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CDWC:

Introduction

Overview

The Deposit/Withdrawal at Custodian Function for Custodians (CDWC) is an on-line facility allowing DTC custodians to approve or cancel deposit and withdrawal instructions that were submitted by participants with respect to securities (e. g. , unit investment trusts) evidenced by a balance certificate registered in the name of DTC's nominee, Cede &Co. , and held for DTC by a DTC custodian. The custodian can also inquire about instructions that were previously entered. Upon approval of a transaction, the custodian will update DTC's balance on the custodian's books accordingly.

In approving a participant's deposit instruction, the custodian attests to the existence of the securities that are the subject of the participant's instruction and certifies that it or (if the custodian is not the transfer agent or registrar for the issue) the transfer agent or registrar, has registered the transfer of those securities in the name of Cede &Co. in accordance with the (Balance) Certificate Agreement between itself, the transfer agent or registrar (where applicable), and DTC.

The custodian will use CDWC to either approve or cancel each deposit or withdrawal instruction submitted by a participant on the day such instruction is submitted, or, if the participant has opted for the 72-hour deposit pend option now offered by DTC, three business days (including the deposit date). If the custodian uses CDWC on that day to approve such instruction, the custodian will on that day increase or decrease DTC's balance on the custodian's books accordingly. If the custodian uses CDWC to cancel such instruction, or fails to use CDWC to either approve or cancel such instruction, the custodian will not increase or decrease DTC's balance on the custodian's books with respect to such instruction.

Participants have the option of selecting a 72-hour pend period for all deposits, which gives custodians up to three business days (including the deposit date) to either approve or cancel the transaction before it drops off the system. This option saves participants the trouble of having to resubmit a deposit if a custodian takes no action within three days, and reduces the number of deposit instructions received by the custodian.

Note- The 72-hour pend option can not be used selectively on a deposit-by-deposit or on a CUSIP-by-CUSIP basis. The participant must activate the 72-hour pend feature either for *all* or *none* of its transactions.

Legal Considerations

The DTC custodian's approval via CDWC of a participant's deposit or withdrawal instruction shall constitute the custodian's statement that it has increased or decreased on its books the quantity of securities evidenced by the balance certificate in the custodian's custody on that day.

Therefore, the custodian's approval of the participant's deposit or withdrawal instruction shall be deemed to be *the receipt by DTC of a new, reissued or registered certificated security on registration of transfer* to the name of Cede &Co. for the quantity of securities evidenced by the balance certificate after the participant's deposit or withdrawal instruction is effected. custodians should bear in mind the finality of the CDWC approval when designing their CDWC procedures and completing any PTS Update Request form.

When to Use

If you are a custodian, use CDWC to approve or cancel any deposit or withdrawal transactions entered by participants on either the current business day or within three days (including the deposit date at DTC) if the 72-hour pend option is used by the participant.

CDWC is available on business days from 12:00 a.m. (midnight) to 5:30 p.m. eastern time.

Associated Products

CDWC is used in association with the Deposit/Withdrawal at Custodian (DWAC) product offered by DTC's Deposits and Withdrawal services.

List of Procedures:

Approving or Cancelling Deposits or Withdrawals

Use the following procedure to approve or cancel deposit or withdrawal transactions entered by a specific participant.

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

Result- The Main Menu appears.

2 Type your custodian number in the **Cust Num** field.

3 Type 1 in the **Option field**.

4 *Optional.* To list deposits or withdrawals only, type D or W in the **Type** field.

5 *Optional.* To list transactions for a specific security, type the CUSIP number in the **CUSIP** field.

6 Press ENTER.

Result- The Approval/Cancellation screen appears.

7 Type one of the following in the **A/C** field to the left of the desired transaction:

- A: To approve the transaction
- C: To cancel the transaction.

Note- If you cancel a transaction, you must enter a reason in the **Comment** field and type identifying information in the **Cust Contact Name** and **Phone** fields.

8 Press PF1/13 to confirm the entry, then press PF1/13 again to transmit.

Result- The message 'Records updated' appears and a Deposit/Withdrawal At Custodian ticket prints on your designated PTS printer.

Viewing Deposit and Withdrawal Transactions

Use the following procedure to view past or current deposit and withdrawal transactions.

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

Result- The Main Menu appears.

2 Type your custodian number in the **Cust Num** field.

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

4 *Optional*. To limit the resulting display, enter values in the following fields:

- **Type:** Type D or W to list deposits or withdrawals only
- **CUSIP:** Type a valid nine-digit CUSIP number to list transactions for a specific security
- **Date:** Type the date in *mmddccyy* format to list transactions that were entered on the previous business day
- **Day/Nite:** Type one of the following:
 - D: To list transactions entered via the NDWP function (current day transactions)
 - N: To list transactions entered via the NDWP function (current day transactions)
 - C: To list transactions entered via CCF.

5 Press ENTER.

Result- The Custodian Inquiry screen appears.

6 *Optional*. To view the last pend date at DTC, the participant contact's name and phone number, the custodian contact's name and phone number, reference ID, and any comments entered for a transaction, place the cursor on the desired line and press PF3/15.

List of Screens:

Approval / Cancellation Screen

The Approval/Cancellation screen appears when you select option 1 on the Main Menu, and allows you to approve or cancel current day deposit or withdrawal transactions.

Sample Screen

```

QAA8                THE DEPOSITORY TRUST COMPANY           02/12/2002
M0002199-02         DEPOSIT/WITHDRAWAL AT CUSTODIAN        11:19:41
                   APPROVAL/CANCELLATION                 PAGE 33

A/C PART PART NAME LAST PEND DATE  TYPE      CUSIP      QUANTITY
c   5198 ML SFKPG   12/14/2001 DEPOSIT    459200101    2
REF ID: SSSSSSSSSSSSSSSSSSSSSSSSS
PART CONTACT NAME: JOE BLOUGH    PHONE: (212) 555-8158 EXT:
NO COMMENT
CUST CONTACT NAME: MIKE CANCELLER  PHONE: 212 555 - 1234 EXT: 3333
REASON FOR CANCELLATION HERE

    5198 ML SFKPG   12/14/2001 DEPOSIT    459200101    3
REF ID:
PART CONTACT NAME: JOE BLOUGH    PHONE: (212) 555-8158 EXT:

NO COMMENT
CUST CONTACT NAME:               PHONE:      -      EXT:

' A ' - APPROVE, ' C ' - CANCEL                                ***END OF DATA***
PF1/13 UPDATE           PF7/19 MAIN MENU            PF10/22 PG BKWD
PF4/16 FIRST PAGE      PF8/20 END FUNCTION        PF9/21 SIGN OFF          PF11/23 PG FRWD
  
```

Field Descriptions

This field	Allows you to
A/C	Type one of the following for a listed transaction: <ul style="list-style-type: none"> • A: To approve the transaction • C: To cancel the transaction.
Part	View the entering participant's number.
Participant Name	View the entering participant's name.
Last Pend Date	View the last business day that the transaction will remain in the DTC system if no action is taken by the custodian.
Type	View whether the transaction is a deposit (D) or withdrawal (W).
CUSIP	View the CUSIP number of the security involved in the transaction.
Quantity	View the number of shares involved in the transaction.
Part Contact Name	View the name of the participant contact who entered the instructions. <i>Note-</i> This person's comments regarding the transaction, if any, appear below this field.
Phone	View the phone number of the participant contact who entered the transaction.
Ext	View the extension number of the participant contact who entered the transaction. <i>Optional.</i>
Cust Contact Name	Type your name when cancelling the transaction. <i>Note-</i> You must type comments regarding this transaction in the unmarked entry area below this field.
Phone	Type your 10-digit phone number when cancelling.
Ext	Type your phone extension when cancelling. <i>Optional.</i>
Reference ID	View the reference ID code created by the participant for tracking purposes.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF4/16 on the Approval/Cancellation screen to access the first page of the display.

Custodian Inquiry Screen

The Custodian Inquiry screen appears when you select option 2 on the Main Menu, and displays the specified list of deposit or withdrawal transactions. The screen's title will include the date on which the listed transactions were entered.

Sample Screen

```

QAA8          THE DEPOSITORY TRUST COMPANY          02/12/2002
M0002199-02  DEPOSIT/WITHDRAWAL AT CUSTODIAN       11:22:41
              CUSTODIAN INQUIRY FOR 02/02/2002    PAGE 1
D/W   PART NAME   TRAN NUM   CUSIP     QUANTITY   STATUS
D TE STKPG      N/A       123456789   1         PEND CUST APPROVAL
D TE STKPG      N/A       123456789   2         CANCELLED BY CUST
D TE STKPG      N/A       123456789   3         PEND CUST APPROVAL

***END OF DATA***
LAST PEND DT: 12/14/2001      REFERENCE ID: SSSSSSSSSSSSSSSSSSSSSSSSS
PART CONTACT NAME: JOE BLOUGH    PHONE: (212) 555-8158 EXT:
NO COMMENT
CUST CANCELED NAME: MIKE CANCELLER    PHONE: (212) 555-8158 EXT: 3333
TEST
PLACE CURSOR NEXT TO LINE AND PRESS PF3/15 TO VIEW TRANSACTION DETAILS
'N' INDICATES A NIGHT INSTRUCTION  'C' INDICATES A CCF INSTRUCTION
PF3/15 COMMENT  PF4/16 FIRST PAGE  PF7/19 MAIN MENU  PF8/20 END FUNCTION
PF9/21 SIGNOFF  PF10/22 PAGE BACKWARD  PF11/23 PAGE FORWARD

```

Field Descriptions

This field	Displays
D/W	<p>One of the following in a one-position field:</p> <ul style="list-style-type: none"> In the first position, an N to indicate a night transaction or a C to indicate a transaction entered via CCF In the second position, a D to indicate a deposit or a W to indicate a withdrawal.
Part Name	The entering participant's name.
Tran Num	The ATP Relative Byte Number for withdrawal transactions that have been processed by ATP.
CUSIP	The CUSIP number of the security involved in the transaction.
Quantity	The number of shares involved in the transaction.
Status	<p>The current status of the transaction:</p> <ul style="list-style-type: none"> PEND CUST APPROVAL: The transaction is pending custodian's approval CANCELLED BY PART: The transaction was canceled by the entering participant CANCELLED BY CUST: The transaction was canceled by the custodian APPROVED BY CUST: The transaction was approved by the custodian NO ACTION BY CUST: The transaction was neither approved nor canceled by the custodian by cutoff time.
Last Pend Dt	The last business day on which the custodian can approve or cancel the transaction before it drops from the system and the participant has to resubmit it to DTC.


```

2. INQUIRY

SELECT DESIRED OPTION, THEN PRESS ENTER

(TYPE: D = DEPOSIT, W = WITHDRAWAL)
(DAY/NITE: D = DAY, N = NIGHT, C = CCF, BLANK = ALL)
(STATUS: A=APPROVE, C=CANCEL, P=PEND, N=NO ACTION, BLANK = ALL, O=OTHER)

PF8/20 END FUNCTION      PF9/21 SIGN OFF

```

Field Descriptions

This field	Allows you to
Cust Num	Enter your custodian number, up to eight digits.
Option	Enter one of the following: <ul style="list-style-type: none"> • 1: To approve or cancel transactions • 2: To view a list of transactions
Type	Enter one of the following to specify the type of transactions you want to list: <ul style="list-style-type: none"> • D: To list deposits only • W: To list withdrawals only. <p><i>Optional.</i> If left blank, both deposits and withdrawals are displayed.</p>
CUSIP	Limit the resulting display to transactions involving a specific security. Enter a valid nine-digit CUSIP number. <p><i>Optional.</i></p>
Date	Limit the resulting display to transactions entered on the previous business day. Enter the date in mmddccyy format. <p><i>Optional</i> for inquiries (option 2) only; leave blank for approvals and cancellations.</p>
Day/Nite	Enter one of the following: <ul style="list-style-type: none"> • D: To list transactions entered via the PDWC function (current day transactions) • N: To list transactions entered via the NDWP function (transactions entered for next day processing) • C: To list transactions entered via CCF. <p><i>Optional</i> for inquiries (option 2) only; leave blank for approvals and cancellations.</p>
Status	Specify the type of transactions you want to see for inquiries (option 2) only; leave blank for approvals and cancellations. Enter one of the following: <ul style="list-style-type: none"> • A: To list transactions approved by the custodian • C: To list transactions canceled by the custodian

This field	Allows you to
	<ul style="list-style-type: none"> • P: To list transactions pending approval or cancellation • N: To list transactions on which the custodian took no action and that subsequently dropped off the system • O: To list other kinds of transactions, such as recycled items, items rejected by ATP, and so forth. • Blank: To list all transactions. <p><i>Optional default: Blank.</i></p>

Messages

You may encounter the following messages when using the CDWC 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	PF4/16 was pressed to access the first page of data, but the first page is already displayed.	Information only; no action required.
ALREADY ON LAST PAGE	PF11/23 was pressed to scroll forward, but the last page of data has been reached.	Information only; no action required.
ALREADY UPDATED; CLEAR KEY WILL RESET	An attempt was made to update, but update has already occurred for the displayed transactions.	Press CLEAR (on PC keyboards, press Pause/Break) . This redisplay the outstanding transactions that have not been updated since the last time PF1/13 was pressed. For example, if you have 40 transactions and have updated 15, and want to display the 25 outstanding transactions without returning to the Main Menu, press CLEAR and only the 25 outstanding transactions are displayed.
AREA CODE IS INVALID	The Phone field contains a non-numeric value.	Correct the error.
AREA CODE IS REQUIRED	The Phone field is missing your area code.	Type your area code in the field.
CONTACT NAME IS MISSING	The Cust Contact Name field is blank.	Type your name in the field.
CUSIP NOT ELIGIBLE FOR FUNCTION	The specified CUSIP is not eligible for CDWC processing.	Try a different CUSIP.
CUSIP NUMBER IS INVALID	An invalid CUSIP number was entered.	Enter a valid nine-digit CUSIP number.
EXCHANGE IS INVALID	The first 3 digits of your phone number in the Phone field contain a non-numeric value.	Type the correct numbers in the field.
EXCHANGE IS REQUIRED	The first 3 digits of your phone	Type the correct digits in the

Message Text	Possible Cause	Suggested Resolution
	number were not entered in the Phone field.	field.
EXTENSION IS INVALID	The Ext field contains a non-numeric value.	Type in a numeric value in the field.
INTERNAL DATABASE ERROR NOTIFY NETWORK OPERATIONS	A system error has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
INVALID	The value in the indicated field is invalid.	Enter a valid value.
INVALID KEY HIT	An invalid key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
MUST BE BLANK	A value was entered in the indicated field, but this field should be left blank for the selected option.	Delete the value.
NO DATA AVAILABLE FOR THIS REQUEST	No data is available for the specified criteria.	Enter different values.
NO DATA ENTERED	An PF key was pressed, but nothing was entered on the current screen.	Enter the appropriate information, then press the PF key.
NOT NUMERIC	Non-numeric data was entered in the indicated field.	Enter a numeric value.
PAGE REQUESTED PAST LAST PAGE	PF11/23 was pressed to scroll forward, but the last page of data has been reached.	Information only; no action required.
PAST CUTOFF TIME FOR OPTION 1	An attempt was made to select option 1, but the cutoff time has been reached for approvals and cancellations.	See When to Use for information about the cutoff times for this option.
PHONE NUMBER IS INVALID	The Phone field contains a non-numeric value.	Type an all-numeric 10-digit phone number in the field.
PHONE NUMBER IS REQUIRED	The Phone field is blank.	Type a 10-digit phone number in the field.
REQUIRED	The indicated field was left blank; entry is required.	Enter the applicable value.

CERR:

Introduction

Overview

The Certificate of Deposit Early Redemption Request (CERR) function allows you to process Certificate of Deposit (CD) redemption instructions and to view payout information. You can:

- Enter new exempt instructions. This allows you to submit instructions to redeem a CD due to death or incompetence (exempt from interest penalties).
- Enter new non-exempt instructions. This allows you to submit instructions to redeem a CD neither from death nor incompetence (subject to interest penalties).
- View a summary list of all CD Redemptions. This allows you to view active issues that are pending payment and to review issues that have been previously redeemed.

When to Use

Use CERR when you want to inquire about CD early redemption announcements or allocations, or to enter requests for early redemption of CDs, either exempt or non-exempt.

CERR is available on business days from 8:00 a.m. to 2:30 p.m. eastern time for you to enter CD redemption instructions and all day for inquiries.

Associated Products

CERR is used in association with the following Reorganization products:

- Announcements
- Allocations
- CD Early Redemptions

List of Procedures:

Entering Instructions for Exempt Issues

Use the following procedure to enter Voluntary Offering Instructions (VOIs) for issues that are exempt from interest and penalties.

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 CERR function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.

Result- The CD Early Redemption Request Menu appears.

Note- Group users can also enter a participant number in the **Participant** field (*optional*).

3 Type 1 in the Option field, type the CUSIP number in the **CD CUSIP** field, then press ENTER.

Result- The Exempt version of the CD Early Redemption VOI Submission screen appears.

4 Type the applicable information in the entry fields provided and press ENTER.

Result- The message 'Press PF2/14 to continue' appears.

5 Press PF2/14.

Result- The Exempt CD Early Redemption Comments screen appears.

6 Type the applicable information in the entry fields provided and press ENTER.

Result- The message 'Enter successful-Press PF1/13 to confirm, PF5/17 to cancel' appears.

7 Press PF1/13.

Result- A message appears to inform you that the VOI was successfully submitted. See Usage Notes for important information about the status of your VOI.

Usage Notes

The following notes apply to the status of a VOI for an exempt issue:

- The status of the VOI depends on your ATP position, RTOP release requirements, and certification that the proper paperwork is on file.
- *For Non- RTOP Participants who have the proper documentation (option D)*, the VOI is created with the status of "MADE" as long as you have sufficient ATP position. If you do not have enough position to cover the instruction, the VOI is rejected and deleted from the system.
- *For Non- RTOP Participants who do not have the proper documentation (option E)*, the VOI is created with the status of "Waiting for Paperwork. " This is updated to "Made" after DTC's Reorganization department releases the instruction through the CERR Release function.
- *For RTOP Participants who have the proper documentation (option D)*, the VOI is created with the status of "Pending RTOP Release. " After you release the VOI via RTOP, the status is updated to "Made" if you have sufficient position.
- *For RTOP Participants who do not have the proper documentation (option E)*, the VOI is created with the status of "Pending RTOP Release. " After you release the VOI via RTOP, the status is updated to "Waiting for Paperwork. " This is updated to "Made" after DTC's Reorganization department releases the instruction through the CERR Release function, if you have sufficient position.

Entering Instructions for Non-Exempt Issues

Use the following procedure to enter Voluntary Offering Instructions (VOIs) for issues that are subject to interest and penalties.

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 CERR function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.

Result- The CD Early Redemption Request Menu appears.

*Note- Group users can also enter a participant number in the **Participant** field (optional).*

- 3 Type 2 in the Option field, type the CUSIP number in the **CD CUSIP** field, then press ENTER.

Result- The Non-Exempt version of the CD Early Redemption VOI Submission screen appears.

- 4 Type the applicable information in the entry fields provided and press ENTER.

Result- The message 'Press PF2/14 to continue' appears.

- 5 Press PF2/14.

Result- The Non-Exempt CD Early Redemption Comments screen appears.

- 6 Type the applicable information in the entry fields provided and press ENTER.

Result- The message 'Press PF1/13 to confirm, PF5/17 to cancel' appears.

- 7 Press PF1/13.

Result- A message appears to inform you that the VOI was successfully submitted. See Usage Notes for important information about the status of your VOI.

Usage Notes

The following notes apply to the status of the VOI for a non-exempt issue:

- The status of the VOI depends on your ATP position and/or RTOP release requirements.
- *For Non- RTOP Participants*, the VOI status is "Made" as long as you have sufficient ATP position. If you do not have enough position to cover the instruction, the VOI is rejected and deleted from the system.
- *For RTOP Participants*, the VOI is created with the status of "Pending RTOP Release. " After you release the VOI via RTOP, the status will be updated to "Made" if you have sufficient position.

Viewing and Submitting Unpaid Active Items

Use the following procedure to view a list of active items that were entered but not submitted, and (optionally) to select and submit unpaid active VOIs.

- 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 CERR function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

Result- The CD Early Redemption Request Menu appears.

*Note- Group users can also enter a participant number in the **Participant** field (optional).*

- 3 Type 3 in the Option field, type the CUSIP number in the **CD CUSIP** field (optional), then press ENTER.

Result- The Unpaid CD Early Redemption CUSIP List appears.

*Note- Make sure the default of N appears in the **Historical** field.*

- 4 *Optional.* Position your cursor to the left of the desired item, type X in the **CMD** field, then press

ENTER.

Result- The Unpaid CD Early Redemption VOI List appears, displaying the VOIs that are pending payment for the selected issue.

- 5 Type X in the **CMD** field and press ENTER.

Result- The Exempt or Non-Exempt CD Early Redemption VOI Submission screen appears, depending on the selected issue.

- 6 Follow Steps 4 through 7 of one of the following procedures to complete the submission:

- Entering Instructions for Exempt Issues
- Entering Instructions for Non-Exempt Issues.

Note- See the *Usage Notes* following the applicable procedure for important information about the status of your VOI.

Viewing Previously Submitted Instructions

Use the following procedure to view a list of issues that were previously redeemed (up to two years), and to view the submitted instruction details for a specific issue.

- 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 CERR function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.

Result- The CD Early Redemption Request Menu appears.

Note- Group users can also enter a participant number in the **Participant** field (*optional*).

- 3 Type:

- 3 in the **Option field**
- **The CUSIP number in the CD CUSIP field (*optional*)**
- **Y in the Historical field.**

- 4 Press ENTER.

Result- The Paid CD Early Redemption CUSIP List appears.

Note- If you entered a CUSIP number on the menu, the list begins with that issue. To find a specific issue, enter the CUSIP number in the **Skip to CUSIP** field.

- 5 *Optional.* Position your cursor to the left of the desired item, type X in the **CMD** field, then press ENTER.

Result- The Paid CD Early Redemption VOI List appears, displaying the VOIs for the selected issue.

Note- To find a specific instruction, enter the VOI number in the **Skip to VOI** field. To list issues beginning with a specific date, enter the date in the **Skip to Date** field in *yymmdd* format.

6 *Optional.* To view instruction details, type X in the **CMD** field and press ENTER.

Result- The Exempt or Non-Exempt version of the CD Early Redemption VOI Submission Inquiry screen appears, depending on the selected issue.

List of Screens:

CD Early Redemption CUSIP List

The CD Early Redemption CUSIP List appears when you choose option 3 on the CD Early Redemption Request Menu, and displays a list of all paid or unpaid transactions for the selected issue.

If you enter N in the **Historical** field on the CD Early Redemption Request Menu, the Unpaid version appears. If you enter Y, the Paid version appears. Both version have the same fields and function keys. The following is a sample of the Paid version.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE:   MM/DD/CCYY
XXXX                ** PAID CD EARLY REDEMPTION CUSIP LIST **  TIME:   HH:MM:SS
=====
SKIP TO CUSIP:

  CMD   CD  CUSIP          DESCRIPTION          QUANTITY
  ---   --  -----          -----          -
   _    999999999          XXXXXXXXXXXXXXXXXXXX          XXXXXXX.XX

CMD: 'V'  VOI LIST.   'O'  RIPS ENVELOPE DETAIL

=====
ENTER:  EDIT          PF10/22: SCROLL BACKWARD          PF11/23: SCROLL FORWARD
PF7/19: RETURN        PF 8/20: END FUNCTION             PF 9/21: SIGNOFF

```

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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Skip To CUSIP	An entry field that allows you to begin the list with a specific CUSIP. Enter a full or partial CUSIP number.

This field	Displays
CMD	An entry field that allows you to select an item to view submission details. Enter an X to access the CD Early Redemption VOI List.
CD CUSIP	The CUSIP number of the selected security.
Description	A brief description of the selected security.
Total Quantity	The sum of all VOI quantities.

CD Early Redemption Request Menu

The CD Early Redemption Request Menu allows you to select the type of CD Early Redemption activity you want to perform.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
XXXX                *** CD EARLY REDEMPTION REQUEST MENU ***  TIME: HH:MM:SS
-----

          1. ENTER NEW EXEMPT INSTRUCTIONS

          2. ENTER NEW NON-EXEMPT INSTRUCTIONS

          3. INQUIRY

          OPTION      :

          CD CUSIP   :          REQUIRED FOR OPTIONS 1 & 2
          HISTORICAL: N          OPTION      3

-----
          SELECT DESIRED OPTION, ENTER CUSIP, THEN PRESS ENTER
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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Option	Specify the type of activity you want to perform.
CD CUSIP	Enter the CUSIP number of the security for which you want to enter exempt or non-exempt instructions. Required for options 1 and 2.
Historical	Enter N to view unpaid active items or Y to view paid inactive

This field	Allows you to
	items. <i>Required</i> for option 3. <i>Default:</i> N.

CD Early Redemption VOI Submission Inquiry Screen

The Exempt or Non-Exempt version of CD Early Redemption VOI Submission Inquiry screen appears when you choose an item on the Paid CD Early Redemption VOI List or the Unpaid CD Early Redemption VOI List, and displays the details of the selected VOI.

This screen contains the same fields and function keys as the CD Early Redemption VOI Submission screen, except that this inquiry version is view-only; you cannot submit the instruction.

CD Early Redemption VOI Submission Screen

There are two versions of the CD Early Redemption VOI Submission screen:

- The Exempt version appears when you choose option 1 on the CD Early Redemption Request Menu, and allows you to submit instructions to redeem a CD due to death or incompetence (exempt from interest penalties)
- The Non-Exempt version appears when you choose option 2 on the CD Early Redemption Request Menu, and allows you to submit instructions to redeem a CD that is subject to interest or penalties.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
XXXX                EXEMPT CD EARLY REDEMPTION VOI SUBMISSION  TIME: HH:MM:SS
=====
CD CUSIP      : 999999999          DESC:           : XXXXXXXXXXXXXXXXXXXXX
QUANTITY     :                    V.O.I. NUMBER
  ???
PARTICIPANT   : 2199              PARTICIPANT NAME: ABC Company
CUSTOMER I.D.:
CONTACT NAME  :                    CONTACT PHONE   : (    )    -
COMMENTS:

=====
EDIT: ENTER  PF7/19: RETURN  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

Field Descriptions

This field	Allows you to
------------	---------------

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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
CD CUSIP	View the CUSIP number you entered on the CD Early Redemption Request Menu.
Desc	View a brief description of the specified security.
Quantity	Enter the quantity of securities to be redeemed, up to nine digits.
V. O. I. Number	View the VOI number that will be generated by the system. If the transaction has not been processed, no number appears.
Participant	<i>Group users only.</i> Enter the participant number for whom the securities are being redeemed. <i>Note</i> -For individual participants, your number automatically appears.
Participant Name	View the system-generated name that coincides with the specified Participant number.
Customer I. D.	Enter the name of the customer associated with this instruction. <i>Optional.</i>
Contact Name	Enter the name of the person at the customer company to contact regarding this redemption instruction.
Contact Phone	Enter the contact's phone number, including area code.
Comments	Enter any applicable comments, up to three lines of free-form text, 68 characters per line. <i>Optional.</i>

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF2/14 on the CD Early Redemption VOI Submission screen to access one of the following:

- Exempt CD Early Redemption Comments if you are viewing the Exempt version
- Non-Exempt Cd Early Redemption Comments if you are viewing the Non-Exempt version.

Exempt CD Early Redemption Comments Screen

The Exempt CD Early Redemption Comments screen appears when you press PF2/14 on the Exempt version of the CD Early Redemption VOI Submission screen to process a transaction. This screen allows you to enter beneficial owner and other information specific to the redemption instruction.

Sample Screen

```

00002199-00      DEPOSITORY TRUST COMPANY      DATE:  MM/DD/CCYY
XXXX            EXEMPT CD EARLY REDEMPTION COMMENTS  TIME:  HH:MM:SS
-----
CD CUSIP: 99999999  DESCRIPTION: XXXXXXXXXXXXXXXXXXXXXXXX
PLEASE FILL OUT SECTIONS (A AND B) OR (A AND C) WITH EITHER D OR E
A.  NAME OF BENEFICIAL OWNER:
B.  ___ DUE TO DEATH OF BENEFICIAL OWNER (ENTER X)
    1. DATE OF BENEFICIAL OWNER'S DEATH :           (MMDDYY)
    2. DEATH CERTIFICATE SERIAL NUMBER:
    3. ISSUING JURISDICTION:
C.  ___ ADJUDICATION OF INCOMPETENCY (ENTER X)
D.  ENTER AN 'A' IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE THAT THIS
    REDEMPTION REQUEST IN AN EXEMPT REQUEST, THAT THE IDENTIFICATION OF
    THE BENEFICIAL OWNER AND REQUIRED LEGAL DOCUMENTATION IS CORRECT
    AND THAT YOU AGREE TO MAINTAIN SUCH DOCUMENTATION FOR AT LEAST 30
    MONTHS FOLLOWING PAYMENT OF THE REQUEST AND WILL MAKE IT AVAILABLE
    TO THE CD ISSUER UPON REQUEST: ( )
E.  ENTER AN 'A' IN THE FOLLOWING PARENTHESIS TO ACKNOWLEDGE THAT THIS
    INSTRUCTION WILL AUTOMATICALLY BE DELETED BY THE CLOSE OF THE FIFTH
    BUSINESS DAY SUBSEQUENT TO SUBMISSION OF THE APPROPRIATE LEGAL
    DOCUMENTS (E.G. DEATH CERTIFICATE, AFFIDAVIT OF DOMICILE) ARE NOT
    RECEIVED BY DTC BY THAT TIME : ( )
PF6/18 PREV SCREEN  PF7/19 RETURN  PF8/20 END FUNC  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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
CD CUSIP	View the CUSIP number you entered on the CD Early Redemption Request Menu.
Desc	View a brief description of the specified security.
A	Enter the name of the beneficial owner.
B	Enter X if the redemption is being made due to the death of the beneficial owner. If specified, you must also enter: <ul style="list-style-type: none"> The date of death in <i>mmdyy</i> format The serial number of the death certificate The name of the entity that issued the death certificate (city, county, state, or other).
C	Enter X if the redemption is being made due to the beneficial owner being legally declared incompetent. <i>Note-</i> You must enter a value in either B or C , but not both.
D	Enter A within the parentheses to acknowledge the associated statement.
E	Enter A within the parentheses to acknowledge the associated statement. <i>Note-</i> You must enter a value in either D or E , but not both.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF5/17 on the Exempt CD Early Redemption Comments screen to cancel the transaction.

Non-Exempt CD Early Redemption Comments Screen

The Non-Exempt CD Early Redemption Comments screen appears when you press PF2/14 on the Non-Exempt version of the CD Early Redemption VOI Submission screen to process a transaction. This screen allows you to enter beneficial owner and other information specific to the redemption instruction.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
XXXX              NON-EXEMPT CD EARLY REDEMPTION COMMENTS  TIME: HH:MM:SS
=====
CD CUSIP: 999999999  DESCRIPTION: XXXXXXXXXXXXXXXXXXXXX

A.  NAME OF BENEFICIAL OWNER:

      INDEMNIFICATION FOR NON EXEMPT WITHDRAWAL

B.  WE HEREBY ACKNOWLEDGE THAT THIS WITHDRAWAL IS NOT ON BEHALF OF A
    DECEASED PERSON NOR OF ONE THAT HAS BEEN ADJUDICATED INCOMPETENT.
    THEREFORE, WE ACCEPT THAT THIS WITHDRAWAL IS SUBJECT TO INTEREST
    PENALTIES.  ENTER (A) TO ACKNOWLEDGE : ( )

ENTER -EDIT  PF5/17  CANCEL  PF7/19  RETURN  PF8/20  END FUNC  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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
CD CUSIP	View the CUSIP number you entered on the CD Early Redemption Request Menu.
Description	View a brief description of the specified security.
A	Enter the name of the beneficial owner.
B	Enter A within the parentheses to acknowledge the associated statement.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF5/17 on the Non-Exempt CD Early Redemption Comments screen to cancel the transaction.

Paid CD Early Redemption VOI List

The Paid CD Early Redemption VOI List appears when you choose an item on the Paid version of the CD Early Redemption CUSIP List, and displays all previously submitted paid transactions.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
XXXX                ** PAID CD EARLY REDEMPTION VOI LIST **    TIME: HH:MM:SS
=====
CD CUSIP           : 999999999          DESCRIPTION : XXXXXXXXXXXXXXXXXXXXX
SKIP TO VOI       :                   SKIP TO DATE: (YYMMDD)
=====
CMD   V.O.I. NUMBER  TYP   PART          QUANTITY      AMOUNT      DATE
      V.O.I. NUMBER  TYP   PART          QUANTITY      PAID        PAID
-----
-   AAAAAAAAAAAAAA   E     2199          1,000          . . . .    08/01/96
-   EQT25235175417   E     2199           900           . . . .    08/22/96
-   EQT25235180444   E     2199          1,900           . . . .    08/22/96
-   QT53235092428    E     2199           100           . . . .    08/22/96
-   EQT56232094512   E     2199           300           . . . .    08/19/96
-   EQT56232094543   E     2199          4,000           . . . .    08/19/96
-   EQT56232095833   E     2199           100           . . . .    08/19/96
-   EQT56232095916   E     2199           2,000          . . . .    08/19/96
-   EQT56232100053   E     2199         4,000,000       . . . .    08/19/96

TYP = EXEMPTION TYPE   : 'E' EXEMPT 'N' NON-EXEMPT
CMD                     : 'X' SUBMISSION DETAIL
=====
PF10/22 BWD PF11/23 FWD PF6/18 PREV SCR PF7/19 MENU PF8/20 END PF9/21 SGNOFF

```

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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Description	A brief description of the selected security.
Skip To VOI	An entry field that allows you to bring a specific VOI to the top of the list. Enter a whole or partial VOI number.
Skip To Date	An entry field that allows you to begin the list with a specific date. Enter the date in <i>mm/dd/yy</i> format. <i>Note-</i> If you enter values in both the Skip To Transaction and Skip To Date fields, the system responds with the specified transaction (if you entered a valid VOI number) and the date is ignored.
CMD	An entry field that allows you to select an item to view submission details. Enter an X to access the CD Early Redemption VOI Submission Inquiry screen.
V. O. I	The number assigned to each transaction.

This field	Displays
Number	
Typ	The type of transaction: <ul style="list-style-type: none"> E: Exempt N: Non-exempt
Part	The participant number of the party who entered the transaction.
Quantity	The number of securities redeemed.
Amount Paid	The dollar value of the redeemed quantity.
Date Paid	The date the transaction was allocated.

Unpaid CD Early Redemption VOI List

The Unpaid CD Early Redemption VOI List appears when you choose an item on the Unpaid version of the CD Early Redemption CUSIP List, and displays a list of all active Voluntary Offering Instructions (VOIs) for the selected issue.

Sample Screen

```

00002199-00          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
XXXX                ** UNPAID CD EARLY REDEMPTION VOI LIST **  TIME: HH:MM:SS
-----
CD CUSIP           : 999999999          DESCRIPTION : XXXXXXXXXXXXXXXXXXXXXXXX
SKIP TO VOI       :                   SKIP TO DATE: (YYMMDD)
CMD  V.O.I. NUMBER  TYP   PART          QUANTITY  DATE ENTERED  TS
-----
-   AAAAAAAAAAAAAA   E    2199          1,000    08/01/96
-   EQT25235175417   E    2199           900    08/22/96
-   EQT25235180444   E    2199          1,900    08/22/96
-   EQT53235092428   E    2199           100    08/22/96
-   EQT56232094512   E    2199           300    08/19/96
-   EQT56232094543   E    2199          4,000    08/19/96
-   EQT56232095833   E    2199           100    08/19/96
-   EQT56232095916   E    2199           2,000    08/19/96
-   EQT56232100053   E    2199        4,000,000  08/19/96

TYP = EXEMPTION TYPE      : 'E' EXEMPT  'N' NON-EXEMPT
TS  = TRANSACTION STATUS : 'M' MADE   'W' WAITING DOCUMENTATION
CMD: 'X' SUBMISSION DETAIL
-----
PF10/22 BWD PF11/23 FWD PF6/18 PREV SCR PF7/19 MENU PF8/20 END PF9/21 SGNOFF

```

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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until

This field	Displays
	your cursor is below the desired option, then press ENTER.
CD CUSIP	The CUSIP number of the selected security.
Description	A brief description of the selected security.
Skip To VOI	An entry field that allows you to bring a specific VOI to the top of the list. Enter a valid 14-digit VOI number.
Skip To Date	An entry field that allows you to begin the list with a specific date. Enter the date in <i>yymmdd</i> format. <i>Note-</i> If you enter values in both Skip To VOI and Skip To Date , the system responds with the specified VOI (if you entered a valid VOI number) and the date is ignored.
CMD	An entry field that allows you to choose an item to view submission details. Enter an X to access the CD Early Redemption VOI Submission Inquiry screen.
V. O. I. Number	The number assigned to each VOI.
Typ	The type of transaction: <ul style="list-style-type: none"> • E: Exempt • N: Non-exempt
Part	The participant number of the party who entered the transaction.
Quantity	The number of securities to be redeemed.
Date Entered	The date the VOI was entered into the system.
TS	The status of the transaction: <ul style="list-style-type: none"> • W: Waiting for documentation • M: ATP Transactions Made

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Unpaid CD Early Redemption VOI List to view a list of status codes.

Messages

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

Message Text	Possible Cause	Suggested Resolution
ATP NOT AVAILABLE	The system that monitors your position in a security (ATP) is not available.	Try again later.

Message Text	Possible Cause	Suggested Resolution
CICS ERROR	A system error occurred.	Contact the Put Supervisor.
COMMAND OR SKIP TO MUST BE ENTERED	ENTER was pressed, but no information was entered in the Skip To field or the CMD field.	Enter a Skip To value, or enter one of the valid commands listed at the bottom of the screen.
CONTACT MUST BE ENTERED	The Contact Name is a required field and was not entered.	Enter the name of the contact.
CUSIP INVALID ON ATP INQUIRY	An invalid CUSIP number was entered.	Enter a valid CUSIP number.
CUSIP MUST BE ENTERED FOR OPTIONS 1/2	Options 1 and 2 require that you enter a CUSIP number in the CD CUSIP field.	Enter a valid CUSIP number.
CUSIP NOT ELIGIBLE FOR CERR	The CUSIP number entered is not eligible for the CERR function.	Contact the Put Supervisor.
DATA ENTERED IS NOT NUMERIC	A non-numeric value was entered.	Enter a numeric value.
DB2 CONNECTION ERROR	A system error occurred.	Try again. If the problem recurs, contact the Put Supervisor.
DB2 LOCKOUT ERROR	A system error occurred.	Try again. If the problem recurs, contact the Put Supervisor.
DUPLICATE RECORD ON INSERT	A system error occurred.	Contact the Put Supervisor.
FIRST PAGE OF DATA	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.
INVALID DATE	The date entered is not valid.	Enter a valid date.
INVALID FUNCTION SENT TO CUTOFF TIME CHECK	A system error occurred.	Call the Put Supervisor.
INVALID KEY PRESSED	An invalid PF key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
INVALID KEY WAS PRESSED MAKE ANOTHER SELECTION	An invalid PF key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
INVALID OPTION- SELECT ANOTHER OPTION	An invalid option was specified in the Option field .	Enter 1 , 2 , or 3 .
INVALID RETURN FROM GENCALL PLEASE TRY AT A LATER TIME	A system error occurred.	Resubmit at a later time. If the problem recurs, contact the Put Supervisor.
ITEM DOES NOT EXIST ON DATABASE	A system error occurred.	Contact the Put Supervisor.
LAST PAGE OF DATA.	PF11/23 was pressed to scroll forward, but the end of available data for this display	Press PF10/22 to scroll backward.

Message Text	Possible Cause	Suggested Resolution
	has been reached.	
MAX PAGE LIMIT REACHED	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.
NO DATA FOR YOUR REQUEST	No data exists in the system for the specified criteria.	Enter different values in the selection fields.
ONLY ENTER KEY IS VALID FOR SKIP TO ENTER	A key other than ENTER was pressed.	Press ENTER.
ONLY ONE ACTION ALLOWED MAKE ANOTHER SELECTION	More than one item was selected for the requested action.	Select one item at a time from the list.
OPTION IS NOT AVAILABLE YET	An O was entered in the CMD field, but this option is not yet available.	Enter a valid command, or use the RIPS function to view envelope information.
PARTICIPANT INVALID ON ATP INQUIRY	You are not eligible for this function.	Contact your Participant Services representative.
PARTICIPANT NOT ELIGIBLE ON MASTERFILE	<i>Group Users only:</i> the Participant number entered was not found on the master file.	Enter a valid Participant number.
PAST LAST DATE TO SUBMIT INSTRUCTIONS	The instructions were not submitted in time.	Contact the Put Supervisor.
PAST CUTOFF/QUIESCE TIME HIT ANY KEY TO EXIT	The CERR function is past its cutoff time.	See When to Use for information about the availability of this function.
PF5 ONLY VALID TO CANCEL RELEASE REQ PLEASE TRY AGAIN	PF5/17 was pressed, but should only be used to cancel a transaction.	Press a different function key.
POSITION INQUIRY ERROR	A system problem occurred.	Try again later.
QUANTITY FORMAT-999999999 ENTER A VALID NUMERIC QUANTITY	An invalid quantity was entered.	Enter a valid numeric quantity in 999999999 format.
RECORD NOT FOUND ON ROG 96	There is no data for the item selected.	Select another item.
RE-ENTER. HIGHLIGHTED FIELDS ARE INVALID	Invalid information was entered in the highlighted fields.	Reenter the required information.
TRANSMISSION ERROR-REKEY DATA	A system problem occurred.	Reenter the data.
UNABLE TO RETURN TO REQUESTED SCREEN	A system error occurred.	Contact the Put Supervisor.
UNABLE TO TRANSFER TO REQUESTED SCREEN	A system error occurred.	Contact the Put Supervisor.
UPDATE SUCCESSFUL	The update transaction was successful.	Information only; no action required.

CMOP:

Introduction

Overview

The Change Mode of Payment (CMOP) function allows you to change the frequency ("mode") of future dividend or interest payments on certain DTC-eligible securities, such as Unit Investment Trust (UIT) and Variable Mode Preferred (VMP) stock issues, by book-entry.

Each mode of payment (e. g. , monthly, quarterly, semiannual, annual, 7-day or 49-day) has its own CUSIP number. Thus, a change in mode involves the movement of your DTC position from one CUSIP to another, as and when permitted by the terms of the issuer.

The CMOP function:

- Reduces your free account in the "From" CUSIP, if position is available. If position is not available, the CMOP Instruction will "Drop" or "Recycle," depending on what you request in the instruction.
- Adds to your free account in the "To" CUSIP after the "From" CUSIP reduction has been "Made. "
- Prints a Change Mode of Payment ticket at your printer.

When to Use

Use CMOP when you need to change the frequency of future dividend or interest payments on eligible securities.

CMOP is available on business days from 6:00 a.m. to 1:15 p.m. eastern time.

Associated Products

CMOP is used in association with the Change Mode of Payment (CMOP) product.

List of Procedures:

Changing the Mode of Payment

Use the following procedure to change the frequency ("mode") of future dividend or interest payments.

- 1 Type CMOP on the Enter Function screen and press ENTER.

Result- The Change Mode of Payment (CMOP) screen appears.

- 2 Enter the applicable values in the fields and press ENTER.

Result- The message 'Transaction accepted for processing' appears on a blank screen and a Change Mode of Payment Ticket is printed on your local printer.

Warning! The system keeps track of all updated Change Mode of Payment instructions. If a system failure occurs, the last screen that was accepted for update appears when you log back on. A message appears on the top left corner of the screen indicating that a recovery has occurred.

You cannot enter data on the recovered screen. Make a note of the last transaction completed before the system failure occurred. Press ENTER to return to the Enter Function screen.

List of Screens:

Change Mode Of Payment (CMOP) Screen

The Change Mode of Payment (CMOP) screen allows you to enter your transaction information.

Sample Screen

```

TRANSACTION ACCEPTED FOR PROCESSING

      DEPOSITORY TRUST COMPANY
X$VM      MM/DD/CCYY
000002199 - 99      CHANGE MODE OF PAYMENT (CMOP)      HH:MM:SS

CUSIP-FROM      ==>
CUSIP-TO        ==>
SHARE-QUANTITY  ==>
PREVENT-PEND    ==>
PART-CONTACT-NAME ==>
PART-CONTACT-PHONE ==> - -

      P = PREVENT PEND      BLANK = PEND
      PF8/20: END FUNCTION  PF9/21: SIGNOFF
  
```

Field Descriptions

This field	Displays
CUSIP-From	Specify the CUSIP number of the mode of payment you want to change <i>from</i> (the mode of payment you are currently receiving).
CUSIP-To	Specify the CUSIP number of the mode of payment you wish to change <i>to</i> (the mode of payment you'd like to receive). <i>Note</i> -Both of these CUSIPs can be obtained via the CMPIfunction.
Share-Quantity	Specify the number of shares to be paid in the new mode of payment. You can enter whole or fractional numbers.
Prevent-Pend	Enter a P if the instruction will prevent pending (recycling), or

This field	Displays
	leave blank if pending is allowed. <i>Optional.</i> However, it is required if you entered both a whole number and a fractional number in the Share-Quantity field.
Part-Contact-Name	Enter the name of the DTC Participant to contact for this transaction.
Part-Contact-Phone	Enter the contact's phone number.

Messages

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

Message Text	Possible Cause	Suggested Resolution
BOTH CUSIPS ARE FROM'NNN' DAY FREQUENCY	Variable Mode Preferred CUSIP numbers must be for different Modes (frequency).	Correct the CUSIP number (s).
CMOP: FUNCTION UNAVAILABLE	The CMOP function is temporarily unavailable.	Check the Printed tickets to see which transactions were processed. When CMOP becomes available, re-enter the transactions that were not processed.
CUSIP-FROM AND CUSIP-TO NOT SAME FAMILY	The CUSIP numbers are not in the same family.	Correct the CUSIP numbers (s).
CUSIP FROM AND TO MUST BE DIFFERENT	You entered the same CUSIP number in the From and To fields.	You must enter different numbers for starting and ending CUSIPs.
CUSIP-FROM NOT ON FILE	The CUSIP-From is not eligible for CMOP instructions. The instructions cannot be processed.	Try a different CUSIP-From .
CUSIP-TO NOT ON FILE	The CUSIP-To is not eligible for CMOP instructions. The instructions cannot be processed.	Try a different CUSIP-To .
FNCT INELIGIBLE	Access to the function was attempted by an unauthorized user.	Use another function, or contact your supervisor or your Participant Services representative if you need access to this function.
FROZEN	The CUSIP is frozen at DTC. The CMOP instructions cannot be processed.	Try a different CUSIP.
INVALID	You entered invalid data in the highlighted field.	Enter valid data.
INVALID KEY ENTERED	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
NO DATA ENTERED	A function key was pressed prior to entering data in the required fields on this screen.	Enter data in the entry fields provided.
NOT NUMERIC	Non-numeric data was entered in the highlighted field.	Enter numeric data.
PAST CUTOFF TIME- USE ENTER KEY TO EXIT	The function is only available during specific time periods.	Refer to When to Use for information about when to use this function.
PREVENT- PEND REQUIRED FOR FRACTIONAL PROCESSING	The Share-Quantity field contains a whole and fractional number, and P was not entered in the Prevent Pend field.	Enter P in the Prevent Pend field.
QUANTITY MUST BE LESS THAN 1000000	The Share-Quantity field is greater than 999,999 shares.	Break down the Share-Quantity and re-enter.
REJECT- NOT A VALID DATE FOR EXCHANGE	The instruction was not entered within the time frame that allows you to change the mode of payment (the free period). The instruction cannot be processed until the next free period.	Information only; no action required.
REQUIRED	This message appears if the data is required.	Enter the required data in the indicated field.
TRANSMISSION ERROR- PLEASE REKEY DATA	A system problem occurred during the processing of your last request.	Re-enter the data and try again.

CMPI:

Introduction

Overview

The Change Mode of Payment Inquiry (CMPI) function allows you to inquire about Unit Investment Trust (UIT) or Variable Mode Preferred (VMP) issues that qualify for DTC's Change Mode of Payment (CMOP) service.

When to Use

Use CMPI whenever you need information on a CMOP-eligible issue.

CMPI is available:

- On business days from 6:00 a.m. to 6:00 p.m. eastern time
- On Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

Associated Products

CMPI is used in association with the Change Mode of Payment (CMOP) product.

List of Procedures:

Viewing CMOP Information

Use the following procedure to view information on CMOP-eligible issues.

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

Result- The Change Mode of Payment (CMOP) Inquiry Function screen appears.

2 Type a **CUSIP** number and press ENTER.

Result- One of the following screens appears:

- Change Mode of Payment (CMOP) Inquiry for UIT if you entered a Unit Investment Trust (UIT) CUSIP
- Change Mode of Payment (CMOP) Inquiry for VMP if you entered a Variable Mode of Payment (VMP) CUSIP.

3 *Optional.* Repeat steps 1 and 2 to inquire about other CUSIPs.

List of Screens:

Change Mode Of Payment (CMOP) Inquiry for UIT Screen

The Change Mode of Payment (CMOP) Inquiry for UIT screen appears when you enter a Unit Investment Trust (UIT) CUSIP on the Change Mode of Payment (CMOP) Inquiry Function, and displays payment information for the specified UIT security.

Sample Screen

```

                                D E P O S I T O R Y   T R U S T
0000                                CHANGE MODE OF PAYMENT (CMOP)                MM/DDCCYY
00002199-99                        ** INQUIRY **                               HH:MM:SS
                                FAMILY-TYPE:      UIT
                                EXER-CYCLE-CODE:    S

CUSIP #1:   649497104  NY  INV  QLT  Y   1  M  UIT+
CUSIP #2:   649497112  NY  INV  QLT  Y   1  S  UIT+
CUSIP #3
CUSIP #4
START-INIT-EXER-DATE:   05/11/83                END-INIT-EXER-DATE:   08/01/83
START-EXERCISE-DATE1:   08/02/87                END-EXERCISE-DATE1:   08/31/87
START-EXERCISE-DATE2:   02/02/88                END-EXERCISE-DATE2:   02/29/88
                                S - SEMI      UIT - UNIT INVESTMENT TRUST
                                A - ANNUAL

PF7/19:  RETURN TO MENU   PF8/20:  END FUNCTION   PF9/21:  SIGNOFF

```

Field Descriptions

This field	Displays
Family-Type	The family type of the security (UIT or VMP).
Exer-Cycle-Code	The Mode (frequency) of payment for the security: <ul style="list-style-type: none"> • S: Semiannually • A: Annually • M: Monthly.
CUSIP#	CUSIP#1 represents the security whose mode of payment you want to change. CUSIP#2 through CUSIP#4 represent the modes from which you can choose for future payments.
Start-Init-Exer-Date	The first date on which initial changes could be entered for the security.
End-Init-Exer-Date	The last date on which initial changes could be entered.
Start-Exercise-Date1	The date on which you can begin to enter changes for the security.
End-Exercise-Date1	The date after which changes cannot be entered.
Start-Exercise-Date2	The beginning of the next exercise period for the security.
End-Exercise-	The end of the next exercise period.

This field	Displays
Date2	

Change Mode Of Payment (CMOP) Inquiry for VMP Screen

The Change Mode of Payment (CMOP) Inquiry for VMP screen appears when you enter a Variable Mode Preferred (VMP) CUSIP on the Change Mode of Payment (CMOP) Inquiry Function, and displays payment information for the specified VMP security.

Sample Screen

```

DEPOSITORY TRUST
0000          CHANGE MODE OF PAYMENT (CMOP)          MM/DD/CCYY
00002199-99          ** INQUIRY **                  HH:MM:SS
                                     PAGE: 1
FAMILY-TYPE:      VMP
7-DAY-CUSIP:      171205883  CHRYSLER 7DAY BE PR+      EXER-DATE: WEEKLY
OTHER-CUSIP:      171205800  CHRYS 49DAYBE SR7PR+      NOT TODAY
                  171205701  CHRYS 49DAYBE SR6PR+      02/18/88
                  171205602  CHRYS 49DAYBE SR5PR+      02/11/88
                  171205503  CHRYS 49DAYBE SR4PR+      02/04/88
                  171205404  CHRY 49DAY BE SR3PR+      01/28/88
                  171205305  CHRYS 49DAYBE SR2PR+      01/21/88
                  171205206  CHRYS 49DAYBE SR1APR+     01/14/88
VMP - VARIABLE MODE PREFERRED
                                     *** END OF DATA ***

PF4/16: LAST PG  PF5/17: FIRST PG  PF10/22: PG BACK  PF11/23: PG FORWARD
PF7/19: RETURN TO MENU  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

Field Descriptions

This field	Displays
7-Day-CUSIP	The CUSIP number and description of the first security associated with this VMP issue.
Other-CUSIP	The CUSIP number and description of all subsequent securities associated with this VMP issue.
Family-Type	The family type of the security (UIT or VMP).
VMP	A brief description of the VMP, including the exercise frequency (7 day or 49 day).
Exer-Date	The exercise frequency for the 7-Day-CUSIP: <ul style="list-style-type: none"> Weekly 49 Days.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Change Mode of Payment (CMOP) Inquiry for VMP screen:

This key	Allows you to
----------	---------------

This key	Allows you to
PF4/16	Display the first page of data.
PF5/17	Display the last page of data.

Change Mode Of Payment (CMOP) Inquiry Function Screen

The Change Mode of Payment (CMOP) Inquiry Function screen allows you to enter the CUSIP you want to view.

Sample Screen

```

DEPOSITORY TRUST
0000          CHANGE MODE OF PAYMENT (CMOP)          MM/DD/CCYY
00002199-99          INQUIRY FUNCTION                HH:MM:SS

CUSIP:

ENTER DESIRED CUSIP, THEN PRESS ENTER

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

```

Field Descriptions

The only entry field on the Change Mode of Payment (CMOP) Inquiry Function screen is the **CUSIP** field, which allows you to enter the CUSIP number of the security you want to inquire about.

Messages

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

Message Text	Possible Cause	Suggested Resolution
CMPI: FUNCTION UNAVAILABLE	The CMPI function is temporarily unavailable.	Try again at a later time.
CUSIP NUMBER NOT A CMOP CUSIP	The CUSIP number entered does not qualify for the CMOP service.	Enter a different CUSIP number.
INVALID	An invalid CUSIP number was entered.	Enter valid CUSIP number.
INVALID KEY HIT	An invalid function key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
NO DATA ENTERED	No data was entered.	Enter the required data.
PAST CUTOFF TIME-- USE ENTER KEY TO EXIT	The function is only available during specific time periods.	Refer to <i>When to Use</i> for information about when to use this function.

Message Text	Possible Cause	Suggested Resolution
REQUIRED	This message appears if the data is required.	Enter the required data in the indicated field.
TRANSMISSION ERROR-- PLEASE REKEY DATA	A system problem occurred during the processing of your last request.	Re-enter the data and try again.



3.02 WITHDRAWAL OF NOMINEE STOCK (COD)

[Overview](#)

[How To Update](#)

[Screen And Ticket Fields](#)

[Field Errors](#)

[Messages And Corrections](#)



3.02.01 Overview

The Withdrawal Of Nominee Stock function (COD) enables Participants to make same-day withdrawals of their physical certificates.

The COD function does the following:

- Validates the withdrawal against the Participant's net General and Interim Unpledged Accounts.
- Reduces the Participant's Unpledged Account if the position is available.
- Prints a COD ticket on the Participant's printer which is used for pickup of the certificates at DTC.

FAST COD withdrawal is also available.



3.02.02 How To Update

<u>Step</u>	<u>Action</u>
Step 1	Enter 'COD' when the Enter Function Prompt Screen appears (Figure 1).

```
M787                D E P O S I T O R Y   T R U S T
10/18/85
00002199-01        P A R T I C I P A N T   T E R M I N A L   S Y S T E M
13:30:11

ENTER FUNCTION:  COD
```

Figure 1. Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the COD For Immediate Update Screen (Figure 2).
---------------	---

```
                                COD FOR IMMEDIATE UPDATE
10/18/85
13:32:18

SIGNON PT#:      2199   REORG ACCT

      CUSIP   QTY   TAX-CD  PRVNT  < -----  ENTER 'P' TO PREVENT RECYCLE
1
2
3
4
5
6
7
8
9
10
11
12
13
14

      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 2. COD Data Entry Screen



3.02.02 How To Update (continued)

Step 3 Enter a withdrawal item (Figure 3 and Section 3.02.03).

```

                                COD FOR IMMEDIATE UPDATE
10/18/85
13:32:18
SIGNON PT#:      2199  REORG ACCT

      CUSIP      QTY      TAX-CD  PRVNT <----- ENTER 'P' TO PREVENT
RECYCLE
1  723456790  000000  3      P
2  783412234  200      3
3  553222345  5500
4  777299088  2000      P
5  499966667  800
6  760003222  1000      3
7  230069555  3400
8  296758847  500
9  887676509  200      P
10 344896330  100      3
11 455389606  3000
12
13 800900859  3500
14 978576168  7000      3

      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 3. Withdrawal on COD Data Entry Screen

Note: A maximum of 14 items may be entered on one screen. To save key strokes, use the 'DUP' key located on top of the 'PA1' key to duplicate the data fields from the above line when the data is the same (Figures 4 and 5). Only the 'ENTER' key can be use with 'DUP' key processing.



3.02.02 How To Update (continued)

COD FOR IMMEDIATE				
10/18/85				
13:32:18				
SIGNON PT#:		2199	REORG ACCT	
CUSIP	QTY	TAX-CD	PRVNT<----- ENTER 'P' TO PREVENT RECYCLE RECYL	
1	459200101	150	3	P
2	*	*	*	*
3	*	*	*	*
4	*	*	*	*
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS

Figure 4. Use of the DUP Key on the COD For Immediate Update Screen



3.02.02 How To Update (continued)

```
10/18/85                                COD FOR IMMEDIATE UPDATE
13:32:18
SIGNON PT#:                2199      REORG ACCT
      CUSIP      QTY      TAX-CD      PRVNT<----- ENTER 'P' TO PREVENT
RECYCLE
1   459200101   150          3          P   INTER BUSINESS MACH
2   459200101   150          3          P   INTER BUSINESS MACH
3   459200101   150          3          P   INTER BUSINESS MACH
4   459200101   150          3          P   INTER BUSINESS MACH
5
6
7
8
9
10
11
12
13
14
      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 5. COD For Immediate Update Screen after using the DUP key

Step 4 Press the 'PF1/13' key.

- If no errors occur, a blank COD For Immediate Update Screen appears and a COD ticket is printed (Figures 6 through 8).
- If errors are detected, an appropriate error message is displayed on the COD Data Entry Screen (Figure 9) and no COD ticket is printed.



```
o 0 0000219900-00016
o
o
o 08/01/85 11:34:29 DTC COD RESPONSE TERM-9999 REORG ACCT
2199 o
o
o TRANS#: 00007 - OA
o
o
o USE THIS FORM TO PICK UP SECURITIES AT DTC
o
o
o PTS-ID 00002199-00
o
o
o CUSIP: 459200101 INTER BUSINESS MACH
o
o
o
o
o QUANTITY: 550
o
```

Figure 6. COD Ticket 'COD ACCEPTED'



3.02.02 How To Update (continued)

```
o 0 0000219900-00017
o
o
o 08/01/85 11:34:51 DTC COD RESPONSE TERM-9999 REORG ACCT
2199 o
o
o TRANS#: 00008 - 0B
o
o
o COD PENDING RECEIPT OF SUFFICIENT POSITION
o
o
o PTS-ID 00002199-00
o
o
o CUSIP: 459200101 INTER BUSINESS MACH
o
o
o
o QUANTITY: 900
o
o
o RECYCLING
o
```

Figure 7. COD Ticket 'COD RECYCLING'



```
o 0 0000219900-00018
o
o
o 08/01/85 11:34:44 DTC COD RESPONSE TERM-9999 REORG ACCT
2199 o
o
o TRANS#: 00019 - 04
o
o
o INSUFFICIENT POS ----AVAIL. POS 349
o
o
o PTS-ID 00002199-00
o
o
o CUSIP: 459200101 INTER BUSINESS MACH
o
o
o QUANTITY: 1000
o
o
o DROPPED
o
```

Figure 8. COD Ticket 'COD DROPPED'



3.02.02 How To Update (continued)

```

                                COD FOR IMMEDIATE UPDATE
10/18/85
13:32:18
SIGNON PT#:          2199          REORG ACCT
      CUSIP      QTY      TAX-CD      PRVNT<----- ENTER 'P' TO PREVENT
RECYCLE
      1  723456790  000000  3          P  INV CUSIP, INV QTY
      2  333445566  200          GOVT. SEC NOT ACCPTD
      3  558697797  5500          INELG CSIP
      4  347575868  100000      P  TXCD 3 REQ, FST CSP QTY EXCEEDS
99,99
5
6  458697077  800          P  TXCD 3 REQ
7  230069555  1000          INTERMI SECURITY, JACKSON MICRO
INC
8  296758847  0000          INV QTY
9  982306455  200          P  RETRO GRADE INC
10 447575766  100          3  ARMED CAR PCKS
11 455389606  3000
12
13 800900      3500          INV CUSIP
14 800900859  7000          3  AIR-MATICS CO
THE DUP KEY CAN BE CAUSED ON ALL THE ABOVE FIELDS
```

Figure 9. COD Error Screen

Step 5 Repeat Steps 3 and 4 for each withdrawal item. A maximum of 14 items may appear on one screen.

Step 6 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

Note: To view the results before updating (pre-edit facility), press the 'ENTER' key prior to Step 4. Description of error messages (if any) and CUSIP descriptions are shown for each COD. This, however, causes slower and more costly updating when no errors exist.



3.02.02 How To Update (continued)

Screen Recovery:

PTS keeps track of all COD Screens entered for updates (when the 'PF1/13' key was used). If a system failure occurs, the last screen successfully accepted for update is displayed when the Participant logs on. This screen should be used in conjunction with the paperwork the Participant keys from. A message on Line 1 appears, indicating that recovery has occurred (Figure 10). Screen recovery only occurs if the Participant is in an update or data collection function, and at least one screen of data (full or partial) has been entered correctly.

```
LAST COD SCREEN ACCEPTED BY PTS AT 13:31:22          -PRESS ENTER TO
CONTINUE
                                COD FOR IMMEDIATE UPDATE
10/18/85
13:32:18
SIGNON PT#:          2199          REORG ACCT
      CUSIP      QTY      TAX-CD      PRVNT<-----ENTER 'P' TO PREVENT RECYCLE
      RECYL
1  723456790    100          3          P
2  783412234    200
3  553222345   5500
4  777299088    2000          P
5  499966667    800
6  760003222   1000          3
7  230069555   3400
8  296758847    500
9  887676509    200          P
10 344896330    100          3
11 455389606   3000
12
13 800900859   3500
14 978576168   7000          3
THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 10. COD For Immediate Update Screen with Recovery Message

Data *cannot* be entered on this screen. It is only for viewing the last data lines accepted.

Press the 'ENTER' key to return to the Enter Function Prompt Screen (to continue with COD or to change the function).



3.02.02 How To Update *(continued)*

DUP Key:

To save key strokes, use the 'DUP' key located on top of the 'PA1' key to duplicate the data fields from the above line when the data is the same (Figures 4 and 5). Only the 'ENTER' key can be used with 'DUP' key processing.



3.02.03 Screen And Ticket Fields

(1) Screen

A maximum of 14 COD Withdrawal items may be entered on one screen. Each requires the following information:

- CUSIP: nine-digit CUSIP number.
- Qty: six-digit field containing the number of shares.
- Tax-Cd: one-digit field containing the number 3 if *FAST COD* withdrawal is required; otherwise, blank.
- Prvnt Recyl: one-digit field containing the letter P if the transaction is to be dropped (when the Participant's account is insufficient).

(2) Ticket

A hardcopy ticket of each COD transaction is provided. Each ticket contains the following information:

- Line 1: A message number that allows for retrieval and reprinting of the page, if necessary.
- Line 2: Date, Time, Report Title, Station Number and the Withdrawing Participant Name and Number.
- Line 3: A DTC internal transaction identification number.
- Line 4: Informational message based on status; the message may be one of the following:
 - (Accepted) 'USE THIS FORM TO PICK UP SECURITIES AT DTC'
 - (Recycling) 'COD PENDING RECEIPT OF SUFFICIENT POSITION'
 - (Dropped) 'INSUFFICIENT POS. AVAIL POS nnn,nnn,nnn'
 - (Dropped) 'INSUFFICIENT SHARES AVAIL POS nnn,nnn,nnn CM \$nn,nnn,nnn.nn'
 - (Dropped) 'INSUF.MAJ.COLLATL AVAIL POS nnn,nnn,nnn CM \$nn,nnn,nnn.nn'
 - (Recycling) 'PENDING FOR SHARES'
 - (Recycling) 'PENDING FOR COLLATERAL'
 - 'COD NOT PROCESSED -- FUNCTION NOT AVAILABLE'



3.02.03 Screen And Ticket Fields *(continued)*

- 'COD STATUS UNKNOWN'
- 'COD TRAINING-STATUS WILL APPEAR HERE'
- Line 5: *PTS* Sign-on ID number.
- Line 6 and 7: CUSIP and Quantity input fields.
- Line 8: 'TAX WAIVER ACKNWLDG' (if *FAST* security), otherwise blank.
- Line 9: Blank if the transaction is accepted; otherwise one of the following status messages is displayed:
 - 'RECYCLING'
 - 'DROPPED'
 - 'UNPROCESSED'
 - 'STATUS UNKNOWN'
 - 'REJECTED'

These tickets are used for messenger pickup of securities at DTC in accordance with established rules. DTC will not accept tickets bearing the legend(s) 'RECYCLING' or 'INSUFFICIENT POSITION', or a ticket produced using the Reprint function (unless prior arrangements have been made).



3.02.04 Field Errors

Fields entered incorrectly may be corrected in the following manner:

- Re-key the data correctly into the field(s) and press the 'ENTER', 'PF1/13' key when the screen is completed.
- Press the CLEAR key (to clear the entire screen) and re-key the COD data. Press the 'ENTER' or 'PF1/13' key when the screen is completed.
- Delete a single COD item by tabbing the cursor to the beginning of each field(in the line to be deleted) and press the EOF key. Press the 'ENTER' or 'PF1/13' key when the screen is completed.

COD Recycle

Participants may utilize the recycle feature to make use of expected position. The need to re-enter transactions is eliminated since recycling CODs are periodically validated against the Participant's account. Once Position becomes available, the COD is applied, and the Participant's account is reduced. The following occurs concurrently with the update:

- A Reply Form is produced at DTC. The second copy is attached to the requested securities.
- A new COD ticket is automatically generated (via the UMS option) on the Participant's printer with the notification that the 'previous recycle' has updated Part 1 of this ticket is used to pick up the securities.

If position does not become available by COD cutoff time, the recycle is dropped and account updating does not take place.

COD Drop

As previously noted, a COD transaction via the *PTS* terminal is immediately dropped if position is not available and the Prevent Recycle option was exercised. The Participant should use the Security Position Inquiry (refer to POS, Section 2.02) to determine



when position is sufficient, and then re-enter the COD transaction as explained in this procedure.



3.02.04 Field Errors *(continued)*

Erroneous Withdrawal

If an erroneous COD occurs (incorrect quantity, security, etc.), the Participant is required to receipt the securities and deposit them in accordance with DTC's General Operating Procedures. The Participant should then re-enter the withdrawal request to receive the desired securities.

Withdrawal Limitations

Depository Facility CODs are not currently available via the *PTS*. The Participant must follow DTC's General Operating Procedures for these types of withdrawals.

Participants should also note that denomination breakdowns cannot be requested for a COD transaction via the *PTS*. However, the Participant may generate multiple CODs for a given issue. If 5 x 100 is needed, the Participant can enter and update 5 separate 100-share CODs. The DUP key feature makes this easier to accomplish. Billing (in this case) would be for five transactions.



3.02.05 Messages And Corrections

Message	Reason	Corrective Action
COD: FUNCTION UNAVAILABLE	The function is temporarily not available.	Check your printed messages to see which transaction was last processed.
COD: PAST CUT-OFF TIME	The cutoff time for this function has been reached. The function is not available for data entry.	The function is available next business day for data entry. Wait until then or use an established alternate method.
INVALID KEY PRESSED	A key other than 'ENTER' 'PF1' or 'PF13' was pressed.	Press the 'ENTER', 'PF1/13' key.
NO DATA ENTERED	All input fields are blank.	Enter the correct COD data.
TRANSMISSION ERROR	Data not received properly- the input is ignored.	Re-key the COD data.
PAST CUT-OFF TIME USE ENTER KEY TO EXIT	The cutoff time for this function has been reached.	The function is available the next business day. Press the 'ENTER' key to exit the function.
RECOVERY UNABLE TO COMPLETE	The function is temporarily unavailable.	Check your printed messages to see which transaction was last processed, and re-enter those transaction not processed as soon as the updating facility is available.
LAST COD SCREEN ACCEPTED BY PTS AT HH:MM:SS PRESS ENTER TO CONTINUE	The <i>PTS</i> has completed screen recovery. The screen lists the last data items accepted by <i>PTS</i> .	Press the 'ENTER' key to return to the Enter Function Prompt Screen. Select the same function or another function.

**3.02.05 Messages And Corrections** *(continued)*

Message	Reason	Corrective Action
FROZEN BROKER-USE ENTER KEY TO EXIT	The Broker using this function has been made ineligible by DTC for further processing.	Press the 'ENTER' key to retrun back to the Enter Function Prompt Screen. Call your <i>PTS</i> Representative for additional information.
DUP KEY USED-PER- FORMED EDIT ONLY-TO UPDATE PRESS PF1 OR PF13 key	DUP key can only be used with the 'ENTER' key.	Press the 'PF1/13' key to update. Press the 'ENTER' key to continue pre-editing.
DUP PROCESSING NOT COMPLETED-NOTHING ENTERED IN A FIELD TO BE COPIED	The data on the above line to be duplicated was left blank.	Type in the data to be processed.
INV CUSIP	The CUSIP number is missing or in an incorrect format.	Enter the correct CUSIP or delete the item.
INELG CUSIP NUMBER	The CUSIP number is ineligible.	Enter the correct CUSIP or delete the item.
GOVT. SEC NOT ACCPTD	The CUSIP number is for a government security.	Enter the correct CUSIP or delete the item.
FST CUSIP QTY EXC 99,999	<i>FAST</i> COD is not allowed for withdrawals exceeding 99,999 shares.	Review the transaction and correct, or delete the item.
INV QTY	The Quantity is missing zeroes, or in an incorrect format.	Enter the correct quantity or delete the item
TXCD3 REQ	The <i>FAST</i> COD Indicator (TAX-CD) is other than '3' or	Enter the correct TAX CD code.



was left blank.

**3.02.05 Messages And Corrections** *(continued)*

Message	Reason	Corrective Action
INV TAX-CD	The <i>FAST</i> COD Indicator is other than '3' or was left blank.	Enter the correct tax CD, or delete the item.
ODD LT INV	Share in non- <i>FAST</i> issues may not be withdrawn in odd lots.	Enter the modified quantity, or delete the item.
INV PVT CD	The Prevent Recycle code should be 'P' or blank.	Enter the correct code or delete the item.
SDFS INELG	The Participant is not eligible for same-day fund processing.	Enter a non-SDFS CUSIP.
CHILL CSP	The CUSIP's COD Chill Indicator is on.	Enter a differ CUSIP.
PAST CUT-OFF TIME FOR FAST CUSIP	The cutoff time for <i>FAST</i> CUSIPs has been reached.	<i>FAST</i> CUSIPs can be entered on the next business day. Delete this item and continue data entry with non- <i>FAST</i> CUSIPs.
FUNCTION NOT AVAILABLE FOR FAST CUSIP	The function is not available for <i>FAST</i> CUSIPs.	<i>FAST</i> CUSIPs can be entered on the next business day. Delete this item and continue data entry with non- <i>FAST</i> CUSIPs.
INTERIM-SECURITY	The CUSIP number is in interim status.	Review the transaction and if acceptable, press the 'PF1/13' key to send transaction(s) to the system.



3.06 WITHDRAWAL OF MUNICIPAL BEARER BONDS (CODB)

[Overview](#)

[How To Update](#)

[Screen And Ticket Fields](#)

[Messages And Corrections](#)

[Considerations](#)



3.06.01 Overview

The Withdrawal of Municipal Bearer Bonds function (CODB) enables Participants to make same-day withdrawals of physical certificates.

The CODB function does the following:

- Validates the withdrawal against the Participant's net General and Interim Unpledged accounts.
- Reduces the Participant's Unpledged account, if the position is available.
- Prints a CODB ticket on the Participant's printer, which is used for pickup of the Bearer Bonds at DTC.

FAST COD withdrawal is also available.



3.06.02 How To Update

<u>Step</u>	<u>Action</u>
Step 1	Enter 'CODB' when the Enter Function Prompt Screen appears (Figure 1).

```
##### DEPOSITORY TRUST
10/18/85
#####-## PARTICIPANT TERMINAL SYSTEM
13:30:11

ENTER FUNCTION: CODB
```

Figure 1. Enter Function Prompt Screen

Step 2	Press the ENTER key. The CODB Data Entry Screen appears (Figure 2).
---------------	---

```
MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL
0/18/85
3:32:18
SIGNON PT#: 2199 DTC TEST BROKER
USIPTY_____ PRVNT _____ NTER "P" TO PREVENT RECYCLE
tab RECYL _____

1
2
3
4
5
6
7
8
9
10
11
12
13
14
THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 2. CODB Data Entry Screen



3.06.02 How To Update (continued)

Step 3 Type in a withdrawal item (refer to Figure 3 and Section 3.02.3).

```
10/18/85                MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL
13:32:18
SIGNON PT#:             2199          DTC TEST BROKER
      CUSIP             QTY-----  PRVNT  -----  ENTER 'P' TO PREVENT RECYCLE
                        RECYL
1  170214BB5           000000      P
2  189810QK3             200
3  196477CN1            5500
4  197504AR4            2000      P
5  207745GW4             800
6  219704AB9             500
7  220111XE3             200      P
8  220255EJ8             100
9  233911AF3            3000
10
11
12
13
14
      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 3. CODB Data Entry Screen displaying withdrawal items

Note: A maximum of 14 items per screen is available. To save key strokes, use the 'DUP' key located on top of the 'PA1' key to duplicate the data fields from the above line when the data is the same (Figures 4 and 5). Only the 'ENTER' key can be used with 'DUP' key processing.



3.06.02 How To Update (continued)

```

                                MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL
10/18/85
13:32:18
SIGNON PT#:          2199          DTC TEST BROKER
      CUSIP      QTY      -----  PRVNT  -----  ENTER 'P' TO PREVENT
RECYCLE
                                RECYL
1  207747EK8    150              P
2  "            "              "
3  "            "              "
4  "            "              "
5
6
7
8
9
10
11
12
13
14
      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 4. Data Screen with DUP Key Used

```

                                MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL
10/18/85
13:32:18
SIGNON PT#:          2199          DTC TEST BROKER
      CUSIP      QTY      -----  PRVNT  -----  ENTER 'P' TO PREVENT
RECYCLE
                                RECYL
1  207747EK8    150              P  CTRCHMGZ-CPNJD96RR- 4
2  207747EK8    150              P  CTRCHMGZ-CPNJD96RR- 4
3  207747EK8    150              P  CTRCHMGZ-CPNJD96RR- 4
4  207747EK8    150              P  CTRCHMGZ-CPNJD96RR- 4
5
6
7
8
9
10
11
12
13
14
      THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 5. Data Screen After DUP Key Used



3.06.02 How To Update (continued)

Step 4 Press the 'PF1/13' key.

- If no errors are detected, a new CODB Data Entry Screen appears and a CODB ticket is printed (Figures 6 through 8).

```
o 0 0000219900-00016
o
o
o
o 08/01/85 11:34:29 DTC CODB RESPONSE TERM-9999 DTC TEST BROKER
2199 o
o
o TRANS#: 00008 - OA
o
o
o USE THIS FORM TO PICK UP SECURITIES AT DTC
o
o
o -ID #####-##
o
o
o CUSIP: 837117BS8 SCRHSAT07.00JJ0711 4
o
o
o
o QUANTITY: 550
```

Figure 6. Ticket Sample of a Made Transaction



```
o 0 0000219900-00017
o
o
o 08/01/85 11:34:51 DTC CODB RESPONSE TERM-9999 DTC TEST BROKER
2199 o
o
o TRANS#: 00008 - OB
o
o
o CODB PENDING RECEIPT OF SUFFICIENT POSITION
o
o
o -ID #####-##
o
o
o CUSIP: 837117BS8 SCRHSAT07.00JJ0711 4
o
o
o QUANTITY: 900
o
o
o RECYCLING
o
```

Figure 7. Ticket Sample of a Recycling Transaction



3.06.02 How To Update (continued)

```
o 0 0000219900-00018
o
o
o
o 08/01/85 11:35:44 DTC CODB RESPONSE TERM-9999 REORG ACCT
2199 o
o
o TRANS#: 00019 - 04
o
o
o INSUFFICIENT POS--AVAIL. POS. 349
o
o
o -ID #####-##
o
o
o CUSIP: 837117BS8 SCRHSAT07.00JJ0711 4
o
o
o QUANTITY: 1000
o
o
o DROPPED
o
```

Figure 8. Ticket Sample of a Dropped Transaction

- If errors are detected, an appropriate error message is displayed on the CODB Data Entry Screen (Figure 9) and no CODB ticket is printed.



MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL				
10/18/85				
13:32:18				
SIGNON PT#:		2199	DTC TEST BROKER	
CUSIP	QTY-----	PRVNT	-----	ENTER 'P' TO PREVENT RECYCLE RECYL
1	170214BB5	000000	P	INV QTY
2	189810QK3	200		INV CUSIP
3	196477CM1			INV CUSIP, INV QTY
4	197504AR4	2000	P	NYGNOB06.60MN 1189 4
5	207745GW4	800		INELG CUSIP
6	219704AB9	500		CARSGFM08.75MS88RR-4
7	220111XE3	200	P	TXGGENIM05.75MS0391 4
8	220255EJ8	100		TXRWTRWK13.00JJ07874
9	233911AF3	3000		FLRHSGFN11.00mn87RR 4
10				
11				
12				
13				
14				

THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS

Figure 9. CODB Error Screen



3.06.02 How To Update *(continued)*

Step 5 Repeat Steps 3 and 4 for each withdrawal item. A maximum of 14 items per screen is available.

Step 6 Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

Note: To view the results before updating (pre-edit facility), press the 'ENTER' key prior to Step 4. Description of Error Messages (if any) and CUSIP descriptions are shown for each CODB. This, however, causes slower and more costly updating when no errors exist.

Screen Recovery:

The *PTS* keeps track of all CODB screens entered for updates (when the 'PF1' key was used). If a system failure occurs, the last screen successfully accepted for update is displayed when the Participant logs on again. This screen should be used in conjunction with the paper work the User keys from. A message on Line 1 appears, indicating that recovery has occurred (Figure 10).



3.06.02 How To Update (continued)

```
LAST CODB SCREEN ACCEPTED BY AT 13:31:22 -PRESS ENTER TO CONTINUE
MUNICIPAL BEARER BONDS SAME DAY WITHDRAWAL
10/18/85
13:32:18
SIGNON PT#:          2199          DTC TEST BROKER
      CUSIP          QTY-----  PRVNT  -----  ENTER 'P' TO PREVENT RECYCLE
1  170214BB5        88000          P
2  189810QK3         200
3  196477CM1        5500
4  197504AR4        2000          P
5  207745GW4         800
6  219704AB9         500
7  220111XE3         200          P
8  220255EJ8         100
9  233911AF3        3000
10
11
12
13
14
THE DUP KEY CAN BE USED ON ALL THE ABOVE FIELDS
```

Figure 10. Recovery Screen

Note: Screen recovery only occurs if the Participant is in an update or data collection function, and at least one screen of data (full or partial) has been entered correctly.

Data *cannot* be entered on this screen. It is only for viewing the last data lines accepted.

Press the 'ENTER' key to return to the Enter Function Prompt Screen, to continue with CODB, or to enter another function.



3.06.03 Screen And Ticket Fields

(1) Screen Fields

A maximum of 14 CODB Withdrawal items may be entered on one screen. Each requires the following information:

- CUSIP: Nine-digit CUSIP number.
- QTY: Six-digit field containing the quantity of bonds.
For example:
1 = 1,000
5 = 5,000
10 = 10,000
100 = 100,000
- PRVNT RECYL: One-digit field containing the letter P if the transaction is to be dropped (when the Participant's account is insufficient).

(2) Ticket Fields

A hardcopy ticket of each CODB transaction is provided. Each ticket contains the following information:

- Line 1: A message number that allows for retrieval and reprinting of the page, if necessary.
- Line 2: Date, time, report title, station number and the withdrawing Participant name and number.
- Line 3: A DTC internal transaction identification number.
- Line 4: Informational message based on status:
 - (Accepted) 'USE THIS FORM TO PICK UP BEARER BONDS AT DTC'
 - (Recycling) 'CODB PENDING RECEIPT OF SUFFICIENT POSITION'
 - (Dropped) 'INSUFFICIENT POS. AVAIL POS nn,nnn,nnn'
 - (Dropped) 'INSUFFICIENT SHARES AVAIL POS nnn,nnn,nnn CM \$nn,nnn,nnn.nn'



3.06.03 Screen And Ticket Fields (*continued*)

- (Dropped) 'INSUF. MAJ.COLLATL AVAIL POS
nnn,nnn,nnn CM \$nn,nnn,nnn.nn'
- (Recycling) 'PENDING FOR SHARES'
- (Recycling) 'PENDING FOR COLLATERAL'
- Line 5: *PTS ID* of Participant signed on.
- Line 6 and 7: CUSIP and QUANTITY input fields.
- Line 8: Blank if the transaction is accepted; otherwise one of the following Status Messages is displayed:
 - 'RECYCLING'
 - 'DROPPED'
 - 'UNPROCESSED'
 - 'UPDATE-STATUS UNKNOWN'
 - 'REJECTED' 'EDIT ERRORS'

These tickets are used for messenger pickup of securities at DTC in accordance with established rules. DTC does not accept tickets bearing the legend(s) 'RECYCLING' or 'INSUFFICIENT POSITION', or tickets produced using the Reprint function (unless prior arrangements have been made).

Ensure that the second copy of the *PTS* Terminal ticket (which is used to pick up Bearer Bonds at DTC) displays the Participant's facsimile signature or rubber stamp impression currently on file at DTC.



3.06.04 Messages And Corrections

Message	Reason	Corrective Action
CODB: FUNCTION UNAVAILABLE	The Function is temporarily not available.	Check your printed messages to see which transaction was last processed.
CODB: PAST CUT-OFF TIME	The cutoff time for this function has been reached. The function is not available for Data Entry.	The function is available the next business day for data entry. Wait until then or use an established alternate method.
INVALID KEY PRESSED	A key other than 'ENTER' or 'PF1/13' was pressed.	Press the 'ENTER' or 'PF1/13' key.
NO DATA ENTERED	All input fields are blank.	Enter the correct CODB data.
TRANSMISSION ERROR PLEASE REKEY DATA	Data not received properly-input ignored.	Re-key the CODB data.
INV CUSIP	The CUSIP Number is missing or in an incorrect format.	Enter the correct CUSIP or delete the item.
INELG CUSIP	The CUSIP Number is ineligible.	Enter the correct CUSIP or delete the item.
INV QTY	The Quantity is missing zeroes, or in an incorrect format.	Enter the correct Quantity or delete the item.
PAST CUTOFF TIME FOR GARDEN CITY	The Cutoff time has been reached for bonds kept in Garden City.	The function is available the next business day for data entry. Wait until then, or use an established alternate method.

**3.06.04 Messages And Corrections** *(continued)*

Message	Reason	Corrective Action
FUNCTION NOT AVAILABLE FOR GARDEN CITY	The function is temporarily not available for bonds kept in Garden City.	Check the printed messages to see which transaction was last processed, and re-enter those transactions not processed as soon as the function is available.
INV PVT CD	The Prevent Recycle Code is not valid.	Enter 'P' or leave blank.
GOVT. SEC NOT ACCPTD	Government Securities are not allowed.	Delete this CUSIP or enter another CUSIP.
NO TRANSACTIONS HAVE BEEN ENTERED	All input fields are blank.	Enter the CODB data.
PAST CUTOFF TIME- USE ENTER KEY TO EXIT	The cutoff time for this function has been reached.	CODB is available next business day.
DUP PROCESSING NOT COMPLETED-NOTHING ENTERED IN A FIELD TO BE COPIED	The Dup key was used on a field that had nothing on the prior line.	Delete or correct the prior line.
RECOVERY UNABLE TO COMPLETE, PLEASE HIT ENTER KEY	The function is temporarily unavailable.	Wait until the function is available.
SDFS INELG	The Participant is not eligible for same-day fund processing.	Enter a non-SDFS CUSIP.
CHILL CSP	The CUSIP's COD Chill Indicator is on.	Enter a different CUSIP.



3.06.04 Messages And Corrections *(continued)*

Fields entered incorrectly may be corrected in the following manner:

- Re-key the data correctly into the field(s) and press the 'ENTER' or 'PF1/13' key when the screen is completed.
- Press the 'CLEAR' key (to clear the entire screen) and re-key the COD data. Press the 'ENTER' or 'PF1/13' key when the screen is completed.
- Delete a single COD item by tabbing the cursor to the beginning of each field (in the line to be deleted) and press the 'EOF' key. Press the 'ENTER' or 'PF1/13' key when the screen is completed.



3.06.05 Considerations

CODB Recycle

Participants may utilize the recycle feature to make use of an expected position. The need to re-enter transactions is eliminated since recycling CODBs are periodically validated against the Participant's account. Once position becomes available, the CODB is applied, and the Participant's account is reduced. The following occurs concurrently with the update:

- A Reply Form is produced at DTC. The second copy is attached to the requested securities.
- A new CODB ticket is automatically generated (via the UMS option) on the Participant's printer with the notification that the Prev-Pend has updated. Part 1 of this ticket is used to pick up the securities.

If position does not become available by CODB cutoff time, the recycle is dropped and account updating does not occur.

CODB Drop

As previously noted, a CODB transaction submitted via the *PTS* terminal is immediately dropped if position is not available and the Prevent Recycle option was exercised. The Participant should use the Security Position Inquiry (refer to POS, Section 2.02) to determine when position is sufficient, and then re-enter the CODB transaction as explained in the Procedure Section.

Erroneous Withdrawal

If an erroneous CODB occurs (incorrect quantity, bond, etc.), the Participant is required to receipt the bonds and deposit them in accordance with DTC's General Operating Procedures. The Participant should then re-enter the withdrawal request to receive the desired securities.



3.06.05 Considerations *(continued)*

Withdrawal Limitations

Depository Facility CODBs are not currently available via *PTS*. The Participant must follow DTC's General Operating Procedures for these types of withdrawals.

Participants should also note that denomination breakdowns cannot be requested for a CODB transaction submitted via *PTS*. However, the Participant may generate multiple CODBs for a given issue. Therefore, if 5 x 10,000 is needed, the Participant may enter and update 5 separate CODBs with the quantity of 10,000. Billing in this case would be for five transactions.

CTAS:

Introduction

Overview

The Collateralized Mortgage Obligation (CMO) Trade Adjustments System (CTAS) function automates principal and interest adjustments for trades in certain CMO and other Asset-Backed Securities (ABS) that settled at DTC in the period between the accrual end date (commonly known as the beneficiary date) and the corresponding payment date.

When to Use

If you are the delivering or receiving Participant, you can use CTAS to inquire about your adjustments (either pending or made) by post date (scheduled date of adjustment) or by CUSIP. Participants may view only those adjustments where they are either the deliverer or receiver. If you are the receiving Participant, you can also delete a pending adjustment that has a post date later than the current date (made adjustments can only be queried). If you are the delivering Participant, you can also revise the trade coupon rate or trade factor.

CTAS is available on business days from 6:00 a.m. to 8:00 p.m. eastern time.

Note- You can also use the ART function to view the original Deliver Order (DO) on the Activity History Details screen.

Associated Products

CTAS is used in association with the Collateralized Mortgage Obligation (CMO) Trade Adjustment (CTAS) System.

List of Procedures:

Deleting Adjustments

Use the following procedure to delete an adjustment.

Warning! Important: Before you can delete adjustments, you must have update abilities for the CTAS function. Contact your Relationship Manager. Also, only the receiving Participant can delete adjustments.

- 1 Use one of the preceding procedures to access the Detail Display screen for the adjustment you want to delete.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu, or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type D to the left of the desired adjustment and press ENTER.

Result- The message 'Please press PF1/13 to confirm delete' appears.

3 Press PF1/13.

Result- The message 'Item has been deleted' appears.

Revising Trade Factors and Trade Coupon Rates

Use the following procedure to make revisions to the traded factors and traded coupon rates for trades in which you were the deliverer.

1 Use one of the following procedures to access the Expanded Detail Display screen for the adjustment you want to view:

- Viewing Adjustments by Post Date
- Viewing Adjustments for a Specific Post Date
- Viewing Adjustments for a Specific Security
- Viewing Adjustments for a Specific Contra-Participant
- Viewing Adjustments for a Specific Post Date and CUSIP
- Viewing Adjustments for a Specific Post Date and Contra Participant
-

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

2 Press PF12/24.

Result- The Revise Trade Rates From First Adjustment screen appears.

Note- If there are no active adjustments the PF12/24 key is not displayed on the Expanded Detail Display screen.

The PF12/24 key will not be displayed on the screen if you do not have update authority and also if you are the receiver in the trade that is displayed.

3 Type a new trade factor in the **Trade Factor** field and/or a new coupon rate in the **Trade Coupon Rate** field and press ENTER.

Result- The message 'Press PF1/13 To confirm rate revision (s) or retype revision (s) and press ENTER' appears.

4 Press PF1/13.

Result- The message 'Rate revision (s) have been accepted and adjustment has been recalculated' appears.

Viewing Activity History for an Adjustment

Use the following procedure to display a history of activities for a specific adjustment. The history will include details of the original Deliver Order (DO).

1 Use one of the preceding procedures to access the Detail Display screen for the adjustment you

want to view.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu, or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type A to the left of the desired adjustment and press ENTER.

Result- The Activity History Details screen appears.

Note- This screen is part of the ART function.

- 3 To return to the Detail Display screen, press PF3/15.

Viewing Adjustments by Post Date

Use the following procedure to view a list of adjustments in descending post date order, and select adjustments for detail viewing.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu or through the **Menu Bar** of other Dividend-related functions. See DIVDfor more information.

- 2 Type X to the left of the **Post Date** field and press ENTER.

Result- The Post Date Summary of Details screen appears displaying adjustments in descending post date order. The number of adjustments for each date is included in the display.

Note- If the post date you want is not displayed, type the date in the **Go To Post Date** field in **mmddyy** format and press ENTER. The specified date moves to the top of the display.

- 3 Type X to the left of the desired **Post Date** and press ENTER.

Result- The CUSIP Summary of Details screen appears displaying a list of adjustments for the selected date in ascending CUSIP number order.

Note- If the security you want is not displayed, type the CUSIP number in the **Go To CUSIP** field and press ENTER. The specified CUSIP moves to the top of the display.

- 4 Type X to the left of the desired **CUSIP** and press ENTER.

Result- The Detail Display screen appears.

Note- If the adjustment you want is not displayed, type the contra party's DTC Participant number in the **Go To Contra ID** field and press ENTER. The specified contra-Participant number moves to the top of the display.

- 5 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 6 *Optional:* Press PF11/23 to view the next adjustment.

Viewing Adjustments for a Specific Contra Participant

Use the following procedure to view adjustments for a specific contra Participant.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type the DTC Participant number for the desired contra-Participant in the **Contra ID** field and press ENTER.

Result- The Post Date Summary of Details screen appears displaying a list of adjustments for the specified contra-Participant in descending post date order.

Note- If the post date you want is not displayed, type the date in the **Go To Post Date** field in **mmddyy** format and press ENTER. The specified date moves to the top of the display.

- 3 Type X to the left of the **Post Date** field and press ENTER.

Result- The CUSIP Summary of Details screen appears displaying the adjustments for the specified security on the selected date in descending CUSIP number order.

Note- If the security you want is not displayed, type the CUSIP number in the **Go To CUSIP** field and press ENTER. The specified CUSIP moves to the top of the display.

- 4 Type X to the left of the desired **CUSIP** and press ENTER.

Result- The Detail Display screen appears.

- 5 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 6 *Optional:* Press PF11/23 to view the next adjustment.

Viewing Adjustments for a Specific Post Date

Use the following procedure to view a list of adjustments for a specific post date.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type the desired date in the entry field to the right of the **Post Date** field in **mmddyy** format.
- 3 Press ENTER.

Result- The Post Date Summary of Details screen appears displaying a list of adjustments for the specified date.

- 4 Type X to the left of the **Post Date** field and press ENTER.

Result- The CUSIP Summary of Details screen appears displaying a list of adjustments for the

specified date in descending CUSIP number order.

Note- If the security you want is not displayed, type the CUSIP number in the **Go To CUSIP** field and press ENTER. The specified CUSIP moves to the top of the display.

- 5 Type X to the left of the desired **CUSIP** and press ENTER.

Result- The Detail Display screen appears.

- 6 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 7 *Optional:* Press PF11/23 to view the next adjustment.

Viewing Adjustments for a Specific Post Date and Contra Participant

Use the following procedure to view adjustments for a specific contra Participant on a specific post date.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu, or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type the desired date in the entry field to the right of the **Post Date** field in *mmddyy* format.
- 3 Enter the DTC Participant number for the contra Participant in the **Contra ID** field and press ENTER.

Result- The CUSIP Summary of Details screen appears displaying the selected adjustments in descending CUSIP number order.

Note- If the security you want is not displayed, type the CUSIP number in the **Go To CUSIP** field and press ENTER. The specified CUSIP moves to the top of the display.

- 4 Type X to the left of the desired **CUSIP** and press ENTER.

Result- The Detail Display screen appears.

- 5 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 6 *Optional:* Press PF11/23 to view the next adjustment.

Viewing Adjustments for a Specific Post Date and CUSIP

Use the following procedure to view adjustments for a specific security on a specific post date.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu, or through the **Menu Bar** of other Dividend-related functions. See DIVD for more information.

- 2 Type the desired date in the entry field to the right of the **Post Date** field in *mmddyy* format.
- 3 Enter the nine-digit CUSIP number for the described security in the **CUSIP** field and press ENTER.

Result- The Detail Display screen appears.

- 4 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 5 *Optional:* Press PF11/23 to view the next adjustment.

Viewing Adjustments for a Specific Security

Use the following procedure to view adjustments for a specific security.

- 1 Type CTAS on the Enter Function screen and press ENTER.

Result- The Selection Menu appears.

Note- If you are a DIVD user, you can access CTAS through the Dividend Selection Menu or through the **Menu Bar** of other Dividend-related functions. See DIVDfor more information.

- 2 Type the nine-digit CUSIP number for the desired security in the **CUSIP** field and press ENTER.

Result- The Post Date Summary of Details screen appears displaying a list of adjustments for the specified security in descending post date order.

Note- If the post date you want is not displayed, type the date in the **Go To Post Date** field in *mmddyy* format and press ENTER. The specified date moves to the top of the display.

- 3 Type X to the left of the **Post Date** field and press ENTER.

Result- The Detail Display screen appears.

- 4 Type X to the left of the desired adjustment and press ENTER.

Result- The Expanded Detail Display screen appears, which contains complete information about a particular adjustment. There may be multiple adjustments for a single trade if this adjustment is a variable rate CMO.

- 5 *Optional:* Press PF11/23 to view the next adjustment.

List of Screens:

CUSIP Summary of Details Screen

The CUSIP Summary of Details screen displays a list of adjustments for which you are either the deliverer or receiver, and allows you to select a specific security and view adjustment details for that security.

Sample Screen

T\$VV	CMO TRADE ADJUSTMENT SYSTEM	MM/DD/YY
00002199-99	CUSIP SUMMARY OF DETAILS	HH:MM:SS
PARTICIPANT: 2199 - TEST		
POST DATE:	MM/DD/YY	GO TO CUSIP:
CUSIP	----- DEBIT ----- AMOUNT ITEMS	----- CREDIT ----- AMOUNT ITEMS
x 68338RAH3	\$1,295.53 1	\$1,295.53 1
X: SELECT DETAILS	PF6/18: PREVIOUS MENU	PF11/23: PAGE FORWARD
PF9/21: SIGNOFF	PF7/19: MAIN MENU	PF10/22: PAGE BACK

Field Descriptions

This field	Displays
Participant	Your Participant number and name.
Post Date	The post date you selected on the Post Date Summary of Details screen.
Go To CUSIP	An entry field that allows you to bring a specific security to the top of the display. Enter the desired nine-digit CUSIP number.
CUSIP	A list of CUSIP numbers for the adjustments for which you are either the deliverer or receiver.
Debit Amount	The total debit amount for the listed security.
Debit Items	The number of debit adjustments for the listed security.
Credit Amount	The total credit amount for the listed security.
Credit Items	The number of credit adjustments for the listed security.

Detail Display Screen

The Detail Display screen allows you to view the details of an adjustment you select on the Post Date Summary of Details screen, the CUSIP Summary of Details screen, or by specifying a post date and CUSIP on the Selection Menu.

Sample Screen

T\$VV 00002199-99	CMO TRADE ADJUSTMENT SYSTEM DETAIL DISPLAY	MM/DD/YY HH:MM:SS		
PARTICIPANT: 2199 - TEST				
POST DATE:	MM/DD/YY	GO TO CONTRA ID:		
CUSIP:	68338RAH3 - TEST CUSIP			
CONTRA ID	ADJUSTMENT AMOUNT	DTC DELIVERY DATE	TRADE QTY	TRADE AMOUNT
x 0279	\$1,295.53 D	MM/DD/YY	50,000	\$34,272.90
P 0901	\$1,295.53 D	MM/DD/YY	34,422	\$34,272.90
P 0901	\$1,295.53 C	MM/DD/YY	34,422	\$34,272.90
- 0901	\$1,295.53 C	MM/DD/YY	50,000	\$34,272.90
(P) DENOTES PAIRED ITEMS.				
X: EXPAND DETAIL	D: DELETE ITEM	PF6/18: PREVIOUS	PF11/23: PAGE FORWARD	
A: ATP HISTORY		PF7/19: MAIN MENU	PF10/22: PAGE BACK	

Field Descriptions

This field	Displays
Participant	Your Participant number and name.
Post Date	The post date for the selected adjustment (s).
Go To Contra ID	An entry field that allows you to bring a specific contra-Participant to the top of the display. Enter the desired four-digit Participant number.
CUSIP	The CUSIP number and a brief description of the security for the adjustment (s).
Contra ID	The DTC Participant number of the party with which the adjustment was made.
Adjustment Amount	The amount for this specific adjustment.
DTC Delivery Date	The date on which delivery was made via DTC.
Trade Qty	The number of shares traded, in thousands.
Trade Amount	The amount of the original trade.

Expanded Detail Display Screen

The Expanded Detail Display screen allows you to view additional details for a specific adjustment selected on the Detail Display screen.

Sample Screen

X\$VC	X76	XMO TRADE ADJUSTMENT SYSTEM	DATE:	MM/DD/YY
-------	-----	-----------------------------	-------	----------

```

00002199-99          EXPANDED DETAIL DISPLAY          TIME:    HH:MM:SS
PARTICIPANT:  2199-99  - TEST
CUSIP NO      SECURITY DESCRIPTION                PAYABLE DATE
31359RU34    CMO FANNIE MAE 1998-M3 D02/17/98  0.010% JJ38    04/17/99
                SETTLEMENT ADJUSTMENT HAS BEEN CONFIRMED

YOUR ACCOUNT WAS DEBITED  IN SAME DAY FUNDS ON    05/14/99 BY
                $2.76  DUE TO A DELIVER ORDER TRADE ACTIVITY ON    04/07/99
YOU DELIVERED TO  PART 2198 -CS XYZ COMP  QTY    $36,685,955  FACE VALUE

                $0.00  IN PRINCIPAL ADJUSTMENT BASED ON    0.984219604852 ACTUAL
                FACTOR AND    0.985393968901  TRADE    FACTOR  (GENERATED)

                $2.76DB IN INTEREST ADJUSTMENT BASED ON 06 DAYS FROM ACCRUAL END
                DATE OF 04/01/99  TO TRADE  SETTLEMENT DATE OF 04/07/99
                AT    .4857800 ACTUAL    COUPON RATE
                AND    .4862400 PREVIOUS  COUPON RATE.

TRADE ALSO ADJUSTED ON : 04/19/1999

PF6/18:PREV SCREEN  PF10/22:PREV ADJ          PF12/24:REVISE RATES

```

Field Descriptions

This field	Displays
Participant	Your Participant number and name.
CUSIP No	The CUSIP number of the security for which the adjustment was made.
Security Description	A brief description of the security.
Payable Date	The date on which dividend or interest payment was made.
Detail Display Area	The details of the selected adjustment (dates, amounts, reason for adjustment, factor value, and so forth).

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys* you can press PF12/24 on the Expanded Detail Display screen to access the Revise Trade Rates From First Adjustment screen.

Post Date Summary of Details Screen

The Post Date Summary of Details screen displays a list of adjustments for which you are either the deliverer or receiver, and allows you to select a post date and view adjustment details for that date.

Sample Screen

```

T$VV          CMO TRADE ADJUSTMENT SYSTEM          MM/DD/YY
00002199-99   POST DATE SUMMARY OF DETAILS          HH:MM:SS

PARTICIPANT:  2199 - TEST

GO TO POST DATE:

```

POST DATE	----- DEBIT -----		----- CREDIT -----	
	AMOUNT	ITEMS	AMOUNT	ITEMS
- 06/22/98	\$.00	0	\$491.56	1
- 06/17/98	\$.00	0	\$210.94	1
x 06/15/98	\$1,295.53	1	\$1,295.53	1
- 06/02/98	\$430.51	2	\$.00	0
- 05/27/98	\$10,804.13	1	\$30,574.81	2
- 05/26/98	\$3,779.67	1	\$14,352.85	2
- 05/21/98	\$.00	0	\$767.30	1
- 05/20/98	\$89,290.59	6	\$89,290.59	6
- 05/19/98	\$.00	0	\$89,479.87	6

X: EXPAND SUMMARY PF7/19: MAIN MENU PF11/23: PAGE FORWARD
PF9/21: SIGNOFF PF8/20: EXIT FUNC PF10/22: PAGE BACK

Field Descriptions

This field	Displays
Participant	Your Participant number and name.
Go To Post Date	An entry field that allows you to bring a specific post date to the top of the display. Enter the desired date in <i>mmddyy</i> format.
Post Date	A list of post dates for the adjustments for which you are either the deliverer or receiver.
Debit Amount	The total debit amount for the listed post date.
Debit Items	The number of debit adjustments for the listed post date.
Credit Amount	The total credit amount for the listed post date.
Credit Items	The number of credit adjustments for the listed post date.

Revise Trade Rates From First Adjustment Screen

The Revise Trade Rates From First Adjustment screen appears when you press PF12/24 on the Expanded Detail Display screen, and allows you to revise the trade factor and coupon rate for an adjustment.

Sample Screen

```

X$VC  X77          CMO TRADE ADJUSTMENT SYSTEM      DATE:  MM/DD/YY
00002199-99  REVISE TRADE RATES FROM FIRST ADJUSTMENT  TIME:  HH:MM:SS
PARTICIPANT: 2199 - TEST
CUSIP NO          SECURITY DESCRIPTION          PAYABLE DATE
31359RU34  CMO FANNIE MAE 1998-M3 D02/17/98  0.010% JJ38      04/17/99
          SETTLEMENT ADJUSTMENT HAS BEEN CONFIRMED

YOUR ACCOUNT WAS DEBITED  IN SAME DAY FUNDS ON 04/19/99 BY
          $2,954.68  DUE TO A DELIVER ORDER TRADE ACTIVITY ON 04/07/99
YOU DELIVERED TO  PART 2198 -CS XYZ COMP  QTY $36,685,955  FACE VALUE

          $2,948.47DB IN PRINCIPAL ADJUSTMENT BASED ON 0.984219604852 ACTUAL
          FACTOR AND 0.985393968901  TRADE FACTOR (GENERATED)

          $6.21DB IN INTEREST ADJUSTMENT BASED ON 06 DAYS FROM ACCRUAL END
          DATE OF 04/01/99  TO TRADE SETTLEMENT DATE OF 04/07/99

```

```

                AT      .4862400 LATEST   COUPON RATE
                AND     .4866900 TRADE    COUPON RATE.

TYPE OVER TRADE FACTOR AND/OR TRADE COUPON RATE AND PRESS ENTER

PF6/18:PREV SCREEN  PF7/19:MAIN MENU          PF12/24:REVISE RATES

```

Field Descriptions

This field	Displays
Participant	Your Participant number and name.
CUSIP Number	The CUSIP Number of the security for which the adjustment was made.
Security Description	A brief description of the security.
Payable Date	The date on which dividend or interest payment was made.
Detail Display Area	The details of the selected adjustments.
Trade Factor	An entry field that allows you to specify a new trade factor. Overtyping the displayed value.
Coupon Rate	An entry field that allows you to specify a new coupon rate. Overtyping the displayed value.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys* you can press PF12/24 on the Revise Trade Rates From First Adjustment screen to refresh the screen and reenter your revisions.

Selection Menu

The Selection Menu allows you to enter the specifications of the adjustment (s) you want to view or delete.

Sample Screen

```

MENU      HELP

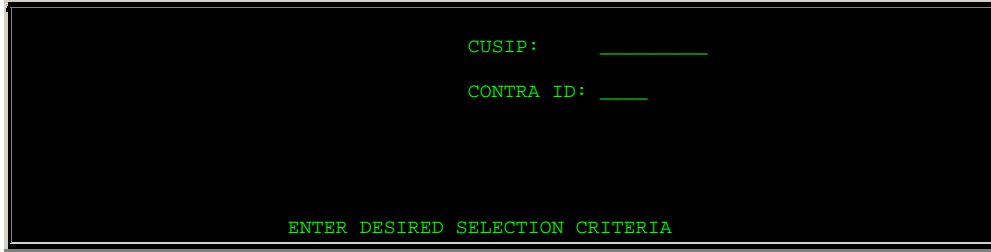
EAAK  490          THE DEPOSITORY TRUST COMPANY
MM/DD/YY
00002199-99      CMO TRADE ADJUSTMENTS SELECTION MENU
HH:MM:SS
=====

                        ADJUSTMENTS

                        PART-ID:  0161

                        _ POST DATE:  _____ (MMDDYY)

```



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. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Part-ID	View your participant number.
Post Date	View a list of adjustments in descending post date order, or enter a specific post date.
CUSIP	Enter a CUSIP number to view adjustments for a specific security.
Contra-ID	Enter a contra-participant's number to view adjustments for a specific contra Participant.

Messages

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

Message Text	Possible Cause	Suggested Resolution
AT LEAST ONE REQUIRED MAKE ANOTHER SELECTION	ENTER was pressed but no criteria was specified on the Selection Menu.	Enter the desired selection criteria and press ENTER.
CUTOFF TIME FOR DELETE OF THIS ITEM HAS PASSED	The item selected for deletion has a past post date.	You can only delete adjustments with a present or future post date.
DB2 CONNECTION ERROR	The database is currently unavailable.	Try again later.
DB2 LOCKOUT PROBLEM TRY AGAIN	A system error occurred.	Try again later.
FIRST PAGE DISPLAYED	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.
INVALID KEY PRESSED MAKE ANOTHER SELECTION	The PF key pressed is not valid for the screen or function being used.	Press one of the valid PF keys listed at the bottom of the screen.

Message Text	Possible Cause	Suggested Resolution
ITEM HAS BEEN UPDATED	The action you requested for the selected adjustment has successfully taken place.	Information only; no action required.
LAST PAGE DISPLAYED	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.
NO DATA FOUND FOR THIS SELECTION	No date was found for the specified post date, CUSIP, or contra-Participant combination entered on the Selection Menu.	Make another selection.
NO SELECTION ENTERED	ENTER was pressed but no criteria was specified on one of the Summary screens.	Enter the desired selection criteria and press ENTER.
PART-ID ERROR FOUND: CORRECT ALL HIGHLIGHTED FIELDS	An invalid Participant number was entered on the Selection Menu.	Enter a valid Participant number.
PAST CUTOFF/QUIESCE	The cutoff time for this function has been reached.	Try the function at another time. See <i>When to Use</i> for information about when to use the CTAS function.
PLEASE ENTER CORRECT COMMAND	An invalid option or selection was entered.	Enter one of the valid options listed at the bottom of the screen.
PLEASE ENTER VALID DATE (MMDDYY FORMAT)	An invalid date was entered.	Enter a valid date in mmddyy format.
SELECTION/OPTION: ERROR FOUND CORRECT ALL HIGHLIGHTED FIELDS	An invalid option or selection was entered.	Enter one of the valid options listed at the bottom of the screen.
THE ONLY VALID COMMAND FOR THIS ITEM IS `X"	An option other than X was specified for the selected item, but ATP Activity Details are not available for the item, or you cannot delete the item.	Type an X to the left of the item and press ENTER, or select another item.
TRANSMISSION ERROR DATA LOST: PRIOR screen DISPLAYED, INPUT DATA AGAIN	A system error occurred.	Re-type the last data you specified and press ENTER.
USER NOT ELIGIBLE FOR SELECTED FUNCTION	You are not authorized to access the CTAS function.	Contact your Relationship Manager if you need to use the CTAS function.

CUST:

The CUST function is documented in the [Custody User Guide](#).