1                      THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
  00002199-99             REDEMPTION CANCELLATIONS/RECISSIONS    TIME:  HH:MM:SS
  ==============================================================================

         A FULL OR PARTIAL CUSIP MAY BE ENTERED.
         ALL SEARCH CRITERIA ARE OPTIONAL.  IF ANY CRITERIA ARE ENTERED,
         THEY WILL NARROW THE INQUIRY DISPLAY DATA.


            HISTORICAL ==>  _              (Y/N)
            AS OF DATE ==>  05 / 10 / 1999  (UP TO 5 BUSINESS DAYS PRIOR)
                 CUSIP ==>  _____
         ACTIVITY TYPE ==>  ___
       REDEMPTION DATE ==>  __ / __ / ____
         POSITION ONLY ==>  _              (Y/N)
            MMI'S ONLY ==>  _              (Y = MMI'S ONLY, N = NON MMI'S)




  ==============================================================================
ENTER:PROCESS      PF2/14:ACTIVITY CODES     PF7/19:RIPS MENU
                   PF8/20:END FUNCTION       PF9/21:SIGN OFF
```

Redemption Cancellations / Recissions Screen

The Redemption Cancellations/Recissions screen appears when you enter your selection criteria on the Redemption Cancellations/Recissions Menu, and displays canceled redemption items in CUSIP and activity type order. The fields and PF keys are the same as those on the New/Updated Redemption Envelopes screen.

Sample Screen

```
MENU     DIVA   SDAR   HELP

X$V1                        THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99             REDEMPTION CANCELLATIONS/RESCISSIONS    TIME: HH:MM:SS
 ==============================================================================
                                                  SKIP TO CUSIP: _____
 C
 M                                                              REDEMPTION
 D CUSIP       SECURITY DESCRIPTION                    ACT DATE       POS C
 = =========   =======================================  === ======  === =
 _ 1306282P4   CALIFORNIA ST GO CA    D03-01-94  5.500% MS07 BE 76P 030104    Y
 _ 13937KAW6   CAPE CORAL WST RV FL   D06/01/92  6.375% JD12 BE 76  060199    Y
 _ 196478Y47   COLORADO HSG GO CO     D06/01/98  60%    MN24 BE 76  050199    Y
 _ 239856AZ0   DAYTON HOSP IMPT RV OH D02-01-73  6.000% JD05 BR 76  060199    Y
 _ 30382LAA6   $ VRDO FAIRFAX CNT VA  D04/29/93  0.010% JJ07 BE 76  050199    Y
 _ 31359MAE3   7% FNSM 05-10-01 T#                           75F 051099    Y
 _ 31364CCW6   7.37% FNNT 05/14/03 T#                        75F 051499    Y
 _ 31364CM39   7.30% FNNT 05/13/04 T#                        75F 051399    Y
 _ 59469CKZ5   $VRDO MICHIGAN ST MI   D05/15/96  0.010% JJ16 B# 76  050199    Y
 _ 686076DT4   $ VRDO OR ST ECO RV OR D05/02/97  0.010%   22 BE 76  050199    Y
    COMMANDS: X -VIEW DETAILS  C -VIEW COMMENTS                  ...MORE->

 ==============================================================================
 ENTER : PROCESS PF2/14: ACTIVITY CODES PF6/18 : PREVIOUS   PF7/19 : RIPS MENU
 PF8/20: END     PF9/21: SIGNOFF       PF10/22: BACKWARD   PF11/23: FORWARD
```

Redemption Comments Screen

The Redemption Comments screen appears when you enter C in the **Command** field on one of the following screens:

- Redemption Detail
- Redemption Agent (s)
- Called Certificates.

This screen displays external comments, which have been approved for RIPS.

Sample Screen

```
MENU     DIVA   SDAR   HELP

 X$V1                       THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
 00002199-99                    REDEMPTION COMMENTS             TIME:  HH:MM:SS
 ==============================================================================
 CUSIP NUMBER: 084538EE3 DESC: BERKS CNT RFDG RV PA   D04/01/96  7.500% MN13
     PUB DATE: 04/15/1999
     RED DATE: 05/15/1999


  DATE      COMMENTS
 05/07/1999 DTC RECEIVED A REVISED NOTICE FROM SUMMIT BANK CHANGING THE
            CALL AMOUNT TO 105M.
                                    MIKE DOE
                                    516-999-9999
            THIS IS A CONDITIONAL NOTICE OF REDEMPTION. DTC WILL NOT ALLOCATE
            ANY FUNDS UNLESS WE RECEIVE PAYMENT FROM THE BANK.
```

```
   COMMAND:

  COMMANDS:  X -REDEMPTION DETAIL     A -AGENT     N -CERTIFICATE DETAIL
                                                              NO MORE.
  ================================================================
 ENTER:PROCESS       PF6/18:PREVIOUS      PF7/19:RIPS MENU      PF8/20:END
                     PF9/21:SIGNOFF       PF10/22:BACKWARD      PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The CUSIP number.
Security Description	The DTC Master Tables description associated with the CUSIP.
Pub Dt	The date on which the issuer makes the redemption known.
Red Dt	The date on which the redemption is effective.
Date	The date on which the comment was created.
Comments	Freeform text comments that were entered for the item.
Command	An entry field that allows you to access one of the following screens: • X: Redemption Detail • A: Redemption Agent (s) • N: Called Certificates.

Redemption Detail Screen

The Redemption Detail screen appears when you enter X in the **CMD** field on the Redemption Summary screen, and displays the details of the selected item.

Sample Screen

```
 MENU     HELP
```

```
QU48                    THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99      MUNICIPAL PARTIAL DEFEASANCE (76D) DETAIL    TIME:  HH:MM:SS
=============================================================================
CUSIP: 005482A38 DESC: ADAMS & ARAPHOE GO CO  D01/01/96  5.350% JD15  POS:
  DIRECT INQUIRIES TO: PARTIAL DEFEASANCE LIAISON                     COM: Y


      OR: TELEPHONE NUMBER 516 999-9999
FIELD                           CURRENT VALUE
=============================   =============================================
CREATE DATE                     04/06/99
LAST DAY FOR DEPOSIT            04/06/99
LAST DAY FOR C.O.D.            04/06/99
LAST DAY FOR PLEDGE            04/06/99

LAST DAY FOR SEGREGATE         04/06/99
LAST DAY FOR DELIVERY          04/06/99
LAST DAY FOR W/T               04/06/99
LOTTERY TYPE                    ORIGINAL
COMMAND: _
COMMANDS:   C -COMMENTS   U -UPDATE HISTORY   A -AGENT

           N -CERTIFICATE DETAIL
        ...MORE->
=============================================================================
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:RIPS MENU     PF8/20:END FUNCTION
                   PF9/21:SIGNOFF       PF10/22:BACKWARD     PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The redemption CUSIP number.
Desc	The DTC Master Tables description associated with the CUSIP.
Pos	A 3-byte indicator of whether positions exist: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
Direct Inquiries To	Freeform text that describes where to find further information about the redemption.
Com	An value that indicates if comments exist for the item. The values are: • Y: Yes

This field	Displays
	• N: No.
Screen Detail Information	The dates and other relevant information about the event. The information that appears depends upon the activity code.
Command	An entry field that allows you to access one of the following screens: • A: Redemption Agent (s) • C: Redemption Comments • N: Called Certificates • U: Redemption Envelope Update History.

Redemption Envelope Update History Screen

The Redemption Envelope Update History screen appears when you enter U in the **Command** field on the Redemption Detail screen. It will display all REDS data changes for the selected redemption that have occurred during the last five business days. The changes are displayed in descending date, field name, time order.

Note- The word Redemption does not actually appear in the title, but is used here to distinguish this screen from the reorganzation version.

Sample Screen

```
MENU     DIVA    SDAR    HELP

X$V1                        THE DEPOSITORY TRUST COMPANY           DATE: MM/DD/CCYY
00002199-99                   ENVELOPE UPDATE HISTORY              TIME:   HH:MM:SS
 =============================================================================
 CUSIP: 084538EE3 DESC: BERKS CNT RFDG RV PA   D04/01/96  7.500% MN13   POS:
   DIRECT INQUIRIES TO: R
EORG/REDEMPTIONS VIA THE PINS PTS FUNCTION--
                    PINS CODES C15 (ACCRUED INT) OR C16 (CALLS/MAT)


  FIELD           OLD VALUE               NEW VALUE               CHANGE DT
  ----------------------------------------------------------------------------
  COMMENT IND                             COMMENT WAS ADDED       05/07/1999
  COND PAYMENT IN N                       Y                       05/07/1999






                                                                   NO MORE.
 =============================================================================
ENTER:PROCESS  PF6/18:PREVIOUS    PF7/19:RIPS MENU   PF8/20:END    PF9/21:SIGNOFF
               PF10/22:BACKWARD   PF11/23:FORWARD    PF12/24:CERT HIST
```

Field Descriptions

This field	Displays

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The CUSIP number.
Desc	The DTC Master Tables description associated with the CUSIP.
Pos	A 3-byte indicator of whether positions exist: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
Direct Inquiries To	Information about who to contact if you have questions. This information is based on the activity type.
Field	The short description of the modified field.
Old Value	The original value of the modified field.
New Value	The new value of the modified field.
Change Date	The date the field was modified.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF12/24 on the Redemption Envelope Update History screen to access the Certificates Update History screen.

Redemptions Summary Selection Menu

The Redemptions Summary Selection Menu appears when you enter C in the **Enter Category** field and 1 in the **Enter** Option field on the Reorg Inquiry for Participants screen. This screen allows you to access redemption summary information.

Sample Screen

```
MENU     HELP


QU50                       THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                REDEMPTIONS SUMMARY SELECTION         TIME:   HH:MM:SS
================================================================================

          ENTER A CUSIP (PART OR ALL) AND/OR ACTIVITY TYPE.  ALL OTHER
```

```
            SEARCH CRITERIA ARE OPTIONAL.  IF ANY CRITERIA ARE ENTERED,
            THEY WILL NARROW THE INQUIRY DISPLAY DATA.


                      CUSIP ==>   _____
              ACTIVITY TYPE ==>   ___

              POSITION ONLY ==>   _          (Y = POSITION ONLY)
        PRIORITY REDEMPTIONS ==>  __         (RED DATE WITHIN NEXT 10 DAYS)
                 MMI'S ONLY ==>  N           (Y = MMI'S ONLY, N = NON MMI'S)
      FOREIGN CURRENCY ONLY ==>   _          (Y = F.C. ONLY,  N = NON F.C.)
   CONDITIONAL PAYMENT ONLY ==>   _          (Y = CONDITIONAL PAYMENTS)
               HISTORY ONLY ==>   _          (Y = HISTORY ONLY)
           PARTICIPANT NUMBER ==>  ____      (REQUIRED FOR POSITION CHECK)


=========================================================================
ENTER:PROCESS PF2/14:ACTIVITY CODES PF7/19:RIPS MENU PF8/20:END PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	Begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Note* -If you do not enter a **CUSIP**, you must enter an **Activity Type**.
Activity Type	Begin the display with a specific activity type. Enter a specific activity type, or a partial activity type to display only those activities starting with the entered value. *Note* -If you do not enter an **Activity Type**, you must enter a **CUSIP**. The activity type must be contained in DTC's REDS system. Activity Types 70, 75M, 77M, OR 77P are valid for Maturity options only.
Position Only	Enter Y to view only items for which you have position. If left blank, all items are shown. *Note* -This field is protected for M and N users. *For Group Users*, if you enter Y, you must also enter a participant number if you did not do so on a previous screen.
Priority Redemptions	Enter a value to view items whose Redemption Date is for the current date up to the entered number of future days. Enter a number from 0 to 10. If left blank, all items for all Redemption Dates are shown.
MMI's Only	Enter Y to view MMI items only. *Note* -Not valid if you enter Y in the **History Only** field. If you do so, the message'NOT AVAILABLE YET' appears.

This field	Allows you to
Foreign Currency Only	Enter Y to view Foreign Currency items only, N to view non-Foreign Currency items only, or leave blank to view both. *Note* -Not valid if you enter Y in the **History Only** field.
Conditional Payment Only	Enter Y to view only those items where conditional payment will be made or special conditions exist that depend on payment.
History Only	Enter Y to view inactive items only. Leave it blank to view active items only. *Note* -Not valid if you enter Y in the in the **MMI Only** or **Foreign Currency Only** field.
Participant Number	*Group Users only*, specify the participant whose data you want to view. *Optional*.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Redemptions Summary Selection Menu to access the Activity Codes Help screen.

Reorg/Maturity / Redemption Summary Screen

The Reorg/Maturity/Redemption Summary screen appears when you enter A in the **Enter Category** field, 1 in the **Enter** Option field, and a CUSIP number in the **CUSIP** field on the Reorg Inquiry for Participants screen. This screen displays all active, preliminary, and history information for the specified CUSIP.

Note- If there is only one envelope for the specified CUSIP, the Envelope Detail screen appears. If you do not enter a CUSIP, the Reorganization Selection Menu appears. You can access the Reorg/Maturity/Redemption Summary from either of these screens.

Sample Screen

```
MENU    HELP
X$V1                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99              REORG/MATURITY/REDEMPTION SUMMARY      TIME:   HH:MM:SS
================================================================================
 CUSIP: 999999999
 DESCRIPTION: TEST CUSIP
 CMD       ACTIVITY       NUM      STATUS     CRIT DATE      POS  C  REMARKS
 ---   ---------------    ---    --------    ----------     ---  -  -------
  _     52  TENDER/EXC    08      ACTIVE      07/29/1999
  _     53  EARLY CD RED  01      ACTIVE      00/00/0000           Y
  _     52  TENDER/EXC    01      HISTORY     10/30/1997           Y
  _     52  TENDER/EXC    02      HISTORY     01/29/1998           Y
  _     52  TENDER/EXC    03      HISTORY     04/29/1998           Y
  _     52  TENDER/EXC    04      HISTORY     07/30/1998           Y
  _     52  TENDER/EXC    05      HISTORY     10/29/1998           Y
  _     52  TENDER/EXC    06      HISTORY     01/28/1999           Y
  _     52  TENDER/EXC    07      HISTORY     04/29/1999           Y
                                                             NO MORE.
  REMARKS:   "MMI" MONEY MARKET INSTRUMENT; "F" FOREIGN CURRENCY ELIGIBLE
```

```
COMMANDS:  A AGENT;   C COMMENTS;   O OTHER;   P PAYOUT;   X DETAIL
=============================================================================
ENTER:PROCESS       PF6/18:PREVIOUS      PF7/19:MAIN MENU     PF8/20:END FUNCTION
                    PF9/21:SIGNOFF       PF10/22:BACKWARD     PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	The CUSIP number entered on the previous screen.
Description	A brief description of the security.
CMD	An entry field that allows you to access one of the following screens: • A: Agent Information • C: Comments Information • O: The Function Selection • P: Payout/Rate Inquiry or Tender Payout/Rate Inquiry • X: Envelope Detail.
Activity	The activity code and description.
Num	The system-generated sequence number assigned for reorganizations with the same CUSIP and activity.
Status	The current envelope status (Active, History, or Preliminary).
Crit Date	The critical date associated with an event related to the security (for example, an expiration).
Pos	A three-byte indicator that tells you if positions exists. The values are: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
C	An indicator of whether comments are associated with the envelope. Y = yes, blank = no.
Remarks	Remarks that indicate if the envelope is MMI or Foreign Currency eligible.

Reorg and Redemption Summary Screen

The Reorg and Redemption Summary screen, or the Redemption Summary screen, displays data for a specific CUSIP. The version of the screen you see depends on the search criteria you entered on the Redemptions Summary Selection Menu:

- If you entered a whole CUSIP number and Y in the **History Only** field, and non-redemption data exists on RAMS, all data for the CUSIP is displayed and the screen title is Reorg and Redemption Summary. The non-redemption items are displayed first, in Activity Type, RIPS Date order, followed by redemption items in Activity Type, Redemption Date order.
- If you did not enter a CUSIP number, or if non-redemption data does not exist, only redemption items will be displayed and the screen title is Redemption Summary. The redemption items are displayed in CUSIP, Activity Type, Redemption Date order.

Sample Screen

```
MENU    HELP


QU48                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                     REDEMPTION SUMMARY              TIME:   HH:MM:SS
================================================================================
C
M
                                   REDEMPTION
D CUSIP     SECURITY DESCRIPTION                           ACT    DATE   POS C
= =========  ============================================ ===   ====== === =
_ 000369BA5 ABAG FIN AUTH RV CA    D09/01/92  6.100% JD02 BE 76   060199      N
_ 000369BX5 ABAG COP RV CA         D06/01/93  5.500% JD03 BE 76   060199      N
_ 00037NAV8 ABAG FIN AUTH RV CA    D10/01/96  5.750% MN06 BE 76   050199      N
_ 00037NAY2 ABAG FIN HSG RV CA     D11/01/96  6.780%    5 BE 76   060199      N
_ 002568AB9 $ VRDO ABBEVILLE RV AL D12/12/91  0.010% JJ06 RR 76   060199      N
_ 005482A38 ADAMS & ARAPHOE GO CO  D01/01/96  5.350% JD15 R# 76D              Y
_ 005618DK6 ADAMS CNT HSG RV CO    D06/01/93  5.200% JD09 RR 76   060199      N
_ 005706JS6 ADAMS CNT REF RV CO    D06/01/91  8.700% JD12 BE 76   060199      N
_ 005706JS6 ADAMS CNT REF RV CO    D06/01/91  8.700% JD12 BE 76   050199      N
_ 006795AB4 ADELANTO IMPT G/O CA   D12-01-85  8.125% JD15 RR 76   060199      N

COMMANDS:  C -VIEW COMMENTS    X -VIEW DETAILS                  ...MORE->
P===============================================================================
ENTER:PROCESS PF2/14:ACTIVITY CODES PF6/18:PREVIOUS  PF7/19:RIPS MENU PF8/20:END
              PF9/21:SIGNOFF       PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.

This field	Displays
CMD	An entry field that allows you to access one of the following screens: • C: Redemption Comments • T: Letter Tracking • X: Redemption Detail.
CUSIP	The CUSIP number.
Security Description	The DTC Master Tables description associated with the CUSIP.
Activity Type	The type of redemption. Press PF2/14 for a list of activity codes and descriptions.
Critical Date/ Redemption Date	If the Reorg and Redemption Summary screen is displayed, this is the RIPS critical date for the envelope. If the Redemption Summary screen is displayed, this is the Redemption Date.
Pos	A 3-byte indicator that tells you if positions exist: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
C	An indicator of whether comments exist for the Redemption. This will be blank for non-redemption items.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Reorg and Redemption Summary screen to access the Activity Codes Help screen.

Reorg Deposit Allocated / Unallocated Certificate Detail Screen

The Reorg Deposit Allocated/Unallocated Certificate Detail screen appears when you enter X in the **CMD** field on the Reorg Deposits Allocated/Unallocated Detail screen, and displays certificate information for reorg or custody reorg deposits. You will see one of the following titles depending on your selections:

• Reorg Deposit Allocated Certificate Detail
• Reorg Deposit Unallocated Certificate Detail
• Custody Reorg Deposit Allocated Cert Detail
• Custody Reorg Deposit Unallocated Cert Detail.

Sample Screen

```
MENU    HELP
```

```
X$V1                    THE DEPOSITORY TRUST COMPANY              DATE: MM/DD/CCYY
   00002199-99      CUSTODY REORG DEPOSIT ALLOCATED CERT DETAIL   TIME:   HH:MM:SS
   ================================================================================
                                           PAID DOLLAR AMT:     90,182,382.15

               TOTAL PAID DEPS:           2,774
    CUSIP    DEP DATE PAY DATE   QUANTITY   DEPOSIT ID     REFERENCE ID       TY
   ---------------------------------------------------------------------- --
   649858VX2 10/30/98 11/01/98     10,000  9830308361 84166C42              C
   ================================================================================
    CMD     CERT-ID     SEQ      QUANTITY     CALL AMOUNT     ALLOC DATE   TY
    ---   ------------  ---   -----------  --------------  ------------ --
     _      0000000A9820  000        5,000          5,050.00   11/20/98   C
     _      0000000A9822  000        5,000          5,050.00   11/20/98   C



               TOTAL:            10,000       10,100.00
     COMMAND (X) REGISTRATION DETAIL                               NO MORE.
   ================================================================================
   ENTER:PROCESS      PF2/14:DEPOSIT TYPE CODES  PF6/18:PREVIOUS  PF7/19:RIPS MENU
   PF8/20:END FUNCTION PF9/21:SIGNOFF            PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

You will see some or all of the following fields, depending on which version of the screen you are viewing:

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The participant number and name. *Note* -Appears for reorg deposits only.
Paid Dollar Amt	The total dollar amount of paid deposits.
Total Paid Deps	The total number of paid deposits.
CUSIP	The CUSIP number.
Dep Date	The deposit date.
Pay Date	The payment date.
Quantity	The total deposit quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.

This field	Displays
TY	The type of deposit: • C: Custody • D: Mandatory • L: Legal • R: Restricted.
CMD	An entry field that allows you to access the Custody RD Allocated/Unallocated Registration Detail screen. Type an X.
Cert ID	The certificate ID.
Seq	The sequence number associated with the certificate.
Quantity	The total shares associated with each certificate.
Call Amount	The dollar amount for the specified quantity.
Alloc Date	The date that the certificate was paid out. *Note* -Appears for paid items only.
TY	The type of certificate.
CMD	Type X to transfer to the Registration Detail associated with the selected certificate. Only one command may be entered. Available for custody only.
Total	The total quantity and call amount.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Reorg Deposit Allocated/Unallocated Certificate Detail screen to access a list of deposit type codes and descriptions.

Reorg Deposit Allocated / Unallocated Detail Screen

The Reorg Deposits Allocated/Unallocated Detail screen appears when you enter:

1. Enter C in the **Enter Category** field and 8 or 9 in the **Enter** Option field on the Reorg Inquiry for Participants screen, and then
2. Enter 1 or 2 in the **Enter** Option field on the Reorg Deposits Selection Menu.

This screen displays the details of redemption reorg deposits when you selected Redemption reorg deposits on the Reorg Inquiry for Participants screen. You will see one of the following titles depending upon your selections:

• Reorg Deposits Allocated Detail
• Reorg Deposits Unallocated Detail
• Custody Reorg Deposits Allocated Detail
• Custody Reorg Deposits Unallocated Detail.

Sample Screen

```
MENU    HELP

QU50                    THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
00002199-99             REORG DEPOSITS ALLOCATED DETAIL     TIME:  HH:MM:SS
==============================================================================
TOTAL PAID DEPS:             1              PARTICIPANT: 2199 / DTC TEST
DOLLAR AMT:           55,000.00             SKIP TO CUSIP:

CMD CUSIP     DEP DATE ALLOC DT QUANTITY    DEPOSIT ID REFERENCE ID     TYPE
--------------------------------------------------------------     ----
 _  834672AA5 02/23/98 06/05/98      5,000 0000002199                 D
    AMOUNT:      5,000.00 TYPE: CUSTODY RD-O MUNI REGIST MATURITY
 _  875518BJ0 01/15/98 02/18/98     50,000 0000002199                 D
    AMOUNT:     50,000.00 TYPE: PHASE 2 RD-L MUNI REGIST MATURITY
 _  008677304 01/16/98 02/03/98      1,000 00000002199 33411281       D
    AMOUNT:     25,013.00 TYPE: CUSTODY RD-O MUNI REGIST MATURITY




COMMAND (X) CERTIFICATE DETAIL                               NO MORE.
==============================================================================
ENTER:PROCESS      PF2/14:DEPOSIT TYPE CODES PF6/18:PREVIOUS  PF7/19:RIPS MENU
PF8/20:END FUNCTION PF9/21:SIGNOFF          PF10/22:BACKWARD PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Total Paid/Unpaid Deps	The total number of paid or unpaid deposits.
Participant	The participant number and name.
Paid/Unpaid Dollar Amt	The total dollar amount of paid or unpaid deposits.
Skip To CUSIP	An entry field that allows you to begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Optional.*
CMD	An entry field that allows you to access the Certificate Detail screen. Enter an X.
CUSIP	The CUSIP number.
Dep Date	The deposit date.

This field	Displays
Alloc Dt	The allocation date.
Pay Date	The redemption date. *Note* -This appears for unpaid items only.
Quantity	One of the following: • For paid reorg deposits, the total number of shares • For unpaid reorg deposits with generated LTs, the number of shares pending allocation • For unpaid reorg deposits without LTs, the total number of shares.
Deposit ID	The generated bar code number used to uniquely identify the reorg deposit within DTC.
Reference ID	One of the following: • For redemption reorg deposits, the Participant's unique internal ID • For custody reorg deposits, the Customer Account ID.
Type	The activity type.
Amount	The dollar amount of the displayed quantity.
Type	The Letter of Transmittal reorg deposit types: • D: Phase 1 Reorg Deposit • L: Phase 2 Reorg Deposit • C: Custody Reorg Deposit. *Note* -For Unpaid Reorg Deposits without LTs this will be spaces. A literal describing the function code of this CUSIP follows this field.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 to access a list of deposit type codes and descriptions.

Reorg Deposits Screen

There are several versions of the Reorg Deposits screen, all of which display all deposits qualified by the selection criteria you entered. All versions contain the same information, but the title, deposit totals, and the order of the listed items will vary based upon the selection criteria. The screen you see will have one of the following titles:

• Allocated Mandatory Reorg Deposits- *deposit type* appears when you select the Allocated option on the Reorg Deposits Selection Menu.
• Unallocated Mandatory Reorg Deposits- *deposit type* appears when you select the Unallocated option on the Reorg Deposits Selection Menu.

- Allocated Reorg Deposits Custody/Restricted appears when you select the Allocated option on the Custody-Only/Restricted Selection Menu.
- Unallocated Reorg Deposits Custody/Restricted appears when you select the Unallocated option on the Custody-Only/Restricted Selection Menu.
- Allocated Reorg Deposits Custody Only appears when you select the Unallocated option and enter C in the **Deposit Type** field on the Custody-Only/Restricted Selection Menu.
- Unallocated Reorg Deposits Custody Only appears when you select the Unallocated option and enter C in the **Deposit Type** field on the Custody-Only/Restricted Selection Menu.

In some of the screen titles, *deposit type* is replaced by All, Regular, Legal and Over 3 Year, or is based on the indicator specified for **Deposit Type** on the Reorg Deposits Selection Menu.

Note- If you don't specify a CUSIP number, allocated items appear in descending Allocation Date/CUSIP order and unallocated items appear in Deposit Date/CUSIP order. If you specify a CUSIP number, allocated items appear in CUSIP/descending Allocation Date order and unallocated items appear in CUSIP/Deposit Date order.

Sample Screen

```
MENU    HELP


K9AB              REORG INQUIRY FOR PARTICIPANTS          DATE: MM/DD/CCYY
00002199-99 ALLOCATED      MANDATORY REORG DEPOSITS -ALL     TIME: HH:MM:SS
=============================================================================
PARTICIPANT: 2199    NAME: DTC TEST PART
ENTER CUSIP:
         TOT DEPOSITS TO DATE:    33,554
ENTER DATE : __ / __ / ____ (MMDDCCYY)    TOT  ALLOC  DEPOSITS:    31,139

 CMD   CUSIP    DEP DT  ALLOC DT QUANTITY  DEPOSIT ID REFERENCE ID      ST TY
 ----------------------------------------------------------------------------
 _ 00207N100 05/10/99 05/24/99        2 9912712106 00399105094628      C  L
 _ 007869100 04/26/99 05/24/99      100 9911673435 64099113153601      A  D
 _ 007869100 04/27/99 05/24/99      400 9911707064 80799090171038      A  L
 _ 007869100 04/27/99 05/24/99      100 9911707066 80799090165116      A  L
 _ 007869100 04/27/99 05/24/99      513 9911773449 64099116143714      A  D
 _ 007869100 04/27/99 05/24/99      257 9911773450 64099116144330      A  D
 _ 008677106 05/06/99 05/24/99      200 9912674670 84199125134820      A  D
 _ 023127103 04/01/99 05/24/99      112 9909172471 62K99090152221      P  D

                                    ...MORE->
COMMANDS:  C COMMENTS;   E ENTITL DETAIL;   N CERT DETAIL;   X ENV DETAIL
=============================================================================
ENTER:PROCESS        PF4/16: UNALLOC    PF6/18:PREVIOUS    PF7/19:RIPS MENU
PF8/20:END FUNCTION  PF9/21:SIGNOFF     PF10/22:BACKWARDS  PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	*For Group Users only*, the depositing participant number entered on the Reorg Inquiry For Participants screen or Reorg

This field	Displays
	Deposits Selection Menu.
Name	The name associated with the above Participant number.
Enter CUSIP	An entry field that allows you to begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Optional.*
Enter Date	An entry field that allows you to specify the starting point of the deposits to be displayed. Enter a date in **mm/dd/ccyy** format. For allocated items, this will be the Allocation Date. For unallocated items, this date will be the Deposit Date. *Optional.*
Tot Deposits to Date	The total number of deposits.
Tot Alloc/Unalloc Deposits	The total number of allocated or unallocated deposits, depending on the option specified on the Reorg Deposits Selection Menu.
CMD or C	An entry field that allows you to access one of the following: • C: A screen displaying comments for the selected item, if any • E: A Stock or Cash Entitlements screen, depending on the CUSIP • N: The Certificate Detail screen • T: Letter Tracking • X: Envelope Detail. *Note* -On some versions of the screen, this is the **C** field.
CUSIP	The CUSIP number.
Dep Dt	The deposit date.
Alloc Dt	The allocation date. *Note* -This field will contain the literal'UNALLOC' if no allocation occurred.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.
T	The tracking status code: • I: In Transfer • O: Out Transfer • R: Rejected Note. *Note* -This field applies to reorg deposits with deposit dates greater than or equal to June 9, 1999.
ST	The status code:

This field	Displays
	• A: Allocated • C: Canceled • P: Partial Allocation • U: Unallocated Note • R: Reversed. *Note* -An asterisk (*) appears if there is comment data associated with the envelope.
TY	The type of deposit: • D: Mandatory • L: Legal.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF4/16 to toggle between Allocated and Unallocated versions of the screen.

Reorg Deposits Selection Menu

The Reorg Deposits Selection Menu appears when you elect to view Reorg Deposits on the Reorg Inquiry for Participants screen, and allows you to specify the deposits you want to view.

Note- There are three versions of this screen that you can view depending upon the **Category** and **Option you select on the Reorg Inquiry for Participants screen. This screen is a sample of what appears when you select Reorganization.**

Sample Screen

```
   MENU     HELP

 Q$V1                      THE DEPOSITORY TRUST COMPANY              DATE: MM/DD/CCYY
 00002199-99               REORG DEPOSITS SELECTION MENU             TIME:  HH:MM:SS
 ===================================================================================

   PARTICIPANT:


                 1.  REORG DEPOSITS ALLOCATED
                 2.  REORG DEPOSITS UNALLOCATED
                 3.  REORG DEPOSIT REVERSED

             ENTER OPTION: ==> 2


             DEPOSIT TYPE: ==> D    (A) ALL (R) REGULAR (L) LEGAL
                                     (3) OVER 3 YEAR     (D) DEFERRED
                   STATUS: ==> A    (I) IN TRANSFER     (O) OUT TRANSFER
                                    (A) ALL
                    DATE: ==> __ / __ / ____    (MM/DD/CCYY)
                   CUSIP: ==> _____    (OPTIONAL)


 ===================================================================================
 ENTER:PROCESS   PF6/18:PREVIOUS   PF7/19:RIPS MENU   PF8/20:END  PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	*(Group Users only)* Specify the participant number for the information you want to view. *Optional.*
Enter Option	Enter one of the following to specify the type of information you want to view: • 1: Allocated • 2: Unallocated • 3: Reversed.
Deposit Type	Enter one of the following to specify the deposit type for Mandatory Reorg Deposits: • A: All • R: Regular • L: Legal • 3: Over 3 years • D: Deferred.
Status	*For Reorganizations only*, specify the status of the deposits you want to view: • I: In transfer • O: Out transfer • A: All. *Note* -For stock items, this is the status of the new entitlements. For cash items, this is the status of the allocation.
Date	*For Reorganizations only*, specify a date to further qualify the envelope listings you want to view, in ***mm/dd/ccyy*** format. *Optional.* If you elect to view allocated information, deposits with allocation dates less than or equal to the date entered are displayed. If you elect to view unallocated information, deposits with deposit dates greater than or equal to the date entered are displayed.

This field	Allows you to
CUSIP	*For Reorganizations only*, specify the CUSIP for the envelope listings you want to view. Enter a full or partial CUSIP number. *Optional.*

Reorg Envelope Update History Screen

The Reorg Envelope Update History screen appears when you enter U in the CMD field on the Envelope Detail screen, and displays changes made to the selected envelope in descending date/time-stamp order.

Note- The word Reorg will not actually appear in the title, but has been added here to distinquish this screen from the Envelope Update History screen for redemptions.

Sample Screen

```
MENU     HELP


K9AB                    REORG INQUIRY FOR PARTICIPANTS        DATE: MM/DD/CCYY
00002199-99                   ENVELOPE UPDATE HISTORY         TIME:  HH:MM:SS
================================================================================
ENVELOPE ID:  71  -320548100 -01 UPDATED DATE SKIP:         (MM/DD/CCYY)
================================================================================
FIELD CHANGED              OLD DATA                NEW DATA
-------------              --------                --------
02/12/1999 AT 13:05:21
EXCHANGE AGENT             00009232                00000923


04/02/1996 AT 15:14:00

PAYOUT LAST UPDATE DATE    03/27/96                04/02/96

04/01/1996 AT  9:22:05
EFFECTIVE DATE             00/00/00                04/01/96

03/27/1996 AT 11:02:20
LAST DAY FOR DELIV
ERY     00/00/00                     03/29/96
                                                             ...MORE->
================================================================================
ENTER:PROCESS      PF6/18:PREVIOUS     PF7/19:RIPS MENU    PF8/20:END FUNCTION
PF9/21:SIGNOFF     PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press

This field	Displays
	ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number.
Updated Date Skip	An entry field that allows you to begin the display with a specific date. Enter a date in *mm/dd/ccyy* format.
Field Changed	The date/timestamp and the descriptive field name of the envelope data field that was changed.
Old Data	The original value of the field that was modified.
New Data	The new value of the field that was modified.
Change Date	The date that the field was modified.

Reorg Inquiry for Participants Screen

The Reorg Inquiry for Participant screen appears when you first access RIPS, or after the Broadcast Messages screen if there are messages to display. This screen allows you to access the various options within the RIPS function.

Sample Screen

```
MENU    HELP
PLEASE SELECT A CATEGORY
X$V1                    THE DEPOSITORY TRUST COMPANY         DATE: MM/DD/CCYY
00002199-99             REORG INQUIRY FOR PARTICIPANTS       TIME:  HH:MM:SS
  ===========================================================================



  A. REORGANIZATIONS      B. MATURITIES            C. REDEMPTIONS
  1. SUMMARY              1. SUMMARY               1. SUMMARY
  2. NEW                  2. NEW                   2. NEW
  3. UPDATED              3. UPDATED               3. UPDATED
  4. EXPIRATION INQUIRY   4. REORG DEPOSITS        4. CANCELLED
  5. NEW & CONTRA CUSIPS  5. CUSTODY REORG DEPOSITS 5. LOTTERY RESULTS
  6. REORG DEPOSITS                                6. FGN CURR EXPIRATIONS
  7. CUSTODY REORG DEPOSITS                        7. CALLED CERTIFICATE INQ
                                                   8. REORG DEPOSITS
                                                   9. CUSTODY REORG DEPOSITS




          A FULL CUSIP MAY BE ENTERED FOR A LISTING OF ALL REORG,
                 REDEMPTION, AND MATURITY ACTIVITY
ENTER CATEGORY(A, B, OR C): _ ENTER OPTION: __ CUSIP: _____ (OPTIONAL)
  ===========================================================================
ENTER:PROCESS              PF8/20:END FUNCTION            PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Enter Category (A, B, or C)	Specify the category of information you want to view: • A: Reorganizations • B: Maturities • C: Redemptions.
Enter Option	Specify the desired option number to view specific information relating to Reorganizations, Maturities, or Redemptions.
CUSIP	Enter the CUSIP number to view Category and Option information relating to a specific security. The CUSIP number must be contained in DTC's Master Tables. *Note* -The CUSIP is filled in if it was previously entered or selected on another screen. *Optional*.

Reorganization Selection Menu

The Reorganization Selection Menu appears when you enter A in the Enter Category field and 1 in the Enter Option field on the Reorg Inquiry for Participants screen, and leave the CUSIP field blank.

Note- **The information displayed is based on what is available to DTC as of the close of business on the previous business day.**

Sample Screen

```
MENU     HELP

 X$V1                    REORG INQUIRY FOR PARTICIPANTS              MM/DD/CCYY
 00002199-99                 REORGANIZATION SELECTION MENU              HH:MM:SS
 ======================================================================




         ENTER A CUSIP (PART OR ALL), AND/OR ACTIVITY CODE/CLASS,
         AND/OR RIPS CRITICAL DATE.  ALL OTHER SEARCH CRITERIA ARE
         OPTIONAL.  IF ANY CRITERIA ARE ENTERED, THEY WILL NARROW
         THE DISPLAY DATA.
```

```
               CUSIP ==> _____


  ACTIVITY CODE OR CLASS ==> ___
       RIPS CRITICAL DATE ==> __ / __ / ____  (MM/DD/CCYY)
             POSITION ONLY ==> _              (Y = POSITION)
                  MMI ONLY ==> _              (Y = MMI ONLY, N = NON MMI)
   FOREIGN CURRENCY ONLY ==> _                (Y = F.C. ONLY, N = NON F.C.)
           ENVELOPE STATUS ==> A              (A = ACTIVE; H = HISTORY; P = PRELIM)



===================================================================
 ENTER:PROCESS    PF2/14:ACTIVITY CODES    PF3/15:CLASS CODES    PF6/18:PREVIOUS
                  PF7/19:RIPS MENU         PF8/20:END            PF9/21:SIGNOFF
```
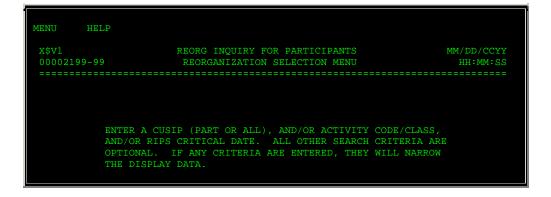
Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
CUSIP	Begin the display with a specific CUSIP. Enter a full or partial CUSIP number. *Optional.* *Note* -If you do not enter a CUSIP, you must enter a valid **Activity Code or Class** or **RIPS Critical Date**.
Activity Code or Class	Limit the display to a specific type of activity or classification. Enter a valid activity or class code. Press PF2/14 to view a list of valid activity codes; press PF3/15 to view a list of valid class codes. *Optional.* *Note* -If you do not enter an activity code, you must enter a full or partial **CUSIP** or **RIPS Critical Date**.
RIPS Critical Date	Limit the display to only those items with a specific envelope critical date. Enter a date in ***mm/dd/ccyy*** format.
Position Only	Enter Y to view only items for which you have position. *Default:* blank. *Note* -This field is protected for M and N users. *For Group Users*, if you enter Y, you must enter a participant number if you did not do so on a previous screen.
MMI Only	Enter Y to view only items that are defined as Money Market Instruments (MMI). If you leave this field blank, all items are

This field	Allows you to
	displayed. If you enter N, all non-MMI items are displayed.
Foreign Currency Only	Enter Y to view only items that are defined as Foreign Currency. If you leave this field blank, all items are displayed. If you enter N, all non-Foreign Currency items are displayed.
Envelope Status	Enter one of the following to view only items with a matching envelope status: • A: Active (default) • H: History. *Note* -This field is protected if you selected Reorganizations/Maturities New/Updated on the Reorg Inquiry for Participants screen.
Participant	*Group Users only*, enter a participant number for which you want to display position data. *Note* -This field is **required** if you enter Y in the **Position Only** field.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Reorganization Selection Menu:

This key	Allows you to
PF2/14	View the Activity Codes Help screen.
PF3/15	View the Class Codes Help screen.

RIPS Cross Reference Screen

The RIPS Cross Reference screen appears as the last page of the Envelope Detail screen, and displays relevant information for the target security. The target CUSIP is a component CUSIP of the unit or the underlying CUSIP for a convertible issue.

Sample Screen

```
MENU              HELP

 QU50                    THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
 00002199-99                  RIPS CROSS REFERENCE             TIME:   HH:MM:SS
 ================================================================================
 ENVELOPE ID:  52  -066320PM8 -07    TENDER               TARGET POS:
 DESC:   CDBTCZCPN072804 BE+#


                                                            XREF CUSIP  POS

 --------------------------------------------------------------------------------
     MORE THAN 1 ACTIVE ENVELOPE FOR  TARGET CUSIP EXISTS-
```

```
================================================================
 ENTER:PROCESS        PF6/18:PREVIOUS     PF7/19:MAIN MENU    PF8/20:END FUNCTION
                      PF9/21:SIGNOFF      PF10/22:BACKWARD    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Target Pos	A 3-byte indicator of whether you have position: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).
Desc	A brief description of the security.
Xref CUSIP	The CUSIP related to the cross reference message.
POS	A 3-byte indicator of whether you have position: • Byte 1: T (position exists in the target security) • Byte 2: C (position exists in the contra-CUSIP) • Byte 3: K (position exists in the custody security).

Stock Entitlements Screen

The Stock Entitlements screen appears when you enter E in the CMD field on the Reorg Deposits screen (or the C field on the Custody/Restricted version of the Reorg Deposits screen). You can also access it by pressing PF4/16 on the Cash Entitlements screen. This screen displays stock entitlements for the selected item. The screen you see will have one of the following titles:

- **Reorg Deposit Stock Entitlements-** *deposit type* **if you selected the Reorg Deposits option on the Reorg Inquiry for Participants screen, then select an item on the Reorg Deposits screen. In the title,** *deposit type* **is replaced by All, Regular, Legals and Over 3, or by the Deposit Type listed on the Reorg Deposits Selection Menu.**

- **Custody/Restricted Stock Entitlements** appears if you selected the Custody Reorg Deposits option on the Reorg Inquiry for Participants screen, then select an item on the Reorg Deposits Custody/Restricted screen.
- **Custody-Only Stock Entitlements** appears if you selected the Custody Reorg Deposits option on the Reorg Inquiry for Participants screen, then select an item on the Reorg Deposits Custody Only screen.

Sample Screen

```
 MENU    HELP

 QS06                      THE DEPOSITORY TRUST COMPANY        DATE: MM/DD/CCYY
 00002199-99      REORG DEPOSIT STOCK ENTITLEMENTS û ALL       TIME:   HH:MM:SS
 ===============================================================================
 PARTICIPANT: 2198      NAME: TEST #1     ACTY: 71   STOCK MERGER        TY: L


    ENVELOPE ID       DEP DATE    QUANTITY     DEPOSIT ID REFERENCE ID
 -----------------------------------
 71  -019891100 -01 06/10/1999            5 9728311841 TEST
 ===============================================================================
 CMD NEW CUSIP ACT RECORD DTE  PAY DATE  ALLOC DATE    STOCK AMOUNT    FRAC   C
 ------ ---------------- ----------
  _   019889104 71   N/A       N/A      06/14/1999               5   .333330
                                        PAY RATE      15.0000000




 COMMAND
 S:  C COMMENTS;    T TRACKING;    X ENV DETAIL              NO MORE.
 ===============================================================================
 ENTER:PROCESS    PF2/14:ACT  PF3/15:CIL INFO  PF4/16:CASH ENTL  PF6/18:PREVIOUS
 PF7/19:RIPS MENU PF8/20:END  PF9/21:SIGNOFF   PF10/22:BACKWARD  PF11/23:FORWARD
```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Participant	The depositing participant's number.
Name	The name associated with the above participant number.
Acty	The activity code and associated description.
TY	The type of deposit. The values are: - D: Mandatory

This field	Allows you to
	• L: Legal.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number.
Dep Date	The deposit date.
Quantity	The total share quantity.
Deposit ID	The DTC-assigned deposit identifier.
Reference ID	The participant-assigned reference identifier.
CMD	An entry field that allows you to access one of the following screens: • C: Comments Information • T: Letter Tracking • X: Envelope Detail.
New CUSIP	The stock entitlement CUSIP number.
Act	The activity code for the stock entitlement.
Record Dte	The actual record date for the stock entitlement, or 'N/A' if there is no record date.
Pay Date	The actual payment date for the stock entitlement, or 'N/A' if there is no payment date.
Alloc Date	The allocation date of the stock entitlement. 'UNALLOC' or 'CANCEL' appears for unallocated or cancelled items.
Stock Amount	The number of shares to be distributed for the stock entitlement.
Frac	The number of fractional shares to be distributed for the stock entitlement.
C	An indicator (*) of whether comments exist for the item.
Pay Rate	The rate of payment used to calculate the stock entitlement.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following keys can be used:

This key	Allows you to
PF2/14	Access the Activity Codes Help screen.
PF3/15	Access the Cash In Lieu screen.
PF4/16	Access the Cash Entitlements screen.

Tender Payout / Rate Inquiry Screen

The Tender Payout/Rate Inquiry screen appears when you enter P in the CMD field on the Envelope Listing screen, and displays payout details about the selected envelope.

Sample Screen

```
MENU    HELP

 X$V1                    REORG INQUIRY FOR PARTICIPANTS       DATE: MM/DD/CCYY
 00002199-99                TENDER PAYOUT/RATE INQUIRY        TIME:   HH:MM:SS
 =============================================================================
   ENVELOPE ID:   52  -0000Z0AA9 -01                   TENDER
 =============================================================================


    CONTRA CUSIP: 0000ZYAB3    RETURN CUSIP: 0000Z0AA9
 PROCESS TO DATE: 05/08/98   ACCEPT TO DATE: 00/00/00   CONDITIONAL: 00000000000
 PRORATION: 1.000000000        PRO RND IND:             FRACTION:
 CHARGE/LT:   00000000.00000    BID TENDER:    BID PRICE ACCEPTED:
                         BACK END ODD LOT:
    CONSOLIDATE BONDS:
 ----------------------------------------------------------------------------
                 RATE OF EXCHANGE
                 ---------------
                   1000.00000000


        CUSIP    DESC
 EXCHANGE  0000Z0AA9 ÓMNMTN TEST CUSIP    RR**VAR**D042898M052998BAaE+



 =============================================================================
 PF4/16:ENV DETAIL    PF6/18:PREVIOUS    PF7/19:RIPS MENU    PF8/16:END FUNCTION
                 PF9/21:SIGNOFF    PF10/22:BACKWARDS    PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Type	The type of security (or cash) being paid out.
Contra-CUSIP	The CUSIP number assigned to a security by DTC for use during the completion of reorganization activities.
Return CUSIP	The CUSIP number under which securities not accepted on a prorated tender offer are returned to the tendering participant's general free position.
Process To Date	The date used in partial payment on a tender offer. All VOIs entered on or prior to the specified date are processed in the partial payment. All others are held for processing at a later date.

This field	Displays
Accept To Date	The date through which the Offeror accepted VOIs. If applicable, all instructions entered after this date are reversed with positions reinstated under the designation "Pro-rate CUSIP number. "
Conditional	The minimum amount indicating that if a proration or offer occurs, the Offeror will accept a full tender that, if it is prorated, will result in accepting an amount that is below the amount specified. If this field is blank, no such condition exists.
Proration	The percentage of securities tendered on each VOI that has been accepted, expressed as a decimal. Offers accepted at 100% show a value of 1.00.
Pro Rnd Ind	The Proration Rounding Indicator, identifying the treatment of fractional shares of the return security to be received as the result of a proration of tendered shares. The possible values are: • U: Fractions are rounded up • D: Fractions are rounded down.
Fraction	The value at or above which a fractional portion of a share will be rounded to a full share in the event of proration of a tender offer. This field must be filled in if the **Pro Rnd Ind** field is U.
Charge/LT	A plus or minus sign followed by a dollar amount, indicating whether the amount will be added to the payment on each VOI as a transaction premium or deducted as a transaction fee. The amount represents the price per VOI.
Bid Tender	An indicator of whether a tender offer is a Dutch Auction bid tender offer, permitting tenders at a range of prices, and, if so, whether the payment of the offer is: • F: at a fixed price • V: at variable prices • Blank: not a bid tender offer.
Bid Price Accepted	The price at which, or up to which, tenders submitted on a bid tender will be paid. If the bid tender is fixed, tenders are paid at this price. If the bid tender is variable, tenders are paid at the price specified on the tender, and tender prices equal to or less than this price are accepted.
Back End Odd Lot	The letter Y if, in the event of an offer, the Offeror will accept in full a tender which, if prorated, would result in the return of an odd lot position to the firm that tendered the securities.
Consolidate Bonds	An indicator that determines if baby bonds received as proceeds on each VOI can be aggregated into a single baby bond (or full bond) position for each Participant who submitted VOIs on the offer.
Rate of Exchange	The amount of proceeds per unit of a tendered security to be paid on a tender offer. For a cash payment, this is a dollar amount. For bonds, this is the principal amount of bonds paid per tendered security, aggregated into full bond and baby bond allocations under the respective CUSIP numbers.

This field	Displays
CUSIP	The CUSIP number of the security.
Desc	The brief description associated with the CUSIP.

Function Keys

In addition to the standard keys described in *Using The Standard Function Keys*, you can press PF4/16 on the Tender Payout/Rate Inquiry screen to access the Envelope Detail screen.

Unit Payout / Rate Inquiry Screen

The Unit Payout/Rate Inquiry screen appears when you enter P in the CMD field on one of the following screens, when the selected item is a unit:

- **Reorg/Maturity/Redemption Summary**
- **Envelope Detail**
- **Index of New/Updated Envelopes**
- **New and Contra CUSIP Listing**
- **Expiration Inquiry.**

This screen displays relevant payout/rate information for the selected record.

Sample Screen

```
MENU                 HELP
  QT85                   REORG INQUIRY FOR PARTICIPANT        DATE: MM/DD/CCYY
  00002199-99                UNIT PAYOUT/RATE INQUIRY         TIME:  HH:MM:SS
  =================================================================================
   ENVELOPE ID:   64  -027904200 -01                   UNITS SEP/COMBINE
  =================================================================================


  UNIT CUSIP: 027904200                        UNIT TERMINATION DATE: 12/26/1999

                   CUSIP NO.        RATIO OF COMPONENT TO UNIT
                   ---------        ---------

   COMPONENT  1 - 027904101                    1.00
   COMPONENT  2 - 027904119                    1.00
   COMPONENT    -
   COMPONENT    -
   COMPONENT    -
   COMPONENT    -


    ..MORE-->
  =================================================================================
  PF4/16:ENV DETAIL     PF6/18:PREVIOUS     PF7/19:RIPS MENU   PF8/20:END FUNCTION
                        PF9/21:SIGNOFF      PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection

This field	Displays
	Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Unit CUSIP	The CUSIP identifier of the unit displayed.
Unit Termination Date	The last date on which the listed securities will exist as a unit.
CUSIP No.	The CUSIP numbers of the securities comprising the unit.
Ratio Of Component To Unit	The quantity of the component security included in each unit.

Function Keys

In addition to the standard keys described in *Using The Standard Function Keys*, you can press PF4/16 on the Conversions Payout/Rate Inquiry screen to access the Envelope Detail screen.

Warrant Payout / Rate Inquiry Screen

The Warrant Payout/Rate Inquiry screen appears when you enter P in the CMD field on one of the following screens, when the selected item is a warrant:

- **Reorg/Maturity/Redemption Summary**
- **Envelope Detail**
- **Index of New/Updated Envelopes**
- **New and Contra CUSIP Listing**
- **Expiration Inquiry.**

This screen displays relevant payout/rate information for the selected record.

Sample Screen

```
MENU              HELP
QT85                     REORG INQUIRY FOR PARTICIPANT           DATE: MM/DD/CCYY
00002199-99                 WARRANT PAYOUT/RATE INQUIRY          TIME:  HH:MM:SS
================================================================================
 ENVELOPE ID:   60 -999999999 -01                 WARRANT SUBSCRIPTION
================================================================================
```

```
    WARRANT: 999999999        OPTION IND:        EXERCISE PRICE:   6.500000
            EXPIRATION DATE: 01 23 01                              W OR U: U

    SUBSCRIPTION RATE             M/D              UNDERLYING CUSIP
    ----------------             ---              ---------------
         1.00000000               M                   999999998
         1.00000000               M                   999999997


    PAYMENT CUSIP            PAR VALUE           CHARGE INDICATOR
    ------------            --------            ---------------
       9999999                00650                 INCLUDE
       0000000                00650                 INCLUDE
                                                        NO MORE-->
================================================================================
PF4/16:ENV DETAIL
PF6/18:PREVIOUS       PF7/19:RIPS MENU    PF8/20:END FUNCTION
                      PF9/21:SIGNOFF       PF10/22:BACKWARD   PF11/23:FORWARD
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. *Note* -If you do not use a mouse, press HOME, press TAB until your cursor is positioned below the desired option, and then press ENTER.
Envelope ID	The primary key to a RIPS Envelope. This field is composed of the activity code, CUSIP and sequence number. The activity code description is also displayed.
Warrant	The warrant CUSIP number.
Option Ind	An indicator that describes the way to exercise a warrant. Possible values are A, B, or blank.
Exercise Price	The fee charged to those exercising a warrant. The manner in which the fee is charged depends on the value in the **W or U** field.
Expiration Date	The last day to exercise a warrant.
W or U	An indicator that determines how the exercise fee is charged: • W: charged for each warrant • U: charged for the underlying security.
Subscription Rate	The number used to calculate the amount of underlying CUSIP for each warrant.
M/D	An indicator that determines if the quantity in the associated

This field	Displays
	rate field should be: • M: Multiplied • D: Divided.
Underlying CUSIP	The CUSIP number of the underlying security.
Payment CUSIP	The CUSIP number of a bond or other security that can be used in payment of part or all of a warrant exercise price.
Par Value	The principal amount of a bond.
Charge Indicator	One of the following when using one or more payment bonds in connection with a warrant exercise: • Include: You will be charged the value of the upcoming interest payment on the bond • Exclude: You will not be charged.

Function Keys

In addition to the standard keys described in *Using The Standard Function Keys*, you can press PF4/16 on the Warrant Payout/Rate Inquiry screen to access the Envelope Detail screen.

Broadcast Messages Screen

The Broadcast Messages screen appears when you first access RIPS, if any urgent reorganization, maturity, or redemption broadcast messages exist. This screen does not appear if there are no broadcast messages.

Sample Screen

```
QU46                        THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                      BROADCAST MESSAGES               TIME:   HH:MM:SS
================================================================================
                                                                 DATE & TIME
                                                                 MESSAGE  SENT


                                      CCYY-MM-DD   HH:MM

   PARTICIPANTS ARE ADVISED TO REFER TO THE RIPS ENVELOPES BELOW FOR
   IMPORTANT INFORMATION CONCERNING  SEALED BID TENDERS:
    52-059165BN9-02    52-059165BY5-03    52-059165CE8-02
    52-059165BR0-02    52-059165BZ2-03    52-059165CF5-02
    52-059165BS8-02    52-059165CA6-02    52-059165CV0-03
    52-059165BT6-02    52-059165CB4-02    52-059165CZ1-02
    52-059165BU3-02    52-059165CC2-03    52-059165DA5-02
    52-059165BV1-02    52-059165CD0-02
    52-059165BW9-02
    52-059165BX7-02



                                                                  NO MORE.
```

```
===============================================================
PF7/19:RIPS MENU  PF8/20:END  PF9/21:SIGNOFF  PF10/22:BACKWARD  PF11/23:FORWARD
```

Field Descriptions

This field	Allows you to
Date &Time Message Sent	View the date and time the broadcast message was sent.
Message	View the actual message text.

Messages

Messages are listed in alphabetical order with an explanation and suggested resolution for each. You may encounter the following messages when using this function:

Message Text	Possible Cause	Suggested Resolution
ACTIVITY INFORMATION IS NOT AVAILABLE AT THIS TIME	There is no information for the selected activity type.	Select another activity type. Press PF2/14 to access a help screen listing the valid activity and class codes.
ACTIVITY TYPE IS INVALID	An invalid activity code was entered.	Enter a valid activity code. Press PF2/14 to access a help screen listing the valid activity and class codes.
ALREADY ON FIRST PAGE	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.
ALREADY ON LAST PAGE	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
AS OF DATE MUST BE UP TO 5 BUSINESS DAYS PRIOR TO CURRENT	An invalid **As of Date** was entered.	Enter a valid As of Date.
CUSIP NOT FOUND	The CUSIP number is not on file.	Enter a different CUSP number.
CUSIP NUMBER IS INVALID	An invalid CUSIP number.	Reenter the CUSIP number.
DATA NOT AVAILABLE AT THIS TIME	Self-explanatory.	Try the RIPS function at a later time.
DATABASE IN USE AT THIS TIME, PLEASE TRY LATER	The database used by the RIPS function is currently in use by the system.	Try the RIPS function at a later time.
DATABASE UNAVAILABLE AT THIS TIME, PLEASE TRY LATER	The database used by the RIPS function is currently unavailable.	Try the RIPS function at a later time.
DATE FORMAT IS MMDDYY	An invalid date was entered.	Enter the date in **mmddyy** format.

Message Text	Possible Cause	Suggested Resolution
DATE IS NOT NUMERIC	An invalid date was entered.	Enter a valid date in **mmddyy** format.
ENTER A "Y" TO VIEW AFFECTED LOTTERY RESULTS	Self-explanatory.	Enter **Y** in the **Affected Only** field on the Lottery Results Selection Menu.
ENTER A "Y" TO VIEW ITEMS PAID IN FOREIGN CURRENCY	Self-explanatory.	Enter **Y** in the **Foreign Currency Only** field on the Redemptions Summary Selection Menu.
ENTER A "Y" TO VIEW LOTTERIES RUNNING SHORT	Self-explanatory.	Enter **Y** in the **Lotteries Running Short** field on the Lottery Results Selection Menu.
ENTER A "Y" TO VIEW MMI INFO	Self-explanatory.	Enter **Y** in the **MMI Only** field on the Redemptions Summary Selection Menu.
ENTER A "Y" TO VIEW POSITION ONLY	Self-explanatory.	Enter **Y** in the **Participant Position Only** field on the Redemptions Summary Selection Menu.
ENTER A "Y" TO VIEW POTENTIAL LOTTERY INFO	Self-explanatory.	Enter **Y** in the **Potential Lottery Activity** field on the Lottery Results Selection Menu.
GENCALL ERROR WITH'' ROUTINE''	A system problem has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
INCORRECT LINE FOR DETAIL INFORMATION	The cursor was not positioned to the left of a valid CUSIP.	Position the cursor to the left of a valid CUSIP number and press ENTER to access detail information.
INELIGIBLE CUSIP	**Y** was entered in the **Historical** field, but there is no data for the specified CUSIP number and the CUSIP is not DTC-eligible.	Enter a different CUSIP number.
INELIGIBLE CUSIP CHECK HISTORICAL INQUIRY	A CUSIP number was entered on the RIPS Main Menu and **N** was entered in the **Historical** field. The CUSIP is ineligible at DTC, but may be found via the Historical inquiry.	Enter the CUSIP number and enter **Y** in the **Historical** field.
INVALID	The data in the field where this message appears was entered incorrectly.	Reenter the field.
INVALID CHECK DIGIT	An invalid check digit was entered.	Reenter the check digit.
INVALID COMBINATION	You cannot perform the "skip" option and enter **P** or **S** at the same time on the Envelope Listing Screen.	Perform one or the other, but not both at the same time.
INVALID COMBINATION OF VALUES	The CUSIP, date, and activity cannot be entered at a given	Select only the valid combinations.

Message Text	Possible Cause	Suggested Resolution
	time from the Reorganization Summary Selection Menu. Valid combinations are: • **Activity Code or Class** • **CUSIP** • **RIPS Critical Date** • **Activity Code or Class, CUSIP** • **CUSIP, RIPS Critical Date** • **Activity Code or Class, CUSIP, RIPS Critical Date**.	
INVALID CUSIP NUMBER	An invalid CUSIP number was entered.	Reenter the CUSIP number.
INVALID DATE	An invalid date was entered.	Reenter the date in *mmddyy* format.
INVALID KEY DEPRESSED	An invalid PF key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID KEY HIT	An invalid PF key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
MORE DETAIL TO FOLLOW	There is more data to be viewed.	Press PF11/23 to scroll forward.
NO AGENT INFORMATION AVAILABLE	PF3/15 was pressed while viewing the Detail Screen, but there was no Agent information available for that redemption detail.	Information only; no action required.
NO CERTIFICATE INFORMATION AVAILABLE	PF4/16 was pressed while viewing the Detail screen, but there was no certificate information available for that redemption detail.	Information only; no action required.
NO DATA ENTERED	No data was entered on a screen containing required entry fields.	Enter all required data.
NO DATA FOUND	There was no data found for the selected record or the selection criteria entered.	Select another record or enter different selection criteria.
NO FURTHER BACKWARD SCROLLING PERMITTED	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.
NO MORE DATA TO VIEW	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.

Message Text	Possible Cause	Suggested Resolution
NO PAYOUT INFORMATION AVAILABLE AT THIS TIME	This option is not available at this time.	Information only; no action required.
NO PAYOUT RATE RECORDS FOUND	There is no payout rate information for the selected envelope.	Select another envelope.
NO POSITION FOR HISTORY	There is no position history information.	Enter **A** or **P** in the **Envelope Status** field.
NO RECORDS FOUND	There were no records found that matched the criteria entered.	Enter new search criteria.
NO SELECTION MADE	No activity, date, CUSIP number, or index was selected.	Select an activity, date, CUSIP number, or index.
ONLY SELECT EITHER STARTING CUSIP OR ACTIVITY TYPE	The **Starting CUSIP** and **Activity Type** (or asterisks) were both entered on the Redemptions Summary Selection Menu or the Lottery Results Selection Menu.	Enter one of the fields, not both.
ONLY Y ALLOWED	Position information is displayed when **Y** is entered in the **Position Only** field.	Enter **Y** to view position information.
OPTION NOT AVAILABLE	Option 3 on the Redemptions Menu is not available at this time.	Information only; no action required.
PAST CUTOFF TIME FUNCTION NOT AVAILABLE	The cutoff time for the RIPS function has passed.	See When to Use for information about the availability of this function.
PLEASE CONTACT NETWORK OPERATIONS	A system problem has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
PLEASE ENTER A NUMERIC VALUE	A non-numeric value was entered in the **Priority Redemptions** field on the Redemptions Summary Selection Menu.	Enter a numeric value.
PLEASE SPECIFY EITHER STARTING CUSIP OR ACTIVITY TYPE	Neither the **Starting CUSIP** nor the **Activity Type** (or asterisks) were entered on the Redemptions Summary Selection menu or the Lottery Results Selection Menu.	Enter a value in one of these fields.
PROGRAM NOT ACCESSIBLE	A systems problem has occurred.	Contact the RDP Programming Support group.
RECORD NOT FOUND--> HIT PF6/18 TO EXIT	There were no records found that matched the criteria entered.	Press PF6/18 to return to the previous screen.
REDEMPTION DATABASE ERROR	A systems problem has occurred.	Contact the RDP Programming Support group.
REQUIRED	This message appears next to any required field.	Enter all required information.

Message Text	Possible Cause	Suggested Resolution
SCROLL LIMIT EXCEEDED--MUST NARROW SELECTION CRITERIA	More than 200 screens of data have been accessed for the selection criteria entered.	Reenter the selection criteria to narrow the range of information to be displayed.
SELECT A PF KEY FROM BELOW	A PF key must be pressed.	Press one of the valid PF keys listed at the bottom of the screen.
SELECT ONE ONLY	More than one item was selected with the **S** or **P** options on the Envelope Listing Screen.	Select only one item at a time.
SELECTION CRITERIA NOT PERMITTED	Both the **Starting CUSIP** and **Activity Type** fields cannot be entered on the Redemptions Summary Selection Menu or the Lottery Results Selection Menu.	Enter one or the other, not both.
SELECTION IS NOT AVAILABLE FOR INQUIRY AT THIS TIME	The selected activity is not available via the RIPS function.	Select another activity type. Press PF2/14 to access a help screen listing the valid activity and class codes.
SORRY, PAST CUTOFF TIME, PRESS ANY KEY TO EXIT	The cutoff time for the RIPS function has passed.	See When to Use for information about the availability.
SYSTEM IS BUSY TRY AGAIN LATER	The function is currently unavailable.	Try to access the RIPS function at a later time.
THE ACTIVITY ENTERED IS INVALID	An invalid activity type was entered.	Select another activity type. Press PF2/14 to access a help screen listing the valid activity and class codes.
THE ACTIVITY ENTERED IS NOT A PARTIAL OR FULL CALL	The Participant entered an invalid activity type.	Select another activity type. Press PF2/14 to access a help screen listing the valid activity and class codes.
THIS FUNCTION IS NOT AVAILABLE YET	The Payout Summary function is not available.	Information only; no action required.
TRANSMISSION ERROR Reenter DATA	A system problem has occurred.	Reenter the inquiry selection criteria.
VALID OPTIONS ARE P OR S	Neither P or S was entered on the Envelope Listing Screen.	Enter **P** (to view payrate information) or **S** (to view the envelope details) in the **CMD** field.

RMCI:

Introduction

Overview

The Risk Management Controls (RMCI) function allows you to view the current settlement balance and Risk Management Control-related balances for your collateral group.

This function has migrated over to Settlement Web and is no longer available on PTS/PBS.

RNID:

Introduction

Overview

The Release Of Investment Identification (RNID) function allows you to instruct DTC to release securities segregated for Internal Revenue Service purposes (specifically for investment) back to your general free account.

When to Use

Use RNID to release securities after they have been segregated via the INIDfunction or the current DTC Investment ID Instruction Form (#5069). Following account updating, a Release of Investment ID Confirmation Ticket prints on your designated PTS printer for each released security item you update.

RNID is available on business days from 6:00 a.m. to 6:30 p.m. eastern time.

The training function RNIT is also available, with no cutoff time.

Associated Products

RNID is used in association with the Investment Identification product.

List of Procedures:

Releasing Segregated Securities

Use the following procedure to release securities segregated for Internal Revenue purposes (specifically for investment) back to your general free account.

1 Type RNID on the Enter Function screen and press ENTER.

Result- The Release of Investment Identification screen appears.

Note- You can also access this screen by using the SSEGfunction, which serves as a portal for the following transfer of position functions:

- SEG
- RSEG
- MSEG
- INID
- RNID

2 Enter the appropriate information in the entry fields provided and press ENTER.

Result- If errors are found, the appropriate message appears. Correct the data and press ENTER again.

3 Once all entry fields are validated, press PF1/13.

Result- The screen is cleared of all data and a Release of Investment ID Confirmation Ticket prints on your designated PTS printer.

Using the Menu Bar

Using the menu bar at the top of the screen, you can

- Navigate between Settlement functions and from the current function to any other PTS function
- Retain the CUSIP number of a security you are working with while moving between Settlement functions
- View online help for Settlement functions.

The menu bar allows you to navigate to the following Settlement functions by typing S or X in the appropriate field:

- Activity Research Tool (ART)
- Pending Transaction Inquiry (PEND)
- Security Position Inquiry (POS)
- SDFS Risk Management Controls (RMCI)
- Settlement for Participants (SETP)

In addition, you can select the Menu option to return to the first page of the function you originally used. You can use the blank function option to type the name of any PTS function to go to the first screen of that function.

Note- When using the blank function option, be aware that many PTS functions do not have a menu bar. As a result, you may not be able to use the menu bar to return to a function you previously used. In this case, press PF8/20 to return to the Enter Function screen on the PTS main menu.

List of Screens:

Release of Investment Identification Screen

The Release of Investment Identification screen allows you to enter the specific details of your request to release securities segregated for Internal Revenue purposes back to your general free account.

Sample Screen

```
       _ ART  _ PEND  _ POS  _ RMCI  _ SETP _ ____ _ Help

QACE/RNID/GFUN          THE DEPOSITORY TRUST COMPANY          Date: MM/DD/CCYY
D0002199 - 24       RELEASE OF INVESTMENT IDENTIFICATION      Time: HH:MM:SS
===============================================================================

 Participant:
 Comments  :

  QUANTITY     CUSIP NO     CUSIP DESCRIPTION       SERIAL NO  DATE OF PURCHASE
  --------     --------     ----------------        --------   ----------------
```

```
1                                                                    /    /
2                                                                    /    /
3                                                                    /    /
4                                                                    /    /
5                                                                    /    /
6                                                                    /    /
7                                                                    /    /


=======================================================================
ENTER:PRE-EDIT    PF1/13:UPDATE      PF7/19:MENU      PF8/20:END      PF9/21:SIGNOFF
```

Field Descriptions

This field	Allows you to
Menu Bar	• Navigate between Settlement functions and from the current function to any other PTS function • Retain the CUSIP number of a security you are working with while moving between Settlement functions • View online help for Settlement functions
Serviced Pt#	Specify the participant whose securities you want to segregate. For individual participants, your participant number is automatically displayed. *Group Users only*.
Comments	Enter a maximum of 68 characters of freeform information about the release request. *Optional*.
Quantity	Enter the amount of securities to be segregated. For debt issues, enter a maximum nine-digit maturity or principal dollar value to the nearest whole dollar. For other issue types, enter a maximum nine-digit security quantity.
CUSIP No	Enter a valid nine-digit CUSIP number.
Serial#	Enter the unique six-digit serial number that was either generated by the INIDfunction or printed on the DTC Investment ID Instruction Form (#5069).
Date Of Purchase	Enter the trade date in *mm/dd/yy* format.

Messages

You may encounter the following messages when using the RNID function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
CUSIP NOT MMI	The Participant is an MMI user, but the CUSIP is not an MMI issue.	Enter an eligible CUSIP number.

Message Text	Possible Cause	Suggested Resolution
INELiGIBLE CUSIP NUMBER	The CUSIP number is ineligible for DTC processing. *Note-* This message may also appear if you tried to enter an item that is ineligible for Fed Fund processing as an SDFS item.	Enter the correct CUSIP number or delete the item.
INVALID DATE	The date entered either is invalid or greater than current date.	Enter a valid date.
INTERIM-SECURITY	The CUSIP number is in interim status.	Review the transaction and, if acceptable, press PF1/13 to process the transaction.
INVALID CUSIP	The CUSIP is not valid.	Enter a valid CUSIP or delete the item.
INVALID KEY PRESSED	An invalid key was pressed.	Press ENTER or PF1/13.
INVALID QUANTITY	The quantity is not numeric or is less than zero.	Enter the correct quantity or delete the item.
INVALID PARTICIPANT NUMBER	The Participant number is not a valid DTC Participant.	Enter a valid Participant number.
INVALID SERIAL NUMBER	The sereal number entered is not numeric.	Enter a valid serial number.
NO DATA ENTERED	All input fields are blank.	Enter the required data.
PAST CUTOFF TIME USE ENTER KEY TO EXIT	The cutoff time for this function has been reached.	See When to Use for information about the availability of this function.

RTOP:

Introduction

Overview

The Release Reorganization Transactions Over PTS (RTOP) function allows you to release the following pending transactions:

- Voluntary Offering Instruction (VOI) Tender withdrawal requests (data entered through the PTOPfunction)
- Put repayment, retainment, relinquishment, and mortgage backed put VOIs (data entered through the PUTSfunction)
- Mortgage backed put VOI withdrawal requests and put swing requests (data entered through the PUTS function)
- Warrant exercise and reversal instructions previously entered via the WARRfunction
- Conversion instructions and cancellation instructions previously entered via the RCNVfunction.

When to Use

Use RTOP when you want to release a pending reorganization transaction.

RTOP is available 9:00 a.m. until 5:00 p.m. eastern time. You can release:

- Puts only until *12:00 noon*. DTC will reject transactions not released by the cutoff time on the expiration date of an exchange offer, tender offer or put exercise.
- Conversion instructions and cancellations only between *9:00 a.m. and 11:00 a.m.* Cancellations that are not released the same day they are submitted are automatically rejected. Instructions that are not released by the last version date are automatically rejected.
- Warrant exercises and reversals only between *9:00 a.m. and 11:00 a.m.* Reversals that are not released the same day they are submitted are automatically rejected. Exercises that are not released by expiration date are automatically rejected.
- Tender withdrawals and protects from *9:00 a.m. to 5:00 p.m.*
- Tender VOIs from *8:00 a.m. to 2:15 p.m.*

Associated Products

RTOP is used in association with the following Reorganization products:

- Voluntary Offerings
- Puts
- CD Early Redemptions
- Rights Subscriptions
- Conversions
- Warrant Exercises.

List of Procedures:

Releasing or Deleting CD Early Redemption Instructions

Use the following procedure to release or delete CD Early Redemption instructions.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 7 in the **Enter** Option field and press ENTER.

Result- The VOI Release/ Delete screen appears.

3 *Optional*. To bring a specific instruction to the top of the display, type the CUSIP number in the **Skip To CUSIP** field and press ENTER.

4 Type one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the transaction
- D: To delete the transaction.

Result- The message'Press PF1/13 to Confirm Command or PF5/17 to Cancel' appears.

Note- You can submit up to ten deletions at a time, but only one release.

5 Press PF1/13.

Result- The message'Request completed successfully' appears.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

Releasing or Deleting Conversion Transactions

Use the following procedure to release or delete conversion or cancellation instructions.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 4 in the **Enter** Option field and press ENTER.

Result- The RTOP Conversion Release screen appears.

3 Type one of the following in the **Sel Code** field and press ENTER:

- R: To release the transaction
- D: To delete the transaction.

Result- The message'Please press the PF1/13 key to confirm or PF5/17 to cancel' appears.

Note- You can submit only one deletion or release at a time.

4 Press PF1/13.

Result- The message'Transaction released from RTOP, accepted for processing' or'Delete successfully processed' appears.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request (s) cancelled' appears.

Releasing or Deleting Foreign Currency Redemption Instructions

Use the following procedure to release or delete foreign currency redemption instructions.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 5 in the **Enter** Option field and press ENTER.

Result- The Redemption Foreign Currency Instruction Release screen appears.

3 *Optional.* To bring a specific instruction to the top of the display, type the CUSIP number in the **Skip To CUSIP** field and press ENTER.

4 Type one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the warrant transaction request
- D: To delete the warrant transaction.

Result- The message'Press PF1/13 to Confirm Command (s) or PF5/17 to Cancel' appears.

Note- You can submit up to ten deletions at a time, but only one release.

5 Press PF1/13.

Result- The message'Request completed successfully' appears.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

Releasing or Deleting Put Transactions

Use the following procedure to release or delete put VOIs, withdrawals, swings, and foreign currency instructions.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 2 in the **Enter** Option field and press ENTER.

Result- The Put Release Options screen appears.

3 Type the desired option in the **Enter** Option field and press ENTER.

Result- One of the following screens appears:

- 1: Put VOI Release
- 2: Mortgage Backed Put Withdrawal Release
- 3: Mortgage Backed Put Swing Release
- 4: Put Foreign Currency Instruction Release.

4 *Optional.* To bring the transactions for a specific security to the top of the display, type the CUSIP

number in the **Skip To CUSIP** field and press ENTER.

5 Type one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the transaction
- D: To delete the transaction.

Result- The message'Please press the PF1/13 key to confirm or PF5/17 to cancel' appears.

Note- You can submit up to ten deletions at a time, but only one release.

6 Press PF1/13.

Result- The message'VOI Released' or'VOI (s) Deleted' appears and a Participant VOI ticket prints on your PTS printer. The ticket includes the transaction's status.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

Releasing or Deleting Rights Transactions

Use the following procedure to release or delete rights subscriptions, protects, cover protects, or sell instructions.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 6 in the **Enter** Option field and press ENTER.

Result- The Release Rights Transactions screen appears.

3 Type the desired option in the **Enter** Option field and press ENTER.

Result- One of the following screens appears:

- 1: Rights Subscription Release
- 2: Rights Protect Release
- 3: Rights Cover Protect Submitted Via PSOP
- 4: Rights Cover Protect Submitted Directly to Agent
- 5: Rights Sell Instruction Release.

4 *Optional*. To bring a specific transaction to the top of the display, type the CUSIP number in the **Skip To Rights** field and press ENTER.

5 Type one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the conversion instruction
- D: To delete the conversion instruction.

Result- The message'Press PF1/13 to Confirm Command or PF5/17 to Cancel' appears.

Note- You can submit up to ten deletions at a time, but only one release.

6 Press PF1/13.

Result- The message'Request completed successfully' appears.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

Releasing or Deleting Tender Withdrawals

Use the following procedure to release a tender withdrawal request.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 1 in the **Enter** Option field and press ENTER.

Result- The Release Tender Transactions screen appears.

3 Type the desired option in the **Enter** Option field and press ENTER.

Result- One of the following screens appears:

- 1: VOI Release
- 2: Protect Submissions Release
- 3: Cover Protects Submitted Directly to Agent Release
- 4: Cover Protects Submitted Via PTOP Release
- 5: Withdrawal Release
- 6: Protect Withdrawal Release.

4 *Optional*. To bring a specific contra-CUSIP to the top of the display, type the contra-CUSIP number in the **Skip To Contra** field and press ENTER.

5 Enter one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the transaction
- D: To delete the transaction.

Result- The message'Please press PF1/13 key to confirm command or PF5/17 to cancel' appears.

6 Press PF1/13.

Result- The message'# Record (s) Processed- First page displayed' appears and a Voluntary Offering Part. ticket prints on your designated PTS printer.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

Releasing or Deleting Warrant Transactions

Use the following procedure to release or delete a mortgage backed put withdrawal.

1 Type RTOP on the Enter Function screen and press ENTER.

Result- The Release Reorganization Transactions Over PTS screen appears.

2 Type 3 in the **Enter** Option field and press ENTER.

Result- The Release Warrant Transactions screen appears.

3 Type the desired option in the **Enter** Option field and press ENTER.

Result- One of the following screens appears:

- 1: Warrant Release Exercises
- 2: Warrant Release Protects
- 3: Warrant Release Covers Via WARR
- 4: Warrant Release Covers Via Agent.

4 Optional. To bring a specific warrant to the top of the display, type the warrant's CUSIP number in the **Skip To Warrant** field and press ENTER.

5 Type one of the following in the **CMD** field to the left of the desired transaction and press ENTER:

- R: To release the transaction
- D: To delete the transaction.

Result- The message'Please press the PF1/13 key to confirm or PF5/17 to cancel' appears.

Note- You can submit up to ten deletions at a time, but only one release.

6 Press PF1/13.

Result- The message'Warrant Transaction Released' or'Warrant Transaction (s) Deleted' appears.

Note- To cancel your release or delete request before it processes at DTC, press PF5/17. The message'Request Cancelled' appears.

List of Screens:

Cover Protects Submitted Directly to Agent Release Screen

The Cover Protects Submitted Directly to Agent Release screen appears when you select option 3 on the Release Tender Transactions screen, and displays a list of cover protects that were submitted directly to an Agent, allowing you to release or delete the transactions.

Sample Screen

```
** NO RECORDS FOUND **
00002199-99            DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31        COVER PROTECTS SUBMITTED DIRECTLY TO AGENT RELEASE    TIME: HH:MM:SS
=====================================================================
                                              SKIP TO CONTRA:


CMD   PART    CONTRA CUSIP      VOI NUMBER      ENTRY DATE      QUANTITY
---   ----    ------------    --------------    ----------     -----------
```

```
G*

COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST

=======================================================================
 PF1/13: UPDATE      PF5/17: CANCEL      PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: PREV SCREEN          PF8/20: END FUNCTION            PF2/21 : SIGNOFF
```

Field Descriptions

The Cover Protects Submitted Directly to Agent Release screen contains the same fields and function keys as the VOI Release screen.

Cover Protects Submitted Via PTOP Release Screen

The Cover Protects Submitted Via PTOP Release screen appears when you select option 4 on the Release Tender Transactions screen, and displays a list of cover protects that were submitted via the PTOPfunction, allowing you to release or delete the transactions.

Sample Screen

```
** NO RECORDS FOUND **
00002199-99              DEPOSITORY TRUST COMPANY             DATE: MM/DD/YY
QS31            COVER PROTECTS SUBMITTED VIA PTOP RELEASE      TIME: HH:MM:SS
=======================================================================
                                          SKIP TO CONTRA:
          CONTRA           PROTECT
CMD PART CUSIP        IDENTIFIER      VOI NUMBER    ENTRY DATE QUANTITY
--- ---- ---------   --------------  -------------- ---------- -----------

















COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST

=======================================================================
 PF1/13: UPDATE      PF5/17: CANCEL      PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: PREV SCREEN          PF8/20: END FUNCTION            PF2/21 : SIGNOFF
```

Field Descriptions

The Cover Protects Submitted Via PTOP Release screen contains the same fields and function keys as the VOI Release screen, with the addition of the **Protect Identifier** field, which displays the 14-digit number assigned to the protect when it was entered.

Mortgage Backed Put Swing Release Screen

The Mortgage Backed Put Swing Release screen appears when you select option 3 on the Put Release Options screen, and allows you to release or delete mortgage backed put swing withdrawals.

Sample Screen

```
NO RECORDS ON FILE
00000161-40              DEPOSITORY TRUST COMPANY              DATE:   MM/DD/YY
QS31                  MORTGAGE BACKED PUT SWING RELEASE        TIME:   HH:MM:SS
==============================================================================
                                                     SKIP TO CUSIP:


                                 SEQ    FROM     TO      ENTRY
   CMD     CUSIP    V.O.I. NUMBER  NUM   PART    PART     DATE        QUANTITY
   ---   ---------  --------------  ---   ----    ----    ------      ---------








COMMANDS: 'R' TO RELEASE SWING, 'D' TO DELETE
==============================================================================
 PF1/13:  CONFIRM             PF5/17:  CANCEL
 PF10/22: SCROLL BWD          PF11/23: SCROLL FWD
 PF7/19:  RETURN              PF8/20:  END FUNCTION   PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a CUSIP to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the mortgage backed put swing • D: To delete the mortgage backed put swing.
CUSIP	The CUSIP number of security for which the put swing instruction was entered.
VOI Number	The 14-digit number assigned to the instruction when it was entered.
Seq Num	A sequence number assigned by the system to further identify this instruction.
From Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the instruction.

This field	Displays
To Part	The Participant number of the party to receive the put swing.
Entry Date	The date the original transaction was entered.
Withdrawal Quantity	The number of shares for the put swing.
Comp. CUSIP	The CUSIP number of the component.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Mortgage Backed Put Swing Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF7/19	Return to the Put Release Options screen.

Mortgage Backed Put Withdrawal Release Screen

The Mortgage Backed Put Withdrawal Release screen appears when you select option 2 on the Put Release Options screen, and displays a list of put withdrawal instructions for MBS securities that you can release or delete.

Sample Screen

```
NO RECORDS ON FILE
00002199-99            DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31        **  MORTGAGE BACKED PUT WITHDRAWAL RELEASE  **   TIME: HH:MM:SS
=============================================================================
                                          SKIP TO CUSIP:


                                 SEQ          ENTRY       WITHDRAWAL
   CMD      CUSIP      V.O.I. NUMBER    NUM    PART    DATE        QUANTITY
   ---    ---------   -------------   ---    ----   ------     ----------










   COMMANDS: 'R' TO RELEASE WITHDRAWAL , 'D' TO DELETE
   =========================================================================
   PF1/13: CONFIRM        PF5/17: CANCEL
   PF10/22: SCROLL BWD    PF11/23: SCROLL FWD
   PF7/19: RETURN         PF8/20: END FUNCTION        PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a CUSIP to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the mortgage backed put withdrawal • D: To delete the mortgage backed put withdrawal.
CUSIP	The CUSIP number of security for which the put instruction was entered.
VOI Number	The 14-digit number assigned to the instruction when it was entered.
Seq Num	A sequence number assigned by the system to further identify this instruction.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the instruction.
Entry Date	The date the original transaction was entered.
Withdrawal Quantity	The number of shares being withdrawn.
Comp. CUSIP	The CUSIP number of the component.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Mortgage Backed Put Withdrawal Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF7/19	Return to the Put Release Options screen.

Protect Submissions Release Screen

The Protect Submissions Release screen appears when you select option 2 on the Release Tender Transactions screen, and displays a list of protect submissions that you can release or delete.

Sample Screen

```
** NO RECORDS FOUND **
00002199-99            DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                   PROTECT SUBMISSIONS RELEASE           TIME: HH:MM:SS
===============================================================================
                                                 SKIP TO CONTRA:

CMD   PART    CONTRA CUSIP    PROTECT ID      ENTRY DATE    QUANTITY
---   ----    ------------    --------------  ----------    -----------
```

```
COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST

==================================================================
 PF1/13: UPDATE       PF5/17: CANCEL      PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: PREV SCREEN             PF8/20: END FUNCTION          PF2/21 : SIGNOFF
```

Field Descriptions

The Protect Submissions Release screen contains the same fields and function keys as the VOI Release screen, except that **VOI Number** is replaced by **Protect ID**, which displays the 14-digit number assigned to the protect when it was entered.

Protect Withdrawal Release Screen

The Protect Withdrawal Release screen appears when you select option 6 on the Release Tender Transactions screen, and displays a list of protect withdrawals that you can release or delete.

Sample Screen

```
** NO RECORDS FOUND **
00002199-99             DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                    PROTECT WITHDRAWAL RELEASE            TIME: HH:MM:SS
==================================================================
                                            SKIP TO CONTRA:
                                              WITHDRAWAL
CMD    PART    CONTRA CUSIP      PROTECT ID      ENTRY DATE    QUANTITY
---    ----    ------------     --------------   ----------   -----------




















COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST

==================================================================
 PF1/13: CONFIRM      PF5/17: CANCEL      PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: PREV SCREEN             PF8/20: END FUNCTION          PF9/21 : SIGNOFF
```

Field Descriptions

The Protect Withdrawal Release screen contains the same fields and function keys as the VOI Release screen, except that **VOI Number** is replaced by **Protect ID**, which displays the 14-digit number assigned to the protect when it was entered.

Put Foreign Currency Instruction Release Screen

The Put Foreign Currency Instruction Release screen appears when you select option 4 on the Put Release Options screen, and displays a list of put instructions involving foreign currency that you can release or delete.

Sample Screen

```
** NO RECORDS FOUND
00002199-99            DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31         ** PUT FOREIGN CURRENCY INSTRUCTION RELEASE **  TIME: HH:MM:SS
==============================================================================
              <==SKIP TO CUSIP
                    INSTRUCTION          INSTRUCTION     ENTRY     PAYMENT  MMI/
CMD     CUSIP        NUMBER      PART      QUANTITY       DATE       DATE   MAND
---  ---------  --------------  ----    -----------    --------  -------- -----




CMD:     'R' TO RELEASE INSTRUCTION,     'D' TO DELETE
MMI/MAND: MMI AND MANDATORY INDICATORS.  'Y' YES,  'N' NO.
==============================================================================
 PF 1/13: CONFIRM         PF 5/17: CANCEL
 PF10/22: BACKWARD        PF11/23: FORWARD
 PF 7/19: RETURN          PF 8/20: END FUNCTION          PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a CUSIP to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the foreign currency instruction • D: To delete the foreign currency instruction.
CUSIP	The CUSIP number of the security for which the instruction was entered.
Instruction Number	The 14-digit number assigned to the instruction when it was entered.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the instruction.
Instruction Quantity	The number of shares entered for the instruction.
Entry Date	The date the original instruction was entered.

This field	Displays
Payment Date	The date the instruction was paid.
MMI	An indicator of whether the security is a Money Market Instrument.
Mand	An indicator of whether the CUSIP Envelope is Mandatory (i. e. , must take foreign currency for payouts).

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Put Foreign Currency Instruction Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF7/19	Return to the Put Release Options screen.

Put Release Options Screen

The Put Release Options screen appears when you select option 2 on the Release Reorganization Transactions Over PTS screen, and allows you to select the type of put transaction you want to release or delete.

Sample Screen

```
ENTER OPTION NUMBER -THEN PRESS ENTER
00002199                 DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                 **  PUT RELEASE OPTIONS  **              TIME: HH:MM:SS
=======================================================================



                  1. PUT V.O.I.S                     000   PENDING

                  2. MORTGAGE BACKED PUT WITHDRAWALS  000   PENDING

                  3. MORTGAGE BACKED PUT SWINGS       000   PENDING

                  4. PUT FOREIGN CURRENCY INSTRUCTIONS 000  PENDING



                  ENTER OPTION ==>
```

Field Descriptions

The only entry field on the Put Release Options screen is **Enter** Option, which allows you to specify one of the following:

- 1: To release or delete put VOIs
- 2: To release or delete mortgage backed put withdrawals
- 3: To release or delete mortgage backed put swings
- 4: To release or delete put foreign currency instructions.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Put Release Options screen to return to the Release Reorganization Transactions Over PTS screen.

Put VOI Release Screen

The Put VOI Release screen appears when you select option 1 on the Put Release Options screen, and displays a list of put VOI transactions that you can release or delete.

Sample Screen

```
NO RECORDS ON FILE
00002199-99              DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31                   **   PUT VOI RELEASE   **            TIME: HH:MM:SS
================================================================================
                                                    SKIP TO CUSIP:
                                              ENTRY          VOI
    CMD        CUSIP      V.O.I. NUMBER     PART  DATE     QUANTITY
    ---      ---------    --------------    ----  ------   -----------







COMMANDS:  'R' TO RELEASE VOI, 'D' TO DELETE
================================================================================
 PF1/13: CONFIRM        PF5/17: CANCEL
 PF10/22: SCROLL BWD    PF11/23: SCROLL FWD
 PF7/19: RETURN         PF8/20: END FUNCTION        PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a CUSIP to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the put VOI • D: To delete the put VOI.
CUSIP	The CUSIP number of the put VOI.
VOI Number	The 14-digit number assigned to the instruction when it was

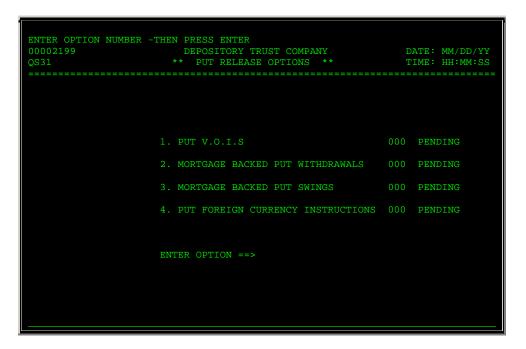| This field	Displays
	entered.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the instruction.
Entry Date	The date the VOI was entered.
VOI Quantity	The number of shares for the put VOI.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Put VOI Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF7/19	Return to the Put Release Options screen.

Redemption Foreign Currency Instruction Release Screen

The Redemption Foreign Currency Instruction Release screen appears when you select option 5 on the Release Reorganization Transactions Over PTS screen, and displays a list of redemption instructions for foreign currency transactions that you can release or delete.

Sample Screen

```
   NO RECORDS FOUND
00002199-99           DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31    ** REDEMPTION FOREIGN CURRENCY INSTRUCTION RELEASE **  TIME: HH:MM:SS
========================================================================

            <==SKIP TO CUSIP
               INSTRUCTION              INSTRUCTION    ENTRY    PAYMENT  MMI/
CMD    CUSIP     NUMBER      PART         QUANTITY      DATE      DATE   MAND
---  --------- -------------- ----      -----------   -------- -------- -----




CMD:    'R' TO RELEASE INSTRUCTION,    'D' TO DELETE
MMI/MAND: MMI AND MANDATORY INDICATORS: 'Y' YES,  'N' NO
 ========================================================================
 PF 1/13: CONFIRM          PF 5/17: CANCEL
 PF10/22: BACKWARD         PF11/23: FORWARD
 PF 7/19: MAIN MENU        PF 8/20: END FUNCTION          PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a CUSIP to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the instruction • D: To delete the instruction.
CUSIP	The CUSIP number of the security involved in the instruction.
Instruction Number	The 14-digit number assigned to the instruction when it was entered.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Instruction Quantity	The number of shares involved in the instruction.
Entry Date	The date the instruction was entered.
Payment Date	The payment date for the transaction.
MMI	An indicator of whether the security is a Money Market Instrument.
Mand	An indicator of whether the CUSIP Envelope is Mandatory (i. e. , must take foreign currency for payouts).

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Redemption Foreign Currency Instruction Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.
PF7/19	Return to the Release Reorganization Transactions Over PTS screen.

Release Reorganization Transactions Over PTS Screen

The Release Reorganization Transactions Over PTS screen allows you to specify the activity you want to perform.

Sample Screen

```
00002199-99          DEPOSITORY TRUST COMPANY              DATE:  MM/DD/YY
TX99             **  RELEASE TENDER TRANSACTIONS  **       TIME:  HH:MM:SS
==============================================================================
```

```
    1. VOLUNTARY OFFERING INSTRUCTIONS            999 PENDING

    2. PROTECT SUBMISSIONS                        999 PENDING

    3. COVER PROTECTS SUBMITTED DIRECTLY TO AGENT 999 PENDING

    4. COVER PROTECTS SUBMITTED VIA PTOP          999 PENDING

    5. VOI WITHDRAWALS                            999 PENDING

    6. PROTECT WITHDRAWALS                        999 PENDING

                              ENTER OPTION ===>


===========================================================================
SELECT DESIRED THEN PRESS ENTER
PF7/19: RETURN          PF8/20: END FUNCTION           PF9/21: SIGNOFF
```

Field Descriptions

The only field on the Release Reorganization Transactions Over PTS screen is **Enter** Option, which allows you to specify one of the following:

- 1: To release or delete tender VOIs
- 2: To release or delete put transactions
- 3: To release or delete warrant transactions
- 4: To release or delete conversion instructions
- 5: To release foreign currency redemption instructions
- 6: To release rights transactions
- 7: To release or delete CD Early Redemption instructions.

Release Rights Transactions Screen

The Release Rights Transactions screen appears when you select option 6 on the Release Reorganization Transactions Over PTS screen, and allows you to select the type of rights transactions you want to release or delete.

Sample Screen

```
ENTER OPTION NUMBER -THEN PRESS ENTER
00002199                  DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
QS31                  ** RELEASE RIGHTS TRANSACTIONS **     TIME: HH:MM:SS
_____




        1) SUBSCRIPTIONS                                 000  PENDING

        2) PROTECT SUBMISSIONS                           000  PENDING

        3) COVER PROTECTS SUBMITTED VIA PSOP             000  PENDING

        4) COVER PROTECTS SUBMITTED DIRECTLY TO AGENT    000  PENDING

        5) SELL INSTRUCTIONS                             000  PENDING


                ENTER OPTION ===>
```

```
                   SELECT DESIRED OPTION THEN PRESS ENTER
 PF7/19: MAIN MENU              PF8/20: END FUNCTION         PF9/21: SIGNOFF
```

Field Descriptions

The only entry field on the Release Rights Transactions screen is **Enter** Option, which allows you to specify one of the following:

- 1: To release or delete rights subscriptions
- 2: To release or delete rights protect submissions
- 3: To release or delete rights cover protects submitted via PSOP
- 4: To release or delete rights cover protects submitted to the Agent
- 5: To release or delete rights sell instructions.

Release Tender Transactions Screen

The Release Tender Transactions screen appears when you select option 1 on the Release Reorganization Transactions Over PTS screen, and allows you to select the type of tender transaction you want to perform.

Sample Screen

```
 00002199-99            DEPOSITORY TRUST COMPANY              DATE:  MM/DD/YY
 TX99            **  RELEASE TENDER TRANSACTIONS  **          TIME:  HH:MM:SS
============================================================================

  1. VOLUNTARY OFFERING INSTRUCTIONS            999 PENDING

  2. PROTECT SUBMISSIONS
     999 PENDING

  3. COVER PROTECTS SUBMITTED DIRECTLY TO AGENT  999 PENDING
  4. COVER PROTECTS SUBMITTED VIA PTOP           999 PENDING

  5. VOI WITHDRAWALS                             999 PENDING

  6. PROTECT WITHDRAWALS
     999 PENDING

                              ENTER OPTION ===>


============================================================================
 SELECT DESIRED THEN PRESS ENTER
 PF7/19: RETURN            PF8/20: END FUNCTION              PF9/21: SIGNOFF
```

Field Descriptions

The only entry field on the Release Tender Transactions screen is **Enter** Option, which allows you to specify one of the following:

- 1: To release or delete VOIs
- 2: To release or delete protect submission instructions
- 3: To release or delete cover protects submitted directly to an Agent
- 4: To release or delete cover protects submitted via PTOP
- 5: To release or delete VOI withdrawals
- 6: To release or delete protect withdrawals.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Release Tender Transactions screen to return to the Release Reorganization Transactions Over PTS screen.

Release Warrants Transactions Screen

The Release Warrants Transactions screen appears when you select option 3 on the Release Reorganization Transactions Over PTS screen, and allows you to select the type of warrant transactions you want to release or delete.

Sample Screen

```
00002199                    DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                   ** RELEASE WARRANTS TRANSACTIONS **        TIME: HH:MM:SS
_____




         1) WARRANT EXERCISES                              000 PENDING

         2) PROTECT SUBMISSIONS                            000 PENDING

         3) COVER PROTECTS SUBMITTED VIA WARR              000 PENDING

         4) COVER PROTECTS SUBMITTED DIRECTLY TO AGENT     000 PENDING



                          ENTER OPTION ===>




_____
                   SELECT DESIRED OPTION THEN PRESS ENTER
   PF7/19: MAIN MENU          PF8/20: END FUNCTION           PF9/21: SIGNOFF
```

Field Descriptions

The only entry field on the Release Warrants Transactions screen is **Enter** Option, which allows you to specify one of the following:
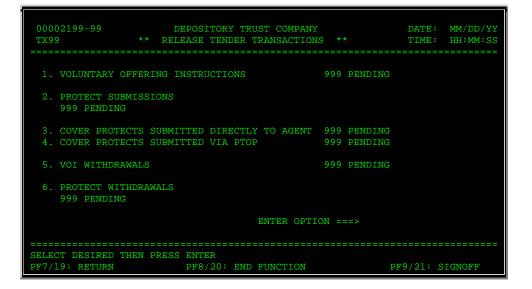
- 1: To release or delete warrant exercise instructions
- 2: To release or delete warrant protect submissions
- 3: To release or delete warrant cover protects submitted via WARR
- 4: To release or delete warrant cover protects submitted to the Agent.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Release Warrants Transactions screen to return to the Release Reorganization Transactions Over PTS screen.

Rights Cover Protects Submitted Directly to Agent Screen

The Rights Cover Protects Submitted Directly to Agent screen appears when you select option 4 on the Release Rights Transactions screen, and displays a list of rights protect transactions that were submitted directly to the agent, allowing you to release or delete the transactions.

Sample Screen

```
   NO RECORDS FOUND
00002199-99            DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31          RIGHTS COVER PROTECT SUBMITTED THROUGH AGENT   TIME: HH:MM:SS
===========================================================================
                                              SKIP TO RIGHTS:

 C                                                                        S
 M                                                RIGHTS      OVER SUB    /
 D   RIGHTS CUSIP PART SUBSCR NUMBER   SEQ ENTRY DATE QUANTITY   QUANTITY   U
 -   ------------------------------------------------ ---------- ----------  -










COMMANDS:  'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
===========================================================================
 PF1/13: CONFIRM      PF5/17: CANCEL      PF10/22: BACKWARD   PF11/23: FORWARD
 PF6/18: RETURN              PF8/20: END FUNCTION        PF9/21 : SIGNOFF
```

Field Descriptions

The Rights Cover Protects Submitted Directly to Agent screen contains the same fields and function keys as the Rights Subscription Release screen.

Rights Cover Protects Submitted Via PSOP Screen

The Rights Cover Protects Submitted Via PSOP screen appears when you select option 3 on the Release Rights Transactions screen, and displays a list of rights protect transactions that were submitted via the PSOPfunction, allowing you to release or delete the transactions.

Sample Screen

```
   NO RECORDS FOUND
00002199-99            DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31           RIGHTS COVER PROTECT SUBMITTED VIA PSOP     TIME: HH:MM:SS
===========================================================================
                                              SKIP TO RIGHTS:
 C                                                                        S
 M                                                RIGHTS      OVER SUB    /
 D   RIGHTS CUSIP PART SUBSCR NUMBER   SEQ ENTRY DATE QUANTITY   QUANTITY   U
 -   ------------------------------------------------ ---------- ----------  -
```

```
COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
========================================================================
 PF1/13: CONFIRM     PF5/17: CANCEL     PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: RETURN                    PF8/20: END FUNCTION      PF9/21 : SIGNOFF
```

Field Descriptions

The Rights Cover Protects Submitted Via PSOP screen contains the same fields and function keys as the Rights Subscription Release screen.

Rights Protect Release Screen

The Rights Protect Release screen appears when you select option 2 on the Release Rights Transactions screen, and displays a list of rights protect transactions that you can release or delete.

Sample Screen

```
   NO RECORDS FOUND
00002199-99            DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
QS31                    RIGHTS PROTECT RELEASE            TIME: HH:MM:SS
========================================================================
                                           SKIP TO RIGHTS:


                                RIGHTS
 CMD    RIGHTS CUSIP   PART    PROTECT ID    SEQ    ENTRY DATE    QUANTITY
 ---    ------------   ----    --------------  ---    ----------    -----------








COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
========================================================================
 PF1/13: CONFIRM     PF5/17: CANCEL     PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: RETURN                    PF8/20: END FUNCTION      PF9/21 : SIGNOFF
```

Field Descriptions

This field	Displays
Skip to Rights	An entry field that allows you to move a transaction to the top of the display. Type the CUSIP number of the security involved in the transaction and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the transaction

This field	Displays
	• D: To delete the transaction.
Rights CUSIP	The CUSIP number of the security involved in the rights subscription.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Protect ID	The 14-digit number assigned to the instruction when it was entered.
Seq	A sequence number assigned by the system to further identify the instruction.
Entry Date	The date the instruction was entered.
Rights Quantity	The number of shares being protected.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Rights Protect Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.

Rights Sell Instruction Release Screen

The Rights Sell Instruction Release screen appears when you select option 5 on the Release Rights Transactions screen, and displays a list of rights sell instructions that you can release or delete.

Sample Screen

```
    NO RECORDS FOUND
00002199-99            DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                 RIGHTS SELL INSTRUCTION RELEASE         TIME: HH:MM:SS
==============================================================================
                                              SKIP TO RIGHTS:


    SELL                              SELL
 CMD RIGHTS CUSIP    PART    TRAN NUMBER    AGENT   ENTRY DATE     QUANTITY
 --- -----------    ----    -------------  -----   ---------     ----------
```

```
COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
=====================================================================
 PF1/13: CONFIRM     PF5/17: CANCEL     PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: RETURN      PF8/20: END FUNCTION                    PF9/21 : SIGNOFF
```

Field Descriptions

This field	Displays
Skip to Rights	An entry field that allows you to move a transaction to the top of the display. Type the CUSIP number of the security involved in the transaction and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the transaction • D: To delete the transaction.
Rights CUSIP	The CUSIP number of the security involved in the rights subscription.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Sell Tran Number	The 14-digit number assigned to the instruction when it was entered.
Agent	The Subscription Agent's Participant number.
Entry Date	The date the instruction was entered.
Sell Quantity	The number of shares being sold.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Rights Sell Instruction Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.

Rights Subscription Release Screen

The Rights Subscription Release screen appears when you select option 1 on the Release Rights Transactions screen, and displays a list of rights subscription transactions that you can release or delete.

Sample Screen

```
   NO RECORDS FOUND
00002199-99          DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
```

```
QS31                    RIGHTS EXERCISE RELEASE              TIME: HH:MM:SS
========================================================================
                                           SKIP TO RIGHTS:
 C                                                                      S
 M                                          RIGHTS      OVER SUB        /
 D   RIGHTS CUSIP PART SUBSCR NUMBER    SEQ ENTRY DATE  QUANTITY   QUANTITY  U
 -   ---------------------------        -------------   ---------  ---------  -




















COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST

========================================================================
 PF1/13: CONFIRM      PF5/17: CANCEL     PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: RETURN                PF8/20: END FUNCTION           PF9/21 : SIGNOFF
```

Field Descriptions

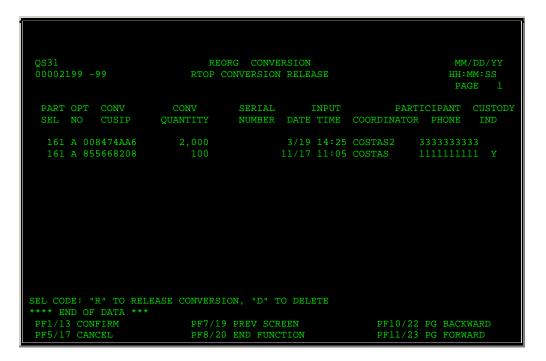| This field	Displays
Skip to Rights	An entry field that allows you to move a transaction to the top of the display. Type the CUSIP number of the security involved in the transaction and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the rights subscription request • D: To delete the request.
Rights CUSIP	The CUSIP number of the security involved in the rights subscription.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Subscr Number	The 14-digit number assigned to the instruction when it was entered.
Seq	A sequence number assigned by the system to further identify the instruction.
Entry Date	The date the instruction was entered.
Rights Quantity	The number of shares that the subscription is for.
Over Sub Quantity	The oversubscription quantity.
S/U	An indicator (Y or N) as to whether the step-up privilege was exercised for this subscription.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Rights Subscription Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.

RTOP Conversion Release Screen

The RTOP Conversion Release screen appears when you select option 4 on the Release Reorganization Transactions Over PTS screen, and displays a list of conversion transactions that you can release or delete.

Sample Screen

```
QS31                         REORG   CONVERSION                   MM/DD/YY
00002199 -99                 RTOP CONVERSION RELEASE               HH:MM:SS
                                                                   PAGE   1


  PART OPT  CONV         CONV       SERIAL      INPUT       PARTICIPANT  CUSTODY
  SEL  NO   CUSIP      QUANTITY    NUMBER   DATE TIME   COORDINATOR  PHONE    IND

   161 A 008474AA6      2,000                3/19 14:25  COSTAS2    3333333333
   161 A 855668208        100               11/17 11:05 COSTAS     1111111111  Y










SEL CODE: "R" TO RELEASE CONVERSION, "D" TO DELETE
**** END OF DATA ***
 PF1/13 CONFIRM          PF7/19 PREV SCREEN          PF10/22 PG BACKWARD
 PF5/17 CANCEL           PF8/20 END FUNCTION         PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
Sel Code	An entry field that allows you to specify one of the following: • R: To release a conversion or cancellation instruction • D: To delete a conversion or cancellation instruction.
Part No	Your Participant number.

This field	Displays
	Note -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Opt	The pay option (A or B) that was selected when the instruction was entered, if an option is available for the warrant. Otherwise, this is blank.
Conv CUSIP	The CUSIP number of the convertible security.
Conv Quantity	The number of shares involved in the transaction.
Serial Number	The unique number the system assigns to each instruction when entered via the RCNVfunction.
Input Date/Time	The date and time the instruction was entered.
Participant Coordinator/Phone	The name and phone number of the person who entered the original conversion instruction.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the RTOP Conversion Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF7/19	Return to the Release Reorganization Transactions Over PTS screen.

VOI Release Screen

The VOI Release screen appears when you select option 1 on the Release Tender Transactions screen, and displays a list of VOI transactions that you can release or delete.

Sample Screen

```
** NO RECORDS FOUND **
00002199-99              DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                          VOI RELEASE                      TIME: HH:MM:SS
=====================================================================
                                            SKIP TO CONTRA:

CMD   PART    CONTRA CUSIP      VOI NUMBER        ENTRY DATE   QUANTITY
---   ----    ------------      --------------    ----------   -----------

















COMMANDS: 'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
```

```
=======================================================================
 PF1/13: UPDATE      PF5/17: CANCEL      PF10/22: BACKWARD    PF11/23: FORWARD
 PF6/18: PREV SCREEN            PF8/20: END FUNCTION          PF9/21 : SIGNOFF
=======================================================================
```

Field Descriptions

This field	Displays
Skip to Contra	An entry field that allows you to move a specific contra-CUSIP to the top of the display. Type the contra-CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the VOI • D: To delete the VOI.
Part	The contra-Participant number.
Contra CUSIP	The CUSIP number of the contra-security.
VOI Number	The 14-digit number assigned to the instruction when it was entered.
Entry Date	The date the VOI was entered.
Quantity	The number of shares entered for the VOI.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the VOI Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the Release Tender Transactions screen.

VOI Release/ Delete Screen

The VOI Release/ Delete screen appears when you select option 7 on the Release Reorganization Transactions Over PTS screen, and displays a list of CD Early Redemption instructions that you can release or delete.

Sample Screen

```
E006  NO ITEMS TO RELEASE


00002199-99              DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31                       VOI RELEASE / DELETE              TIME: HH:MM:SS
=======================================================================
   SKIP TO CUSIP:


  CMD  PART      CUSIP         VOI NUMBER       ENTRY DATE     QUANTITY
  ---  ----    ---------    --------------     ----------    -----------
```

```
COMMANDS:  'R' TO RELEASE REQUEST, 'D' TO DELETE REQUEST
===========================================================================
 PF1/13: UPDATE       PF5/17: CANCEL      PF10/22: BACKWARD   PF11/23: FORWARD
 PF6/18: PREV SCREEN          PF8/20: END FUNCTION           PF9/21 : SIGNOFF
```

Field Descriptions

This field	Displays
Skip to CUSIP	An entry field that allows you to move a specific security to the top of the display. Type the CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the transaction • D: To delete the transaction.
Part	Your Participant number. *Note* -For Group Users, this displays the number of the Participant that entered the warrant exercise.
CUSIP	The CUSIP number of the security involved in the transaction.
VOI Number	The 14-digit number assigned to the instruction when it was entered.
Entry Date	The date the instruction was entered.
Quantity	The number of shares involved in the transaction.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the VOI Release/ Delete screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.

Warrant Release Covers Via Agent Screen

The Warrant Release Covers Via Agent screen appears when you select option 4 on the Release Warrants Transactions screen, and displays a list of cover protects for warrants that were submitted directly to the Agent, allowing you to release or delete these transactions.

Sample Screen

```
NO PROTECTS TO RELEASE
00002199                    DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                ** WARRANT RELEASE COVERS VIA AGENT **       TIME: HH:MM:SS
==============================================================================
                                                   SKIP TO WARRANT:
         WARRANT   TRAN    WARRANT      OPT.        ENTRY   EXPIRATION   SHARE
  CMD    CUSIP     TYPE    PROTECT ID   IND  PART   DATE      DATE      QUANTITY
  ---   ------------------------------  ----  -----------------------------------




COMMANDS: 'R' TO RELEASE WARRANT, 'D' TO DELETE
==============================================================================
OPF1/13:  CONFIRM        PF5/17:  CANCEL              PF6/18: PREV SCREEN
 PF10/22: SCROLL BWD     PF11/23: SCROLL FWD
 PF7/19:  RETURN         PF8/20:  END FUNCTION        PF9/21: SIGNOFF
```

Field Descriptions

The Warrant Release Protects screen contains the same fields and function keys as the Warrant Release Exercises screen, except that **Warrant Document Num.** is replaced by **Warrant Protect ID**, which displays the 14-digit number assigned by the system when the warrant protect was entered.

Warrant Release Covers Via WARR Screen

The Warrant Release Covers Via WARR screen appears when you select option 3 on the Release Warrants Transactions screen, and displays a list of cover protects for warrants that were entered via the WARR function, allowing you to release or delete these transactions.

Sample Screen

```
NO PROTECTS TO RELEASE
00002199                    DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                ** WARRANT RELEASE COVERS VIA WARR **        TIME: HH:MM:SS
==============================================================================
                                                   SKIP TO WARRANT:
         WARRANT   TRAN    WARRANT      OPT.        ENTRY   EXPIRATION   SHARE
  CMD    CUSIP     TYPE    PROTECT ID   IND  PART   DATE      DATE      QUANTITY
  ---   ------------------------------  ----  -----------------------------------



```

```
 COMMANDS: 'R' TO RELEASE WARRANT, 'D' TO DELETE
 =============================================================================
  PF1/13:  CONFIRM        PF5/17:  CANCEL              PF6/18: PREV SCREEN
  PF10/22: SCROLL BWD     PF11/23: SCROLL FWD
 NPF7/19:  RETURN         PF8/20:  END FUNCTION        PF9/21: SIGNOFF
```

Field Descriptions

The Warrant Release Protects screen contains the same fields and function keys as the Warrant Release Exercises screen, except that **Warrant Document Num.** is replaced by **Warrant Protect ID**, which displays the 14-digit number assigned by the system when the warrant protect was entered.

Warrant Release Exercises Screen

The Warrant Release Exercises screen appears when you select option 1 on the Release Warrants Transactions screen, and displays a list of warrant transactions that you can release or delete.

Sample Screen

```
NO RECORDS ON FILE
00002199-99               DEPOSITORY TRUST COMPANY            DATE: MM/DD/YY
QS31                    **   WARRANT RELEASE   **            TIME: HH:MM:SS
=============================================================================
                                                 SKIP TO WARRANT:
          WARRANT   TRAN    WARRANT     OPT.       ENTRY   EXPIRATION    SHARE
  CMD     CUSIP     TYPE  DOCUMENT NUM. IND  PART   DATE      DATE      QUANTITY
  ---  ----------------------------- ---- -------- -------- --------------------




















 COMMANDS: 'R' TO RELEASE WARRANT, 'D' TO DELETE
 =============================================================================
  PF1/13:  CONFIRM        PF5/17:  CANCEL
  PF10/22: SCROLL BWD     PF11/23: SCROLL FWD
  PF7/19:  RETURN         PF8/20:  END FUNCTION        PF9/21: SIGNOFF
```

Field Descriptions

This field	Displays
Skip to Warrant	An entry field that allows you to move a specific warrant exercise instruction to the top of the display. Type the warrant CUSIP number and press ENTER.
CMD	An entry field that allows you to specify one of the following: • R: To release the warrant transaction

This field	Displays
	• D: To delete the warrant transaction.
Warrant CUSIP	The CUSIP number of the security involved in the warrant instruction.
Tran Type	The type of entry: • E: Exercise • R: Reversal.
Warrant Document Num.	The 14-digit number assigned by the system when the instruction was entered.
Opt. Ind	The pay option (A or B) that was selected when the instruction was entered, if an option is available for the warrant. Otherwise, this is blank.
Part	Your Participant Number. *Note* -For Group Users, this displays the number of the Participant who entered the warrant exercise.
Entry Date	The date the original transaction was entered.
Expiration Date	The last date on which you can exercise the warrant.
Share Quantity	The number of warrants to be exercised.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Warrant Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the previous screen.
PF7/19	Return to the Release Reorganization Transactions Over PTS screen.

Warrant Release Protects Screen

The Warrant Release Protects screen appears when you select option 2 on the Release Warrants Transactions screen, and displays a list of protect transactions for warrants that you can release or delete.

Sample Screen

```
NO PROTECTS TO RELEASE
```

```
00002199                    DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                      ** WARRANT RELEASE PROTECTS **          TIME: HH:MM:SS
================================================================================
                                                   SKIP TO WARRANT:
         WARRANT   TRAN    WARRANT      OPT.        ENTRY   EXPIRATION    SHARE
 CMD     CUSIP     TYPE   PROTECT ID    IND  PART   DATE       DATE     QUANTITY
 ---   -----------  ----  -----------  ----  ----  --------------------------------




 COMMANDS: 'R' TO RELEASE WARRANT, 'D' TO DELETE
================================================================================
 PF1/13:  CONFIRM        PF5/17:  CANCEL                PF6/18: PREV SCREEN
 PF10/22: SCROLL BWD     PF11/23: SCROLL FWD
 PF7/19:  RETURN         PF8/20:  END FUNCTION          PF9/21: SIGNOFF
```

Field Descriptions

The Warrant Release Protects screen contains the same fields and function keys as the Warrant Release Exercises screen, except that **Warrant Document Num.** is replaced by **Warrant Protect ID**, which displays the 14-digit number assigned by the system when the protect was entered.

Withdrawal Release Screen

The Withdrawal Release screen appears when you select option 5 on the Release Tender Transactions screen, and displays pending tender withdrawal instructions that were submitted via the PTOPfunction, allowing you to release or delete a withdrawal instruction.

Sample Screen

```
LAST ITEM PROCESSED, NO FURTHER RECORDS
00002199-99                 DEPOSITORY TRUST COMPANY              DATE: MM/DD/YY
QS31                          WITHDRAWAL RELEASE                  TIME: HH:MM:SS
================================================================================
                                                   SKIP TO CONTRA:

             CONTRA                 WITHDRAWAL  ENTRY  ORIGINAL    WITHDRAWAL
 CMD  PART   CUSIP     VOI NUMBER    SEQUENCE   DATE   QUANTITY     QUANTITY
 ---  ----  ---------  ------------------------------------------------------




 COMMANDS: 'R' TO RELEASE WITHDRAWAL REQUEST; 'D' TO DELETE REQUEST
================================================================================
```

Field Descriptions

This field	Displays
Skip to Contra	An entry field that allows you to move a specific contra-CUSIP to the top of the display. Type the contra-CUSIP number and press ENTER.
Withdrawal Entry	The date the withdrawal was requested.
CMD	An entry field that allows you to specify one of the following: • R: To release the withdrawal • D: To delete the withdrawal.
CUSIP	The CUSIP number of security in the withdrawal.
VOI Number	The 14-digit number assigned to the instruction when it was entered.
Sequence	A sequence number assigned by the system to further identify the instruction.
Date	The date the withdrawal instruction was entered.
Quantity	The number of shares being withdrawn.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Withdrawal Release screen:

This key	Allows you to
PF5/17	Cancel a release or delete command.
PF6/18	Return to the Release Tender Transactions screen.

Messages

You may encounter the following messages when using the RTOP function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
CLEAR KEY PRESSED- ENTER COMMAND	This message appears when you press CLEAR.	Select a valid option.
COMMAND OR SKIP-TO-CONTRA MUST BE ENTERED	ENTER was pressed but nothing was selected to process.	Enter either a contra-CUSIP number in the **Skip to Contra** field, or a release (**R**) or Delete (**D**) command in the **CMD** field.
COMMAND (s) AND SKIP-TO-	You cannot enter both a	Enter either a contra-CUSIP

Message Text	Possible Cause	Suggested Resolution
CONTRA NOT ALLOWED AT THE SAME TIME	command and a contra-CUSIP.	number in the **Skip to Contra** field, or a release (**R**) or Delete (**D**) command in the **CMD** field.
COMMAND (S) MUST BE ENTERED	A command was not entered.	Enter **R** or **D** in the **CMD** field.
COMMAND (S) OR SKIP-TO-CUSIP MUST BE ENTERED	ENTER was pressed but nothing was selected to process.	Enter either a CUSIP number in the **Skip to CUSIP** field, or a release (**R**) or Delete (**D**) command in the **CMD** field.
COMMAND (S) OR SKIP-TO-WARRANT MUST BE ENTERED	A command or a CUSIP must be entered.	Do not enter a command and a CUSIP number at the same time.
FIRST PAGE DISPLAYED	PF10/22 was pressed to page backward, but the first screen of data has been reached.	Press PF11/23 to scroll forward.
INSUFFICIENT POSITIONS ON THIS WARRANT	There was not enough position to exercise the warrant when the exercise was submitted.	Re-enter the instruction when sufficient position is available.
INVALID COMMAND- VALID COMMANDS ARE'D' OR'R'	An invalid command was entered.	Enter **R** or **D** in the **CMD** field.
INVALID CONTRA CUSIP IN SKIP TO FIELD	An invalid contra-CUSIP number was entered.	Enter a valid contra-CUSIP number.
INVALID KEY PRESSED	The key pressed is not valid for this screen.	Press a valid key.
INVALID KEY PRESSED- PRESS PF1/13 TO CONFIRM OR'PF5/17' TO CANCEL	An invalid PF key was pressed.	Press either PF1/13 to process a release or delete or PF5/17 to cancel the transaction.
INVALID OPTION- SELECT ANOTHER OPTION	An invalid option was entered.	Enter a valid option.
LAST PAGE- FURTHER SCROLLING NOT POSSIBLE	PF11/23 was pressed to page forward, but the last page of the file has been reached.	Press PF10/22 to scroll forward.
NO RECORDS ON FILE	There are no records for the selected option.	No action needed.
NO RECORDS ON FILE FOR SELECTED CUSIP	There are no records for the specified CUSIP.	No action needed.
ONLY ONE RELEASE CAN BE ENTERED AT A TIME	Only one release transaction at a time can be processed.	Enter only one **R**.
ONLY ONE TYPE OF COMMAND MAY BE ENTERED AT A TIME	Both a **D** and an **R** were entered on the same screen.	Enter either **D** or **R** but not both.
PAST CUTOFF TIME, NO PROCESSING ALLOWED.	The cutoff time for the RTOP function has been reached.	Refer to When to Use for information on the availability of this function.
PAST EXPIRATION CUTOFF DATE- NO PROCESSING ALLOWED.	The expiration date for this security has been reached.	No action permitted on the system.
PLEASE MAKE A SELECTION OR PRESS A PF KEY	No option was selected.	Enter an option or press a valid PF key.

Message Text	Possible Cause	Suggested Resolution
SYSTEM BUSY- PLEASE TRY LATER	The system is busy.	Try to access the RTOP function at a later time.
THE WARRANT CUSIP HAS EXPIRED	You cannot enter any exercises for the warrant CUSIP because it has expired.	Enter a different warrant CUSIP number.
THIS WARRANT IS CURRENTLY LOCKED OUT	DTC put a'lock' on the warrant when an exercise was submitted.	Contact DTC's Report Conversion department.
TRANSMISSION ERROR PLEASE REKEY DATA	A transmission error occurred.	Re-enter the data.
WARRANTS MAY ONLY BE REVERSED ON THE SAME DAY AS EXERCISED	An attempt was made to reverse a warrant on a date other than the date it was exercised.	Be sure that the exercise and the reversal occur on the same day.

4.11 RUSH WITHDRAWAL TRANSFER (RWT1)

Overview

How To Access

How To Add A Transaction

How To Change A Previously Entered Transaction

How To Delete A Previously Entered Transaction

Messages And Corrections

4.11.1 Overview

The Rush Withdrawal Transfer function (RWT1) allows the Participant to enter Rush Withdrawal Transfer items (RWTs) during the day.

Successful transactions update the Participant's position the same business day. Transfer Assignment Control Forms (TACFs) are generated for delivery to the Transfer Agent.

Rush WT reports containing accepted and rejected transactions are generated. Confirmation tickets for each successful add, change or delete transaction are also generated.

The system allows the Participant to enter fields used for IPO tracking and fractional share processing.

The cutoff time for the RWT1 function is 4:00 p.m. Eastern time.

4.11.2 How To Access

Step	Action

Step 1   Enter 'RWT1' when the Enter Function Prompt Screen appears (Figure 1).

```
 TXY7                    D E P O S I T O R Y    T R U S T
MM/DD/YY
 00002199-99             PARTICIPANT TERMINAL SYSTEM
HH:MM:SS


 ENTER FUNCTION:  RWT1
```

Figure 1. RWT1 Enter Function Prompt Screen

Step 2   Press the 'ENTER' key to obtain the Rush Withdrawal Transfer System Primary Option Menu Screen (Figure 2).

```
 TYX7                   ***********************************
MM/DD/YY
 00002199-99                RUSH WITHDRAWAL TRANSFER SYSTEM
HH:MM:SS
                                PRIMARY OPTION MENU
                       ***********************************




                    OPTION:          <== REQUIRED
                 SEQ NUMBER:          <== REQUIRED FOR C AND D OPTIONS



                    OPTION:  A = ADD
                             C = CHANGE
                             D = DELETE




 ENTER: TO PROCESS          PF8/20: END FUNCTION          PF9/21: SIGN
OFF
```

Figure 2. Rush Withdrawal Transfer System Primary Option Menu Screen

4.11.2 How To Access *(continued)*

Step 3 Enter required data in the fields on the Rush Withdrawal Transfer System Primary Option Menu Screen. Refer to the following sections for more information.

Step 4 Press any of the following:

- 'ENTER' key to process the selection.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

4.11.3 How To Add A Transaction

Step	Action

Step 1   Enter A (Add) in the Option field and press the 'Enter' key to obtain the Rush Withdrawal Transfer System Add Function Screen (Figure 1).

```
TYX7                    RUSH WITHDRAWAL TRANSFER SYSTEM
MM/DD/YY
 00002199-99                    ADD FUNCTION
HH:MM:SS
 CUSIP:            QNTY:                     TAXPAYER:            TAX
WH:
                   BROKER REF:
 AGT ID:           INT CUST:                   CORR ACCT:

                        ASSIGNMENT (NAME/ADDRESS)
 1                                2
 3                                4
 5                                6
                       THIRD PARTY ADDRESS
 1                                2
 3                                4
 5                                6
 UNIT INVEST TRUST:  CD    CUSIP
                         ISSUE INSTRUCTIONS
 QTY    DENOM       QTY    DENOM      QTY     DENOM       QTY    DENOM



 ENTER:  PRE-EDIT           PF1/13: UPDATE          PF8/20: END
FUNCTION
 PF7/19: PRIM MENU          PF3/15: DELETE          PF9/21: SIGN OFF
```

Figure 1. Rush Withdrawal Transfer System Add Function Screen

Step 2   Enter the following information on the Rush Withdrawal Transfer System Add Function Screen:

- CUSIP: CUSIP number
- Qnty: for debt issues, enter a maximum 9-digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9-digit security quantity.
- Taxpayer: enter the 9-character Social Security number. (123456789), the 10-character Business ID (XX-XXXXXXX) or NRA (Non-Resident Alien). If this field is unknown, enter 000000000 or 00-0000000.
- Tax Wh: enter the Tax Withholding Code (A - F, or a space); optional.

- Code A: Failure to provide Taxpayer Identification Number (TIN).

4.11.3 How To Add A Transaction *(continued)*

- Code B: Failure to certify TIN.
- Code C: Notification of incorrect TIN from the Secretary of the Treasury.
- Code D: Failure to certify backup withholding status.
- Code E: Voluntary disclosure from payee of affirmative backup withholding status.
- Code F: Notification to commence backup withholding from the Secretary of the Treasury for underreporting dividends and/or interest payments.

- Part Num: enter an 8-digit Participant number; for Group Users only.
- Broker Ref: the system generates the date and time if this field is not entered; optional.
- Agt ID: enter the identification number of the custodian bank or prime broker who is responsible for receiving or delivering the securities on behalf of the institution or its customer; enter a maximum of eight digits; for IPO-tracked issues only; optional.
- Int Cust: enter the Agent Internal Account (AIA) number used by the custodian bank or prime broker to identify its clients; enter a maximum of 12 characters; required for IPO-tracked issues.
- Corr Acct: enter the account number used by a clearing broker-dealer or clearing bank to identify its correspondent; enter a maximum of eight digits; for IPO-tracked issues only; optional.
- Assignment (Name/Address): enter a minimum of two lines of name and address information; a maximum of six lines can be entered.

  Note: The Assignment entered must be correct. If not, the instruction may be rejected by the Transfer Agent.

- Third Party Address: optional.
- Unit Invest Trust Cd: enter one of the following; optional:
  - 0 or space: Not applicable
  - 1: All cash
  - 2: Principal and Interest
  - 4: Interest only
  - 5: Interest Only

- Unit Invest Trust CUSIP: enter a 9-digit CUSIP number only if the Unit Investment Code is equal to 1, 2, 4 or 5; optional.

4.11.3 How To Add A Transaction *(continued)*

- Issue Instructions: Qty and Denom: enter four pairs of all numeric quantity and denomination data fields. The sum of each pair (Qty and Denom) must be equal to the quantity; optional.

Step 3   Press either:

- 'ENTER' key to validate the data.
- 'PF1/13' key to validate the data and add the transaction.

Note:

1.   If errors occur after pressing the 'ENTER' or 'PF1/13' key, an appropriate error message appears on the screen. Refer to Section 4.11.6, Messages And Corrections for further information. Enter the correct data in the fields in error and press the 'ENTER' or 'PF1/13' key. The message 'USE PF1 TO PERFORM ADD' appears if the 'ENTER' key was pressed and no errors occurred.

2.   If no errors occurred after pressing the 'PF1/13' key, the message 'RECORD ADDED' appears and a confirmation ticket labelled 'ORIGINAL RECORD' is generated.

4.11.4 How To Change A Previously Entered Transaction

Step	Action
Step 1	Enter the following information on the Rush Withdrawal Transfer System Primary Option Menu Screen: • Option: enter C (Change). • Sequence Number: retrieved from the confirmation ticket created when originally input.
Step 2	Press the 'ENTER' key to validate the sequence number and retrieve the transaction. The Rush Withdrawal Transfer System Change Function Screen appears (Figure 1).

```
TXY7                      RUSH WITHDRAWAL TRANSFER SYSTEM
MM/DD/YY
 00002199-99                    CHANGE FUNCTION
HH:MM:SS
 CUSIP:            QNTY:                   TAXPAYER:            TAX
WH:
                   BROKER REF:
 AGT ID:            INT CUST:                    CORR ACCT:

                        ASSIGNMENT (NAME/ADDRESS)
 1                                   2
 3                                   4
 5                                   6
                         THIRD PARTY ADDRESS
 1                                   2
 3                                   4
 5                                   6
 UNIT INVEST TRUST:  CD    CUSIP
                          ISSUE INSTRUCTIONS
 QTY    DENOM        QTY    DENOM      QTY    DENOM        QTY    DENOM



 ENTER:  PRE-EDIT          PF1/13: UPDATE          PF8/20: END
FUNCTION
 PF7/19: PRIM MENU         PF3/15: DELETE          PF9/21: SIGN OFF
```

Figure 1. Rush Withdrawal Transfer System Change Function Screen

Step	Action
Step 3	Make any desired changes. Refer to Section 4.11.3, How To Add A Transaction, for information about the fields on the screen.
Step 4	Press either: • 'ENTER' key to validate the data. • 'PF1/13' key to validate the data and update the transaction.

4.11.4 How To Change A Previously Entered Transaction *(continued)*

> **Note:**
>
> **1.** If errors occur after pressing the 'ENTER' or 'PF1/13' key, an appropriate error message appears on the screen. Refer to Section 4.11.6, Messages And Corrections for further information. Enter the correct data in the fields in error and press the 'ENTER' or 'PF1/13' key. The message 'USE PF1 TO PERFORM CHANGE' appears if the 'ENTER' key was pressed and no errors occurred.
>
> **2.** If no errors occurred after pressing the 'PF1/13' key, the message 'RECORD CHANGED' appears and a confirmation ticket labelled 'CHANGED RECORD' is generated.

Step 5   Press either:

- 'PF7/19' key to return to the Primary Option Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

4.11.5 How To Delete A Previously Entered Transaction

Step	Action

Step 1   Enter the following information on the Rush Withdrawal Transfer System Primary Option Menu Screen:

- Option: enter D (Delete).
- Sequence Number: retrieved from the confirmation ticket created when originally input.

Step 2   Press the 'ENTER' key to validate the sequence number and retrieve the transaction. The Rush Withdrawal Transfer System Delete Function Screen with the message 'USE PF3 TO PERFORM DELETE' appears (Figure 1).

```
USE PF3 TO PERFORM DELETE
 TXY7                   RUSH WITHDRAWAL TRANSFER SYSTEM
MM/DD/YY
 00002199-99                     DELETE FUNCTION
HH:MM:SS
 CUSIP:            QNTY:                    TAXPAYER:            TAX
WH:
                      BROKER REF:
 AGT ID:              INT CUST:                  CORR ACCT:

                        ASSIGNMENT (NAME/ADDRESS)
 1                               2
 3                               4
 5                               6
                         THIRD PARTY ADDRESS
 1                               2
 3                               4
 5                               6
 UNIT INVEST TRUST:  CD    CUSIP
                        ISSUE INSTRUCTIONS
 QTY    DENOM       QTY   DENOM        QTY    DENOM        QTY    DENOM



 ENTER:  PRE-EDIT            PF1/13: UPDATE          PF8/20: END
FUNCTION
 PF7/19: PRIM MENU          PF3/15: DELETE           PF9/21: SIGN OFF
```
Figure 1. Rush Withdrawal Transfer System Delete Function Screen

Step 3   Press the 'PF3/15' key to delete the record.

4.11.5 How To Delete A Previously Entered Transaction *(continued)*

Note:

1. If errors occur after pressing the 'PF1/13' key, an appropriate error message appears on the screen. Refer to Section 4.11.6, Messages And Corrections for further information. Enter the correct data and press the 'PF1/13' key again.

2. If no errors occur, the message 'RECORD DELETED' appears on the screen. The system generates a confirmation ticket labelled 'DELETED RECORD'.

Step 4   Press any of the following:

- 'PF7/19' key to return to the Primary Option Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

4.11.6 Messages And Corrections

Message	Reason	Corrective Action
AT LEAST 2 ASSIGNMENT LINES REQUIRED	The Participant must enter at least two lines of name and address information.	Enter the name and address information.
CHILLED SECURITY-CALL THE EXPEDITING DEPARTMENT	The Participant entered a CUSIP number that may only be processed as a book-entry within DTC.	Call DTC's Expediting Department for instructions.
COMMUNICATIONS INDUSTRY ISSUE - CALL THE EXPEDITING DEPARTMENT	The Participant entered a communications industry issue.	Call DTC's Expediting Department for instructions.
CUSIP REQUIRED	The Participant did not enter the CUSIP number.	Enter the CUSIP number.
ERROR IN PROCESSING DATABASE - EXIT FUNCTION.	A system problem has occurred.	Exit the RWT1 function.
FED FORM REQ	The Participant entered a Federal Reserve Bank CUSIP number.	Enter a new CUSIP number.
FROZEN BROKER - EXIT FUNCTION	The Participant entered a sign-on that was 'frozen' by DTC.	Enter a valid sign-on ID.
FROZEN SECURITY	The Participant entered a CUSIP number that was 'frozen' by DTC.	Enter a new CUSIP number.
FULL FAST ISSUES NOT ALLOWED -- PLEASE SUBMIT A FAST COD	The Participant entered a Full *FAST* issue.	Enter a new CUSIP number.

4.11.6 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
FULL FAST ISSUES NOT ALLOWED -- PLEASE SUBMIT A FAST COD	The Participant entered a Full *FAST* issue.	Enter a new CUSIP number.
INELIGIBLE CUSIP	The Participant entered a DTC-ineligible CUSIP number.	Enter a new CUSIP number.
INVALID	Self-explanatory.	Enter a valid option and/or sequence number.
INVALID CUSIP	Self-explanatory.	Enter a new CUSIP number.
INVALID KEY HIT	The Participant pressed an invalid key.	Press a valid key.
INVALID PARTICIPANT NUMBER	Self-explanatory.	Re-enter the Participant number.
INVALID QUANTITY	The value must be greater than zero.	Enter a valid quantity.
INVALID TAXPAYER IDENT	Self-explanatory.	Enter the Taxpayer ID as follows: XXXXXXXXX, NRA, or XX-XXXXXXX.
INVALID TAX WAIVER CODE	Self-explanatory.	Enter a valid tax waiver code.
INVALID UNIT CODE	Self-explanatory.	Enter a valid unit code.
INVALID UNIT CUSIP	Self-explanatory	Enter a new unit CUSIP number.

4.11.6 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
ISSUE DENOMINATION NOT NUMERIC	Self-explanatory.	Enter a numeric issue denomination.
ISSUE DENOMINATION REQUIRED	The Participant entered a quantity and did not enter a denomination.	Enter a denomination.
ISSUE INSTRUCTIONS NOT NUMERIC.	Non-numeric data was entered when changing the issue quantity and/or issue denomination.	Enter a numeric issue quantity and/or issue denomination.
ISSUE INSTRUCTIONS OUT OF BALANCE WITH PRIME QUANTITY.	The sum of the entered quantity/denomination pairs must be equal to the prime quantity.	Verify the information entered and make any needed changes.
ISSUE QUANTITY NOT NUMERIC	Self-explanatory.	Enter a numeric issue quantity.
ISSUE QUANTITY REQUIRED	The Participant entered a denomination and did not enter a quantity.	Enter a quantity.
MUNICIPAL SECURITIES ARE INELIGIBLE FOR RUSH TRANSFER. PLEASE SUBMIT A COD	The Participant entered a CUSIP number for a municipal issue.	Enter a new CUSIP number.
NOT NUMERIC	The Participant entered a non-numeric sequence number.	Enter a numeric sequence number.
OPTION REQUIRED	The Participant did not enter an option.	Enter an option.

4.11.6 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
PARTICIPANT IS INELIGIBLE FOR GROUP	Self-explanatory.	Enter an eligible Participant number.
PARTICIPANT NUMBER REQUIRED	The Group User did not enter a Participant number.	Enter a Participant number.
PAST CUTOFF TIME - EXIT FUNCTION	The cutoff time for RWTs has been reached.	Use the RWT1 function the next business day.
QUANTITY MUST BE NUMERIC	The Participant entered a non-numeric quantity.	Enter a numeric quantity.
QUANTITY REQUIRED	The Participant did not enter the quantity.	Enter the quantity.
SDFS ISSUE NOT ALLOWED - PLEASE SUBMIT A COD	The Participant entered a Same-Day Funds issue.	Enter a new CUSIP number.
SEQ NUMBER MUST BE BLANK FOR ADD	Self-explanatory.	Delete the sequence number from the screen.
SEQ NUMBER NOT FOUND ON MAIN TABLE	Self-explanatory.	Re-enter the sequence number or make another selection.
SEQUENCE NUMBER REQUIRED	The Participant must enter a sequence number for changes and deletes.	Enter a sequence number.
TAXPAYER IDENT REQUIRED	The Participant did not enter the Taxpayer ID.	Enter the Taxpayer ID.

4.11.6 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
TODAY IS RECORD DATE - CALL THE EXPEDITING DEPARTMENT	The Participant entered a CUSIP number for a record date issue.	Call DTC's Expediting department for instructions.
TRANSMISSION ERROR-REKEY DATA	A system problem has occurred.	Re-enter the lost data.
USER UNAUTHORIZED FOR SEQUENCE NUMBER SELECTED	An attempt was made to access a record created by another Participant.	Re-enter the sequence number or make another selection.