Copyright

7.24 INVITATION TO COVER SHORT POSITION (ICSR/ICSM)

7.24.1 Overview

The Invitation To Cover Short Position function, accessed via ICSR, allows the Participant to extend to other Participants an invitation to offer securities for purchase that will cover a short position (a "short CUSIP") either in the inviting Participant's DTC account or outside of DTC's books and records.

> **Note**: The Invitation To Cover Short Position function, accessed via ICSM, allows the Participant to access only inquiry options.

A confirmation ticket is generated when the Participant transmits an invitation to cover a short position.

> Invitation tickets are sent by DTC to the Participants who are long the security which is the subject of the invitation. These tickets are also sent at approximately 3:00 p.m. Eastern time the following business day.

In general, the Invitation To Cover Short Position function provides the ability to enter, monitor, and resolve invitations to cover short positions a Participant may have via the following functions:

- Invitation Entry Screen: allows the Participant to enter an invitation to cover a short position.

- Browse of Invitations Sent: allows the Participant to view a listing of its short CUSIPs for which an invitation was sent.

- Browse of Invitations Sent by All Participants: allows the Participant to view an anonymous listing of *all* short CUSIPs for which an invitation was sent.

- Browse of Outstanding Uninvited Shorts: allows the Participant to view a listing of its short CUSIPs, which must be at least thirty days old, for which an invitation has not yet been sent.

- Browse of Invitations Received: allows the long Participant to view a listing of all invitations it has received.

- Browse of Invitation Termination (ICSR only): allows the Participant to view terminated invitations as well as all invitations that are available for termination, terminate an invitation, or rescind termination of an invitation.

Cutoff times are as follows:

- Invitation Entry: 5:00 p.m. Eastern time.

- All Browse Functions: 8:00 p.m. Eastern time.

Note: Long Participant Tickets are generated and routed to the Participants' 00 destination. Participants wishing to change this default must contact their Relationship Manager.

7.24.2 How To Access The Invitation To Cover Short Position Menu

Step   **Action**

Step 1   Obtain the Invitation To Cover Short Position Menu Screen by entering 'ICSR/ICSM' on the
Enter Function Prompt Screen (Figure 1).

```
 TY30                         INVITATION TO COVER SHORT              12/01/90
 00002199 - 07                      MENU SCREEN                      10:24:50


                     1.  INVITATION ENTRY SCREEN

                     2.  INVITATIONS SENT

                     3.  INVITATIONS SENT BY ALL PARTICIPANTS

                     4.  OUTSTANDING UNINVITED SHORTS

                     5.  INVITATIONS RECEIVED

                     6.  INVITATION TERMINATION


              SELECT DESIRED OPTION:
```

Figure 1. Invitation To Cover Short Position Menu Screen

Step 2   Select one of the following options on the Invitation to Cover Short Position Menu Screen:

- 1: to enter an invitation.

- 2: to browse invitations sent by you.

- 3: to browse invitations sent by *all* Participants.

- 4: to browse short CUSIPs for which you have not yet sent an invitation.

- 5: to browse invitations you have received.

- 6: to terminate or rescind an invitation you have entered.

   Note: Access via ICSR allows the Participant to select options 1-6; access via ICSM
   allows the Participant to select options 2-5.

General PF Keys:

- 'ENTER' key to process/pre-edit.

- 'PF1/13' key to update.

- 'PF6/18' key to select all displayed items.'PF7/19' key to return to the Invitation To Cover Short Position Menu Screen.

- 'PF8/20' key to change the function.

- 'PF9/21' key to end the processing session.

- 'PF10/22' key to scroll backward.

- 'PF11/23' key to scroll forward.

7.24.3 How To Enter An Invitation (ICSR Only)

Step   **Action**

Step 1   Select Option 1 on the Invitation To Cover Short Position Menu Screen.

Step 2   Press the 'ENTER' key to obtain the Invitation To Cover Short Position Screen (Figure 1).

```
TY30/ICSR              INVITATION TO COVER SHORT POSITION      12/27/89
00002199 - 07                                                 10:24:50
SIGNON PT#: 2199    PTS TR ACC

CUSIP NUMBER    :                      DESCRIPTION:

QUANTITY DESIRED :

PRICE OFFERED   :                              TO:

-------------------------- SUBSTITUTE AVAILABLE ----------------------------

CUSIP        :                           QUANTITY:
DESCRIPTION  :

CONTACT      :                           PHONE   :    -    -

  SUBMITTERS OF THIS INVITATION TO TENDER HEREBY REPRESENT AND WARRANT:
    (I) THAT THEY HAVE THE AUTHORITY TO SUBMIT THIS INVITATION
   (II) THAT THEY CURRENTLY HOLD A SHORT ON THEIR BOOKS; AND
  (III) THAT THEY ARE SUBMITTING THIS INVITATION IN ORDER TO COVER SUCH SHORT


PF1/13= UPDATE       PF8/20= ENTER FUNCTION     PF9/21= SIGNOFF
```

Figure 1. Invitation To Cover Short Position Screen

Step 3   Enter the following information on the Invitation to Cover Short Position Screen:

- CUSIP Number: enter a nine character DTC-eligible CUSIP number in which the Participant has a short position in its DTC account.

- Quantity Desired: enter the desired amount of securities to be covered, less than or equal to the short quantity; a maximum of thirteen digits can be entered.

- Price Offered: enter the price range within which offerings of the securities will be considered; a maximum of four dollar digits and two decimal digits can be entered (for

debt securities, enter the price as a percentage of the principal amount (e.g., 100-102); for all other securities, enter the price in terms of the dollars per unit of the security).

- CUSIP: enter a nine character CUSIP number; optional.

- Description: enter the security description for non-DTC eligible CUSIPs only; optional; a maximum of sixty alphanumeric characters can be entered.

- Quantity: enter the amount of securities offered in exchange for the short security; optional; a maximum of thirteen digits can be entered.

  Note: The previous three fields are to be entered only if the Participant is offering an alternative security as a substitute for the short security.

- Contact: enter the name of the person to be contacted; a maximum of twenty characters can be entered.

- Phone: enter the area code and telephone number of the person to be contacted.

- Note the following disclaimer : **"Submitters of this Invitation to tender hereby represent and warrant: (i) that they have the authority to submit this Invitation; (ii) that they currently hold a short on their books; and (iii) that they are submitting this Invitation in order to cover such short."**

  Note: The information entered in the previous two fields will not be sent to the long Participants.

Step 4   Press the 'ENTER' key to validate the data.

- If any errors occur, the appropriate error message is displayed; re-enter data in the appropriate field(s) and press the 'ENTER' key.

- If no errors occur, the Security Description is displayed for verification (Figure 3).

```
TY30/ICSR              INVITATION TO COVER SHORT POSITION        12/27/89
00002199 - 07                                                   10:24:52
SIGNON PT#: 2199    PTS TR ACC


CUSIP NUMBER    :  91755OKG9          DESCRIPTION: UTRHSG09.00JJ91RR*-{


QUANTITY DESIRED :  5


PRICE OFFERED   :  100.00                      TO:  101.00



SUBSTITUTE AVAILABLE

CUSIP        :  91755OKF1               QUANTITY:  5

DESCRIPTION  :  UTRH5G09.00JJ92RR*={

CONTACT      :  S. SMITH               PHONE   :  212 - 555 - 1234


PF1/13= UPDATE      PF8/20= ENTER FUNCTION     PF9/21= SIGNOFF
```

Figure 3. Invitation To Cover Short Position Screen Displaying the Security Description

Step 5   Press the 'PF1/13' key to update.

Note: The Invitation To Cover Short Position Screen is cleared of all data entered and a confirmation ticket is sent to the short Participant (Figure 4).

```
o                                                                    o
o 0 0000219900-000005                                   12/27/89     o
o                                                       10:24:55     o
o        INVITATION TO COVER SHORT POSITION CONFIRMATION TICKET      o
o                                                                    o
o  PTS ID      : 00002199-01        TERMID      :  TX04              o
o                                                                    o
o  PARTICIPANT  : PTS TR ACC         PARTICIPANT NO:      2199       o
o  CUSIP NO    : 91755OKG9           DESCRIPTION   :UTRHSG09.00JJ91RR*-{   o
o  QTY DESIRED :                                                     o
o  PRICE OFFERED: 100.00   TO   101.00                              o
o                                                                    o
o  SUBSTITUTE AVAILABLE                                              o
o  CUSIP NO    : 91755OKF1           QUANTITY    :  5                o
o  DESCRIPTION  : UTRHSG09.00JJ92RR*{                                o
o  CONTACT     : S. SMITH            PHONE      :  (212) 555-1234    o
o                                                                    o
```

Figure 4. Confirmation Ticket

The following unsolicited tickets are transmitted at approximately 3:00 p.m. Eastern time the following business day:

- Invitation Ticket: if the invitation request is validated, an invitation ticket is sent to the long Participants (Figure 5).

- Cancelled Invitation Ticket: if the Participant's short position has been covered, a cancelled invitation ticket is sent to the Participant who entered the invitation (Figure 6).

- Termination Ticket: if a previously invited CUSIP is covered, a termination ticket is sent to all long Participants who previously received an invitation for that security (Figure 7).

- The following disclaimer will appear on the invitation ticket : **"An Invitation to tender extended via the ICSR function does not constitute a contract to purchase, nor does a long participant's response to such an invitation constitute a contract to sell."**

```
o  0  0000219800-000005                                        12/28/89      o

o                                                              04:14:41      o
o                      INVITATION TO COVER SHORT POSITION

o                                                                            o
o  DATE         : 12/27/89                  QUANTITY      : 5                o

o  TO           : 2198   PTS TR AC2         PRICE FR:         100.00         o

o  CUSIP NO     : 91755OKG9                 TO:              101.00          o

o  DESCRIPTION  : UTRHSG09.JJ91RR*-{                                         o
o                                                                            o
o  WE ARE HEREBY NOTIFYING YOU, AS A PARTICIPANT WITH A LONG POSITION IN     o
o  THE ABOVE SECURITY, THAT AN "INVITATION TO COVER SHORT" HAS BEEN          o
o  RECEIVED FROM A DTC PARTICIPANT WHO IS SHORT THIS SECURITY.  OFFERINGS    o
o  ARE INVITED FOR 5                SHARES/BONDS.  BUT OFFERINGS IN          o
o  LARGER OR SMALLER QUANTITIES WILL ALSO BE CONSIDERED.  IN ADDITION,       o
o  THE "SHORT" PARTICIPANT HAS OFFERED  5               SHARES/BONDS OF      o
o  91755OKF1 UTRHSG09.00JJ92RR*-{                                            o
o  IN EXCHANGE FOR THE ABOVE SECURITY.  YOU ARE ASKED TO CONSIDER WHETHER    o
o  YOU ARE WILLING TO OFFER SECURITIES ON BEHALF OF YOUR CLIENT.  IF YOU     o
o  WISH TO OFFER SECURITIES, PLEASE CALL DTC AT (212) 656-1921 AND LEAVE     o
o  A MESSAGE STATING THIS.  DTC WILL ADVISE THE "SHORT" PARTICIPANT OF       o
o  YOUR OFFER.

o  AN INVITATION TO TENDER EXTENDED VIA THE ICSR FUNCTION DOES               o
o  NOT CONSTITUTE A CONTRACT TO PURCHASE, NOR DOES A LONG PARTICIPANT'S      o
o  RESPONSE TO SUCH AN INVITATION CONSTITUTE A CONTRACT TO SELL.             o
```

Figure 5. Invitation Ticket

```
o                                                                        o
o  0 0000219700-000005                                       12/27/89    o
o                                                            10:24:55    o
o  **********  CANCELLED INVITATION TO COVER SHORT POSITION **********   o
o                                                                        o
o  PTS ID      : 00002197-01                                             o
o                                                                        o
o  PARTICIPANT : PTS TR AC3         PARTICIPANT NO:    2197              o
o  DATE        : 12/27/89                                                o
o  CUSIP NO    : 033159WK6          DESCRIPTION   : AKGGNOBO500JJ0197 {  o
o  QUANTITY DESIRED:  11                                                 o
o  PRICE OFFERED:       111.00  TO  115.00                              o
o                                                                        o
o  SUBSTITUTE AVAILABLE                                                  o
o  CUSIP NO    : 123456789          QUANTITY      :       11             o
o  DESCRIPTION : CUSIP DESCRIPTION FOR ALTERNATE SECURITY                o
o  CONTACT     : J. JONES           PHONE         :  (212) 555-2222      o
o                                                                        o
```

Figure 6. Cancelled Invitation Ticket

```
o                                                                        o
o  0 0000219800-000003                                       12/29/89    o
o                                                            03:05:35    o
o             **********  TERMINATION OF OFFER **********                o
o                 INVITATION TO COVER SHORT POSITION                     o
o  NAME OF ISSUE:   UTRHSG09.00JJ91RR*-{                                 o
o  CUSIP NUMBER:    91755OKG9                                            o
o                                                                        o
o  NOTICE HAS BEEN RECEIVED BY DTC FROM THE PARTICIPANT, WITH A SHORT    o
o  POSITION IN THE ABOVE SECURITY, THAT ITS POSITION IS NO LONGER        o
o  SHORT, DUE TO A SUCCESSFUL CONCLUSION OF ITS INVITATION.  THEREFORE,  o
o  THIS INVITATION IS NO LONGER OPEN.                                    o
o                                                                        o
```

Figure 7. Termination Ticket

7.24.4 How To Browse Invitations Sent By You

Step   **Action**

Step 1   Select Option 2 on the Invitation to Cover Short Position Menu Screen.

Step 2   Press the 'ENTER' key to obtain the Invitations Sent Screen
                (Figure 1).

```
TY30/ICS1              INVITATION TO COVER SHORT POSITION       12/01/90
00002199-07                    INVITATIONS SENT                 10:24:52

 STARTING CUSIP:

S=SELECT  CUSIP       DESCRIPTION                QUANTITY      REQ-DATE
          011830TD8   AKRHSGFN10.50JD91RR{           100       08/31/90
          01200H108   ALASKA GLD MNS LTD*             10       07/24/90
          017753104   ALLEN ORGAN C/B +               10       08/18/90
          030131874   AMER TEBT SR52 SUIT+           100       02/13/90
          038388104   AQUATECH AMERICA *+            500       02/16/90
          043155100   ARTS & SCIENCE TECH*+           50       08/10/90
          053015103   AUTO DATA PROCESS<             100       06/10/90
          067383109   BARD C R INC<                   10       01/30/90
          448497545   HORN SILVER MNS*-               10       09/04/90
          459200101   INTER BUSINESS MACH<            50       05/22/90
          570559104   MARKET FACTS +                  50       05/05/90
          601158108   MILLS MUSIC TRUST +            100       10/13/90
          606818201   MITSUBISHI T&B ADR+            100       11/01/90
          699216107   PARAMOUNT COMM<                100       11/05/90
          91755OKG9   UTRHSG09.00JJ91RR*-{             5       09/14/90

 PF7/19=MENU   PF11/23=FWD   PF10/22=BWD   ENTER=SELECT   PF6/18=SELECT ALL
```

Figure 1. Invitations Sent Screen

Step 3   Enter a starting CUSIP number to limit the range of information viewed.

Step 4   Press the 'ENTER' key to obtain the Invitations Sent Screen displaying the appropriate
                information.

To View Detail Request Information:

Step 5   Enter S in the S(elect) field to the left of the CUSIP number(s) for which detail information is
                desired.

and

Press the 'ENTER' key to process.

or

Press the 'PF6/18' key to view detail information for <u>all</u> currently displayed CUSIP numbers.

Note: The Invitations Sent (Detailed) Screen appears displaying the appropriate information (Figure 2).

```
TY30                INVITATION TO COVER SHORT POSITION        12/01/90
00002199-07              INVITATIONS SENT (DETAILED)           10:24:52

                  INVITING PARTICIPANT:   2199   PTS TR ACC

 INVITE DATE    :         09/14/90       STATUS    : OPEN

 CUSIP NUMBER   :         91755OKG9       DESCRIPTION: UTRHSG09.00JJ91RR*-{

 QUANTITY       :              5

 PRICE          :       $  100.00        TO        : $  101.00

 SUBSTITUTE AVAILABLE
 CUSIP          :         917550KF1      QUANTITY   :     5

 DESCRIPTION    :   UTRHS609.00JJ92RR*-{

 CONTACT        :     S. SMITH           PHONE      :   (212) 555-1234

 PF6/18 = RETURN TO BROWSE     PF10/22 = SCROLL BWD    PF11/23 = SCROLL FWD
```

Figure 2. Invitations Sent (Detailed) Screen

7.24.5 How To Browse Invitations Sent By All Participants

Step 1   Select Option 3 on the Invitation To Cover Short Position Menu Screen.

Step 2   Press the 'ENTER' key to obtain the Invitations Sent By All Participants Screen (Figure 1).

```
TY30/ICS1              INVITATION TO COVER SHORT POSITION        12/01/90
00002199-07            INVITATIONS SENT BY ALL PARTICIPANTS      10:24:52


 STARTING CUSIP:

 S=SELECT  CUSIP       DESCRIPTION                  QUANTITY     REQ-DATE
         011830TD8   AKRHSGFN10.50JD91RR{               100      08/31/90
         01200H108   ALASKA GLD MNS LTD*                 10      07/24/90
         017753104   ALLEN ORGAN C/B +                   10      08/18/90
         030131874   AMER TEBT SR52 SUIT+               100      02/13/90
         038388104   AQUATECH AMERICA *+                500      02/16/90
         043155100   ARTS & SCIENCE TECH*+               50      08/10/90
         053015103   AUTO DATA PROCESS<                 100      06/10/90
         067383109   BARD C R INC<                       10      01/30/90
         448497545   HORN SILVER MNS*-                   10      09/04/90
         459200101   INTER BUSINESS MACH<                50      05/22/90
         570559104   MARKET FACTS +                      50      05/05/90
         601158108   MILLS MUSIC TRUST +                100      10/13/90
         606818201   MITSUBISHI T&B ADR+                100      11/01/90
         699216107   PARAMOUNT COMM<                    100      11/05/90
         91755OKG9   UTRHSG09.00JJ91RR*-{                 5      09/14/90

PF7/19=MENU   PF11/23=FWD   PF10/22=BWD   ENTER=SELECT   PF6/18=SELECT ALL
```

Figure 1. Invitations Sent By All Participants Screen

Step 3   Enter a starting CUSIP number to narrow the range of information viewed.

Step 4   Press the 'ENTER' key to obtain the Invitations Sent By All Participants Screen displaying the appropriate information.

To View Detail Request Information:

Step 5   Enter S in the S(elect) field to the left of the CUSIP number(s) for which detail information is desired.

and

Press the 'ENTER' key to process.

or

Press the 'PF6/18' key to view detail information for *all* currently displayed CUSIP numbers.

Note: The Invitations Sent By All Participants (Detailed) Screen appears displaying the appropriate information (Figure 2).

```
TY30/ICS2             INVITATION TO COVER SHORT POSITION         12/01/90
00002199-07      INVITATIONS SENT BY ALL PARTICIPANTS (DETAILED)   10:24:52


                (THIS INVITATION WAS SENT BY ANOTHER DTC PARTICIPANT)
INVITE DATE         :             09/14/90      STATUS    : OPEN

CUSIP NUMBER        :             917550KG9     DESCRIPTION: UTRHSG09.00JJ91RR*-{

QUANTITY            :                   5

PRICE               :        $  100.00    TO         : $    101.00

SUBSTITUTE AVAILABLE
CUSIP               :             917550KF1     QUANTITY   :       5

DESCRIPTION         :  UTRHSG09.00JJ92RR*-{

 IF YOU WISH TO OFFER SECURITIES, PLEASE CALL DTC AT (212) 656-1921 and
 LEAVE A MESSAGE STATING THIS.  DTC WILL ADVISE THE "SHORT" PARTICIPANT
 OF YOUR OFFER.

 PF6/18 = RETURN TO BROWSE    PF10/22 = SCROLL BWD   PF11/23 = SCROLL FWD
```

Figure 2. Invitations Sent By All Participants (Detailed) Screen

7.24.6 How To Browse Outstanding Short CUSIPs For Which You Have Not Sent An Invitation

Step	Action
Step 1	Select Option 4 on the Invitation To Cover Short Position Menu Screen.
Step 2	Press the 'ENTER' key to obtain the Outstanding Uninvited Shorts Screen (Figure 1).

```
TY07/ICS3            INVITATION TO COVER SHORT POSITION          12/01/90
00002199-07              OUTSTANDING UNINVITED SHORTS            14:24:52

STARTING CUSIP:

 CUSIP       DESCRIPTION        SHORT QTY    SHORT DATE     MARKET VALUE
033231FR8  NYGSWGFA08875JD0699{         5    06/27/89          $5,535.00
057858AN2  ALRHOSP12.00AO0401 {        10    02/06/89         $10,480.00
017753104  ALLEN ORGAN C/B +           10    06/20/89          $1,000.00
030131874  AMER TEBT SR52 SUIT+       100    07/10/89            $300.00
038388104  AQUATECH AMERICA *+         50    10/10/87          $6,000.00
043155100  ARTS & SCIENCE TECH*        50    09/09/88         $40,344.00
053015103  AUTO DATA PROCESS<         100    01/20/90          $2,000.00
067383109  BARD C R INC<               10    12/26/85            $600.00
448497545  HORN SILVER MNS*-           10    11/02/86          $1,000.00
459200101  INTER BUSINESS MACH<        50    10/29/87          $5,500.00
570559104  MARKET FACTS +              50    02/12/90         $10,000.00
601158108  MILLS MUSIC TRUST +        100    05/30/89            $700.00
606818201  MITSUBISHI T&B ADR+        100    01/15/84            $900.00
699216107  PARAMOUNT COMM<            100    03/24/88          $1,500.00
917550KG9  UTRHSG09.00JJ91RR*-{         5    12/20/89          $3,400.00


     PF7/19=MENU   PF11/23=SCROLL FORWARD    PF10/22=SCROLL BACKWARD
```

Figure 1. Outstanding Uninvited Shorts Screen

Step	Action
Step 3	Enter a starting CUSIP number to narrow the range of information viewed.
Step 4	Press the 'ENTER' key to obtain the Outstanding Uninvited Shorts Screen displaying the appropriate information.

7.24.7 How To Browse Invitations Sent To You

Step	Action

Step 1   Select Option 5 on the Invitation To Cover Short Position Menu Screen.

Step 2   Press the 'ENTER' key to obtain the Invitations Received Screen (Figure 1).

```
 TY30/ICS1              INVITATION TO COVER SHORT POSITION        12/01/90
 00002199-07                    INVITATIONS RECEIVED              10:24:52


  STARTING CUSIP:

 S=SELECT  CUSIP      DESCRIPTION                 QUANTITY      REQ-DATE
           011830TD8  AKRHSGFN10.50JD91RR{            100      08/31/90
           01200H108  ALASKA GLD MNS LTD*             10       07/24/90
           017753104  ALLEN ORGAN C/B +               10       08/18/90
           030131874  AMER TEBT SR52 SUIT+            100       02/13/90
           038388104  AQUATECH AMERICA *+             50       02/16/90
           043155100  ARTS & SCIENCE TECH*+           50       08/10/90
           053015103  AUTO DATA PROCESS<             100       06/10/90
           067383109  BARD C R INC<                   10       01/30/90
           448497545  HORN SILVER MNS*-               10       09/04/90
           459200101  INTER BUSINESS MACH<            50       05/22/90
           570559104  MARKET FACTS +                  50       05/05/90
           601158108  MILLS MUSIC TRUST +            100       10/13/90
           606818201  MITSUBISHI T&B ADR+            100       11/01/90
           699216107  PARAMOUNT COMM<                100       11/05/90
           91755OKG9  UTRHSG09.00JJ91RR*-{             5       09/14/90


  PF7/19=MENU   PF11/23=FWD   PF10/22=BWD   ENTER=SELECT   PF6/18=SELECT ALL
```

Figure 1. Invitations Received Screen

Step 3   Enter a starting CUSIP number to narrow the range of information viewed.

Step 4   Press the 'ENTER' key to obtain the Invitations Received Screen displaying the appropriate information.

To View Detail Request Information:

Step 5   Enter S in the S(elect) field to the left of the CUSIP number(s) for which detail information is desired.

and

Press the 'ENTER' key to process.

or

Press the 'PF6/18' key to view detail information for all currently displayed CUSIP numbers.

Note: The Invitations Received (Detail) Screen appears displaying the appropriate information (Figure 2).

```
TY30/ICS5            INVITATION TO COVER SHORT POSITION          12/01/90
00002199-07                 INVITATIONS RECEIVED                 10:24:52
                  ************ O P E N *************


DATE          : 12/27/89              QUANTITY:       5
TO            : 2198     PTS TR AC2    PRICE FR:    100.00
CUSIP NO      : 91755OKG9                    TO:    101.00
DESCRIPTION   : UTRHSG09.00JJ91RR*-{

WE ARE HEREBY NOTIFYING YOU, AS A PARTICIPANT WITH A LONG POSITION IN
THE ABOVE SECURITY, THAT AN "INVITATION TO COVER SHORT" HAS BEEN
RECEIVED FROM A DTC PARTICIPANT WHO IS SHORT THIS SECURITY.  OFFERINGS
ARE INVITED FOR                 5 SHARES/BONDS.  BUT OFFERINGS IN
LARGER OR SMALLER QUANTITIES WILL ALSO BE CONSIDERED.  IN ADDITION,
THE "SHORT" PARTICIPANT HAS OFFERED              5 SHARES/BONDS OF
91755OKF1 UTRHSG09.00JJ92RR*-{
IN EXCHANGE FOR THE ABOVE SECURITY, YOU ARE ASKED TO CONSIDER WHETHER
YOU ARE WILLING TO OFFER SECURITIES ON BEHALF OF YOUR CLIENT.  IF YOU
WISH TO OFFER SECURITIES, PLEASE CALL DTC AT (212) 656-1921 AND LEAVE A
MESSAGE STATING THIS.  DTC WILL ADVISE THE "SHORT" PARTICIPANT OF YOUR
OFFER.


AN INVITATION TO TENDER EXTENDED VIA THE ICSR FUNCTION DOES NOT CONSTITUTE
A CONTRACT TO PURCHASE, NOR DOES A LONG PARTICIPANT'S RESPONSE TO SUCH
AN INVITATION CONSTITUTE A CONTRACT TO SELL.



PF7/19=MENU  PF11/23=FWD  PF10/22=BWD   ENTER=SELECT   PF6/18=SELECT ALL
```

Figure 2. Invitations Received (Detail) Screen

7.24.8 How To Terminate an Invitation or Rescind the Termination of an Invitation (ICSR only)

Step   Action

Step 1   Select Option 6 on the Invitation To Cover Short Position Menu Screen.

Step 2   Press the 'ENTER' key to obtain the Invitation Termination Screen (Figure 1).

```
TY30/ICS1              INVITATION TO COVER SHORT POSITION        12/01/90
00002199-07                   INVITATION TERMINATION            10:24:52


         STARTING CUSIP: 4


S
T                                                     INVITE   TERMINATE
R     CUSIP       DESCRIPTION       PART     QUANTITY    DATE      DATE
   424866AA9                        219           10   12/06/90  12/31/90
   440441996  HORIZON TELECOM B NV  443          294   05/03/00  05/05/00
   456567FT8                        443           10   04/10/91  05/08/91
   46032J103  INTL SIGMA SEC   F -  443           50   07/30/93  11/16/93
   474656BM6                        443            5   06/20/90  08/10/90
   498890102  KNICKERBOCKER VILL -  443            5   11/05/90  06/04/91
   507205995  LAGUNA HILLS UT LIQ+  443          300   10/11/96  11/06/96
   517084CM9                        443            1   06/05/91  10/31/97
   544560EB7                        443            5   06/05/91  10/21/91
   545658AZ9                        443           10   04/10/91  05/08/91
   546396HN5                        443            5   10/14/91  10/17/91
   546416P77                        443           20   10/01/90  10/10/90
   546416VX3                        443          100   10/14/91  11/07/91


  PF7/19=MENU            PF11/23=FWD    ENTER=SELECT/TERMINATE/RESCIND
```

Figure 1. Invitation Termination Screen

To View Detail Request Information:

Step 3   Enter S in the S(elect) field to the left of the CUSIP number(s) for which detail information is
                 desired and press the 'ENTER' key to process.

                                    or

To Terminate or Rescind an Invitation:

Step 4   Select T(erminate) or R(escind) to the left of the CUSIP number(s) for which detail
information is desired and press the 'ENTER' key to process.

   Note: The Invitation Termination (Detail) Screen appears displaying the appropriate information
(Figure 2).

```
PRESS PF1/PF13 CONFIRM TERMINATED
TY30/ICS1              INVITATION TO COVER SHORT POSITION            12/01/90
00002199-07                   INVITATION TERMINATION                15:25:51

SERVICED PARTICIPANT :   997     SSB&T CO

DATE       :   02/01/90
CUSIP NO   :   372190AS7    OHGG/O 05.600JD15BE¢
QUANTITY   :        10,000
PRICE      :   $  115.07          TO          $  115.07

SUBSTITUTE AVAILABLE
CUSIP      :
QUANTITY   :
CONTACT    :   S TRIMBOLI
PHONE      :   (212) 855-4986

PF7/19=MENU   PF11/23=SCROLL FWD  PF1/13=UPDATE  PF6/PF18=RETURN BROWSE SCREEN
```

Figure 2. Invitation Termination (Detail) Screen

Step 5   Press PF1 to terminate an Invitation or rescind the termination of the invitation.

IFE:

Introduction

Overview

The Imaging Fax and E-mail System allows you to request that imaged copies of certificates and other deposit-related documents you sent to DTC be transmitted to up to six recipients by either fax or e-mail. You can also obtain copies of legal notices via this system.

You can access the Imaging Fax and E-mail System from the following PTS function screens:

Function	Screen (s)	Function Key / Menu Option
BDSI	Detail Inquiry	PF1/13
CUST	Certificate Inquiry Detail	PF12/24
DAMP	Deposit Detail Inquiry	PF2/14
RDSP	Main Menu	Option 8
STDI	Aging Deposit Inquiry All Deposit Inquiry Stop Deposit Inquiry	PF2/14
LENP	Notice Order	PF2/14

Note - Due to the nature of the Internet, an e-mail request may take anywhere from a few minutes to several hours to reach its destination. However, the average time it will take an e-mail request to reach its destination is 15 to 20 minutes.

Associated Products

The Imaging Fax and E-mail System is used with the following Deposits products:

- Branch Deposits
- Custody
- Custody Reorg Deposits
- Legal Deposits
- Regular Deposits
- Restricted Deposits

The service is also available for users of DTC's Legal Notice System (via LENP) , which allows you to view and order legal, asset-backed, and corporate status notices.

List of Procedures:

Requesting Fax and E-mail Transmissions

Use this procedure to request that imaged material be transmitted to up to six recipients by either fax or e-mail.

1 Access the Imaging Fax and E-mail System from the PTS function you are using. The following functions will take you to the appropriate procedure.

- BDSI
- DAMP
- LENP
- RDSP
- STDI

Result- The Imaging Fax and E-mail System Selection Screen appears.

2 Select the transmission method by entering either F for fax or E for e-mail in the field next to the arrow. Press ENTER.

Result- Either the Fax Transmission Request screen or the E-mail Transmission Request screen appears.

3 Type data in all required entry fields and press ENTER to transmit your request to DTC.

Result- The message "Your request has been submitted" appears, along with an indicator showing how many imaged documents will be sent with each transmission.

List of Screens:

E-mail Transmission Request Screen

The E-mail Transmission Request screen appears when you select the e-mail option on the Selection Screen. It allows you to enter the e-mail addresses of up to six prospective recipients of the imaged deposit material. You can also enter comments about the documents. All fields are required unless otherwise noted.

Sample Screen

```
IF20 / TATF  E - M A I L   T R A N S M I S S I O N   R E Q U E S T          MM/DD/YYYY
D000299-01    I M A G E S   F O R   CNTL ID 12345678901234          HH:MM:SS

SENT FROM:
NAME:      _TEST BROKERS_____ PART ID: _2199___
ADDRESS:   _123 Main St., New York, NY 12345_____

SEND TO:
E-MAIL ADDRESSES:      1.   _jsmith@xxx.com_____
                       2.   _rweeks@xyz.com_____
                       3.   _____
                       4.   _____
                       5.   _____
                       6.   _____

SUBJECT:    __IMAGE OF CERT_____
COMMENTS:   __AS DISCUSSED, SEE IMAGE OF CERTIFICATE FOR DETAIL_____
            _____
            _____
            _____
            _____
                                     IMAGE FORMAT: T   CONSOLIDATE: Y
```

Field Descriptions

This screen	Allows you to
Sent from: Name	Type your name and your firm's name.
Part ID	View your participant number.
Sent from: Address	Type your firm's address. *Optional.*
Send to: E-mail Addresses (1 through 6)	Type up to six e-mail addresses.
Subject	Type identifying information about the material. *Optional.*
Comments	Type comments about the transaction. *Optional.*
Image Format	Type J if you would like the images sent in JPEG format. *Optional. Default*: T (for TIFF format).
Consolidate	Type N if you would like each imaged page to be sent as separate attachment instead of a single consolidated attachment. *Optional. Default*: Y (for one attachment). *Note*- You will probably find it preferable to receive one attachment that you can open and scroll through rather than several attachments that may be difficult to identify.

Function Keys

The only function key you can use on this screen is PF7/19, which will return you to the last inquiry screen you were working on.

Fax Transmission Request Screen

The Fax Transmission Request screen appears when you select the fax option on the Selection Screen. It allows you to enter the fax numbers of up to six prospective recipients of the imaged deposit material. You can also enter comments about the material. All fields are required unless otherwise noted.

Sample Screen

```
IF20 / TATF    F A X   T R A N S M I S S I O N   R E Q U E S T    MM/DD/YYYY
D0002199-00    I M A G E S   F O R  CNTL ID 12345678901234    HH:MM:SS


SENT FROM:
NAME:       _TEST BROKERS_____ PART ID: _2199___
ADDRESS:    _123 Main St., New York, NY 12345_____


SEND TO:
FAX NUMBERS:
        1. ( 212 ) 555 - 5555      ATTENTION:  _J. SMITH_____
        2. ( 212 ) 555 - 1234      ATTENTION:  _R. WEEKS_____
```

```
    3. ( ___ ) ___ - ____          ATTENTION:  _____
    4. ( ___ ) ___ - ____          ATTENTION:  _____
    5. ( ___ ) ___ - ____          ATTENTION:  _____
    6. ( ___ ) ___ - ____          ATTENTION:  _____

SUBJECT:   __PHOTOCOPY OF CERT_____
COMMENTS:  __AS DISCUSSED, SEE COPY OF CERTIFICATE FOR DETAIL_____
           _____
           _____
           _____
           _____

PF7/19 = PREV SCREEN
```

Field Descriptions

This field	Allows you to
Sent from: Name	Type your name and your firm's name.
Part ID	View your participant number.
Sent from: Address	Type your firm's address. *Optional*.
Fax Numbers (1 through 6)	Type up to six fax numbers.
Attention (1 through 6)	Type up to six recipients' names.
Subject	Type identifying information about the material. *Optional*.
Comments	Type comments about the transaction. *Optional*.

Function Keys

The only function key you can use on this screen is PF7/19, which will return you to the last inquiry screen you were working on.

Selection Screen

The Selection Screen can be accessed from the PTS functions screens listed previously in this procedure and allows you to select whether you would like imaged material transmitted by either fax or e-mail. Type F next to the arrow if you want the material sent by fax or E if you want it sent via e-mail.

Sample Screen

```
              WELCOME TO THE IMAGING FAX AND E-MAIL SYSTEM








                             ENTER F FOR FAX

                             ENTER E FOR E-MAIL
```
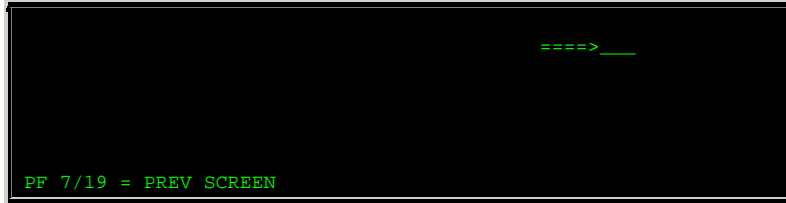
```
                                            ====>___




PF 7/19 = PREV SCREEN
```

Function Keys

The only function key you can use on this screen is PF7/19, which will return you to the last inquiry screen you were working on.

Messages

You may encounter the following error messages when using the Imaging Fax and E-mail System. Messages appear in alphabetical order, along with an explanation and a possible resolution.

Message Text	Possible Cause	Suggested Resolution
-911 SQLCODE- TABLE IN USE. PLEASE TRY AGAIN LATER.	A system table is in use and your request cannot be processed.	Wait a few seconds and press ENTER again.
DUPLICATE REQUEST. THIS REQUEST HAS ALREADY BEEN SUBMITTED.	ENTER was pressed again after a completed request was submitted. This warning feature prevents you from accidentally sending multiple requests to the same users of the same images.	Either modify the screen you were working on in some way or press PF7/19 to return to the last inquiry screen you were working on. and start the request process over again.
F &E ARE THE ONLY OPTIONS	You entered a value other than F or E in the field next to the arrow.	Type F (for fax) or E (for e-mail).
FIRST E-MAIL ADDRESS REQUIRED	The first **Send to: E-mail Addresses** field is blank.	Type an e-mail address in the first field.
FIRST FAX NUMBER REQUIRED	A complete numeric fax number was not entered in the first **Send to: Fax Numbers** field.	Enter a complete numeric fax number in the first **Send to: Fax Numbers** field.
FIRST POSITION OF E-MAIL ADDRESS MUST BE A-Z OR 0-9	The first character of an e-mail address is a value other that A through Z or 0 through 9.	Enter an e-mail address in which the first character of an e-mail address is A through Z or 0 through 9.
INVALID KEY- ONLY VALID KEYS ARE: ENTER/PF1/13	You pressed an invalid function key.	Press ENTER or PF1/13 to submit a request, or PF7/19 to return to the previous screen.
INVALID CONSOLIDATION INDICATOR. Y = YES, N = NO	A value other than Y or N was entered in the **Consolidate** field.	Enter Y (for one attachment with multiple pages) or N (for a separate attachment for each page).
INVALID E-MAIL ADDR. = = = > MIN-7 CHARS &ONE PERIOD &ONLY 1@ SYMBOL.	At least one of the entered e-mail addresses was in an incorrect format.	Retype the address in a correct format (for example, **jdoe@dtcc. com**) .
INVALID IMAGE FORMAT = =	A value other than T or J was	Type either T (if you want the

Message Text	Possible Cause	Suggested Resolution
= > T = TIFF, J = JPEG	entered in the **Image Format** field.	images sent in TIFF format) or J (if you want the images sent in JPEG format).
JPEG IMAGES CANNOT BE CONSOLIDATED = = = > CONSOLIDATE = N	An attempt was made to consolidate JPEG images, which cannot be consolidated.	Either change the **Image Format** field to T (for TIFF images, which can be consolidated) or change the **Consolidate** field to N (for no consolidation).
SENDER NAME REQUIRED	The **Sent From: Name** field is blank.	Enter the sender name.
### SQLCODE-- CALL IFE SUPPORT WITH THIS SQL ERROR CODE	An error occurred while your request was being processed.	Retry your request. If the problem persists, call the Customer Support Center at (888) 382-2721.

IVDB:

Introduction

Overview

The IVORS Standing Instructions Database (IVDB) allows sponsors and transfer agents (TAs) to enter UIT redemption and sale instructions. The database stores information specific to an issue so the sponsor or TA doesn't have to key it in for each request.

The IVDB function allows you to:

- Add an issue to the IVORS database and enter standing instructions (TAs only)
- Add rollover CUSIPs for an issue (TAs only)
- Modify TA or sponsor information for an issue (TAs only)
- Modify an IVORS database standing instruction (sponsors only)
- Add or remove rollover CUSIPs for an issue (TAs and sponsors)
- Deactivate an issue in the IVORS database to prevent participants from entering requests for that issue (TAs and sponsors)
- Reactivate an issue to allow requests for that issue to be processed (TAs and sponsors)
- Inquire about IVORS transactions (TAs and sponsors).

When to Use

Use IVDB to:

- Add or modify information in the IVORS Standing Instructions Database.
- Deactivate or reactivate an issue.
- Inquire about a request.

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

List of Procedures:

Adding a CUSIP to the Database

The following procedure applies to TAs only.

Use the following procedure to add a CUSIP to the Standing Instructions Database.

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

   Result- The Main Menu appears.

2 Type the following information:

- **Screen#**: Type 1
- **Starting CUSIP Number**: Type a valid CUSIP number.

3 Press ENTER.

Result- The Add Issue to Database screen appears.

4 Type information in the entry fields provided. See the Field Descriptions for this screen for more information. Note that a C is already entered by the system to specify cash redemption.

Note- You can enter the same number in the **Sponsor Number** and **TA's Participant Number** fields.

5 Press ENTER.

Result- The data is validated and the sponsor's and TA's names appear in the corresponding fields. If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message'Data validated' appears.

6 Press PF1/13.

Result- The message'Issue added to IVORS database' appears.

Adding or Modifying Rollover CUSIPs

The following procedure applies to TAs and sponsors only. TAs may add and modify rollover CUSIPS; sponsors may modify only.

Use the following procedure to add or modify rollover CUSIPs for a specific issue.

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

Result- The Main Menu appears.

2 Type one of the following in the **Screen#** field:

- 3: To add rollover CUSIPs
- 4: To modify previously entered rollover CUSIPs.

3 Type the CUSIP number of the issue for which you are adding or modifying rollover CUSIPs in the **Starting CUSIP Number** field and press ENTER.

Result- One of the following screens appears:

- Add Rollover Issue to Database if you chose option 3
- Modify Rollover CUSIP if you chose option 4.

4 Type information in the fields provided and press ENTER. See the Field Descriptions for more information.

Result- If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message'Data validated' appears.

5 Press PF1/13.

Result- One of the following messages appears:

- 'Issue added to IVORS database' if you are adding CUSIPs
- 'Issue updated in IVORS database' if you are modifying.

Deactivating an Issue

The following procedure applies to both TAs and sponsors.

Use the following procedure to deactivate an issue in the Standing Instructions Database.

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

Result- The Main Menu appears.

2 Type information in the following fields:

- **Screen#**: Type 7
- **Starting CUSIP Number**: Type a beginning CUSIP number (*optional*) .

3 Press ENTER.

Result- The Select One Record to Deactivate screen appears.

4 Type S to the left of the CUSIP number you want to deactivate and press ENTER.

Result- The Deactivate CUSIP screen appears.

5 Press PF1/13.

Result- The message "Standing Instruction Database updated" appears.

Inquiring about an Issue

The following procedure applies to both TAs and sponsors.

Use the following procedure to inquire about an issue in the Standing Instructions Database.

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

Result- The Main Menu appears.

2 Type information in the following fields:

- **Screen#**: Type 9
- **Starting CUSIP Number**: Type a beginning CUSIP number (*optional*) .

3 Press ENTER.

Result- The Select One Record to Inquire Into screen appears.

4 Type S to the left of the desired CUSIP number and press ENTER.

Result- The Inquire into CUSIP screen appears.

Note- For additional inquiry procedures, see IVIQ.

Modifying a Standing Instruction

The following procedure applies to sponsors only.

Use the following procedure to modify a standing instruction in the database.

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

Result- The Main Menu appears.

2 Type information in the following fields:

- **Screen#**: Type 2
- **Starting CUSIP Number**: Type a beginning CUSIP number (*optional*) .

3 Press ENTER.

Result- The Select One Record to Modify screen appears.

4 Type S to the left of the desired CUSIP and press ENTER.

Result- The Modify CUSIP screen appears.

5 Modify any of the information displayed in the Standing Instructions fields, then press ENTER.

Result- If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message'Data validated' appears.

6 Press PF1/13.

Result- The message'Standing Instruction Database updated' appears.

Modifying TA/Sponsor Information

The following procedure applies to TAs only.

Use the following procedure to modify the sponsor or TA information for an issue in the Standing Instructions Database.

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

Result- The Main Menu appears.

2 Type the following information:

- **Screen#**: Type 2

- **Starting CUSIP Number**: Type a beginning CUSIP number (*optional*) .

3 Press ENTER.

Result- The Select One Record to Modify screen appears.

4 Type S to the left of the desired CUSIP and press ENTER.

Result- The Modify CUSIP screen appears.

5 Modify information in either of the following fields and press ENTER:

- **TA's Participant Number**
- **Sponsor Number**.

Result- If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message'Data validated' appears.

6 Press PF1/13.

Result- The message "Standing Instruction Database updated" appears.

Reactivating an Issue

The following procedure applies to both TAs and sponsors.

Use the following procedure to reactivate an issue in the Standing Instructions Database.

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

Result- The Main Menu appears.

2 Type information in the following fields:

- **Screen#**: Type 8
- **Starting CUSIP Number**: Type a beginning CUSIP number (*optional*)

3 Press ENTER.

Result- The Select One Record to Reactivate screen appears.

4 Type S to the left of the CUSIP number you want to reactivate and press ENTER.

Result- The Reactivate CUSIP screen appears.

5 Press PF1/13.

Result- The message "Standing Instruction Database updated" appears.

List of Screens:

Add Issue to Database Screen

The Add Issue to Database screen appears when you choose option 1 and enter a valid CUSIP number on the Main Menu. This screen allows TAs to add an issue to the IVORS Standing Instructions Database.

Sample Screen

```
DTC                    IVORS DATABASE SCREEN #1              DATE: MM/DD/CCYY
EAAB          ADD ISSUE TO DATABASE: CUSIP 70884D568         TIME: HH:MM:SS
M0002199-99

 TA'S TA NUMBER        :                  TA'S TA NAME:
 TA'S PARTICIPANT NUMBER:                 TA'S PART NAME:
 SPONSOR NUMBER        :                  SPONSOR NAME:


                            ******** STANDING INSTRUCTIONS *********
    REDEMPTION OR SALE TO SPONSOR:    (ENTER R=REDEMPTION AT TA,
                                             S=SALE TO SPONSOR)
               CASH REDEMPTION: C  (ENTER C=CASH REDEMPTION)

 SPONSOR WILL OR WILL NOT BUY BACK:    (ENTER Y=WILL BUY BACK,X=NOT APPLICABLE
                                             N=WILL NOT BUY BACK)
   SPONSOR WILL OR WILL NOT REDEEM:    (ENTER Y=WILL REDEEM,  X=NOT APPLICABLE
                                             N=WILL NOT REDEEM)
      SOURCE OF SETTLEMENT DETAILS:    (ENTER T=TRANSFER AGENT,
                                             S=SPONSOR)

 PLEASE PRESS ENTER KEY FOR DATA VALIDATION AND TO SEE TA'S
 PART NAME AND SPONSOR NAME THAT DTC WILL GENERATE ABOVE


 PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This field	Allows you to
TA's TA Number	Enter the transfer agent's TA number.
TA's TA Name	View the transfer agent's name, after the TA number is entered and the information is processed.
TA's Participant Number	Enter the transfer agent's participant number.
TA's Part Name	View the transfer agent's participant name, after the TA's participant number is entered and the information is processed.
Sponsor Number	Enter the sponsor's number.
Sponsor Name	View the sponsor's name, after the sponsor number is entered and the information is processed.
Redemption or Sale to Sponsor	Specify one of the following options: • R: The issue will be redeemed at the TA • S: The issue will be sold back to the sponsor.

This field	Allows you to
	Note -You can make an individual transaction a redemption or sale without affecting the database instructions. See IVRSor IVRT for more information. You cannot modify the transaction type from rollover to redemption or sale.
Cash Redemption	Specify cash redemption (the system automatically enters this option).
Sponsor Will or Will Not Buy Back	Specify one of the following redemption options: • Y: The sponsor will buy back the redeemed units • N: The sponsor will not buy back the units • X: Not applicable; transaction is a Sale to Sponsor. *Note*- The sponsor can choose to buy back the units of an individual transaction without affecting the database instructions. See IVRSor IVRT for more information. You cannot modify this indicator for rollover CUSIPs.
Sponsor Will or Will Not Redeem	Specify one of the following Sale to the Sponsor options: • Y: The sponsor will redeem the purchased units • N: The sponsor will not redeem the purchased units • X: Not applicable; transaction is a Redemption. *Note*- The sponsor can choose to redeem units for an individual transaction without affecting the database instructions. See IVRSor IVRT, for more information. You cannot modify this indicator for rollover CUSIPs.
Source of Settlement Details	Specify one of the following options: • T: The TA will enter settlement information • S: The sponsor will enter settlement information.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF2/14 on the Add Issue to Database screen to access the Add Rollover Issue to Database screen to add rollover issues.

Note- This key is only available *after* you press PF1/13 to add the issue to the IVORS database.

Add Rollover Issue to Database Screen

The Add Rollover Issue to Database screen appears when you choose option 3 on the Main Menu, and allows TAs to add rollover CUSIPs for the specified issue.

Note- This screen also appears when you press PF2/14 on the Add Issue to Database screen after adding new instructions to the database.

Sample Screen

```
 DTC                      IVORS DATABASE SCREEN #3              DATE : MM/DD/CCYY
 EAAE          ADD ROLLOVER ISSUE TO DATABASE:  70884D568      TIME : HH:MM:SS
M0002199-99
            ROLLOVER CUSIP                  ROLLOVER CUSIP

                      (DEFAULT)




 COMMENTS:

 ROLLOVER START DATE:             MATURITY DATE   :
 ROLLOVER END DATE  :
 ARE ROLLOVER STANDING INSTRUCTIONS COMPLETE(Y/N) :

 ENTER   VALIDATE DATA       PF1/13  UPDATE         PF6/18 PREV SCREEN
 PF7/19 MAIN MENU            PF8/20  END FUNCTION    PF9/21 SIGN OFF
```

Field Descriptions

This field	Allows you to
Rollover CUSIP	Enter up to 16 rollover CUSIP numbers. You must enter at least one.
Comments	Enter comments pertinent to rollover instructions, up to 128 free form characters on two lines.
Rollover Start Date	Enter the rollover start date in *mmddccyy* format.
Rollover End Date	Enter the rollover end date in *mmddccyy* format.
Maturity Date	Enter the security's maturity date in *mmddccyy* format.
Are Rollover Standing Instructions Complete	Enter Y if instructions are complete, N if they are not complete. **(? ? ? Will this still work if the answer is no?)**

Deactivate CUSIP Screen

The Deactivate CUSIP screen appears when you choose option 7 on the Main Menu and select an issue from the Select One Record to Deactivate screen. This screen displays all the information for the selected issue and allows you to deactivate it in the IVORS database.

This screen contains the same fields and function keys as the Modify CUSIP screen, but the fields are display only; you cannot modify the information. To deactivate the displayed issue, press PF1/13.

Inquire into CUSIP Screen

The Inquire into CUSIP screen appears when you choose option 9 on the Main Menu and select an issue from the Select One Record to Inquire Into screen. This screen displays all the information for the selected issue.

This screen contains the same fields and function keys as the Modify CUSIP screen, but the fields are display only; you cannot modify the information.

Main Menu

The Main Menu allows you to choose the type of modification you want to make to the Standing Instructions Database.

Sample Screen

```
DTC         INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)    DATE: MM/DD/CCYY
EAAA                IVORS STANDING INSTRUCTIONS DATABASE          TIME: HH:MM:SS
00002199-99                          MAIN MENU


        SCREEN #            :               (REQUIRED)
        STARTING CUSIP NUMBER:              (REQUIRED FOR OPTION #1,#3 AND #5
                                                    OTHERWISE OPTIONAL)



        #1. TO ADD ISSUE TO IVORS DATABASE
        #2. TO MODIFY IVORS DATABASE STANDING INSTRUCTIONS
        #3. TO ADD ROLLOVER ISSUES TO DATABASE
        #4. TO MODIFY ROLLOVER ISSUES IN DATABASE
        #5. TO ADD INKIND ISSUES TO IVORS DATABASE
        #6. TO MODIFY INKIND ISSUES IN IVORS DATABASE
        #7. TO DEACTIVATE IVORS DATABASE ISSUE
        #8. TO REACTIVATE IVORS DATABASE ISSUE
        #9. IVORS DATABASE INQUIRY


           PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY


 PF8/20 END FUNCTION                                  PF9/21 SIGN-OFF
```

Field Descriptions

This field	Allows you to
Screen#	Select one of the following options: • 1: To add an issue to the IVORS database • 2: To modify standing instructions for an issue already in the database • 3: To add a rollover issue to the IVORS database • 4: To modify standing instructions for a rollover issue already in the database • 5: To add an in-kind issue to the IVORS database (this option is currently unavailable) • 6: To modify standing instructions for an in-kind issue already in the database (this option is currently unavailable) • 7: To deactivate an issue in the IVORS database • 8: To reactivate an issue in the IVORS database

This field	Allows you to
	• 9: To inquire about an issue.
Starting CUSIP Number	Enter a valid CUSIP number to limit the number of items displayed on subsequent screens, or to begin a display with a specific item. *Required* for options 1, 3 and 5; *optional* for all other options.

Modify CUSIP Screen

The Modify CUSIP screen appears when you choose option 2 on the Main Menu and select an issue on the Select One Record to Modify screen. This screen displays all the information for the selected issue and allows you to make changes.

Note- The fields on the top portion of the screen are for TAs; the fields on the bottom portion are for sponsors.

Sample Screen

```
DTC                     IVORS DATABASE SCREEN #2A              DATE: MM/DD/CCYY
EAAD                    MODIFY CUSIP 45808D746                 TIME: HH:MM:SS
M0002199-99

 TA'S TA NUMBER          : 00009898        TA'S TA NAME: TEST BANK NEW YORK
 TA'S PARTICIPANT NUMBER: 00002199     TA'S PART NAME: TEST TA
 SPONSOR NUMBER          : 00000998        SPONSOR NAME: TEST ISSUE FUNDS
 STATUS                  : ACTIVE
                            ********* STANDING INSTRUCTIONS *********
    REDEMPTION OR SALE TO SPONSOR: R  (ENTER R=REDEMPTION AT TA,
                                                 S=SALE TO SPONSOR)
               CASH REDEMPTION: C  (ENTER C=CASH REDEPTION)

 SPONSOR WILL OR WILL NOT BUY BACK: Y  (ENTER Y=WILL BUY BACK,X=NOT APPLICABLE
                                                 N=WILL NOT BUY BACK)
   SPONSOR WILL OR WILL NOT REDEEM: X  (ENTER Y=WILL REDEEM,  X=NOT APPLICABLE
                                                 N=WILL NOT REDEEM)
     SOURCE OF SETTLEMENT DETAILS: T  (ENTER T=TRANSFER AGENT,
                                                 S=SPONSOR)
PLEASE ENTER NEW TA, PARTICIPANT AND SPONSOR NUMBERS ON  TOP OF THE OLD
AND PRESS ENTER KEY FOR VALIDATION
PF6/18 PREVIOUS SCREEN   PF7/19 MAIN MENU   PF8/20 END FUNCTION  PF9/21 SIGN-OFF
```

Field Descriptions

The following fields appear on the Deactivate CUSIP, Reactivate CUSIP and Inquire into CUSIP screens, but can only be modified on the Modify CUSIP screen.

This field	Allows you to
TA's TA Number	Enter the transfer agent number. *Note* -Only the TA can modify this information.
TA's TA Name	View the TA's name, after the TA number is entered and the

This field	Allows you to
	information is processed.
TA's Participant Number	Enter the TA's participant number. *Note* -Only the TA can modify this information.
TA's Part Name	View the TA's participant name, after the TA's participant number is entered and the information is processed.
Sponsor Number	Enter the sponsor's number. *Note* -Only the TA can modify this information.
Sponsor Name	View the sponsor's name, after the sponsor's number is entered and the information is processed.
Status	View whether or not the issue is active.
Redemption or Sale to Sponsor	Specify one of the following: • R: The issue will be redeemed at the TA • S: The issue will be sold back to the sponsor. *Note* -You can make an individual transaction a redemption or sale without affecting the database. See IVRSor IVRT for more information. You cannot modify the transaction type from rollover to redemption or sale.
Cash or In-kind Redemption	Specify cash redemption (the system automatically enters this option).
Sponsor Will or Will Not buy Back	Specify one of the following: • Y: The sponsor will buy back the redeemed units • N: The sponsor will not buy back the redeemed units • X: Not applicable; transaction is a Sale to Sponsor. *Note*- The sponsor can choose to buy back the units of an individual transaction without affecting the database instructions. See IVRSor IVRT for more information. You cannot modify this indicator for rollover CUSIPs.
Sponsor Will or Will Not Redeem	Specify one of the following: • Y: The sponsor will redeem the purchased units • N: The sponsor will not redeem the purchased units • X: Not applicable; transaction is a Redemption. *Note*- The sponsor can choose to redeem the units of an individual transaction without affecting the database instructions. See IVRSor IVRT for more information. You cannot modify this indicator for rollover CUSIPs.
Source of Settlement Details	Specify one of the following:

This field	Allows you to
	• T: The TA will enter settlement information • S: The sponsor will enter settlement information

Modify Rollover Issue Screen

The Modify Rollover Issue screen appears when you choose option 4 on the Main Menu, and allows TAs to modify previously entered rollover issues.

This screen contains the same fields and function keys as the Add Rollover Issue to Database screen.

Reactivate CUSIP Screen

The Reactivate CUSIP screen appears when you choose option 8 on the Main Menu and select an issue from the Select One Record to Reactivate screen. This screen displays all the information for the selected issue and allows you to reactivate it in the IVORS database.

This screen contains the same fields and function keys as the Modify CUSIP screen, but the fields are display only; you cannot modify the information. To reactivate the displayed issue, press PF1/13.

Select One Record to Deactivate Screen

The Select One Record to Deactivate screen appears when you choose option 7 on the Main Menu and displays all CUSIPs you are authorized to deactivate.

Note- If you entered a CUSIP number on the Main Menu, this screen displays a list of issues you are authorized to deactivate, starting from the specified CUSIP number. If you did not enter a CUSIP number, this screen displays a list of all issues you are authorized to deactivate.

This screen contains the same fields and function keys as the Select One Record to Modify screen. Enter an S to the left of the item you want to deactivate.

Select One Record to Inquire Into Screen

The Select One Record to Inquire Into screen appears when you choose option 9 on the Main Menu, and displays all deactivated CUSIPs you are authorized to inquire about.

Note- If you entered a CUSIP number on the Main Menu, this screen displays a list of issues you are authorized to inquire about, starting from the specified CUSIP number. If you did not enter a CUSIP number, this screen displays a list of all issues you are authorized to inquire about.

This screen contains the same fields and function keys as the Select One Record to Modify screen. Enter an S to the left of the item you want to view.

Select One Record to Modify Screen

The Select One Record to Modify screen appears when you choose option 2 on the Main Menu, and displays the issues you can modify.

Note- If you entered a CUSIP number on the Main Menu, this screen displays a list of issues you are authorized to modify, starting from the specified CUSIP number. If you did not enter a CUSIP number, this screen displays a list of all issues you are authorized to modify.

Sample Screen

```
DTC                      IVORS DATABASE SCREEN #2             DATE: MM/DD/CCYY
EAAC                    SELECT ONE RECORD TO MODIFY           TIME: HH:MM:SS
M0002199-99                                                   PAGE:   1

  S      CUSIP        TA PARTICIPANT NAME        SPONSOR NAME      ROLLOVER/
                                                                   INKIND IND
       12345D101      TEST/IVORS                 TEST ISSUE FUNDS

       12345D210      TEST/IVORS                 TEST ISSUE FUNDS

       12345E199      TEST/IVORS                 TEST ISSUE FUNDS

       12345E207      TEST/IVORS                 TEST ISSUE FUNDS

       12345E215      TEST/IVORS                 TEST ISSUE FUNDS

       12345E223      TEST/IVORS                 TEST ISSUE FUNDS
                                                     *** CONTINUE ***


  ENTER S TO SELECT A RECORD FOR MODIFICATION
  PF4/16 FIRST PAGE          PF7/19  MAIN MENU      PF8/20  END FUNCTION
  PF9/21 SIGN-OFF            PF10/22 PG BACKWARD    PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
S	An entry field that allows you to select the issue you want to work with. Enter an S.
CUSIP	The CUSIP numbers of the issues you can modify, deactivate, reactivate or inquire about.
TA Participant Name	The participant name of the TA for each issue.
Sponsor Name	The name of the sponsor for each issue.
Rollover/Inkind Ind	An indicator of whether the rollover option was specified for the issue.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF4/16 on the Select One Record to Modify screen to return to the first page of the display.

Select One Record to Reactivate Screen

The Select One Record to Reactivate screen appears when you choose option 8 on the Main Menu and displays all deactivated CUSIPs you are authorized to reactivate.

Note- If you entered a CUSIP number on the Main Menu, this screen displays a list of issues you are authorized to reactivate, starting from the specified CUSIP number. If you did not enter a CUSIP number, this screen displays a list of all issues you are authorized to reactivate.

This screen contains the same fields and function keys as the Select One Record to Modify screen. Enter an S to the left of the item you want to reactivate.

Messages

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

Message Text	Possible Cause	Suggested Resolution
CHOICE IS REQUIRED FOR VALIDATION	No information was selected or entered.	Make a selection.
CUSIP ID ALREADY EXISTS IN IVORS DATABASE	An attempt was made to add a CUSIP number that already exists in the IVORS database.	Enter a different CUSIP number.
CUSIP NUMBER REQUIRED FOR OPTION#1	Option 1 was selected, but no CUSIP number was entered in the **Starting CUSIP** field.	Enter a valid CUSIP number.
DEFAULT ROLLOVER CUSIP SHOULD BE ENTERED	No default rollover CUSIP number was specified.	Enter at least one rollover CUSIP number.
ENTER AT LEAST ONE ROLLOVER CUSIP	No rollover CUSIP number was entered.	Enter at least one rollover CUSIP number.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INVALID CHOICE	An invalid option was selected.	Select one of the valid options listed on the menu.
INVALID COMBINATION OF STANDING INSTRUCTIONS	Conflicting values were entered for standing instructions.	Enter different values.
INVALID CUSIP	An invalid CUSIP number was entered.	Enter a valid CUSIP number.
INVALID KEY PRESSED	An invalid PF key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID NUMBER ENTERED	An invalid Participant number was entered.	Enter a valid Participant number.
INVALID PARTICIPANT NUMBER ENTERED	The Participant number entered is not associated with the Transfer Agent (TA).	Enter the Participant number associated with the specified TA.
INVALID SPONSOR NUMBER ENTERED	The sponsor number entered is not associated with the TA.	Enter a valid sponsor number.
INVALID TA NUMBER ENTERED	An invalid TA number was entered.	Enter a valid TA number.
MSTRTBLR ERROR-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
NO DATA AVAILABLE FOR THIS REQUEST	No data was available based upon the information entered.	Information only; no action required.

Message Text	Possible Cause	Suggested Resolution
ONLY S IS A VALID CHOICE	A value other than S was entered to select information.	Enter S to the left of the item you want to select.
ROLLOVER CUSIPS CAN NOT BE ADDED FOR INACTIVE BASE CUSIP	An attempt was made to add a rollover CUSIP number to an inactive base issue. Rollover CUSIP numbers can only be added to active issues.	Information only; no action required.
ROLLOVER CUSIP CANNOT BE SAME AS ORIGINAL CUSIP	The rollover CUSIP number entered is the same as the original CUSIP number.	Enter a different rollover CUSIP number.
ROLLOVER END DATE CANNOT BE LESS THAN ROLLOVER START DATE	The specified rollover end date is prior to the start date.	Enter an end date that occurs later than the start date.
ROLLOVER END DATE CAN NOT BE SAME AS ROLLOVER START DATE	The specified rollover end date is the same as the start date.	Enter a valid rollover end date.
ROLLOVER END DATE MUST BE A FUTURE DATE	The specified rollover end date has already passed.	Enter a different end date.
ROLLOVER END DATE MUST BE LESS THAN ROLLOVER MATURITY DATE	The specified rollover end date occurs later than the maturity date.	Enter an end date that occurs prior to the maturity date.
ROLLOVER ISSUE ALREADY EXISTS	An attempt was made to add a rollover issue, but this issue already exists in the IVORS Standing Instructions database.	Information only; no action required.
ROLLOVER MATURITY DATE CANNOT BE LESS THAN ROLLOVER START DATE	The specified rollover maturity date is prior to the start date.	Enter a maturity date that occurs later than the start date.
ROLLOVER MATURITY DATE MUST BE A FUTURE DATE	The specified rollover maturity date has already passed.	Enter a valid rollover maturity date.
ROLLOVER START DATE AND END DATE SHOULD BE A VALID BUSINESS DATE	A non-business date was specified for rollover start and/or end date.	Both fields must contain valid business dates.
ROLLOVER START DATE MUST BE A FUTURE DATE	The specified rollover start date has already passed.	Enter a valid rollover start date.
SELECT ONLY ONE FIELD	An attempt was made to select multiple fields.	Select one field only.
SETTLEMENT DATE OF ROLLOVER CAN NOT BE LESS THAN MATURITY DATE	The specified settlement date occurs prior to the maturity date.	Enter a settlement date that occurs after the maturity date.
TRANSFER AGENT NOT AUTHORIZED FOR THIS OPTION	An attempt was made to select an option for which the user is not authorized.	Select another option or contact your Participant Services representative.
USER NOT ELIGIBLE TO ADD ISSUES TO IVORS DATABASE	An attempt was made by an unauthorized user to add an issue to the IVORS standing instruction database.	Select another option or contact your Participant Services representative.
USER NOT ELIGIBLE TO ADD ROLLOVER ISSUES TO IVORS DATABASE	An attempt was made by an unauthorized user to add a rollover issue to the IVORS	Select another option or contact your Participant Services representative.

Message Text	Possible Cause	Suggested Resolution
	standing instruction database.	

IVIQ:

Introduction

Overview

The IVORS Transaction Inquiry (IVIQ) function allows you to check the status of requests in the IVORS system according to CUSIP number, starting transaction date and/or settlement date. Requests are listed in participant and CUSIP number sequence.

IVIQ allows you to view:

- All requests for a specific CUSIP number
- All requests still in IVORS
- Requests that require action by the participant, sponsor or transfer agent (TA)
- Requests that were unwound (dropped) because no action was taken
- Requests that were cancelled by the TA or sponsor
- Requests with modified settlement dates
- Requests that have been successfully processed and are awaiting settlement.

When to Use

Sponsors and TAs should use IVIQ daily to check for new requests for their UITs.

Participants can use IVIQ anytime to check the status of their requests.

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

List of Procedures:

Inquiring About Requests

Use the following procedure to inquire about requests.

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

Result- The Main Menu appears.

Note- You can also access the Main Menu by selecting:

- Option 9 from the IVDBfunction
- Option 5 from the IVORfunction
- Option 4 from the IVRSfunction
- Option 5 from the IVRTfunction.

2 Type the desired values in the following fields and press ENTER:

- **Screen#**

- **Starting CUSIP Number** (*required* for option 1 only)
- **Starting Transaction Date** (*optional*)
- **Starting Settlement Date** (*optional*)

Result- The requested inquiry screen appears, displaying the requests that match the selection criteria you entered.

Note- Although optional, it is highly recommended that participants enter a **Starting Settlement Date** to see if any of their transactions are in danger of being unwound (dropped from the system).

3 To view the settlement details of a specific request, tab the cursor to the left of the request and press ENTER.

Result- One of the following screens appears:

- Cash Transaction Details if the selected item is a cash transaction
- Rollover Transaction Details if the selected item is a rollover transaction.

4 To see the standing instructions for the issue, press PF3/15.

- One of the following screens appears:
- Inquiry Into CUSIP if the selected item is a cash transaction
- Inquiry Into Rollover CUSIP if the selected item is a rollover transaction.

Result- The Inquiry Into CUSIP screen appears.

List of Screens:

All Requests Still in IVORS Screen

The All Requests Still in IVORS screen appears when you choose option 2 on the Main Menu, and displays all requests still in the IVORS system. From this screen, you can select a request and view its settlement details.

Sample Screen

```
DTC                     IVORS TRANSACTION INQUIRY              DATE: MM/DD/CCYY
QAAF               CASH TRANSACTION DETAILS SCREEN             TIME: HH:MM:SS
00002199-99              FOR CUSIP  12345A678
CUSIP DESCRIPTION:    INSRD MUNI IMCOME TRUST SR 123 IMIT QUIT      +

 TRANSACTION DATE:  10302000               QUANTITY:           100.00000
 SETTLEMENT DATE :  11022000     REDEMPTION OR PURCHASE
 TRANSACTION TYPE:  REDEM FOR CASH AT TA   PRICE PER UNIT:        0.000000
                               ACCRUED DIVDND PER UNIT:           0.000000
                                     SETTLEMENT VALUE:               0.00




 PARTICIPANT NUMBER   : 00002198  PARTICIPANT NAME: DTCC TEST PART
 TA PARTICIPANT NUMBER: 00002197     TA PART NAME: DTCC TEST TA
```

```
 SPONSOR NUMBER        : 00002196     SPONSOR NAME: DTCC TEST SPONSOR
 SPONSOR BUY BACK DECISION   : WILL NOT BUY BACK
 COMMENTS:
 STATUS  : PENDING AT DTC

 CANCEL REASON:

PF3/15 VIEW IVORS DATABASE                    PF6/18 PREV SCREEN
PF7/19 MAIN MENU         PF8/20 END FUNCTION    PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units for the request.
Tran Date	The date the request was submitted.
Sett Date	The date the request is expected to settle.
General Status of Request	The status of the request.

Function Keys

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

Cash Transaction Details Screen

The Cash Transaction Details screen appears when you select a CUSIP on one of the IVIQ inquiry screens, and displays all the transaction details for a request. To view the standing instructions for the issue, press PF3/15.

Sample Screen

```
DTC              IVORS TRANSACTIONS INQUIRY SCREEN #7     DATE: MM/DD/CCYY
T$VV                  REQUESTS AWAITING SETTLEMENT        TIME: HH:MM:SS
00002199-99                                               PAGE:    1

                        TRAN   SETT   TRANS              SETTLEMENT
     CUSIP      QUANTITY DATE   DATE   TYPE                VALUE

   123456789   15000.00000 0210   0217   SC               570,000.00

   987654321   15000.00000 0211   0217   RC               570,000.00

   234567890    1250.00000 0211   0218   RC                53,750.00

   098765432     500.98000 0209   0218   RC                87,671.50

   345678901     500.98000 0211   0218   RC                67,632.30
                                                       *** CONTINUE ***
'RC'= REDEMP FOR CASH AT TA; 'RI'= REDEMP IN KIND AT TA;

'SC'= SALE TO SPNSR; 'RO'= ROLLOVERS
PLACE CURSOR ALONGSIDE CUSIP AND PRESS ENTER KEY FOR TRANSACTION DETAILS
PF4/16 FIRST PAGE         PF7/19  MAIN MENU         PF8/20 END FUNCTION
```

Field Descriptions

This field	Displays
CUSIP Description	A brief description of the issue.
Transaction Date	The date the request was submitted.
Quantity	The number of units for the request.
Settlement Date	The date the request is expected to settle.
Redemption or Purchase Price Per Unit	The redemption or purchase price per unit.
Transaction Type	The transaction type (redemption, sale or rollover).
Accrued Divdnd Per Unit	The accrued dividend/interest per unit.
Settlement Value	The settlement value, calculated by DTC.
Participant Number	The number of the participant that submitted the request.
Participant Name	The name of the participant that submitted the request.
TA Participant Number	The TA's participant number.
TA Participant Name	The TA's participant name.
Sponsor Number	The sponsor's number.
Sponsor Name	The sponsor's name.
Sponsor Decision	A brief statement of whether or not the sponsor will be buying back or redeeming the units.
Comments	Comments entered by the participant, if any.
Status	The status of the request.
Cancel Reason	The reason a request was cancelled, if applicable.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF3/15 on the Cash Transaction Details screen to view standing instructions for the selected CUSIP.

Inquiry Into CUSIP Screen

The Inquiry Into CUSIP screen appears when you press PF3/15 from the Cash Transaction Details screen, and displays the standing instructions as well as the TA and sponsor information for that CUSIP. The selected CUSIP number is reflected in the screen title.

Sample Screen

```
DTC                   IVORS DATABASE SCREEN #9A              DATE: MM/DD/CCYY
QAAF                  INQUIRY INTO CUSIP 45808D746           TIME: HH:MM:SS
00002199-99

  TA'S TA NUMBER           : 00002197      TA'S TA NAME: DTCC TEST TA #1
  TA'S PARTICIPANT NUMBER: 00002196      TA'S PART NAME: DTCC TEST TA #2
  SPONSOR NUMBER           : 00002195        SPONSOR NAME: DTCC TEST SPONSOR
  STATUS                   : ACTIVE
                              ********* STANDING INSTRUCTIONS **********
    REDEMPTION OR SALE TO SPONSOR: R  (ENTER R=REDEMPTION AT TA,
                                           S=SALE TO SPONSOR)
                CASH  REDEMPTION: C  (C=CASH REDEMPTION)

SPONSOR WILL OR WILL NOT BUY BACK: N  (ENTER Y=WILL BUY BACK,X=NOT APPLICABLE
                                           N=WILL NOT BUY BACK)
  SPONSOR WILL OR WILL NOT REDEEM: X  (ENTER Y=WILL REDEEM,  X=NOT APPLICABLE
                                           N=WILL NOT REDEEM)
     SOURCE OF SETTLEMENT DETAILS: T  (ENTER T=TRANSFER AGENT,
                                           S=SPONSOR)

                                        PF6/18 PREVIOUS SCREEN
  PF7/19 MAIN MENU          PF8/20 END FUNCTION      PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
TA's TA Number	The TA's number.
TA's TA Name	The TA's name.
TA's Participant Number	The TA's participant number.
TA's Part Name	The TA's participant name.
Sponsor Number	The sponsor's number.
Sponsor Name	The sponsor's name.
Status	An indicator of whether or not the issue is active.
Redemption or Sale to Sponsor	The transaction type: • R: The issue should be redeemed at the TA • S: The issue should be sold back to the sponsor.

This field	Displays
Cash Redemption	The redemption payment options. Currently, cash is the only available option.
Sponsor Will or Will Not Buy Back	The redemption options: • Y: The sponsor will buy back the redeemed units • N: The sponsor will not buy back the redeemed units • X: Not applicable.
Sponsor Will or Will Not Redeem	The sale to sponsor options: • Y: The sponsor will redeem the purchase units • N: The sponsor will not redeem the purchased units • X: Not applicable.
Source of Settlement Details	The settlement options: • T: The TA will enter settlement information • S: The sponsor will enter settlement information.

Inquiry Into Rollover CUSIP Screen

The Inquiry Into Rollover CUSIP screen appears when you press PF3/15 from the Rollover Transaction Details screen, and displays the standing instructions as well as the TA and sponsor information for that CUSIP. The original CUSIP number is reflected in the screen title.

Sample Screen

```
DTC                    IVORS DATABASE SCREEN #9B              DATE : MM/DD/CCYY
QABS                  INQUIRY IN TO ROLLOVER CUSIP  92114V101  TIME : HH:MM:SS
00002199-99


               ROLLOVER CUSIP           ROLLOVER CUSIP

               12345B002  (DEFAULT)        23456A001
               12345C003                   23456B002
               12345D004                   23456C003






    COMMENTS:

    ROLLOVER START DATE: 11282000    MATURITY DATE   : 10052001
    ROLLOVER END DATE  : 10042001

                                                   PF6/18:PREVIOUS SCREEN
    PF7/19:MAIN MENU              PF8/20:END FUNCTION    PF9/21:SIGN OFF
```

Field Descriptions

This field	Displays
Rollover CUSIP	The rollover CUSIP numbers specified for the original security, the CUSIP number of which is listed in the screen's title.
Comments	Comments entered for this rollover transaction.
Rollover Start Date	The beginning date for rollovers.
Rollover End Date	The ending date for rollovers.
Maturity Date	The original security's maturity date.

Main Menu

The Main Menu allows you to select one of the available inquiry options.

Sample Screen

```
DTC         INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)   DATE: MM/DD/CCYY
T$VV                      IVORS TRANSACTIONS INQUIRY           TIME: HH:MM:SS
00002199-99                     MAIN MENU


     SCREEN #                 :              (REQUIRED)
     STARTING CUSIP NUMBER    :              (REQUIRED FOR OPTION #1;
                                                 OTHERWISE OPTIONAL)
     STARTING TRANSACTION DATE  :            (OPTIONAL)
     STARTING SETTLEMENT  DATE  :            (OPTIONAL)


     SCREEN # OPTIONS:

     #1. REQUESTS BEARING CUSIP NUMBER ENTERED ABOVE
     #2. ALL REQUESTS STILL IN IVORS
     #3. REQUESTS AWAITING ACTION BY PARTICIPANT, SPONSOR OR TA
     #4. REQUESTS AWAITING ACTION, NOT ACTED UPON AND DROPPED
     #5. REQUESTS CANCELLED BY PARTICIPANT, SPONSOR OR TA
     #6. REQUESTS TA OR SPONSOR CHANGED SETTLEMENT DATE
     #7. REQUESTS AWAITING SETTLEMENT

           PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY
                 PF8/20 END FUNCTION      PF9/21 SIGN-OFF
```

Field Descriptions

This field	Allows you to
Screen#	Enter one of the following options: • 1: To view requests for a specific CUSIP • 2: To view all requests still in the IVORS system • 3: To view requests requiring action before they can settle • 4: To view dropped requests • 5: To view cancelled requests • 6: To view requests with modified settlement dates

This field	Allows you to
	• 7: To view requests awaiting settlement.
Starting CUSIP Number	Enter a CUSIP number to view requests for a specific security. **Required** for option 1 only.
Starting Transaction Date	Enter a date in **mmddccyy** format to specify the beginning transaction date of the requests you want to see. *Optional. Default:* The current date.
Starting Settlement Date	Enter a date in **mmddccyy** format to specify the beginning settlement date of the requests you want to see. *Optional. Default:* The current date.

Requests Awaiting Action Screen

The Requests Awaiting Action screen appears when you choose option 3 on the Main Menu, and displays requests that cannot settle until an action is performed by the sponsor, TA or participant. From this screen you can select a request and view its transaction details.

Sample Screen

```
DTC                  IVORS TRANSACTIONS INQUIRY SCREEN #3      DATE: MM/DD/CCYY
T$VV                      REQUESTS AWAITING ACTION BY          TIME: HH:MM:SS
000002199-99              PARTICIPANT, SPONSOR OR TA           PAGE:   1


                                  TRAN   SETT
 CUSIP          QUANTITY          DATE   DATE   AWAITING ACTION BY/REGARDING

  123456789     1000000.00000     0211   0217   TEST SPONSOR/SETTL DETAIL

  234567890           2.99900     0220   0225   TEST SPONSOR/SETTL DETAIL

  345678901           1.10000     0223   0226   SOURCE UNDECID/SETTL DETAIL

  234567890           1.10000     0223   0226   TEST SPONSOR/SETTL DETAIL

  123456789          40.00000     0303   0306   TEST SPONSOR/SETTL DETAIL

  234567890   111111111.00000     0303   0306   TEST SPONSOR/SETTL DETAIL


                                             *** CONTINUE ***
PLACE CURSOR ALONGSIDE CUSIP AND PRESS ENTER KEY FOR TRANSACTION DETAILS
 PF4/16  FIRST PAGE        PF7/19  MAIN MENU        PF8/20  END FUNCTION
 PF9/21  SIGN-OFF          PF10/22 PG BACKWARD      PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units.

This field	Displays
Tran Date	The date the request was submitted.
Sett Date	The date the request is expected to settle.
Awaiting Action By/Regarding	The action needed in order for the request to settle.

Function Keys

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

Requests Awaiting Settlement Screen

The Requests Awaiting Settlement screen appears when you choose option 7 on the Main Menu, and displays requests waiting to settle (no actions necessary). From this screen you can select a request and view its transaction details.

Sample Screen

```
DTC                   IVORS TRANSACTIONS INQUIRY SCREEN #6      DATE: MM/DD/CCYY
T$VV            REQUESTS TA OR SPNSR CHANGED SETTLEMENT DATE    TIME: HH:MM:SS
000002199-99                                                   PAGE:   1
                                     ORIGINAL    CHANGED
                                     SETTLMNT    SETTLMNT   TRANS
   CUSIP              QUANTITY        DATE        DATE       TYPE    DATE CHANGED BY

   123456789         1250.00000      0218        0303       RC      TEST SPONSOR

   234567890            2.00000      0226        0225       SC      TEST SPONSOR

   987654321            4.00003      0226        0225       SC      TEST SPONSOR

   987654321            0.00001      0226        0225       SC      TEST TA

   123456789          100.00000      0303        0228       RC      TEST SPONSOR

 'SC'= SALE TO SPNSR ; 'RO'= ROLLOVERS                       *** CONTINUE ***

 'RC'= REDEMP FOR CASH AT TA; 'RI'= REDEMP IN KIND AT TA;
 PLACE CURSOR ALONGSIDE CUSIP AND PRESS ENTER KEY FOR TRANSACTION DETAILS
 PF4/16 FIRST PAGE        PF7/19  MAIN MENU        PF8/20  END FUNCTION
 PF9/21 SIGN-OFF          PF10/22 PG BACKWARD      PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units.
Tran Date	The date the request was submitted.
Sett Date	The date the request is expected to settle.

This field	Displays
Trans Type	The transaction type: • RC: Cash Redemption • SC: Sale to Sponsor • RO: Rollover.
Settlement Value	The settlement value, calculated by DTC.

Function Keys

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

Requests Bearing CUSIP Screen

The Requests Bearing CUSIP screen appears when you chose option 1 on the Main Menu, and displays requests for a specific CUSIP. The specified CUSIP number is reflected in the screen title. From this screen, you can select one of the requests displayed and view its settlement details.

Sample Screen

```
DTC                 IVORS TRANSACTIONS INQUIRY SCREEN #1      DATE:
MM/DD/CCYY
T$VV                 REQUESTS BEARING CUSIP 123456789      TIME: HH:MM:SS
00002199-99                                                PAGE:   1

 PART                    TRAN  SETT
 NUMBER        QUANTITY  DATE  DATE      GENERAL STATUS OF REQUEST

00002199      500.98000  0209  0218      AWAITING TA FINAL CASH STLMT

00002199      500.98000  0211  0218      AWAITING TA FINAL CASH STLMT




                                        *** END OF DATA ***
PLACE CURSOR ALONGSIDE PART-NUMBER AND PRESS ENTER KEY FOR TRANSACTION
DETAILS

 PF4/16 1ST PG  PF6/18 PREVIOUS SCREEN  PF7/19 MAIN MENU  PF8/20 END FUNCTION
 PF9/21 SIGN-OFF       PF10/22 PG BACKWARD     PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
Part Number	The number of the participant that submitted the request.
Quantity	The number of units.
Tran Date	The date the request was submitted.

This field	Displays
Sett Date	The date the request is expected to settle.
General Status of Request	The status of the request.

Function Keys

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

Requests Cancelled by Part, Spnsr or TA Screen

The Requests Cancelled by Part, Spnsr or TA screen appears when you choose option 5 on the Main Menu, and displays requests that were cancelled by either the TA or the sponsor. From this screen you can select a request and view its transaction details.

Sample Screen

```
DTC                      IVORS TRANSACTIONS INQUIRY SCREEN #5     DATE: MM/DD/CCYY
T$VV                     REQUESTS CANCELLED BY PART, SPNSR OR TA     TIME: HH:MM:SS
00002199-99                                                          PAGE:   1
                                     TRAN   SETT   TRANS
     CUSIP            QUANTITY        DATE   DATE   TYPE      REQUEST CANCELLED BY


   123456789           1.00000       0312   0317    RC       TEST TA




                                                     *** END
  OF DATA ***
  'RC'= REDEMP FOR CASH AT TA; 'RI'= REDEMP IN KIND AT TA; 'SC'= SALE TO SPNSR
  PLACE CURSOR ALONGSIDE CUSIP AND PRESS ENTER KEY FOR TRANSACTION DETAILS
  PF4/16  FIRST PAGE        PF7/19 MAIN MENU          PF8/20 END FUNCTION
  PF9/21  SIGN-OFF          PF10/22 PG BACKWARD       PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units.
Tran Date	The date the request was submitted.
Sett Date	The date the request was supposed to settle.

This field	Displays
Trans Type	The transaction type: • RC: Cash Redemption • SC: Sale to Sponsor • RO: Rollover.
Request Cancelled By	The party that cancelled the request.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF4/16 on the Requests Cancelled by Part, Spnsr or TA screen to access the first page of the display.

Requests Not Acted Upon and Dropped Screen

The Requests Not Acted Upon and Dropped screen appears when you choose option 4 on the Main Menu, and displays requests that were unwound (dropped) by the IVORS system. From this screen, you can select a request and view its transaction details.

Note- Requests unwound because the sponsor or TA didn't supply settlement information can be viewed until 12:00 p.m. eastern time on the settlement date. Requests unwound because the participant has insufficient position can be viewed until the end of day on the transaction date.

Sample Screen

```
DTC                    IVORS TRANSACTIONS INQUIRY SCREEN #4      DATE: MM/DD/CCYY
T$VV                   REQUESTS NOT ACTED UPON AND DROPPED        TIME: HH:MM:SS
00002199-99                                                       PAGE:   1


                                 TRAN   SETT
     CUSIP         QUANTITY      DATE   DATE    WAS AWAITING ACTN BY/REGARDING
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units.
Tran Date	The date the request was submitted.
Sett Date	The date the request was expected to settle.
Was Awaiting Action By/Regarding	The action that was needed for settlement to take place.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF4/16 on the Requests Not Acted Upon and Dropped screen to access the first page of the display.

Requests TA or Spnsr Changed Settlement Date Screen

The Requests TA or Spnsr Changed Settlement Date screen appears when you choose option 6 on the Main Menu, and displays requests with modified settlement dates. From this screen, you can select a request and view its transactions details.

Sample Screen

```
DTC                IVORS TRANSACTIONS INQUIRY SCREEN #5      DATE: MM/DD/CCYY
QAAF             REQUESTS CANCELLED BY PART, SPNSR OR TA    TIME: HH:MM:SS
00002199-99                                                 PAGE:   1
                              TRAN   SETT   TRANS
   CUSIP             QUANTITY  DATE   DATE   TYPE     REQUEST CANCELLED BY

   102030405        100.00000  1031   1103    RC      DTCC TEST BANK

   103040506        147.00000  1020   1025    RC

   104050607       2051.00000  1110   1116    RC      DTCC TEST BANK


   105060708       1661.85500  1020   1025    RC      DTCC TEST BANK

   106070809       3100.00000  1020   1025    RC

   107080901        301.51900  1020   1025    RC      BANK NEW YORK
 'SC'= SALE TO SPNSR ; 'RO'= ROLLOVERS                 *** CONTINUE ***

 'RC'= REDEMP FOR CASH AT TA; 'RI'= REDEMP IN KIND AT TA;
 PLACE CURSOR ALONGSIDE CUSIP AND PRESS ENTER KEY FOR TRANSACTION DETAILS
 PF4/16  FIRST PAGE       PF7/19 MAIN MENU        PF8/20 END FUNCTION
 PF9/21  SIGN-OFF         PF10/22 PG BACKWARD      PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number of the units.
Quantity	The number of units.
Original Settlement Date	The original settlement date.
Changed Settlement Date	The new settlement date.
Trans Type	The transaction type: • RC: Cash Redemption • SC: Sale to Sponsor • RO: Rollover.

This field	Displays
Date Changed By	The party that changed the settlement date.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF4/16 on the Requests TA or Spnsr Changed Settlement Date screen to access the first page of the display.

Rollover Transaction Details Screen

The Rollover Transaction Details screen appears when you select a CUSIP on one of the IVIQ inquiry screens, and displays all the transaction details for a rollover. To view the standing instructions for the issue, press PF3/15.

Sample Screen

```
DTC                    IVORS TRANSACTION INQUIRY              DATE: MM/DD/CCYY
QABS              ROLLOVER TRANSACTION DETAILS SCREEN         TIME: HH:MM:SS
00002199-99               FOR CUSIP  12345A001
 CUSIP DESCRIPTION:    UIT TEST7 CASH
 ROLLOVER CUSIP DESC: UIT TEST7 REINVESTM
 TRANSACTION DATE:  12072000                QUANTITY:            10.00000
 SETTLEMENT DATE :  10112001      REDEMPTION OR PURCHASE
 TRANSACTION TYPE:  ROLLOVER             PRICE PER UNIT:         2.000000
 ROLLOVER CUSIP  : 12345B002    ACCRUED DIVDND PER UNIT:        1.000000
 ROLLOVER PRICE  :        4.000000  SETTLEMENT VALUE:            30.00
 MATURITY DATE   : 10052001    CONCESSION FEE PER UNIT:          3.00
 CASH-IN-LIEU    :          2.00 TOTAL CONCESSION FEE:           21.00
 PARTICIPANT NUMBER   : 00002199 PARTICIPANT NAME: DTC TEST PART
 TA PARTICIPANT NUMBER: 00002198     TA PART NAME: DTC TEST TA
 SPONSOR NUMBER       : 00002197    SPONSOR NAME: DTC TEST SPONSOR


 COMMENTS: TEST DEMO 1
 STATUS  : SETTLED BY IVORS
 CANCEL REASON:


 PF3/15 VIEW IVORS DATABASE                   PF6/18 PREV SCREEN
 PF7/19 MAIN MENU         PF8/20 END FUNCTION  PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
CUSIP Description	A brief description of the original security.
Rollover CUSIP Desc	A brief description of the rollover CUSIP.
Transaction Date	The date the request was submitted.
Settlement Date	The date the request is expected to settle.
Transaction Type	The transaction type (in this case, rollover).

This field	Displays
Rollover CUSIP	The rollover CUSIP number.
Rollover Price	The purchase price for the rollover.
Maturity Date	The rollover maturity date.
Cash-in-Lieu	The cash-in-lieu amount for the rollover.
Quantity	The number of units.
Redemption or Purchase Price Per Unit	The redemption or purchase price per unit.
Accrued Divdnd Per Unit	The accrued dividend or interest per unit.
Settlement Value	The settlement value, calculated by DTC.
Concession Fee Per Unit	The per unit concession fee for the rollover.
Concession Fee	The total concession fee for the rollover.
Participant Number	The participant number of the party that submitted the request.
Participant Name	The participant's name.
TA Participant Number	The TA's participant number.
TA Part Name	The TA's participant name.
Sponsor Number	The sponsor's number.
Sponsor Name	The sponsor's name.
Comments	Comments entered when the transaction was submitted.
Status	The current status of the transaction.
Cancel Reason	The reason given when the transaction was cancelled, if applicable.

Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF3/15 on the Rollover Transaction Details screen to view standing instructions for the selected rollover CUSIP.

Messages

You may encounter the following messages when working in IVIQ. Messages are in alphabetical order, along with an explanation and suggested resolution.

Message Text	Possible Cause	Suggested Resolution

Message Text	Possible Cause	Suggested Resolution
CUSIP NUMBER REQUIRED FOR OPTION#1	You did not enter a CUSIP number for Option#1 on the Main Menu.	Enter a valid CUSIP number.
ERROR IN PARTICIPANT TRANSACTION TYPE	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
ERROR IN TRANSACTION STATUS TYPE	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INVALID CUSIP	You entered an invalid CUSIP.	Enter a valid CUSIP.
INVALID DATE	You entered an invalid date, or the date is in an invalid format.	Enter a valid date in *mmddccyy* format.
INVALID KEY PRESSED	You pressed an invalid PF key.	Refer to the key menu at the bottom of the screen and press a valid PF key.
MASTER TABLE ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
MSTRTBLR ERROR-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
NO DATA AVAILABLE FOR THIS REQUEST	No data was available based upon the information entered.	Re-enter the selection criteria.
PLACE CURSOR ALONGSIDE CUSIP NUMBER	You did not place the cursor to the left of the CUSIP number.	Place the cursor to the left of the CUSIP number.
PLACE CURSOR ALONGSIDE PART NUMBER	You did not place the cursor to the left of the Participant number on Inquiry Screen#1.	Place the cursor to the left of the Participant number.
PLEASE ENTER THE CHOICE (1-7) IN THE SCREEN# FIELD	You did not enter an option in the **Screen#** field.	Enter an option.
REQUIRED	This appears next to any required field that was left blank.	Enter information in the field.

IVOR:

Introduction

Overview

The Investors' Voluntary Redemptions (IVOR) function allows you to:

- Enter requests to surrender units for cash value.
- Enter requests to surrender units for rollovers
- Save a request (without sending it to DTC) to work on later.
- Accept, and allow DTC to begin processing, a request that was previously saved.
- Cancel a request that was previously saved.
- Inquire about your requests.

Note- Transfer agents (TAs) can use IVOR to communicate with sponsors about redemptions taking place outside of DTC. Follow the procedures for entering redemption requests.

When to Use

Use IVOR to enter, save, accept, cancel and inquire about requests to surrender units for cash value or for rollovers.

IVOR is available from 8:00 a.m. until 4:00 p.m. eastern time.

Note- To enter, accept or cancel requests after cutoff time, use NIVR. To inquire about your requests after cutoff time, use IVIQ.

List of Procedures:

Accepting or Cancelling a Request

Use this procedure to accept or cancel a request you previously saved.

Acceptances/cancellations can be entered until **4:00 p.m. eastern time**.

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

   Result- The Main Menu appears.

2 Type 2 in the **Screen#** field and press ENTER.

   Result- The Enter Acceptance or Cancellation of Your Request screen appears, displaying all your saved transactions.

3 Type one of the following in the **A/C** field:

- A: To accept the request and have DTC begin processing it
- C: To cancel the request.

   Note- DTC will not begin processing a request until you have accepted it. You cannot cancel an

accepted request.

4 Press PF1/13.

Result- The message'Transaction database updated' appears.

Entering a Request

Use the following procedure to enter a request to surrender units for cash value.

Requests must be entered by **4:00 p.m. eastern time**.

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

Result- The Main Menu appears.

2 Type 1 in the **Screen#** field and press ENTER.

Result- The Enter Your Requests to Surrender Units for Value screen appears.

3 Type information in the entry fields provided and press ENTER. You can enter up to four transactions at a time.

Result- If errors occur, an applicable message appears. Correct the error and press ENTER again until the message **'? ? ? ? ? '** appears.

Note- You cannot modify information after a transaction is validated. If the information you entered was not correct, you must cancel the request (see step 4). You can also press CLEAR, but then you must reenter all the transactions on the screen.

4 Type one of the following in the **A/C/S** field:

- A: To accept the request and have DTC begin processing it
- C: To cancel the request
- S: To save the request (without sending it to DTC for processing) to work on later.

Note- DTC will not process a request until you have accepted it. You cannot cancel an accepted request.

5 Press PF1/13.

Result- The message'Transaction database updated' appears.

Entering a Rollover Request

Use the following procedure to enter requests to surrender units for rollovers. You can enter transactions only until the rollover end date.

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

Result- The Main Menu appears.

2 Type 3 in the **Screen#** field and press ENTER.

Result- The Enter Your Transaction Requests for Rollovers screen appears.

3 Type the CUSIP number for the units you want to roll over in the **CUSIP** field and press ENTER.

Result- The information from the IVORS Standing Instructions Database that is associated with the CUSIP number appears.

4 Type information in the following fields and press ENTER:

- **Quantity**: Type the quantity to be rolled over
- **Prevent Pend**: Type P to prevent the transaction from pending (recycling)
- **Comments**: Type any comments applicable to this transaction
- **Select One (1) Rollover CUSIP**: Type S to the left of the desired rollover CUSIP number.

Result- If an error occurs, an applicable message appears. Correct the error and press ENTER again until the message'Records validated' appears.

5 Type one of the following in the **A/C/S** field:

- A: To accept the request and have DTC begin processing it
- C: To cancel the request
- S: To save the request (without sending it to DTC for processing) to work on later.

Note- DTC will not process a request until you have accepted it. You cannot cancel an accepted request.

6 Press PF1/13.

Result- The message'Transaction database updated' appears.

Inquiring About Your Requests

Option 5 on the Main Menu allows you to inquire about your transactions via the IVIQ function. See IVIQfor more information.

List of Screens:

Enter Acceptance or Cancellation of Your Request Screen

The Enter Acceptance or Cancellation of Your Request screen appears when you choose option 2 on the Main Menu, and allows you to accept or cancel requests you previously saved but did not send to DTC for processing.

Note- DTC will not process a request until you accept it. You cannot cancel accepted requests.

Sample Screen

```
DTC                    IVORS PARTICIPANT SCREEN #3         DATE: MM/DD/CCYY
QABE       ENTER ACCEPTANCE OR CANCELLATION OF YOUR REQUEST   TIME: HH:MM:SS
00002199-99                                                PAGE:   1

A/C   CUSIP            QUANTITY        TYPE OF TRANSACTION          REMARKS

     45808E199         100.00000       REDEMPTN IN CASH AT TA          TA
```

```
   COMMENTS

     45808E207          100.00000      REDEMPTN IN CASH AT TA              TA
   COMMENTS


     45808E215          100.00000      REDEMPTN IN CASH AT TA              TA
   COMMENTS

     45808E223          100.00000      REDEMPTN IN CASH AT TA              TA
   COMMENTS     TESTING
                                                         *** CONTINUE ***


   ENTER 'A' TO ACCEPT OR 'C' TO CANCEL AND PRESS PF1/13 TO UPDATE
   PF7/19 MAIN MENU            PF8/20 END FUNCTION     PF9/21 SIGN OFF
   PF10/22 PG BACKWARD         PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
A/C	An entry field that allows you to enter A or C to accept or cancel a request.
CUSIP	The CUSIP of the units for the request.
Quantity	The number of units for the request.
Type of Transaction	The type of transaction the sponsor or TA has elected for this issue (redemption or sale).
Remarks	The last activity recorded for the request.
Comments	Comments entered for the request, if any.

Enter Your Requests to Surrender Units for Value Screen

The Enter Your Requests to Surrender Units for Value screen appears when you choose option 1 on the Main Menu, and allows you to enter redemption requests.

Sample Screen

```
DTC                    IVOR PARTICIPANT SCREEN #1              DATE: MM/DD/CCYY
T$VV        ENTER YOUR REQUESTS TO SURRENDER UNITS FOR VALUE    TIME: HH:MM:SS
00002199-99
                                   PREVENT
A/C/S   CUSIP        QUANTITY      PEND         TYPE OF TRANSACTION


                           .
COMMENTS


                           .
COMMENTS


                           .
COMMENTS


                           .
COMMENTS

PRESS ENTER TO VALIDATE AND SEE TYPE OF TRANSACTION
```

```
ENTER 'A' TO ACCEPT,'C' TO CANCEL OR 'S' TO SAVE AND PRESS PF1/13 TO UPDATE

 PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This Field	Allows you to
A/C/S	Enter one of the following: • A: To accept the default transaction type for the request and have DTC begin processing it • C: To cancel the request • S: To save the request (without sending it to DTC for processing) to work on later.
CUSIP	Enter the CUSIP of the units for the request.
Quantity	Enter the quantity of units for the request, up to five decimal places.
Prevent Pend	Enter P to prevent the request from pending (recycling) if there is insufficient position in your account to satisfy the request, or leave blank to allow pending to occur. *Optional.*
Type of Transaction	View the type of transaction (redemption or sale) the sponsor or TA has elected for this issue.
Comments	Enter freeform text comments (such as customer information), up to 67 characters. *Optional.*

Enter Your Transaction Requests for Rollovers Screen

The Enter Your Transaction Requests for Rollovers screen appears when you choose option 3 on the Main Menu, and allows you to surrender units for rollovers. You can enter transactions only until the rollover end date.

Sample Screen

```
DTC                    IVOR PARTICIPANT SCREEN #3              DATE: MM/DD/CCYY
QAAF           ENTER YOUR TRANSACTION REQUESTS FOR ROLLOVERS   TIME: HH:MM:SS
00002199-99


A/C/S     CUSIP              QUANTITY             PREVENT PEND   MATURITY DATE

        45808D746                .                               11/08/2000
COMMENTS:
SELECT ONE(1) ROLLOVER CUSIP :
       45808E199        45808E207        45808E215        45808E223
       45808E231
```

```
TRANSACTIONS ENTERED:           0   QUANTITY ENTERED:            0.000000
TRANSACTIONS PROCESSED          0   QUANTITY PROCESSED:          0.000000

ENTER S TO SELECT ONE ROLLOVER CUSIP, ENTER QUANTITY PREVENT PEND AND
COMMENTS AND PRESS PF1/13 TO UPDATE
PF7/19 MAIN MENU        PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
A/C/S	An entry field that allows you to specify one of the following: • A: To accept the default transaction type for the request and have DTC begin processing it • C: To cancel the request • S: To save the request (without sending it to DTC for processing) to work on later.
CUSIP	An entry field that allows you to specify the CUSIP number for which you want to enter rollover requests. *Note* -The remaining fields display the associated values from the IVORS database after you press ENTER.
Quantity	An entry field that allows you to specify the share quantity for the request, up to five decimal places. *Note* -Enter this value only after you enter a **CUSIP** and select one item from the resulting list of rollover CUSIPs.
Prevent Pend	An entry field that allows you to prevent the request from pending (recycling) if there is insufficient position in your account to satisfy the request, or leave blank to allow pending to occur. Enter a P. *Note* -Enter a value in this field only after you enter a **CUSIP** and select one item from the resulting list of rollover CUSIPs.
Maturity Date	The maturity date. *Note* -This field appears after you enter a **CUSIP**.
Comments	An entry field that allows you to enter comments for the rollover request. *Note* -Enter this value only after you enter a **CUSIP** and select one item from the resulting list of rollover CUSIPs. These comments can be very helpful in cases where there is more than one transaction for a specific CUSIP number.
Select One (1) Rollover CUSIP	An entry field that allows you to select from a list of CUSIPs specified as rollover CUSIPs. Enter S to the left of the desired CUSIP number. *Note* -Values appear in this field after you enter a **CUSIP**. To

This field	Displays
	roll a CUSIP over into more than one rollover CUSIP, you must enter a separate transaction for each.
Transactions Entered	The total number of transactions entered for the specified CUSIP.
Share Quantity Entered	The total share quantity of transactions entered for the specified CUSIP.
Transactions Processed	The total number of transactions accepted and processed for the specified CUSIP.
Share Quantity Processed	The total share quantity of the processed transactions.

Main Menu

The Main Menu allows you to enter the option number of the activity you want to perform.

Sample Screen

```
DTC          INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)    DATE: MM/DD/CCYY
QABE                      IVOR   PARTICIPANT SCREENS              TIME: HH:MM:SS
00002199-99                         MAIN MENU


          PARTICIPANT NUMBER : 00002199
              SCREEN #      :            (REQUIRED)

              SCREEN # OPTIONS:

              #1. TO ENTER YOUR REQUEST(S) TO SURRENDER UNITS FOR VALUE
              #2. TO ENTER YOUR ACCEPTANCE OR CANCELLATION OF TRANSACTION
              #3. TO ENTER YOUR REQUEST FOR ROLLOVER TRANSACTIONS
              #4. TO ENTER YOUR REQUEST FOR INKIND TRANSACTIONS
              #5. IVORS TRANSACTIONS INQUIRY




               PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY

               PF8/20 END FUNCTION   PF9/21 SIGN-OFF
```

Field Descriptions

This Field	Allows you to
Participant Number	View your participant number.
Screen#	Enter one of the following option numbers: • 1: To enter a request to surrender units for cash value • 2: To accept or cancel a previously entered transaction

This Field	Allows you to
	• 3: To enter a request to surrender units for rollovers • 5: To access the IVIQinquiry function. *Note* -Option 4 is currently unavailable.

Messages

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

Message Text	Possible Cause	Suggested Resolution
A/C/S IS REQUIRED	You did not enter a value in the **A/C/S** field.	Enter A (accept), C (cancel), or S (save).
ATP NOT AVAILABLE, CANNOT PROCESS AT THIS TIME	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
ATP POSITION INQUIRY ERROR, NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
CHOICE IS REQUIRED FOR VALIDATION	You did not select any information.	Make a selection.
CUSIP IS NOT ELIGIBLE FOR IVORS PROCESSING	You entered a CUSIP that was not found, or is inactive, in the IVORS database.	Enter an IVORS-eligible CUSIP number.
CUSIP REQUIRED	You did not enter the CUSIP number for your request.	Enter a valid CUSIP number.
ENTER VALUES TO VALIDATE	You did not enter the information necessary to make a redemption request.	Enter the required data.
ERROR IN READING VSAM CONTRA CUSIP-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721
INVALID CHOICE	You tried to enter an invalid option in the **A/C/S** field.	Enter A, C, or S.
INVALID CUSIP	You entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID KEY PRESSED	You pressed an invalid PF key.	Refer to the key menu at the bottom of the screen and press a valid PF key.
MSTRTBLR ERROR-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
NOT A FRACTIONAL DENOMINATED SECURITY	You entered a fraction for a security that does not have fractional shares.	Delete the fraction.
PARTICIPANT INVALID ON ATP POSITION INQUIRY	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
PAST CUTOFF TIME FOR	The cutoff time for the IVOR	Try the function the next

Message Text	Possible Cause	Suggested Resolution
FUNCTION, NOTIFY STP PROGRAM SUPPORT	function has passed.	available business day, or use the NIVR function (for night redemption processing) or the IVIQ function (for inquiries).
PLEASE ENTER THE CHOICE	You did not enter an option number in the **Screen#** field.	Enter an option number.
QUANTITY MUST BE NON ZERO AND NUMERIC	You entered an invalid quantity in the **Quantity** field.	Enter a number greater than zero.
REQUIRED	This appears next to any required field that was left blank.	Enter information in the field.
TEMPORARY STORAGE QUEUE ITEM ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.

IVRS:

Introduction

Overview

The IVORS for Sponsors (IVRS) function allows the sponsor to:

- Enter settlement details and override settlement dates
- Modify previously entered settlement details
- Cancel a transaction
- Inquire about transactions for those UITs for which it is responsible.

When to Use

IVRS is available from 8:00 a.m. to 6:00 p.m. eastern time.

Note- You can enter or modify settlement details for a transaction *no later than 11:00 a.m. eastern time on the settlement date.* If this information is not entered by then, the transaction is unwound (dropped from the system). For rollover transactions, if the purchase price is not entered *by 12:00 p.m. on the settlement date,* the settlement date will be bumped up by one business day by the batch settlement process.

List of Procedures:

Cancelling a Transaction

Use the following procedure to cancel a participant's request.

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

   Result- The Main Menu appears.

2 Type information in the following fields and press ENTER:

- **Screen#**: Type 3.
- **CUSIP Number**: Type the CUSIP number.

   Result- The Select One Transaction Below to Cancel screen appears.

3 Type S to left of the transaction you want to cancel and press ENTER.

   Result- The Enter Your Cancellation Reason screen appears.

4 Type the reason for cancelling the transaction in the **Cancel Reason** field and press PF1/13.

   Result- The message'Transaction cancelled& transaction database updated' appears.

Entering Settlement Details

Use the following procedure to enter settlement details or change the settlement date of a transaction.

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

Result- The Main Menu appears.

2 Type information in the following fields and press ENTER:

- **Screen#**: Type 1
- **CUSIP Number**: Type a CUSIP number to begin the list with a specific security (*optional*) .

Result- The Enter Your Settlement Details/Override Date screen appears.

3 Type information in the following fields and press ENTER:

- **Redemption or Purchase Price Per Unit**
- **Accrued Divid Per Unit**
- **Stlmnt Date** (*optional*)
- **Purchase Price** (*rollover transactions only*)
- **Concession Fee** (*rollover transactions only*) .

Result- If errors occur, an applicable message appears. Correct the error and press ENTER again until the message'Records validated' appears.

4 Press PF1/13.

Result- The message'Transaction database updated' appears.

Inquiring About a Transaction

To inquire about existing transactions, type 4 in the **Screen#** field and press ENTER to display the IVORS Transaction Inquiry Main Menu. See IVIQ for more information about inquiries.

Modifying a Transaction

Use the following procedure to modify the details of a previously entered transaction.

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

Result- The Main Menu appears.

2 Type information in the following fields and press ENTER:

- **Screen#**: Type 2
- **CUSIP Number**: Type the CUSIP number.

Result- The Select One Transaction Below to Modify screen appears.

3 Type S to the left of the transaction you want to modify and press ENTER.

Result- The Enter Your Modification of Settlement Details screen appears.

4 Type information in any of the fields that are open for modification, then press ENTER.

Result- The message'Data validated' appears.

Note- For non-rollover transactions, if you change the **Trans Type**, the **Sponsor Decision** defaults to N. You can type over this setting.

5 Press PF1/13.

Result- The message'Transaction database updated' appears.

List of Screens:

Enter Your Cancellation Reason Screen

The Enter Your Cancellation Reason screen appears when you select a transaction on the Select One Transaction Below to Cancel screen, and displays the details of the selected transaction.

Sample Screen

```
DTC            IVRS SPONSOR SCREEN #3A FOR CUSIP 6706H2103    DATE: MM/DD/CCYY
QABG                    ENTER YOUR CANCELLATION REASON          TIME: 15:13:25
00002199-99

TRANSACTION DATE : 10262000      PARTICIPANT NUMBER : 00002197
QUANTITY  :           1.00003
     PARTICIPANT NAME : DTCC TEST #2
TRANS TYPE: ROLLOVER                    TA PART NUMBER : 00002196
ROLLOVER CUSIP : 1234A5678              TA PART NAME : DTCC TEST TA
CONCESSION FEE :            0.00
PURCHASE PRICE :            0.000000




COMMENTS:
  STATUS: AWAITING TA OR SPSR STLMNT DETLS

CANCEL REASON:

ENTER CANCEL REASON. PRESS PF1/13 TO CANCEL.

PF6/18 PREVIOUS SCREEN
PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
Transaction Date	The date the transaction was submitted.
Participant Number	The number of the participant that submitted the transaction.
Quantity	The number of units.
Participant Name	The name of the participant that submitted the transaction.
Trans Type	The type of transaction (redemption, sale or rollover).
TA Part Number	The TA's participant number.

This field	Displays
Rollover CUSIP	The rollover CUSIP number. *Note* -This field appears for rollover transactions only.
TA Part Name	The TA's participant name.
Sponsor Buyback/Redeem Decision	An indicator of whether you elected to buy back or redeem units. *Note* -This field does not appear for rollover transactions.
Concession Fee	The concession fee. *Note* -This field appears for rollover transactions only.
Rollover Price	The rollover price. *Note* -This field appears for rollover transactions only.
Comments	Comments entered by the participant, if any.
Status	The status of the transaction.
Cancel Reason	An entry field that allows you to specify your reason for cancelling the transaction. You can enter up to 67 characters.

Enter Your Modification of Settlement Details Screen

The Enter Your Modification of Settlement Details screen appears when you choose a transaction on the Select One Transaction Below to Modify screen, and displays the settlement details for that transaction. You can modify these details.

Sample Screen

```
DTC            IVRS SPONSOR SCREEN #2A FOR CUSIP 92115D670      DATE: MM/DD/CCYY
QABG           ENTER YOUR MODIFICATION OF SETTLEMENT DETAILS    TIME: HH:MM:SS
00002199-99


TRANSACTION DATE : 11082000        PARTICIPANT NUMBER: 00002198
QUANTITY   :          90.00000     PARTICIPANT NAME: DTCC TEST #1
ROLLOVER CUSIP : 92115D662              TA PART NUMBER: 00002197
                                        TA PART NAME: DTCC TEST TA

COMMENTS:
STATUS  : AWAITING TA OR SPSR STLMNT DETLS



(1) REDEMPTION PRICE PER UNIT              :         .
(2) ACCRUED DIVIDEND PER UNIT              :         .
(3) SETTLEMENT DATE                        : 12012000
(4) TRANS TYPE (RC/SC/RO)                  : RO    ROLLOVER
(5) SPONSOR  BUYBACK DECISION (Y/N)        : NOT APPLICABLE
(6) CONCESSION FEE                         :         .
(7) ROLLOVER PRICE                         :         .



YOU CAN MODIFY DATA SHOWN. PRESS PF1/13 TO UPDATE.
PF6/18 PREVIOUS SCREEN
PF7/19 MAIN MENU          PF8/20 END FUNCTION        PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
Transaction Date	The date the transaction was submitted.
Participant Number	The number of the participant that submitted the transaction.
Quantity	The number of units for the transaction.
Participant Name	The name of the participant that submitted the transaction.
TA Part Number	The TA's participant number.
TA Part Name	The TA's participant name.
Comments	Comments entered by the participant, if any.
Status	The status of the transaction.
Redemption/ Purchase Price Per Unit	An entry field that allows you to specify the redemption or purchase price per unit, up to nine digits and six decimal places. You can enter zero in this field if desired.
Accrued Dividend Per Unit	An entry field that allows you to specify the accrued dividend per unit, up to nine digits and six decimal places. You can enter zero in this field if desired.
Settlement Date	The settlement date. You can modify this value, adding up to 30 business days.
Trans Type	The type of transaction. You can modify this to one of the following: • RC: To change to a cash redemption • SC: To change to a sale to sponsor • RO: To change to a rollover. *Note* -If you modify the transaction type, the **Sponsor Decision** defaults to N. Also, when you modify the transaction type, it is modified for *this transaction only*; this does not modify the Standing Instructions Database. You cannot modify the transaction type from rollover to redemption or sale.
Sponsor Buyback/Redeem Decision	The buyback or redemption decision. You can modify this value. *Note* -When you modify the **Sponsor Decision**, it is modified for *this transaction only*; this does not modify the Standing Instructions Database. For rollover transactions, this field displays'Not applicable. '
Concession Fee	An entry field that allows you to specify the concession fee, up to nine digits and two decimal places. *Note* -This field appears for rollover transactions only.
Rollover Price	An entry field that allows you to specify the rollover prices, up to nine digits and six decimal places.

Enter Your Settlement Details/Override Date Screen

The Enter Your Settlement Details/Override Date screen appears when you choose option 1 on the Main Menu, and displays transactions that require settlement details. You can enter those details on this screen.

Note- If you did not enter a CUSIP number on the Main Menu, this screen displays a list of all the transactions for which you can enter settlement details, in settlement date order. If you entered a CUSIP number, this screen displays a list of transactions starting from that number.

Sample Screen

```
 DTC                    IVRS SPONSOR SCREEN #1              DATE: MM/DD/CCYY
 QABG            ENTER YOUR SETTLEMENT DETAILS/OVERRIDE DATE    TIME: HH:MM:SS
 00002199-99                                               PAGE:   1


                          STLMNT    REDMPTION PRICE    ACCRUED DIVID    STLMNT
     CUSIP       QUANTITY  SOURCE      PER UNIT          PER UNIT        DATE

   1234A5678      1.00000    TA          .                 .          10272000

   PARTICIPANT NUMBER: 00002198    PARTICIPANT NAME: DTCC TEST #1
   TRANSACTION TYPE :RC   SPONSOR BUYBACK/REDEEM DECISION :WILL BUY BACK
   COMMENTS: D SIGNON TEST FOR RC TRANS



   2345B6789     90.00000 SP          .                 .          12012000
   PARTICIPANT NUMBER: 00002197    PARTICIPANT NAME: DTCC TEST #2
   TRANSACTION TYPE :RO              ROLLOVER CUSIP : 92115D662
   COMMENTS:
   PURCHASE PRICE           .            CONCESSION FEE :         .

                                                   *** CONTINUE ***
 ENTER SETTLEMENT DETAILS(0 ACCEPTABLE), OVERRIDE DATE & PRESS PF1/13 TO UPDATE
 PF7/19 MAIN MENU           PF8/20  END FUNCTION          PF9/21  SIGN-OFF
 PF10/22 PG BACKWARD        PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number.
Quantity	The number of units.
Stlmnt Source	The party responsible for supplying settlement details (TA or sponsor).
Redemption/Purchase Price Per Unit	An entry field that allows you to enter the redemption or purchase price per unit, up to nine digits and six decimal places. *Note* -You can enter zero.
Accrued Divid Per Unit	An entry field that allows you to enter the accrued dividend per unit, up to seven digits and six decimal places. *Note* -You can enter zero.
Settlement Date	The date the transaction is expected to settle. You can modify this date, adding up to 30 business days.
Participant Number	The number of the participant who submitted the

This field	Displays
	transaction.
Participant Name	The name of the participant who submitted the transaction.
Transaction Type	The type of transactions (redemption, sale or rollover). *Note* -For transaction types RC or SC (redemption or sale), the settlement date defaults to the transaction date plus three business days. For transaction type RO (rollover), the settlement date defaults the maturity date plus three business days. In either case, you can override this value.
Sponsor Buyback/Redeem Decision	An indicator of whether the sponsor will buy back or redeem the units. *Note* -This field appears for redemption and sale transactions only.
Rollover CUSIP	The rollover CUSIP number. *Note* -This field appears for rollover transactions only.
Comments	Comments entered by the participant, if any.
Purchase Price	An entry field that allows you to specify the purchase price for rollover transactions, up to nine digits and five decimal places. *Note* -This field appears for rollover transactions only.
Concession Fee	An entry field that allows you to enter the concession fee for rollover transactions, up to nine digits and two decimal places. *Note* -This field appears for rollover transactions only.

Main Menu

The Main Menu allows you to choose the activity you want to perform.

Sample Screen

```
DTC          INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)   DATE: MM/DD/CCYY
QAAF                      IVRS SPONSOR SCREENS                   TIME: HH:MM:SS
00002199-99                   MAIN MENU


      PARTICIPANT NUMBER : 00002199
      SCREEN #          :                    (REQUIRED)
      CUSIP NUMBER      :                    (REQUIRED FOR OPTION #2 & #3
                                              OTHERWISE,OPTIONAL)


      SCREEN # OPTIONS:

      #1. TO ENTER YOUR SETTLEMENT DETAILS AND YOUR POSSIBLE OVERRIDE
          OF SETTLEMENT DATE
      #2. TO ENTER YOUR MODIFICATION OF SETTLEMENT DETAILS
```

```
         #3. TO ENTER YOUR CANCELLATION OF TRANSACTION
         #4. IVORS TRANSACTIONS INQUIRY



     PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY

            PF8/20 END FUNCTION   PF9/21 SIGN-OFF
```

Field Descriptions

This field	Allows you to
Participant Number	View your participant number.
Screen#	Enter one of the following: • 1: To enter settlement details or override the settlement date of a transaction • 2: To modify the settlement details of a transaction • 3: To cancel a transaction • 4: To access the inquiry (IVIQ) function.
CUSIP Number	Enter a CUSIP number to specify the transactions you'll see on subsequent screens. *Required* for options 2 and 3 only.

Select One Transaction Below to Cancel Screen

The Select One Transaction Below to Cancel screen appears when you choose option 3 on the Main Menu, and allows you to select from a list of the transactions you are authorized to cancel.

Sample Screen

```
DTC           IVRS SPONSOR SCREEN #3 FOR CUSIP 123456789      DATE: MM/DD/CCYY
QAAF             SELECT ONE TRANSACTION BELOW TO CANCEL        TIME: HH:MM:SS
00002199-99                                                   PAGE:   1
                              SETTLEMENT                  SETTL DETLS TRANS
 S     PARTICIPANT NUMBER/NAME       DATE      QUANTITY     SOURCE    TYPE

           00002198/DTCC TEST      11032000   100.00000      TA       RC
 COMMENTS

      00002198/TEST PARTICPANT     03181998   1.00000      TA/SP      SC
 COMMENTS        PART = TA PART


      00002198/TEST PARTICIPANT    03191998   2.00000      TA/SP      RC
 COMMENTS





 'SC'= SALE TO SPONSOR FOR CASH;   'RO' = ROLLOVERS;      *** END OF DATA ***
```

```
'RC'= REDEMPTION FOR CASH AT TA ; 'RI' = REDEMPTION IN KIND AT TA;
 ENTER 'S' TO SELECT ONE TRANSACTION TO CANCEL & PRESS ENTER KEY.
 PF7/19 MAIN MENU          PF8/20  END FUNCTION        PF9/21 SIGN-OFF
 PF10/22 PG BACKWARD       PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
S	An entry field that allows you to select a transaction to cancel. Enter an S to the left of the desired transaction.
Participant Number/Name	The name and number of the participant that submitted the transaction.
Settlement Date	The date the transaction is expected to settle.
Quantity	The number of units.
Settl Detls Source	The party responsible for supplying the settlement details (TA or sponsor).
Trans Type	The type of transaction (redemption, sale or rollover).
Comments	Comments entered by the participant, if any.

Select One Transaction Below to Modify Screen

The Select One Transaction Below to Modify screen appears when you choose option 2 on the Main Menu, and allows you to select from a list of the transactions you are authorized to modify.

Sample Screen

```
DTC            IVRS SPONSOR SCREEN #2 FOR CUSIP 45808A395    DATE: MM/DD/CCYY
QAAF              SELECT ONE TRANSACTION BELOW TO MODIFY      TIME: HH:MM:SS
00002199-99                                                  PAGE:   1


                                     SETTLEMENT             TRANSACTION
  S      PARTICIPANT NUMBER/NAME     DATE         QUANTITY     TYPE

         00002198/DTCC TEST          10252000     5.00000 REDEMP CASH
    COMMENTS:




                                               *** END OF DATA ***

  ENTER 'S' TO SELECT ONE TRANSACTION TO MODIFY AND PRESS ENTER KEY

   PF7/19 MAIN MENU          PF8/20  END FUNCTION        PF9/21 SIGN-OFF
   PF10/22 PG BACKWARD       PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays

This field	Displays
S	An entry field that allows you to select a transaction to modify. Enter an S to the left of the desired transaction.
Participant Number/Name	The name and number of the participant that submitted the transaction.
Settlement Date	The date the transaction is expected to settle.
Quantity	The number of units.
Transaction Type	The type of transaction (redemption, sale or rollover).
Comments	Comments entered by the participant, if any.

Messages

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

Message Text	Possible Cause	Suggested Resolution
ATP NOT AVAILABLE, CANNOT PROCESS AT THIS TIME	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
ATP POSITION INQUIRY ERROR, NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
CHOICE IS REQUIRED FOR VALIDATION	No information was selected.	Make a selection.
CUSIP NUMBER REQUIRED FOR OPTION#2 &#3	A CUSIP number is required for options 2 and 3.	Enter a valid CUSIP number.
ENTER CHOICE IN ONE FIELD ONLY	More than one record was selected to modify or cancel.	Select only one record.
ERROR IN READING VSAM CONTRA CUSIP-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
GENCALL ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INVALID CUSIP	An invalid CUSIP was entered.	Enter a valid CUSIP.
INVALID DATE	An invalid date was entered, or the date is in an invalid format.	Enter a valid date in *mmddccyy* format.
INVALID DIVIDEND PER UNIT ENTERED	The specified dividend amount does not correspond to the CUSIP number.	Enter a valid dividend amount.
INVALID KEY PRESSED	An invalid PF key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID OPTION	An invalid option was selected.	Select one of the valid options listed on the screen.
MSTRTBLR ERROR-- NOTIFY	A system problem occurred.	Contact the Customer Support

Message Text	Possible Cause	Suggested Resolution
STP SUPPORT		Center at (888) 382-2721.
NO DATA AVAILABLE FOR THIS REQUEST	No data was available based upon the information entered.	Validate and re-enter the selection criteria.
NON NUMERIC PRICE PER UNIT ENTERED	An invalid price was entered.	Enter a numeric price of 0 or more.
ONLY S IS A VALID CHOICE	An invalid value was entered to select a transaction.	Enter S to the left of the desired transaction.
PARTICIPANT INVALID ON ATP POSITION INQUIRY	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
PAST CUTOFF TIME FOR FUNCTION, NOTIFY STP PROGRAM SUPPORT	The cutoff time for the IVRS function has passed.	See When to Use for information about the availability of this function and cutoff times for specific activities.
PRICE SHOULD BE ENTERED FOR A ROLLOVER CUSIP	The **Purchase Price** field was left blank for a rollover CUSIP; entry is *required*.	Enter the purchase price, up to nine digits and five decimal places.
PURCHASE PRICE CANNOT BE ZEROES FOR ROLLOVER TRANSACTION	A value of zero was entered in the **Purchase Price** field.	Enter a value greater than zero, up to nine digits and five decimal places.
REQUIRED	This appears next to any required field that was left blank.	Enter information in the field.
ROLLOVER PRICE SHOULD BE NON ZERO AND NUMERIC	An invalid value was entered in the **Purchase Price** field.	Enter a valid numeric purchase price, up to nine digits and five decimal places. You cannot enter zero.
SELECT ONLY ONE FIELD	An attempt was made to select more than one transaction on the Select One Transaction Below to Modify screen.	Select only one transaction.
SETTLEMENT DATE IS NOT A BUSINESS DAY	An invalid settlement date was entered.	Enter a valid settlement date in *mmddccyy* format.
SETTLEMENT DATE OUT OF RANGE	The specified settlement date is not within the required range of dates.	Re-enter the settlement date in *mmddccyy* format.
SPONSOR IS NOT AUTHORIZED	An unauthorized activity was selected.	Select another option, or contact your Relationship Manager or Corporate Services representative.
TEMPORARY STORAGE QUEUE ITEM ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
THIS CUSIP IS NOT AVAILABLE	The CUSIP is not available for IVORS processing.	Enter a valid UIT CUSIP.

IVRT:

Introduction

Overview

The IVORS for Transfer Agents (IVRT) function allows transfer agents (TAs) to:

- Enter settlement details and override settlement dates
- Modify previously entered settlement details
- Cancelling a transaction
- Inquire about transactions for those UITs for which it is responsible.

When to Use

IVRT is available from 8:00 a.m. to 6:00 p.m. eastern time

Note- You can enter or modify settlement information no later than *11 a. m. eastern time settlement date.* If this information is not entered by then, the transaction is unwound (dropped from the system). For rollover transactions, if the purchase price is not entered by *12:00 noon on the settlement date,* the settlement date will be bumped up by one business day by the batch settlement process.

List of Procedures:

Cancelling a Transaction

Use the following procedure to cancel a transaction.

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

   Result- The Main Menu appears.

2 Type information in the following fields and press ENTER:

- **TA's TA Number**: Type your transfer agent number
- **TA's Participant Number**: Type your participant number (*optional*)
- **Screen#**: Type 4.
- **CUSIP Number**: Type a valid CUSIP number.

   Result- The Select One Transaction Below to Cancel screen appears.

3 Type S to the left of the transaction you want to cancel and press ENTER.

   Result- The Enter Your Cancellation Reason screen appears.

4 Type the reason for cancelling the transaction in the **Cancel Reason** field and press PF1/13.

   Result- The message 'Transaction cancelled& transaction database updated' appears

Entering Settlement Details

Use the following procedure to enter settlement details or a new settlement date for a transaction.

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

Result- The Main Menu appears.

2 Type information in the following fields and press ENTER:

- **TA's TA Number**: Type your transfer agent number
- **TA's Participant Number**: Type your participant number (*optional*)
- **Screen#**: Type 1
- **CUSIP Number**: Type a valid CUSIP number to begin the list with a specific security (*optional*)

Result- The Enter Your Settlement Details/Override Date screen appears.

3 Type values in the following fields and press ENTER:

- **Redemption or Purchase Price Per Unit**
- **Acrued Divid Per Unit**
- **Stlmnt Date** (*optional*)
- **Purchase Price** (*rollover transactions only*)
- **Concession Fee** (*rollover transactions only*) .

Result- If errors occur, an applicable message appears. Correct the error and press ENTER again until the message'Records validated' appears.

4 Press PF1/13.

Result- The message'Transaction database updated' appears.

Inquiring About a Transaction

To inquire about existing transactions, type 5 in the **Screen#** field and press ENTER to display the IVORS Transaction Inquiry Main Menu. See IVIQ for more information about inquiries.

Modifying a Cash Transaction

Use the following procedure to modify a cash transaction's:

- Settlement details
- Transaction type
- Buyback decision
- Redemption decision.

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

Result- The Main Menu appears.

2 Type values in the following fields and press ENTER:

- **TA's TA Number**: Type your transfer agent number
- **TA's Participant Number**: Type your participant number (*optional*)
- **Screen#**: Type 3

- **CUSIP Number**: Type a valid CUSIP number.

Result- The Select One Transaction Below to Modify screen appears.

3 Type S to the left of the transaction you want to modify and press ENTER.

Result- The Enter Your Modification of Settlement Details screen appears.

4 Type information in any of the fields that are open for modification, then press ENTER.

Result- The message'Data validated' appears.

Note- For non-rollover transactions, if you change the **Trans Type** field, the **Sponsor Decision** defaults to N. You can type over this setting.

5 Press PF1/13.

Result- The message'Transaction database updated' appears.

List of Screens:

Enter Your Cancellation Reason Screen

The Enter Your Cancellation Reason screen appears when you select a transaction to cancel on the Select One Transaction Below to Cancel screen, and displays the details of the selected transaction.

Sample Screen

```
DTC              IVRT TA SCREEN #4A FOR CUSIP    123456789    DATE: MM/DD/CCYY
QAAF                  ENTER YOUR CANCELLATION REASON          TIME: HH:MM:SS
00002199-99

TRANSACTION DATE : 10312000       PARTICIPANT NUMBER : 00002198
QUANTITY  :         100.00000      PARTICIPANT NAME : DTCC TEST
TRANS TYPE: REDEMP FOR CASH AT TA   SPONSOR NUMBER   : 00002196
ROLLOVER CUSIP : 1234A5678          SPONSOR NAME     : DTCC TEST SPONSOR
CONCESSION FEE :          0.00
PURCHASE PRICE :          0.000000


 SPONSOR BUY BACK DECISION  :      WILL NOT BUY BACK
 COMMENTS:
 STATUS    : AWAITING TA CSH/INKND STLMT DETL

 CANCEL REASON:


 ENTER CANCEL REASON. PRESS PF1/13 TO CANCEL.

PF6/18 PREVIOUS SCREEN
PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays

This field	Displays
Transaction Date	The date the transaction was submitted.
Participant Number	The number of the participant that submitted the transaction.
Quantity	The number of units.
Participant Name	The name of the participant that submitted the transaction.
Trans Type	The type of transaction (redemption, sale or rollover).
Sponsor Number	The sponsor's participant number.
Rollover CUSIP	The rollover CUSIP number. *Note* -This field appears for rollover transactions only.
Sponsor Name	The sponsor's name.
Concession Fee	The concession fee. *Note* -This field appears for rollover transactions only.
Purchase Price	The rollover purchase price. *Note* -This field appears for rollover transactions only.
Sponsor Decision	An indicator of whether the sponsor is buying back or redeeming the units.
Comments	Comments entered by the participant, if any.
Status	The status of the transaction.
Cancel Reason	An entry field that allows you to enter your reason for cancelling the transaction. You can enter up to 67 characters.

Enter Your Modification of Settlement Details Screen

The Enter Your Modification of Settlement Details screen appears when you select a transaction on the Select One Transaction Below to Modify screen, and displays the settlement details for that transaction. You can modify these details.

Sample Screen

```
DTC               IVRT TA SCREEN #3A FOR CUSIP   102030405      DATE: MM/DD/CCYY
QAAF        ENTER YOUR MODIFICATION OF SETTLEMENT DETAILS      TIME: HH:MM:SS
2199-99


TRANSACTION DATE : 10182000         PARTICIPANT NUMBER: 00002198
       QUANTITY  : 31.00000          PARTICIPANT NAME: DTCC TEST
                                      TA PART NUMBER: 00002197
                                      TA PART NAME: DTCC TEST TA
COMMENTS: PLEASE REDEEM PER K. SMITH AT 212 555-1234
STATUS  : AWAITING TA FINAL CASH STLMT

  (1) REDEMPTION PRICE PER UNIT              : 000000990  . 530000
```

```
  (2) ACCRUED DIVIDEND PER UNIT              : 000000001  . 930000
  (3) SETTLEMENT DATE                        : 10232000
  (4) TRANS TYPE (RC/SC/RO)                  : RC   REDEMP FOR CASH AT T
  (5) SPONSOR  BUYBACK DECISION (Y/N)        : N    WILL NOT BUY BACK
  (6) CONCESSION FEE                         :           .
  (7) ROLLOVER PRICE                         :           .


 YOU CAN MODIFY DATA SHOWN. PRESS PF1/13 TO UPDATE.
 PF6/18 PREVIOUS SCREEN
 PF7/19 MAIN MENU           PF8/20 END FUNCTION           PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
Transaction Date	The date the transaction was submitted.
Participant Number	The number of the participant that submitted the transaction.
Quantity	The number of units.
Participant Name	The name of the participant that submitted the transaction.
TA Part Number	The TAs participant number.
TA Part Name	The TAs participant name.
Comments	Comments entered by the participant, if any.
Status	The status of the transaction.
Redemption/ Purchase Price Per Unit	An entry field that allows you to specify the redemption or purchase price per unit, up to nine digits and six decimal places. You can enter zero in this field if desired.
Accrued Dividend Per Unit	An entry field that allows you to specify the accrued dividend per unit, up to nine digits and six decimal places. You can enter zero in this field if desired.
Settlement Date	The settlement date. You can modify this value, adding up to 30 business days.
Trans Type (RC/SC)	The type of transaction. You can modify this to one of the following: • RC: To change to a cash redemption • SC: To change to a sale to sponsor • RO: To change to a rollover. *Note* -If you modify the transaction type, the **Sponsor Decision** defaults to N. Also, when you modify the transaction type, it is modified for this transaction only; this does not modify the Standing Instructions Database. You cannot modify the transaction type from rollover to redemption or sale.
Sponsor Decision	The sponsor buyback or redemption decision. You can modify this value. *Note* -When you modify the **Sponsor Decision**, it is modified for *this transaction only*; this does not modify the Standing

This field	Displays
	Instructions Database. For rollover transactions, this field displays'Not applicable. '
Concession Fee	An entry field that allows you to specify the concession fee, up to nine digits and two decimal places. *Note* -This field appears for rollover transactions only.
Rollover Price	An entry field that allows you to specify the rollover prices, up to nine digits and six decimal places. *Note* -This field appears for rollover transactions only.

Enter Your Settlement Details/Override Date Screen

The Enter Your Settlement Details/Override Date screen appears when you choose option 2 on the Main Menu, and allows you to enter settlement details and change the settlement date for the displayed transactions.

Note- If you did not enter a CUSIP number on the Main Menu, this screen displays a list of all the transactions for which you can enter settlement details, in settlement date order. If you entered a CUSIP number, this screen displays a list of transactions starting from that number.

Sample Screen

```
DTC                     IVRT TA SCREEN #1                      DATE: MM/DD/CCYY
QAAF            ENTER YOUR SETTLEMENT DETAILS/OVERRIDE DATE     TIME: HH:MM:SS
00002199-99                                                    PAGE:   1


                      STLMNT    REDMPTION PRICE    ACCRUED DIVID    STLMNT
 CUSIP        QUANTITY  SOURCE     PER UNIT          PER UNIT        DATE

  1234A5678    1.00000    TA           .                .          10272000
  PARTICIPANT NUMBER: 00002198     PARTICIPANT NAME: DTCC TEST #1
  TRANSACTION TYPE :RC   SPONSOR BUYBACK/REDEEM DECISION :WILL BUY BACK
  COMMENTS: D SIGNON TEST FOR RC TRANS



  2345B6789   90.00000    SP           .                .          12012000
  PARTICIPANT NUMBER: 00002197    PARTICIPANT NAME: DTCC TEST #2
  TRANSACTION TYPE :RO           ROLLOVER CUSIP : 92115D662
  COMMENTS:
  PURCHASE PRICE           .          CONCESSION FEE :          .

                                                  *** CONTINUE ***
ENTER SETTLEMENT DETAILS(0 ACCEPTABLE), OVERRIDE DATE & PRESS PF1/13 TO UPDATE
PF7/19 MAIN MENU          PF8/20  END FUNCTION         PF9/21  SIGN-OFF
PF10/22 PG BACKWARD       PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
CUSIP	The CUSIP number.
Quantity	The number of units.

This field	Displays
Settl Detls Source	The party responsible for supplying settlement details (TA or sponsor).
Redemption/Purchase Price Per Unit	An entry field that allows you to specify the redemption or purchase price per unit, up to nine digits and six decimal places. *Note* -You can enter zero.
Accrued Divid Per Unit	An entry field that allows you to specify the accrued dividend per unit, up to seven digits and six decimal places. *Note* -You can enter zero.
Stmnt Date	The date the transaction is expected to settle. You can modify this date, adding up to 30 business days.
Participant Number	The number of the participant who submitted the transaction.
Participant Name	The name of the participant who submitted the transaction.
Trans Type	The type of transaction (redemption, sale or rollover). *Note* -For transaction types RC or SC (redemption or sale), the settlement date defaults to the transaction date plus three business days. For transaction type RO (rollover), the settlement date defaults the maturity date plus three business days. In either case, you can override this value.
Sponsor Buyback/Redeem Decision	An indicator of whether the sponsor will buy back or redeem the units. *Note* -This field appears for redemption and sale transactions only.
Rollover CUSIP	The rollover CUSIP number. *Note* -This field appears for rollover transactions only.
Comments	Comments entered by the participant, if any.
Purchase Price	An entry field that allows you to specify the purchase price for rollover transactions, up to nine digits and five decimal places. *Note* -This field appears for rollover transactions only.
Concession Fee	An entry field that allows you to enter the concession fee for rollover transactions, up to nine digits and two decimal places. *Note* -This field appears for rollover transactions only.

Main Menu

The Main Menu allows you to choose one of the available options.

Sample Screen

```
 DTC        INVESTORS' VOLUNTARY REDEMPTIONS & SALES (IVORS)    DATE: MM/DD/CCYY
 QAAF                  IVRT TRANSFER AGENT (TA) SCREENS          TIME: HH:MM:SS
 00002199-99                        MAIN MENU

     TA'S TA NUMBER          :
  TA'S PARTICIPANT NUMBER:
     SCREEN #                :             (REQUIRED)
     CUSIP NUMBER            :             (REQUIRED FOR OPTIONS #3 AND 4
                                            OTHERWISE, OPTIONAL)

     SCREEN # OPTIONS:

     #1. TO ENTER YOUR SETTLEMENT DETAILS AND YOUR POSSIBLE
         OVERRIDE OF SETTLEMENT DATE
     #2. TO ENTER YOUR IN-KIND SETTLEMENT DETAILS AND YOUR POSSIBLE
         OVERRIDE OF SETTLEMENT DATE
     #3. TO ENTER YOUR MODIFICATION OF TRANSACTION SETTLEMENT DETAILS
     #4. TO ENTER YOUR CANCELLATION OF TRANSACTION
     #5. IVORS TRANSACTIONS INQUIRY



     PLEASE ENTER DESIRED SCREEN #, THEN PRESS ENTER KEY
              PF8/20 END FUNCTION   PF9/21 SIGN-OFF
```

Field Descriptions

This field	Allows you to
TA's TA Number	Enter your transfer agent number.
TA's Participant Number	Enter your participant number.
Screen#	Enter one of the following: • 1: To enter settlement details or override the settlement date of a transaction • 3: To modify the settlement details of a transaction • 4: To cancel a transaction • 5: To access the inquiry (IVIQ) function. *Note* -Option 2 is currently unavailable.
CUSIP Number	Enter a valid CUSIP number to list specific transactions on subsequent screens. ***Required*** for options 3 and 4 only.

Select One Transaction Below to Cancel Screen

The Select One Transaction Below to Cancel screen appears when you choose option 4 on the Main Menu, and displays the transaction you are authorized to cancel.

Sample Screen

```
DTC                    IVRT TA SCREEN #4 FOR CUSIP 123456789     DATE: MM/DD/CCYY
QAAF              SELECT ONE TRANSACTION BELOW TO CANCEL         TIME: HH:MM:SS
00002199-99                                                      PAGE:    1
                                    SETTLEMENT              SETTL DETLS TRANS
  S PARTICIPANT NUMBER/NAME            DATE        QUANTITY   SOURCE     TYPE

    00002198/DTCC TEST               01022001      100.00000    TA       RC
  COMMENTS

    00002198/TEST PARTICIPANT        01022001        1.00000    TA       RC
  COMMENTS



    00002198/TEST PARTICIPANT        01022001        1.00000    TA       RC
  COMMENTS




  'SC'= SALE TO SPONSOR FOR CASH;    'RO' = ROLLOVERS;       *** END OF DATA ***
  'RC'= REDEMPTION FOR CASH AT TA ; 'RI' = REDEMPTION IN KIND AT TA;
  ENTER 'S' TO SELECT ONE TRANSACTION TO CANCEL & PRESS ENTER KEY.
  PF7/19 MAIN MENU          PF8/20  END FUNCTION      PF9/21 SIGN-OFF
  PF10/22 PG BACKWARD       PF11/23 PG FORWARD
```

Field Descriptions

This field	Displays
S	An entry field that allows you to select the transaction you want to cancel. Enter an S to the left of the desired transaction.
Participant Number/Name	The name and number of the participant that submitted the transaction.
Settlement Date	The date the transaction is expected to settle.
Quantity	The number of units.
Settl Detls Source	The party responsible for supplying the settlement details (TA or sponsor).
Trans Type	The type of transaction (redemption, sale or rollover).
Comments	Comments entered by the participant, if any.

Select One Transaction Below to Modify Screen

The Select One Transaction Below to Modify screen appears when you choose option 4 on the Main Menu, and displays the transactions you are authorized to modify.

Sample Screen

```
DTC                 IVRT TA SCREEN #3A FOR CUSIP   102030405     DATE: MM/DD/CCYY
QAAF          ENTER YOUR MODIFICATION OF SETTLEMENT DETAILS      TIME: HH:MM:SS
2199-99
```

```
TRANSACTION DATE : 10182000        PARTICIPANT NUMBER: 00002198
QUANTITY    :         31.00000        PARTICIPANT NAME: DTCC TEST
                                       TA PART NUMBER: 00002197
                                       TA PART NAME: DTCC TEST TA
COMMENTS: PLEASE REDEEM PER K. SMITH AT 212 555-1234
STATUS   : AWAITING TA FINAL CASH STLMT


 (1) REDEMPTION PRICE PER UNIT           : 000000990  . 530000
 (2) ACCRUED DIVIDEND PER UNIT           : 000000001  . 930000
 (3) SETTLEMENT DATE                     : 10232000
 (4) TRANS TYPE (RC/SC/RO)               : RC   REDEMP FOR CASH AT T
 (5) SPONSOR  BUYBACK DECISION (Y/N)     : N    WILL NOT BUY BACK
 (6) CONCESSION FEE                      :          .
 (7) ROLLOVER PRICE                      :          .


YOU CAN MODIFY DATA SHOWN. PRESS PF1/13 TO UPDATE.
PF6/18 PREVIOUS SCREEN
PF7/19 MAIN MENU          PF8/20 END FUNCTION          PF9/21 SIGN-OFF
```

Field Descriptions

This field	Displays
S	An entry field that allows you to select the transaction you want to modify. Enter an S to the left of the desired transaction.
Participant Number/Name	The name and number of the participant that submitted the transaction.
Settlement Date	The date the transaction is expected to settle.
Quantity	The number of units.
Transaction Type	The type of transaction (redemption, sale or rollover).
Comments	Comments entered by the participant, if any.

Messages

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

Message Text	Possible Cause	Suggested Resolution
ATP NOT AVAILABLE, CANNOT PROCESS AT THIS TIME	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
ATP POSITION INQUIRY ERROR, NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
CHOICE IS REQUIRED FOR VALIDATION	No information was selected.	Make a selection.
CUSIP REQUIRED	A CUSIP number is required for the specified option.	Enter a valid UIT CUSIP number.
CUSIP REQUIRED FOR OPTION#3 &#4.	A CUSIP number is required for options 3 and 4.	Enter a valid UIT CUSIP number.
DATABASE NOT UPDATED	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.

Message Text	Possible Cause	Suggested Resolution
ENTER CHOICE IN ONE FIELD ONLY	More than one record was selected to modify or cancel.	Select only one record.
ENTER VALUES TO VALIDATE	One or more required fields was left blank.	Enter the required data.
ERROR IN READING VSAM CONTRA CUSIP-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
GENCALL ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INTERNAL DATABASE PROBLEM	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
INVALID CHOICE	An invalid option was selected.	Select one of the valid options listed on the screen.
INVALID CUSIP	An invalid CUSIP was entered.	Enter a valid UIT CUSIP.
INVALID DATE	An invalid date was entered, or the date is in an invalid format.	Enter a valid date in **mmddccyy** format.
INVALID KEY PRESSED	An invalid PF key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
MSTRTBLR ERROR-- NOTIFY STP SUPPORT	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
NO DATA AVAILABLE FOR THIS REQUEST	No data was available based upon the information entered.	Re-enter the selection criteria.
ONLY S IS A VALID CHOICE	An invalid value was entered to select a transaction.	Enter S to the left of the desired transaction.
ONLY Y IS VALID CHOICE	A value other than Y was entered to select a Transaction Type.	Enter Y in the **Redemption in Cash** or **Sale to Sponsor** field.
PARTICIPANT INVALID ON ATP POSITION INQUIRY	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.
PAST CUTOFF TIME FOR FUNCTION, NOTIFY STP PROGRAM SUPPORT	The cutoff time for the IVRT function has passed.	See When to Use for information about the availability of this function and cutoff times for specific activities.
PLEASE ENTER THE VALUE IN THE FIELD	One or more entry fields was left blank on the Main Menu.	Enter the required data in the indicated field (s).
PLEASE ENTER THE CHOICE (1-7) IN THE SCREEN# FIELD	The **Screen#** field on the Main Menu was left blank.	Enter one of the valid options listed on the screen.
PRICE SHOULD BE ENTERED FOR A ROLLOVER CUSIP	The **Purchase Price** field was left blank for a rollover CUSIP; entry is **required**.	Enter the purchase price, up to nine digits and five decimal places.
PURCHASE PRICE CANNOT BE ZEROES FOR ROLLOVER TRANSACTION	A value of zero was entered in the **Purchase Price** field.	Enter a value greater than zero, up to nine digits and five decimal places.
REQUIRED	This appears next to any required field that was left blank.	Enter information in the field.

Message Text	Possible Cause	Suggested Resolution
ROLLOVER PRICE SHOULD BE NON ZERO AND NUMERIC	An invalid value was entered in the **Purchase Price** field.	Enter a valid numeric purchase price, up to nine digits and five decimal places. You cannot enter zero.
SELECT ONLY ONE FIELD	An attempt was made to select more than one transaction on the Select One Transaction Below to Modify screen.	Select only one An attempt was made to select more than one transaction on the Select One Transaction Below to Modify screen. .
SETTLEMENT DATE IS NOT VALID	An invalid settlement date was entered.	Enter a valid settlement date in *mmddccyy* format. You can add up to 30 business days to the settlement date.
SETTLEMENT DATE OUT OF RANGE	The specified settlement date is not within the required range of dates.	Re-enter the settlement date in *mmddccyy* format.
TA IS NOT AUTHORIZED	You are not authorized to use the IVRT function.	Contact your Relationship Manager or Corporate Trust Services representative.
TEMPORARY STORAGE QUEUE ITEM ERROR	A system problem occurred.	Contact the Customer Support Center at (888) 382-2721.