# 17Ad-16 Transfer Agent Notice (TA Notice) Data Dictionary

| Data Element | Field Definition | What Data Is Needed? | Required For Submission Through DTCC | Why Is This Field Important? |
|---|---|---|---|---|
| CUSIP | A CUSIP is a security identifier issued by CUSIP Global Services and is composed of nine alphanumeric characters | Nine-digit alphanumeric security ID | Yes / No | The CUSIP is a critical field that identifies to the investor community which specific security is being communicated upon |
| Issuer Name | Entity that has issued securities into the marketplace | Issuer Name | Yes | Issuer name allows for identification of the security undergoing an update |
| Issue Description | Description of specific securities that are subject to Agent change | Issue description | Yes | Issue description provides the identifying details for the security |
| Effective Date | Date the TA change is reflected in the market | Date (mm/dd/yyyy) | Yes | This is the date DTC will effectuate the change in DTC systems |
| Agent Detail | The type of service that the agent is performing | Choose one or more: <br> TA - Transfer Agent <br> RA - Redemption Agent <br> PA - Paying Agent <br> DDA - Dividend Disbursement Agent <br> Trustee | Yes / No | DTC needs to be aware of all the changes to the CUSIP that are occurring through this form submission |

| | | Other | | |
|---|---|---|---|---|
| Agent Name | Agent Name | Agent Name needed | Yes | DTC must have details of the specific agent to facilitate required updates in the DTC system |
| Agent Address | Full Agent Address | Full Agent Address needed | Yes | It may be necessary to contact submitters to clarify data points when additional information is necessary |
| FINS Number | Financial Industry Number Standard | FINS number to be provided up to 15 numeric characters | Yes | FINS number will help identify the agent |
| Telephone Number | Telephone Number | Provide up to a 15 character numeric telephone number | Yes | It may be necessary to contact submitters to clarify data points when additional information is necessary |
| Email | The email address of the contact at the firm or organization inputting a TA Notice | Email address | Yes | It may be necessary to contact submitters to clarify data points when additional information is necessary |
| Contact Person | Contact Person's name | Full name of the person submitting the notice | Yes | It may be necessary to contact submitters to clarify data points when additional information is necessary |
| FAST | FAST is the Fast Automated Security Transfer program where securities are held electronically by Transfer Agents on DTCCs behalf | The user / submitter must select whether a security is FAST or NON-FAST | Yes | FAST and NON-FAST CUSIPs require different processing steps to be taken on DTC's system to ensure the updates are reflected appropriately |
| NON-FAST | NON-FAST issues are held as physical certificates at DTC | The user / submitter must select whether a security is FAST or NON-FAST | Yes | FAST and NON-FAST CUSIPs require different processing steps to be taken on DTC's system to ensure the updates are reflected appropriately |