

## Copyright

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# PREM:

## Introduction

### Overview

The Position Removal (PREM) function allows you to request that securities be moved from your account into DTC's house account (account#8899).

### When to Use

Use PREM when a security is deemed non-transferable due to one of the following situations:

- A warrant has expired
- A Corporation is filing for Chapter 11 bankruptcy
- A debt issue is in default.

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

### Associated Products

PREM is not associated with a specific Reorganization product, but is used in association with all products for which any of the above situations may occur.

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## List of Procedures:

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### Removing a Security from Your Account

Use the following procedure to request that a security be removed from your DTC account.

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

*Result-* The Position Removal By Participant Request screen appears.

- 2 Enter values in the **CUSIP-No** and **Quantity** fields and press ENTER.

*Result-* The message 'To Update- Hit PF1/13' appears.

- 3 Press PF1/13.

*Result-* The Position Removal By Participant Request screen is cleared and a PREM ticket is printed at your designated PTS printer.

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## List of Screens:

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### Position Removal ("PREM") By Participant Request Screen

The Position Removal By Participant Request screen allows you to enter instructions requesting that securities be removed from your account.

## Sample Screen

```

####          POSITION REMOVAL ("PREM") BY PARTICIPANT REQUEST  MM/DD/CCYY
00002199 -99                                           HH:MM:SS

PARTICIPANT: 2199

  CUSIP-NO          QUANTITY          COMMENTS
  -----          -
1)
2)
3)
4)
PF1/13=UPDATE
  
```

## Field Descriptions

This field	Allows you to
Participant	View your Participant number.
CUSIP-No	Enter the CUSIP number of the security you want to remove from your account.
Quantity	Enter the quantity of the security to be removed. For debt issues, enter a maturity or dollar value, to the nearest whole dollar. For other issue types, enter a security quantity. Maximum of nine digits.
Comments	Enter any freeform comments about the security, up to 40 characters.  <i>Optional.</i>

## Messages

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

Message Text	Possible Cause	Suggested Resolution
DUP KEY EDIT PROCESS NOT COMPLETED-- FIELD TO BE DUPLICATED IS EMPTY	The line cannot be duplicated because no data was entered.	Enter the appropriate information.
DUP KEY EDIT PROCESSING NOT COMPLETED-- INVALID DUP KEY IN COMMENTS FIELD	The line cannot be duplicated because the <b>Comments</b> field contains more characters than the DUP key permits.	Edit the <b>Comments</b> field.
DUP KEY EDIT PROCESSING USED-- TO UPDATE-- HIT	DUP can only be used with ENTER.	Press ENTER to validate the data or PF1/13 to update.

Message Text	Possible Cause	Suggested Resolution
PF1/13		
GLOBAL-LCK	Your Participant number is globally locked by DTC.	Enter a different Participant number, or call your Participant Services representative.
(GLOBAL-LCK)	The CUSIP number is globally locked by DTC.	Enter the correct CUSIP, or delete the data.
(INELIGIBLE)	The CUSIP number entered is ineligible at DTC.	Enter the correct CUSIP, or delete the data.
INSUFFICIENT POSITION TO SATISFY THE REQUEST	There is not enough position in your account for the entered CUSIP and quantity.	Enter a lesser quantity or delete the item.
INVALID	The data entered is in an incorrect format.	Re-enter the data.
INVALID KEY PRESSED	A key other than ENTER or PF1/13 was pressed.	Press the correct key.
LAST "PREM" SCREEN ACCEPTED BY PTS AT HH: MM = = > PRESS ENTER TO CONTINUE	PTS has completed screen recovery. The last items accepted by PTS now appear on the screen.	Press ENTER to return to the Enter Function screen.
MISSING	The required data was not entered.	Enter data in the appropriate fields.
NO DATA ENTERED	No data was entered.	Enter data in the appropriate fields.
NO TRANSACTIONS ENTERED	Detail lines were not entered (Group Users only).	Enter data in the appropriate fields.
NOT CHILLED FOR W/T OR COD	A CUSIP was entered that is not chilled for WTs or CODs.	Enter the correct CUSIP number or delete the item.
NOT FOUND	The Participant number is not known to DTC.	Enter the correct data.
"PREM" FUNCTION IS PAST CUTOFF TIME	The cutoff time for this function has been reached.	Refer to When to Use for information about the availability of this function.
"PREM" FUNCTION UNAVAILABLE-- QUIESCED = = > PLEASE HIT PF8/PF20	The function is temporarily unavailable.	Press PF8/20 to exit the function.
TO UPDATE = = > PRESS PF1/PF13	All entered data was verified by pressing ENTER.	Press PF1/13 to update.
TRANSMISSION ERROR, PLEASE REKEY DATA	The data was not received properly- input was ignored.	Re-enter the data.

# PSOP:

## Introduction

### Overview

The Participant Subscriptions Over PTS (PSOP) function allows you to transmit subscription instructions to DTC to:

- Accept an offer by surrendering rights and making the required subscription payment
- Accept an offer by means of a Notice of Guaranteed Delivery (also referred to as a "protect") and subscription payment
- Surrender rights after having accepted an offer by means of a Notice of Guaranteed Delivery, submitted via the PSOP function or delivered directly to the Agent (also referred to as a "cover of protect")
- Surrender rights for the purpose of selling them through the Agent.

The PSOP function also allows you to exercise any step-up or oversubscription privileges when submitting instructions to accept a rights offer.

### When to Use

Use the information in the PSOP function in conjunction with the corresponding Reorganization Inquiry For Participants (RIPS RIPS) envelopes (identified by activity code 59 and the rights CUSIP number) to perform your subscription activities.

PSOP is available for the submission of instructions between 8:00 a.m. and 2:15 p.m. eastern time on the dates specified unless otherwise specified in the corresponding RIPS envelope.

*Note-* You must access both the RIPS and PSOP functions to obtain accurate information about the terms of the subscription offer. On the date DTC designates as the last day that you can submit instructions through PSOP for a given offer, DTC may establish a different PSOP cutoff time, depending on the terms of the rights offer and procedural arrangements made by DTC and the Agent. This cutoff time, along with the date and instruction type to which it applies, are specified in the information about the rights offer in the RIPS function.

### Associated Products

For Dividend Services, PSOP is used in association with the Rights Distribution product.

PSOP is also used in association with the following Reorganization Service products:

- Announcements
- Allocations
- Rights Subscriptions .

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## List of Procedures:

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### Submitting a Sell Instruction

Use the following procedure to deliver rights you have elected to sell through the Agent.

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

*Result-* The Rights Subscription Service screen appears.

2 Type the following values in the fields provided:

- **Option: type 9**
- **Rights CUSIP: type a valid rights CUSIP number.**

3 Press ENTER.

*Result-* The Rights Sell Instructions screen appears.

4 Refer to the Field Descriptions of the Rights Sell Instructions screen and enter the applicable information in the entry fields provided, then press ENTER to validate.

*Result-* The message 'Confirm or cancel transactions' appears for non- RTOP Participants. For RTOP Participants, the message includes '- confirmed transaction must be released via RTOP'.

5 Press PF1/13 to confirm.

*Result-* A Sell Submission ticket is generated and one of the following messages appears:

- For non- RTOP Participants: 'Transaction successful- doc trans id: *nnn* - press ENTER to refresh'
- For RTOP Participants: 'Item accepted = *nnn* - this transaction must be released via RTOP'.

In both messages, *nnn* is the 14-digit system-generated transaction number, which will appear on the Rights Sell Instructions screen.

## Submitting Cover Protect Instructions to the Agent

Use the following procedure to submit cover protect instructions directly to the Agent. The information you enter must correspond to that contained on the hardcopy protect instruction, or the Agent may reject it.

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

*Result-* The Rights Subscription Service screen appears.

2 Type the following values in the fields provided:

- **Option: type 4**
- **Rights CUSIP: type a valid rights CUSIP number.**

*Note-* If you do not know the CUSIP number, enter 5 in the **Option field to display the Rights Offerings CUSIP List, then enter C in the CMD field to the left of the desired security.**

3 Press ENTER.

*Result-* The Rights Cover Protect Directly to Agent screen appears.

4 Refer to the Field Descriptions of the Rights Cover Protect Directly to Agent screen and enter the

applicable information in the entry fields provided, then press ENTER to validate.

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

5 Press PF1/13 to submit the instruction.

*Result-* A Rights Cover Protect Via Agent ticket is generated and the message 'Item accepted- tran# = **nnn** ' appears for non- RTOP Participants, where **nnn** is the 14-digit transaction number. For RTOP Participants, the message includes 'This transaction must be released via RTOP'.

*Note-* To cancel the instruction, press PF5/17 instead of PF1/13. The message 'Cancellation accepted' appears.

## Submitting Cover Protect Instructions Via PSOP

Use the following procedure to deliver the rights pursuant to a previously submitted protect.

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

*Result-* The Rights Subscription Service screen appears.

2 Type the following values in the fields provided:

- **Option: type 3**
- **Rights CUSIP: type a valid rights CUSIP number**
- **Protect ID: type the 14-digit protect ID number**
- **Protect Seq: type the three-digit sequence number that was assigned to the protect instruction when it was entered.**

*Note-* If you do not know the CUSIP number, enter 6 in the **Option field to display the Rights Protect Inquiry screen, then enter C in the CMD field to the left of the desired item.**

3 Press ENTER.

*Result-* The Rights Cover Protect Via PSOP screen appears.

4 In the **RTS Qty** field, enter the quantity of rights you are surrendering to cover the protect.

5 Type A between the parentheses () to indicate approval, then press ENTER.

*Result-* The message 'Confirm & transmit or cancel transaction' appears for non- RTOP Participants. For RTOP Participants, the message includes '- confirmed trans. must be released via RTOP'.

6 Press PF1/13 to submit the instruction.

*Result-* A Rights Cover Protect Via PSOP ticket is generated, and the message 'Item accepted- tran# = **nnn** ' appears for non- RTOP Participants, where **nnn** is the 14-digit transaction number. For RTOP Participants, the message includes 'This transaction must be released via RTOP'.

*Note-* To cancel the instruction, press PF5/17 instead of PF1/13. The message 'Cancellation accepted' appears.

## Submitting Rights Exercise Instructions

Use the following procedure to submit basic rights subscriptions and to exercise any step-up or oversubscription privileges.

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

*Result-* The Rights Subscription Service screen appears.

2 Type the following values in the fields provided:

- **Option: type 1**
- **Rights CUSIP: type a valid rights CUSIP number.**

*Note-* If you do not know the CUSIP number, enter 5 in the **Option field to display the Rights Offerings CUSIP List, then enter E in the CMD field to the left of the desired security.**

3 Press ENTER.

*Result-* The Rights Exercise screen appears.

4 Refer to the Field Descriptions for the Rights Exercise screen and enter the applicable information in the entry fields provided, then press ENTER to validate.

*Result-* A completion message appears.

5 Press PF2/14.

*Result-* The Rights Exercise Customer Breakdown screen appears, displaying the breakdown of the rights for your customers.

6 Refer to the Field Descriptions of the Rights Exercise Customer Breakdown screen and enter the applicable information in the entry fields provided, then press ENTER.

*Result-* The message'Edit is successful- return to the first screen' appears.

7 Press PF6/18.

*Result-* The Rights Exercise screen is redisplayed.

8 Press PF1/13 to submit the instruction.

*Result-* A Rights Exercise ticket is generated, and the message'Item accepted- tran# = *nnn*' appears for non- RTOP Participants, where *nnn* is the 14-digit Exercise ID number. For RTOP Participants, the message includes'This transaction must be released via RTOP'.

*Note-* To cancel the instruction, press PF5/17 instead of PF1/13. The message'Cancellation accepted' appears.

## Submitting Rights Protect Instructions

Use the following procedure to submit basic protect instructions and instructions to exercise any step-up or oversubscription privileges.

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

*Result-* The Rights Subscription Service screen appears.



2 Type the following values in the fields provided:

- **Option: type 2**
- **Rights CUSIP: type a valid rights CUSIP number.**

*Note-* If you do not know the CUSIP number, enter 5 in the **Option field to display the Rights Offerings CUSIP List, then enter E in the CMD field to the left of the desired security.**

3 Press ENTER.

*Result-* The Rights Protect screen appears.

4 Refer to the Field Descriptions of the Rights Protect screen and enter the applicable information in the entry fields provided, then press ENTER to validate.

*Result-* A completion message appears.

5 Press PF2/14.

*Result-* The Rights Protect Customer Breakdown screen appears.

6 Refer to the Field Descriptions of the Rights Protect Customer Breakdown screen and enter the applicable information in the entry fields provided, then press ENTER.

*Result-* The message'Edit is successful- return to the first screen' appears.

7 Press PF6/18.

*Result-* The Rights Exercise screen is redisplayed.

8 Press PF1/13 to submit the instruction.

*Result-* A Rights Protect ticket is generated and the message'Item accepted- tran# = *nnn* ' appears for non- RTOP Participants, where *nnn* is the 14-digit Protect ID number. For RTOP Participants, the message includes'This transaction must be released via RTOP'.

*Note-* To cancel the instruction, press PF5/17 instead of PF1/13. The message'Cancellation accepted' appears.

## Viewing Current Rights Offers

Use the following procedure to view a list of rights offers that became eligible for PSOP on the current day or during the past five business days.

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

*Result-* The Rights Subscription Service screen appears.

2 Type 11 in the **Option field and press ENTER.**

*Result-* The New/Updated Rights screen appears.

3 *Optional.* To bring a specific item to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.

4 Type O in the **Sel** field to the left of the desired item and press ENTER to display the details.

*Result-* The Rights Offering Information screen appears.

## Viewing Details of a Rights Offer

Use the following procedure to view past rights offers, a list of rights offers currently eligible for the PSOP function, and the details of a specific rights offer.

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

*Result-* The Rights Subscription Service screen appears.

2 Type the following values in the fields provided:

- **Option:** type 5
- **Historical:** type Y to view past rights offers, N to view current rights offers.

3 Press ENTER.

*Result-* The Rights Offering CUSIP List appears.

4 *Optional.* To bring a specific rights offer to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.

5 Type V in the **CMD** field to the left of the desired transaction and press ENTER.

*Result-* The Rights Offering Subscription Detail screen appears.

6 Type D to the left of the desired subscription or reversal and press ENTER.

*Result-* One of the following screens appears:

- For subscriptions: the Rights Exercise Detail screen
- For reversals: the Rights Reversal Display screen.

## Viewing Open Protects

Use the following procedure to view a list of rights protect instructions that still have uncovered quantities.

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

*Result-* The Rights Subscription Service screen appears.

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

*Result-* The Rights Protects With Uncovered Quantities screen appears.

3 *Optional.* To bring a specific item to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.

4 Type C in the **CMD** field to the left of the desired transaction (s) and press ENTER. You can select as many items as desired.

*Result-* The Rights Cover Protect Acknowledgment screen appears.

5 Type A in the parentheses in the message at the bottom of the screen, then press ENTER. This covers the entire amount for each transaction you selected in step 4.

6 Press PF6/18.

*Result-* The Rights Protects With Uncovered Quantities screen is redisplayed with the message 'Confirm or cancel transactions' for non- RTOP Participants. For RTOP Participants, the message includes '- confirm transactions must be released via RTOP'.

7 Press PF1/13 to submit the instruction.

*Result-* The message 'Items accepted' for non- RTOP Participants. For RTOP Participants, the message includes '- this transaction must be released via RTOP'.

*Note-* To cancel the instruction, press PF5/17 instead of PF1/13. The message 'Cancellation accepted' appears.

## Viewing Priority Rights

Use the following procedure to view a list of rights offers that will reach one of the following critical dates within the next five business days:

- DTC Subscription Expiration Date: the last date that you can submit a subscription instruction via PSOP
- DTC Protect Submission Expiration Date: the last date that you can submit a protect via PSOP
- DTC Cover Protect Expiration Date: the last date that you can cover a protect via PSOP
- DTC Sell Expiration Date: the last date that you can submit a sell instruction via PSOP.

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

*Result-* The Rights Subscription Service screen appears.

2 Type 10 in the **Option field** and press ENTER.

*Result-* The Priority Rights screen appears.

*Note-* Items that have reached one of the critical dates listed above are highlighted.

3 *Optional.* To bring a specific item to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.

4 Type O in the **Sel** field to the left of the desired item and press ENTER to display the details.

*Result-* The Rights Offering Information screen appears.

## Viewing Rights Protect Details

Use the following procedure to view a list of all the protects previously submitted via PSOP, and the details for each protect.

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

*Result-* The Rights Subscription Service screen appears.

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

*Result-* The Rights Protect Inquiry screen appears.

*Note-* Items that have reached the DTC Cover Protect Expiration Date are highlighted.

- 3 Optional.** To bring a specific item to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.
- 4** Type D in the **CMD** field to the left of the desired transaction and press ENTER.

*Result-* The Rights Protect Detail screen appears.

## Viewing Sell Instructions

Use the following procedure to view previously submitted instructions for selling rights.

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

*Result-* The Rights Subscription Service screen appears.

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

*Result-* The Rights Sell Instruction Inquiry screen appears.

- 3 Optional.** To bring a specific item to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.
- 4** Type D in the **CMD** field to the left of the desired transaction and press ENTER.

*Result-* The Rights Sell Detail screen appears, listing all the items you selected.

## Viewing the Terms of a Subscription

Use the following procedure to view the terms of a specific subscription and to view the times when PSOP is available for processing the subscription.

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

*Result-* The Rights Subscription Service screen appears.

- 2** Type the following values in the fields provided:

- **Option: type 5**
- **Historical: type Y to view past rights offers, N to view current rights offers.**

- 3** Press ENTER.

*Result-* The Rights Offering CUSIP List appears.

- 4 Optional.** To bring a specific rights offer to the top of the display, enter the full or partial CUSIP number in the **Skip to Rights** field and press ENTER.
- 5** Type O in the **CMD** field to the left of the desired transaction and press ENTER.

*Result-* The Rights Offering Information screen appears.

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## List of Screens:

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### New / Updated Rights Screen

The New/Updated Rights screen appears when you select option 11 on the Rights Subscription Service screen and allows you to view a list of rights offers made eligible for PSOP on the current day or within the past five business days.

#### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                NEW/UPDATED RIGHTS                TIME: HH:MM:SS
=====
                                SKIP TO RIGHTS:
  
```

#### Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
Sel	An entry field that allows you to display the offering details of a selected item.
CUSIP	The CUSIP number of the security for which rights are being offered.
Description	A brief description of the security.
Rights Agent	The Subscription Agent's TA number.
Update Date	The date the item was last updated.
Create Date	The date the item was entered via PSOP.
Expir Date	The expiration date for the rights offering.

### Priority Rights Screen

The Priority Rights screen appears when you select option 10 on the Rights Subscription Service screen and allows you to view a list of rights offers where one of several key expiration dates will occur within the next five business days.

#### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                PRIORITY RIGHTS                TIME: HH:MM:SS
=====
                                SKIP TO RIGHTS:

SEL      RIGHTS      CRITICAL      RCYC
  CUSIP  DESCRIPTION  DATE          DATE TYPE    AGENT CUTOFF
  -----
  
```

```

009719980    RTREGSAKBK51498    04/24/99    PROTECT    2198    14:00

CMDS: 'O' - OFFERING DETAIL
=====
PF7/19 : MAIN MENU          PF8/20 : END FUNCTION          PF9/21: SIGNOFF
PF10/22: SCROLL BACKWARD   PF11/23: SCROLL FORWARD

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
Sel	An entry field that allows you to display the offering details of a selected item.
CUSIP	The CUSIP number of the security for which rights are being offered.
Description	A description of the offering.
Date	The date upon which the option will expire.
Date Type	The type of expiration date.
Agent	The Subscription Agent's TA number.

## Rights Cover Protect Acknowledgment Screen

The Rights Cover Protect Acknowledgment screen appears when you enter C in the **CMD** field on the Rights Protects With Uncovered Quantities screen and allows you to submit multiple cover instructions in one transaction for the selected item.

### Sample Screen

```

TX99                DEPOSITORY TRUST COMPANY                DATE: MM/DD/CCYY
00002199-99        RIGHTS COVER PROTECT ACKNOWLEDGEMENT    TIME: HH:MM:SS
=====
SKIP TO RIGHTS:
RIGHTS              PROTECT  PROTECT  RIGHTS              UNCOVERED
CUSIP   PART       IDENTIFIER  SEQ    DATE    QUANTITY    QUANTITY
009719980 2199    256781    041   04/23/99  12,476
00437R996 2199    256781    042   04/23/99   540
ENTER AN 'A' IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT OF, AND
AGREEMENT TO BE BOUND BY, THE SUBSCRIPTION FORM REQUIRED BY THE OFFER
IDENTIFIED BY THE CUSIP ABOVE: ( )
=====
PF6/18: RETURN    PF8/20: END FUNCTION    PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
Rights CUSIP	The CUSIP numbers of the selected protect items.
Protect Part	The Participant number of the person who entered the protect instructions.
Protect Identifier	The 14-digit number that identifies your protect instruction to the Subscription Agent.
Rights Seq	The sequence number assigned by the system when the protect instruction was entered.
Date	The date the protect instruction was entered.
Quantity	The quantity being covered.
Uncovered Quantity	The quantity still uncovered through this option.
Agreement Parentheses	The cover protect agreement. Enter an A within the parentheses in the agreement statement to approve the transaction (s).

## Rights Cover Protect Directly to Agent Screen

The Rights Cover Protect Directly to Agent screen appears when you select option 4 on the Rights Subscription Service screen and allows you to deliver the rights pursuant to a previously entered rights protect instruction directly to the Agent, bypassing PSOP.

### Sample Screen

```

0000219999          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV              RIGHTS COVER PROTECT DIRECTLY TO AGENT  TIME: HH:MM:SS
=====
RIGHTS CUSIP      : 00437R996  DESCR: RTS1111111111111111  PART   : 2199
UNDERLYING CUSIP: 00437R103  DESCR: GDR1111111111111111  BE+  RTS QTY:
PROTECT ID:      PROTECT DATE:      CUST ID:

CONTACT NAME:                CONTACT PHONE: (      )  -
  ENTER AN 'A' IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT OF,
  AND AGREEMENT TO BE BOUND BY, THE SUBSCRIPTION FORM REQUIRED BY THE OFFER
  IDENTIFIED BY THE CUSIP ABOVE:(      )
SOLICITATION FEE:  COMMENT:

      :
      :
      :
      :
      :
      :
TOTAL SUBSCRIPTION COST:
=====
PF6/18: RETURN  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

### Field Descriptions

This field	Allows you to
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This field	Allows you to
Right CUSIP/ Descr	View the CUSIP number and brief description of the security for which you are exercising rights.
Part	<i>Group Users only:</i> enter a valid Participant number.
Underlying CUSIP/ Descr	View the CUSIP number and brief description of the underlying security.
Protect ID	Enter a 14-digit identifier, such as a window ticket number, that will allow the agent to identify your protect instruction.
Protect Date	Enter the date the protect instruction was submitted to the Agent, in <b>mmddyy</b> format.
Cust ID	Enter a customer ID.  <i>Optional.</i>
Step-Up	Enter one of the following: <ul style="list-style-type: none"> <li>• Y: To exercise the step-up privilege</li> <li>• N: To decline the step-up privilege.</li> </ul> <i>Default: N.</i>
Step-Up Charge	View an indicator as to whether there will be a charge for exercising the step-up privilege (Yes or No).
Over Subscription Qty	Enter the number of underlying shares (not the quantity of rights) to be oversubscribed for. A maximum of nine digits is allowed.
Contact Name	Enter your name.
Contact Phone	Enter your phone number.
Agreement Parentheses	Enter an A within the parentheses in the agreement statement to approve the transaction.
Solicitation Fee	Enter an X to request a solicitation fee.  <i>Optional.</i>
Comments	If you are requesting a solicitation fee, enter the name and address of the person who will receive the fee. A maximum of 150 characters is allowed.  <i>Note-</i> Possible terms or conditions of the offer may require you to enter other information here; use the RIPS function to review the rights offer information for this security.
Condition	Enter an X to the left of conditions that apply to this instruction.
Total Subscription Cost	View a system-calculated value based on former input to this screen.

## Function Keys



In addition to the standard function keys described in Using the Standard Function Keys, you can press PF5/17 on the Rights Cover Protect Directly to Agent screen to cancel the transaction.

## Rights Cover Protect Via PSOP Screen

The Rights Cover Protect Via PSOP screen appears when you select option 3 on the Rights Subscription Service screen and allows you to deliver rights pursuant to a previously entered protect instruction.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS COVER PROTECT VIA PSOP      TIME: HH:MM:SS
=====
RIGHTS CUSIP       : 009719980      DESCR: THE BANK, INC. RTS & PART : 2199
UNDERLYING CUSIP: 009719204      DESCR: THBANKINC235 02      RTS QTY: 1000
PROTECT ID: 0047          PROTECT DATE: 042399      CUST ID: 0054687118
STEP-UP: N (Y OR N)      STEP-UP CHARGE:          OVER SUBSCRIPTION QTY: 0
CONTACT NAME: JOHN JOHNSON      CONTACT PHONE: ( 212 ) 555 - 9876
  ENTER AN 'A' IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT OF, AND
  AGREEMENT TO BE BOUND BY, THE SUBSCRIPTION FORM REQUIRED BY THE OFFER
  IDENTIFIED BY THE CUSIP ABOVE: ( ).
SOLICITATION FEE:X COMMENT:
( X ): CONDITION 1 :
TOTAL SUBSCRIPTION COST: 100,000.00      QUANTITY TO COVER: 1000
=====
PF7/19: MAIN MENU          PF8/20: END FUNCTION          PF9/21: SIGNOFF

```

### Field Descriptions

The fields on the Rights Cover Protect Via PSOP screen are the same as those described for the Rights Exercise screen, with the addition of the **Quantity to Cover** field, which displays the number of rights that can be covered.

### Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF5/17 on the Rights Cover Protect Via PSOP screen to cancel the currently displayed transaction.

## Rights Exercise Customer Breakdown Screen

The Rights Exercise Customer Breakdown screen appears when you enter a rights subscription instruction on the Rights Exercise screen and allows you to assign portions of a subscription to different customers.

### Sample Screen

```

0002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS EXERCISE CUSTOMER BREAKDOWN  TIME: HH:MM:SS
=====
RIGHTS CUSIP       : 009719980      DESCR: ADREGSAPBK81332      PART: 2199
UNDERLYING CUSIP: 009719204      DESCR: ADSREGS AFBANK
TOTAL RTS QTY: 188,930          TOTAL OVER SUBSCRIPTION QTY: 1,430
  CUST      CUSTOMER ID      RTS QTY      O/S QTY      S/U
  1:      0459516549515      5,000      1,000      0

```

2:	0428846548522	12,430	430	0
3:	0426542165417	41,500	0	0
4:	1089454888551	130,000	0	0
=====				
ENTER EDIT				
PF6/18: RETURN                    PF8/20 END FUNCTION            PF9/21: SIGNOFF				

## Field Descriptions

This field	Displays
Rights CUSIP/ Descr	The CUSIP number and brief description of the security for which you are exercising rights.
Part	The Participant number entered on the Rights Exercise screen.
Underlying CUSIP/ Descr	The CUSIP number and brief description of the underlying security.
Total Rts Qty	The total quantity of rights you have for this security.
Total Over Subscription Qty	The total quantity of rights previously entered.
Cust	A list of your customers.
Customer ID	An entry field that allows you to enter the ID number of the customer to whom you are assigning a portion of the rights. A maximum of 20 alphanumeric characters is allowed.  At least one entry is <b>required</b> .
Rts Qty	An entry field that allows you to specify the quantity of rights to be surrendered to this customer. A maximum of nine digits is allowed.  <i>Note-</i> The values in these fields must add up to the <b>Total Rts Qty</b> .
O/S Qty	An entry field that allows you to specify the number of underlying shares (not the quantity of rights) to be oversubscribed for. A maximum of 9 digits is allowed.  <i>Note-</i> The values in these fields must add up to the <b>Total Over Subscription Qty</b> . This field appears only if you requested an oversubscription on the Rights Exercise screen.
S/U	An entry field that allows you to exercise step-up privileges for each listed customer. Enter Y or N.  <i>Default:</i> N.  <i>Note-</i> This field appears only if you requested step-up privileges on the Rights Exercise screen.

## Rights Exercise Detail Screen

The Rights Exercise Detail screen appears when you select an item on the Rights Offering Subscription Detail screen and displays details of rights being exercised on the selected item.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS EXERCISE DETAIL            TIME: HH:MM:SS
=====
RIGHTS CUSIP : 009719980          UNDERLYING CUSIP: 009719204          PART: 2199
SUBSCR NUMBER: 0654646316          SUBSCR SEQ: 067
PROTECT ID   : 01785              PROTECT SEQ: 035
STEP-UP:
SUBSCRIPTION COLLECTED:          STATUS ENTRY DATE: 04/24/99
CONTACT NAME : John Johnson      CONTACT PHONE: ( 212 ) - 555 - 9999
CUSTOMER NAME:
SUBSCR ENTRY DATE: 04/22/99          DISTRIBUTION DATE: 04/29/99
BASIC SUBSCRIPTION   : 1,000          BASIC SUBSCRIPTION COST: 11,450
OVER SUBSCRIPTION    :                OVER SUBSCRIPTION COST:
OVER SUBSCR ACCEPTED :                TOTAL SUBSCRIPTION COST: 11,450
UNDERLYING SECURITIES : 100
=====
PF6/18: RETURN          PF8/20: END FUNCTION          PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Rights CUSIP	The CUSIP number of the security selected from the previous screen.
Underlying CUSIP	The CUSIP number of the underlying security.
Part	Your Participant number.
Subscr Number	A system-assigned unique identifier or transaction number.
Subscr Seq	The sequence number assigned to the item when individual rights subscription instructions were entered.
Protect ID	The 14-digit number that identifies your protect instruction to the Subscription Agent.
Protect Seq	The sequence number assigned to the item when protect instructions were entered.
Step-Up	An indicator (Y or N) of whether the rights offer provides a step-up privilege.
Status	One of the following: <ul style="list-style-type: none"> <li>Made: the item has passed a position edit</li> <li>Recycle: the item is pending position edit</li> <li>Interim: the item is waiting for batch submission.</li> </ul>
Subscription Collected	One of the following: <ul style="list-style-type: none"> <li>Y: collected at point of entry</li> <li>N: collected at end of offer.</li> </ul>
Status Entry	The date the instruction was entered.

This field	Displays
Date	
Contact Name	The name of the person who entered the rights subscription or protect instruction.
Contact Phone	The contact's phone number
Customer Name	The beneficial owner.
Subscr Entry Date	The date the rights subscription instructions were entered.
Distribution Date	The date that underlying securities were distributed.
Basic Subscription	The amount for which the basic rights subscription was entered.
Basic Subscription Cost	The price per share for the basic rights subscription.
Over Subscription	The amount of oversubscription privilege being used.
Over Subscription Cost	The price per share for the oversubscription amount.
Over Subscr Accepted	The number of shares accepted from the oversubscription.
Total Subscription Cost	The total price for exercising the rights, including basic, step-up, and oversubscription privileges.
Underlying Securities	Securities of the issuer (usually common shares) that were subscribed for.

## Rights Exercise Screen

The Rights Exercise screen appears when you select option 1 on the Rights Subscription Service screen and allows you to submit rights exercise instructions, including the basic subscription and exercise of any step-up or oversubscription privileges.

### Sample Screen

```

0000219999          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV              RIGHTS EXERCISE                   TIME: HH:MM:SS
=====
RIGHTS CUSIP      : 009719980  DESCR: ADREGSAFBK81332  < PART   : 2199

UNDERLYING CUSIP: 009719204  DESCR: ADSREGS AFBANK  BE+ RTS QTY:

CONTACT NAME:                                CONTACT PHONE: ( 212 ) 555 - 4567
ENTER AN 'A' IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT OF,
AND AGREEMENT TO BE BOUND BY, THE SUBSCRIPTION FORM REQUIRED BY THE OFFER
IDENTIFIED BY THE CUSIP ABOVE: (    )
SOLICITATION FEE:  COMMENT:

```

```

:
:
:
:
:
P      :
TOTAL SUBSCRIPTION COST:
-----
PF1/13: CONFIRM          PF2/14: CUST BREAKDOWN      PF5/17: CANCEL
PF6/18: RETURN PREV     PF8/20: END FUNCTION       PF9/21: SIGNOFF

```

## Field Descriptions

This field	Allows you to
Rights CUSIP/ Descr	View the CUSIP number and brief description of the security for which you are exercising rights.
Part	<i>Group Users only:</i> enter a valid Participant number.
Underlying CUSIP/ Descr	View the CUSIP number and brief description of the underlying security.
Rts Qty	Enter the quantity of rights you want to surrender to subscribe to the underlying securities. A maximum of nine digits is allowed.
Step-Up	Enter one of the following: <ul style="list-style-type: none"> <li>• Y: To exercise the step-up privilege</li> <li>• N: To decline the step-up privilege.</li> </ul> <i>Default: N.</i>
Step-Up Charge	View the system-generated notice as to whether you will be charged the step-up price on the same day the rights are exercised (Yes or No).
OverSubscription Qty	Enter the number of underlying shares (not the quantity of rights) to be oversubscribed for. A maximum of nine digits is allowed.
Contact Name	Enter your name.
Contact Phone	Enter your phone number.
Agreement Parentheses	Enter an A within the parentheses in the agreement statement to approve the transaction.
Solicitation Fee	Enter an X to request a solicitation fee.  <i>Optional.</i>
Comments	If you are requesting a solicitation fee, enter the name and address of the person who will receive the fee. A maximum of 150 characters is allowed.  <i>Note-</i> Possible terms or conditions of the offer may require you to enter other information here; use the RIPS function to review the rights offer information for this security.
Condition	Enter an X to the left of conditions that apply to this instruction.

This field	Allows you to
Total Subscription Cost	View a system-calculated value based on former input to this screen.

## Function Keys

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

This key	Allows you to
PF2/14	Display the Rights Exercise Customer Breakdown screen.
PF5/17	Cancel the transaction.

## Rights Offering CUSIP List

The Rights Offering CUSIP List appears when you select option 5 on the Rights Subscription Service screen and allows you to view a list of current rights offerings by CUSIP number, to view details of a specific offering, and to select an item from the list to exercise rights, submit protect and cover protect instructions, or sell the rights.

## Sample Screen

```

** FIRST PAGE DISPLAYED **
00002199-99      DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
T$VV            RIGHTS OFFERING CUSIP LIST      TIME: HH:MM:SS
=====
                                SKIP TO RIGHTS:
=====
CMD  RIGHTS      DESCRIPTION      ORIGINAL      TOTAL      UNCOVERED
      RIGHTS      DESCRIPTION      SUBSCRIPTIONS  COVERS      PROTECTS
-----
009719980  RTREGSAKBK51498  <                1                0                0
009719998  RTGDRAKBK051498  <                0                0                0
03760F993  RTSAPOGETECH042098  0                0                0
051629988  RTS AUR E042998    0                0                0
059479113  RTSBANCOMADR040798  0                0                0
063554992  RTSBKOFMCKENVA040698  0                0                0
119924991  RTSBULL&BEARGL061098  0                0                0
124786203  CBC BANCORP INC NEW+  0                0                0
293671996  RTSENERPR BANK31698  0                0                0
31986Q998  RTS1STCONBK-051598  +                0                0
CMDS: 'V' - SUBSCR DETAIL, 'O' - OFFER DETAIL, 'E' - SUBMIT EXERCISE,
      'P' - SUBMIT PROTECTS, 'C' - SUBMIT COVER PROTECT VIA AGENT, 'S' SELL RIGHTS
=====
PF7/19 : MAIN MENU      PF8/20 : END FUNCTION      PF9/21: SIGNOFF
PF10/22: BACKWARD      PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
CMD	An entry field that allows you to enter one of the following

This field	Displays
	commands: <ul style="list-style-type: none"> <li>• V: To view subscription details</li> <li>• O: To view offer details</li> <li>• E: To submit rights exercise instructions</li> <li>• P: To submit protect instructions</li> <li>• C: To submit cover protect instructions directly to the Agent</li> <li>• S: To submit sell instructions.</li> </ul>
Rights	The CUSIP numbers of the securities for which rights are currently eligible for processing via PSOP.
Description	A brief description of the rights.
Original Subscription	Cumulative totals of rights submitted for subscription.
Total Covers	Cumulative totals of rights submitted to cover previously submitted protects.
Uncovered Protects	Cumulative totals of quantities submitted for protects and not yet covered.

## Rights Offering Information Screen

The Rights Offering Information screen appears when you enter O in the **Sel** field on the New/Updated Rights or Priority Rights screens, or enter O in the **CMD** field on the Rights Offering CUSIP List. This screen displays important information about an individual rights subscription transaction.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                RIGHTS OFFERING INFORMATION        TIME: HH:MM:SS
-----
RIGHTS CUSIP: 00437R996  DESCR: RTS          SUBSCR PRICE:    3.650000
UNDRLY CUSIP: 00437R103  DESCR: SEC
  B SUBSCR RATE:    1.00000000
SUBSCRIPTION AGENT: 2198  NAME: AGENT BANK

SUBSCR CHARGE IND: Y SOLICITATION FEES: N UNDRLY DIST IND: N PROT CHARGE IND: N

STEP-UP: N S/U FRAC: .00000000 S/U PRICE:    0.000000 S/U CHARGE IND:
OVER SUBSCR: N MAX O/S: 000    % O/S PRICE:    0.000000 O/S CHARGE IND:

SUBSCR ENTRY START DATE   : 00/00/00
DTC SUBSCRIPTION EXP DATE : 00/00/00   DTC SUBSCRIPTION EXP TIME : 00:00
DTC PROTECT EXP DATE     : 00/00/00   DTC PROTECT EXP TIME    : 00:00
COVER PROT ENTRY START DATE: 00/00/00
DTC COVER PROTECT EXP DATE : 00/00/00   DTC COVER PROTECT EXP TIME: 00:00
SELL ENTRY START DATE    : 00/00/00
DTC SELL EXP DATE       : 00/00/00   DTC SELL EXP TIME      : 00:00
-----
PF6/18: PREV SCREEN      PF8/20: END FUNCTION      PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Rights CUSIP/ Descr	The CUSIP number and brief description of the security for which you are exercising rights.
Subscr Price	The dollar amount that will be charged for one share.
Undrly CUSIP/ Descr	The CUSIP number and brief description of the underlying security.
Subscr Rate	The number of rights that must be exercised to subscribe to one share.
Subscription Agent	The Subscription Agent's DTC Agent number.
Name	The Subscription Agent's name.
Subscr Charge Ind	An indicator (Y or N) of whether you will be charged the subscription price (if any) on the same day you exercise your rights via PSOP.
Solicitation Fees	An indicator (Y or N) of whether you are eligible to collect solicitation fees.
Undrly Distr Ind	An indicator (Y or N) of whether your General Free account is immediately credited with the shares to which you are entitled on the same day rights are exercised.  <i>Note-</i> Many rights offers are subject to cancellation and the shares are not immediately issued. In such cases, N appears in this field and the shares are segregated in your RRG account. The shares are not moved to your General Free account until they are issued at a later date.
Prot Charge Ind	An indicator (Y or N) of whether you will be charged the subscription prices on the same day you submit a protect via PSOP.
Step-Up	An indicator (Y or N) of whether the rights offer provides a step-up privilege.
S/U Frac	The minimum fractional share amount required to qualify for the step-up privilege.  <i>Note-</i> If there is no requirement for the selected item, '000000001' appears in this field.
S/U Price	The cost to purchase the required number of rights in order to purchase one additional share through exercise of the step-up privilege. This is the dollar amount per one right.  <i>Note-</i> If the step-up privilege is available at no cost, zeros appear in this field.
S/U Charge Ind	An indicator (Y or N) of whether you will be charged the step-up price on the same day you exercise rights via PSOP.
Over Subscr	An indicator (Y or N) of whether the rights offer provides an oversubscription privilege.
Max O/S	The maximum shares available through the exercise of the oversubscription privilege, expressed as a percentage of the shares to which you are entitled through the basic



This field	Displays
	subscription.  <i>Note-</i> If there is no limit on the number of shares available, '999%' appears in this field.
O/S Price	The cost to subscribe to one share through the oversubscription privilege.
O/S Charge Ind	An indicator (Y or N) of whether you will be charged the oversubscription price on the same day you exercise rights or submit a protect via PSOP.
Important Dates and Times	The remainder of the screen displays the dates and times that opportunities expire for exercising rights, submitting protects and cover protects, and selling rights.

## Rights Offering Subscription Detail Screen

The Rights Offering Subscription Detail screen appears when you enter V in the **CMD** field on the Rights Offering CUSIP List and displays details of current rights offerings for the selected item.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                RIGHTS OFFERING SUBSCRIPTION DETAIL  TIME: HH:MM:SS
=====
RIGHTS CUSIP: 009719980  UNDERLYING CUSIP:          SKIP TO PARTICIPANT:

CMD  PART  SUBSCR NUMBER  SEQ  TYP  RTS  QTY  OVER  SUB  QTY  S/U  A/S  S/C  U/D
---  ---  -----  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
      2199  0654646316      067  V   10,500    500          N   M   Y   Y

CMD - COMMANDS:  'D' -DETAIL
P A/S-ATP STATUS: '*' -INTERIM, 'X' - PND RTOP, 'P' - RECYCLE, 'R' -RECYCLE/MADE
'E' -EDIT REJECT, 'M' -MADE, 'W' - REVERSED, 'V' - REV PEND, 'D' -DROPPED
=====
PF6/18 : RETURN          PF8/20 : END FUNCTION          PF9/21: SIGNOFF
PF10/22: BACKWARD       PF11/23: FORWARD

```

### Field Descriptions

This field	Displays
Rights CUSIP	The CUSIP number of the security selected from the previous screen.
Underlying CUSIP	The CUSIP number of the underlying security.
Skip To Participant	An entry field that allows Group Users to enter a Participant number to bring to the top of the display.

This field	Displays
CMD	An entry field that allows you to select an item for detail viewing. Enter a D to the left of the desired item.
Part	The Participant number of the party exercising the rights.
Subscr Number	A system-assigned unique identifier or transaction number.
Seq	The sequence number assigned to the item when rights subscription instructions were entered.
Typ	The type of subscription: <ul style="list-style-type: none"> <li>• V = Subscriptions</li> <li>• C = Covers.</li> </ul>
Rts Qty	The quantity of rights being exercised.
Oversub Qty	The oversubscription quantity.
S/U	An indicator (Y or N) as to whether the step-up privilege was exercised for this subscription.
A/S	ATP status. The possible values and their definitions are listed at the bottom of the screen.
S/C	An indicator (Y or N) of whether you will be charged the subscription price (if any) on the same day you exercise your rights via PSOP.
U/D	An indicator (Y or N) of whether your General Free account is immediately credited with the shares to which you are entitled on the same day rights are exercised.  <i>Note-</i> Many rights offers are subject to cancellation and the shares are not immediately issued. In such cases, N appears in this field and the shares are segregated in your RRG account. The shares are not moved to your general free account until they are issued at a later date.

## Rights Protect Customer Breakdown Screen

The Rights Protect Customer Breakdown screen appears when you press PF2/14 on the Rights Protect screen and allows you to assign portions of a protect instruction to different customers.

### Sample Screen

```

0002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS PROTECT CUSTOMER BREAKDOWN  TIME: HH:MM:SS
-----
RIGHTS CUSIP       : 009719980    DESCR: ADREGSAPBK81332    PART: 2199
UNDERLYING CUSIP  : 009719204    DESCR: ADSREGS AFBANK
TOTAL RTS QTY: 188,930    OVER SUBSCRIPTION QTY: 1,430
  CUST      CUSTOMER ID      RTS QTY    O/S QTY    S/U
  1:      0459516549515      5,000      1,000      0
  2:      0428846548522     12,430      430        0
  3:      0426542165417     41,500      0          0
  4:      1089454888551    130,000      0          0

```

```

=====
ENTER EDIT
PF6/18: RETURN          PF8/20 END FUNCTION    PF9/21: SIGNOFF

```

## Field Descriptions

The fields on the Rights Protect Customer Breakdown screen are the same as those described for the Rights Exercise Customer Breakdown screen.

## Rights Protect Detail Screen

The Rights Protect Detail screen appears when you enter D in the **CMD** field on the Rights Protect Inquiry screen and displays the details of the selected protect instruction.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS PROTECT DETAIL             TIME: HH:MM:SS
=====
RIGHTS CUSIP : 00437R996      UNDERLYING CUSIP: 00437R103      PART: 2199
PROTECT ID: 05416845         PROTECT SEQ: 035
PROTECT DATE: MM/DD/YY
STEP-UP: N                  STATUS:
SCRIPTION COLLECTED: N
CONTACT NAME : GREGORY JONES      CONTACT PHONE: ( 212 ) - 555 - 5678
CUSTOMER ID :
SOLICITATION FEE: N  COMMENT:

BASIC SUBSCRIPTION      : 1,000      BASIC SUBSCRIPTION COST: 12,000
OVER SUBSCRIPTION       :           OVER SUBSCRIPTION COST:
OVER SUBSCR ACCEPTED    :           TOTAL SUBSCRIPTION COST: 12,000
UNDERLYING SECURITIES  : 100
COVER QUANTITY REMAINING:
=====
PF6/18: PREV SCREEN      PF8/20: END FUNCTION    PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Rights CUSIP	The CUSIP number of the selected item.
Underlying CUSIP	The CUSIP number of the underlying security.
Part	Your Participant number.
Protect ID	The 14-digit number that identifies your protect instruction to the Subscription Agent.
Protect Seq	The sequence number assigned by the system when the protect instruction was entered.
Step-Up	An indicator (Y or N) of whether the rights offer provides a step-up privilege.
Status	The current status of the protect:

This field	Displays
	<ul style="list-style-type: none"> <li>• Open</li> <li>• Expired.</li> </ul>
Subscription Collected	An indicator (Y or N) of whether a subscription fee was collected.
Contact Name	The name of the person who entered the protect instruction.
Contact Phone	The contact's phone number.
Customer ID	Your customer's ID number.
Solicitation Fee	An indicator (Y or N) of whether a solicitation fee was collected.
Comment	The name and address of the person who will receive the solicitation fee, if any.
Basic Subscription Cost	The price of the basic subscription.
Basic Subscription	The amount for which the basic rights subscription was entered.
Basic Subscription Cost	The price per share for the basic rights subscription.
Over Subscription	The amount of oversubscription privilege being used.
Over Subscription Cost	The price per share for the oversubscription amount.
Over Subscr Accepted	The quantity of oversubscription accepted after proration.
Total Subscription Cost	The total price for exercising the rights, including basic, step-up, and oversubscription privileges.
Cover Quantity Remaining	The quantity that has not yet been covered.

## Rights Protect Inquiry Screen

The Rights Protect Inquiry screen appears when you select option 6 on the Rights Subscription Service screen. This screen displays a list of all previously entered protect instructions and allows you to view details or submit cover protect instructions for a selected item.

*Note-* Items that have reached the DTC Cover Protect Expiration Date appear highlighted.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                RIGHTS PROTECT INQUIRY           TIME: HH:MM:SS
=====
                                SKIP TO RIGHTS:
SEL      RIGHTS      PART      PROTECT      PROTECT      PROTECT      UNCOVERED
-----  -
212895156  2199  1234567  001  OPEN      1,246      154
          CUSTOMER ID: 250756
242832186  2199  1234567  002  OPEN      495        5
          CUSTOMER ID: 147356
458263877  2199  1234567  003  EXPIRED   1,500      0
          CUSTOMER ID: 147356
657565189  2199  1234567  004  OPEN      10,000     0
          CUSTOMER ID: 907454
757699901  2199  1234567  005  OPEN      8,000      2,000
          CUSTOMER ID: 622231

CMDS: 'D' - PROTECT DETAIL
=====
PF7/19 : MAIN MENU          PF8/20 : END FUNCTION      PF9/21 : SIGNOFF
PF10/22: BACKWARD         PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
Sel	An entry field that allows you to enter one of the following commands: <ul style="list-style-type: none"> <li>D: to view protect details</li> <li>C: to submit cover protect instructions.</li> </ul>
CUSIP	The CUSIP numbers of the securities for which protects have been entered via PSOP.
Part	The Participant number of the person who entered the protect instructions.
Protect Identifier	The identifier assigned by the system when the protect instruction was entered.
Seq	The sequence number assigned by the system when the protect instruction was entered.
Protect Status	The current status of the protect: <ul style="list-style-type: none"> <li>Open</li> <li>Expired.</li> </ul>
Protect Quantity	The quantity being protected.
Uncovered Protect	The quantity that remains open and unfulfilled.

This field	Displays
Quantity	

## Rights Protect Screen

The Rights Protect screen appears when you select option 2 on the Rights Subscription Service screen and allows you to enter protect instructions, including the basic subscription and exercise of any step-up or oversubscription privileges.

### Sample Screen

```

0000219999          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV              RIGHTS PROTECT                    TIME: HH:MM:SS
-----
RIGHTS CUSIP      : 00437R996  DESCR: RTS111111162598  PART   : 2199

```

### Field Descriptions

The fields on the Rights Protect screen are the same as those described for the Rights Exercise screen.

### Function Keys

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

This key	Allows you to
PF2/14	Display the Rights Protect Customer Breakdown screen.
PF5/17	Cancel the transaction.

## Rights Protects With Uncovered Quantities Screen

The Rights Protects With Uncovered Quantities screen appears when you select option 7 on the Rights Subscription Service screen and displays a list of protect instructions whose quantities have not yet been fully covered.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV              RIGHTS PROTECTS WITH UNCOVERED QUANTITIES  TIME: HH:MM:SS
-----
                                SKIP TO RIGHTS:
CMD  RIGHTS          PROTECT          PROTECT          PROTECT          RIGHTS          UNCOVERED
   CUSIP          PART  IDENTIFIER    SEQ    DATE    STATUS    QUANTITY    QUANTITY
-----
   212895156    2199  1234567      001   041899   OPEN      1,246      154
                                CUSTOMER ID: 250756
   242832186    2199  1234567      002   041899   OPEN       495       5

```

```

                                CUSTOMER ID: 147356
458263877 2199 1234567 003 041899 EXPIRED 1,500 0
                                CUSTOMER ID: 147356
657565189 2199 1234567 004 041899 OPEN 10,000 0
                                CUSTOMER ID: 907454
757699901 2199 1234567 005 041899 OPEN 8,000 2,000
                                CUSTOMER ID: 622231
P CMDS: 'D' - PROTECT DETAIL 'C' - COVER PROTECT(S)
=====
PF1/13 : CONFIRM PF5/17 : CANCEL PF7/19 : MAIN MENU PF8/20 : END FUNCTION
PF9/21 : SIGNOFF PF10/22: SCROLL BACKWARD PF11/23:SCROLL FORWARD
QB

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
CMD	An entry field that allows you to enter one of the following commands: <ul style="list-style-type: none"> <li>D: To view protect details</li> <li>C: To submit cover protect instructions.</li> </ul>
CUSIP	The CUSIP numbers of the securities for which protects have been entered via PSOP.
Protect Part	The Participant number of the person who entered the protect instructions.
Protect Identifier	The 14-digit number that identifies your protect instruction to the Subscription Agent.
Protect Seq	The sequence number assigned by the system when the protect instruction was entered.
Protect Rights Date	The date the protect instruction was entered.
Uncovered Status	The current status of the protect.
Rights Quantity	The quantity being protected.
Uncovered Quantity	The quantity still uncovered.

## Rights Reversal Display Screen

The Rights Reversal Display screen appears when you select an item on the Rights Offering Subscription Detail screen and displays the details of an individual transaction where DTC has reversed a subscription instruction at the request of the Subscription Agent.

### Sample Screen



```

002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99              RIGHTS REVERSAL DISPLAY          TIME: HH:MM:SS
=====
RIGHTS CUSIP      : 009719980          DESCR: AFREGSGDBK81351
UNDERLYING CUSIP : 009719204          DESCR: XAFSREGS GDBANK
STATUS:
SUBSCR NUMBER: 54192247          SEQ: 035

PARTICIPANT      : 2199          STEP-UP: N
NAME             : BROKER C          PROTECT DATE: 04/23/99
CUSTOMER ID      :          PROTECT ID: 054986
CONTACT NAME     : John Johnson      CONTACT PHONE: ( 212 ) 555 - 9876
RIGHTS QUANTITY : 9,900
OVER SUB QTY    :          REVERSAL VALUE:
=====
PF6/18: RETURN          PF8/20: END FUNCTION          PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Rights CUSIP/ Descr	The CUSIP number and brief description of the security selected from the previous screen.
Underlying CUSIP/ Descr	The CUSIP number and brief description of the underlying security.
Status	One of the following: <ul style="list-style-type: none"> <li>Made: the item has passed a position edit</li> <li>Recycle: the item is pending position edit</li> <li>Interim: the item is waiting for batch submission.</li> </ul>
Subscr Number	A system-assigned unique identifier or transaction number.
Seq	The sequence number assigned to the item when rights subscription instructions were entered.
Participant	Your Participant number.
Name	Your Participant name.
Customer ID	A beneficial owner identifier (e. g. , an account number).
Step-Up	An indicator (Y or N) of whether the rights offer provides a step-up privilege.
Protect Date	The date on which protect instructions were entered.
Protect ID	The 14-digit number that identifies your protect instruction to the Subscription Agent.
Contact Name	The name of the person who entered the rights subscription.
Contact Phone	The contact's phone number.
Rights Quantity	The quantity of rights being exercised for this item.
Over Sub Qty	The oversubscription quantity for this item.
Reversal Value	The subscription cost returned upon reversal.



## Rights Sell Detail Screen

The Rights Sell Detail screen appears when you enter D in the **CMD** field on the Rights Sell Instruction Inquiry screen, and displays the details of the selected sell transaction.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS SELL DETAIL                TIME: HH:MM:SS
=====
RIGHTS CUSIP: 009719980          DESCR : THE BANK, INC.
SUBSCR AGENT: 2198              STATUS : PENDING
PART      : 2199                NAME : BROKER C
SELL TRAN NUMBER: 800754
CONTACT NAME: JOHN JOHNSON          CONTACT PHONE: ( 212 ) 555 - 9876

SELL QUANTITY: 10,000          SELL PRICE: 45,875.30
PAYMENT DATE: 06/03/98          AMOUNT PAID: 45,875.30
=====
PF6/18: RETURN    PF8/20: END FUNCTION    PF9/21: SIGNOFF
  
```

### Field Descriptions

This field	Displays
Rights CUSIP/ Descr	The CUSIP number and brief description of the selected item.
Subscr Agent	The Participant number of the Agent for the selected item.
Status	One of the following: <ul style="list-style-type: none"> <li>Made: the item has passed a position edit</li> <li>Recycle: the item is pending</li> <li>Interim: the item is waiting for batch submission.</li> </ul>
Part	Your Participant number.
Name	Your Participant name.
Sell Tran Number	The transaction number assigned to the sell instruction when it was entered.
Contact Name	The name of the person who entered the sell instruction.
Contact Phone	The contact's phone number.
Sell Quantity	The quantity of shares being sold.
Sell Price	The price per share.
Payment Date	The date payment was made.
Amount Paid	The amount paid for the shares.

## Rights Sell Instruction Inquiry Screen

The Rights Sell Instruction Inquiry screen appears when you select option 8 on the Rights Subscription Service screen. This screen displays a list of sell instructions previously entered via PSOP and allows you to view details of a specific item.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                RIGHTS SELL INSTRUCTION INQUIRY    TIME: HH:MM:SS
=====
SKIP TO RIGHTS:
                                SELL                SKIP TO PARTICIPANT:
                                TRN NUMBER          ATP          AMOUNT
CMD  RIGHTS  PART  TRAN NUMBER  AGENT  STAT  SELL QTY  PAID
-----
=====

COMMANDS: 'D' - SELL DETAIL
STATUS : '*' - INTERIM, 'X' - PEND RTOP, 'R' - RECYCLING, 'M' - MADE, 'P' - PAID
'E' - EDIT REJECT, 'D' - DROP, 'L' - RECYCLE/MADE, 'V' - PND REV, 'W' -REVERSED
=====
PF7/19 : MAIN MENU          PF8/20 : END FUNCTION          PF9/21: SIGNOFF
PF10/22: BACKWARD          PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip To Rights	An entry field that allows you to bring a specific item to the top of the display by entering a full or partial CUSIP number.
Skip To Participant	An entry field that allows group users to bring a specific Participant's sell instructions to the top of the display.
CMD	An entry field that allows you to display details of a selected item.
Rights	The CUSIP numbers of the securities for which sell instructions have been entered via PSOP.
Part	The Participant number of the person who entered the sell instructions.
Tran Number	The identifier assigned by the system when the sell instruction was entered.
Agent	The Subscription Agent's Participant number.
ATP Stat	The current status of the item. Values and their descriptions are listed at the bottom of the screen.
Sell Qty	The quantity of shares being sold.
Amount Paid	The dollar amount being paid for the shares.

## Rights Sell Instructions Screen

The Rights Sell Instructions screen appears when you select option 9 on the Rights Subscription Service screen and allows you to enter sell instructions for rights offerings.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
TX99                RIGHTS SELL INSTRUCTIONS          TIME: HH:MM:SS
=====
  
```

### Field Descriptions

This field	Allows you to
Rights CUSIP/ Descr	Enter the CUSIP number of the security for which you are selling rights. The <b>Descr</b> portion fills automatically when you enter a valid CUSIP.
Subscr Agent	View the Subscription Agent's DTC Agent number.
Status	View the current status of the item. Values and their descriptions are listed at the bottom of the screen.
Part	View your Participant number.
Name	View your Participant name.
Sell Tran Number	Fills automatically with a system-assigned transaction number when you approve the sale.
Contact Name	Enter your name.
Contact Phone	Enter your phone number.
Sell Quantity	Enter the number of shares for which you are selling rights.
Sell Price	The price obtained by the agent.
Agreement Parentheses	Enter an A within the parentheses in the agreement statement to approve the transactions.

### Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF5/17 on the Rights Sell Instructions screen to cancel the transaction.

## Rights Subscription Service Screen

The Rights Subscription Service screen allows you to select the type of rights processing you want to perform.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
T$VV                RIGHTS SUBSCRIPTION SERVICE          TIME: HH:MM:SS
=====
  
```

## Field Descriptions

This field	Allows you to
Option	Enter the desired option number from the menu.
Rights CUSIP	Enter the CUSIP number of a security eligible for a rights offer.
Historical	For options 5, 6, 7, and 8, specify one of the following to display on the subsequent screen: <ul style="list-style-type: none"> <li>• Y: To display past rights offers</li> <li>• N: To display current rights offers.</li> </ul>
Protect ID	For option 3, enter the 14-digit transaction number that was assigned to protect instruction when it was entered.
Protect Seq	For option 3, enter the three-digit sequence number that was assigned to protect instruction when it was entered.

## Messages

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

Message Text	Possible Cause	Suggested Resolution
ACKNOWLEDGMENT MUST BE AN A	An A was not entered in the acknowledgment statement.	Enter an A in the parentheses at the end of the acknowledgment statement.
ACKNOWLEDGMENT OF A CONDITION SHOULD BE AN X ELSE LEAVE BLANK	An X was not entered in response to the conditions prescribed by the offer.	Enter an X in response to the appropriate conditions.
AT LEAST ONE CUSTOMER MUST BE ENTERED	Information must be entered for at least one customer on the Rights Exercise Customer Breakdown screen.	Enter information for at least one customer.
COMMENTS REQUIRED FOR SOLICITATION FEE	Nothing was entered in the <b>Comments</b> field.	Enter the name and address of the person receiving the solicitation fee in the <b>Comments</b> field.
CONFIRM OR CANCEL TRANSACTION- CONFIRMED TRANS. MUST BE RELEASED VIA RTOP	RTOP Participants must release transactions via the RTOP function.	Use the RTOP function to release transactions entered via the PSOP function.
CONFIRM UNSUCCESSFUL-SYSTEM BUSY	This message appears if there is contention for systems resources.	Reenter all required data and submit the instructions again.
CONFIRM & TRANSMIT OR CANCEL TRANSACTION	This message appears after the data is validated.	Press PF1/13 to submit the instruction or PF5/17 to cancel the instruction.

Message Text	Possible Cause	Suggested Resolution
CONTACT NAME MUST BE ENTERED	The contact name was not entered.	Enter the contact name.
COVER PROTECT SUBMISSION IS NOT AVAILABLE AT THIS TIME	Cover protects can only be submitted at specific times.	See <i>When to Use</i> for information about when to use the PSOP function.
CUSTOMER NAME MUST BE ENTERED	The customer name was not entered.	Enter the customer name.
EDIT IS SUCCESSFUL- RETURN TO THE FIRST SCREEN	This message appears after the data on the Rights Exercise Customer Breakdown screen is validated.	Press PF6/18 to return to the Rights Exercise screen.
HAVE FRACTIONAL UNDERLYING QTY- ADJUST QTY	The <b>Step-Up</b> field contains an N, but the underlying quantity divided by the rate is a fractional amount.	Change the amount in the <b>RTS Qty</b> field to a non-fractional amount, or change the <b>Step-Up</b> field to Y.
INVALID AREA-CODE	An invalid area code was entered.	Enter a valid area code.
INVALID KEY- PRESS PF1/13 TO CONFIRM, PF5/17 TO CANCEL	The PF key pressed is not valid for the screen or function being used.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID KEY PRESSED	The PF key pressed is not valid for the screen or function being used.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID OVER SUBSCRIPTION QUANTITY	An invalid oversubscription quantity was entered.	Enter a numeric quantity.
INVALID QUANTITY	An invalid quantity was entered.	Enter a numeric quantity.
INVALID TELEPHONE NUMBER	An invalid telephone number was entered.	Enter a valid telephone number.
INVALID TOTAL OVER SUBSCRIPTION QUANTITY	The <b>O/S Qty</b> fields on the Rights Exercise Customer Breakdown screen do not add up to the total oversubscription quantity.	Ensure that the <b>O/S Qty</b> fields are correct, and reenter the data as needed until the required total is reached.
INVALID TOTAL RTS QUANTITY	The <b>RTS Qty</b> fields on the Rights Exercise Customer Breakdown screen do not add up to the total quantity.	Ensure that the <b>RTS Qty</b> fields are correct, and reenter the data as needed until the required total is reached.
OVER SUBSCRIPTION QTY CANNOT BE GREATER THAN 999% OF UNDERLYING SHARES (where 999 represents a whole number)	The oversubscription quantity cannot be greater than a set percentage of the underlying shares.	Recalculate the oversubscription quantity.
PARTICIPANT IS DO-CHILLED WITHOUT HAVING ENOUGH POSITION	There was not enough position in your account to exercise the rights.	Reenter the instruction when you have enough position.
PARTICIPANT IS GLOBALLY LOCKED OUT	DTC put a lock on the rights when an exercise was submitted.	Contact DTC's Reorg Conversion department.
PARTICIPANT MUST BE ENTERED	A Group User did not enter a Participant number.	Enter a Participant number.

Message Text	Possible Cause	Suggested Resolution
PARTICIPANT NOT NUMERIC	A Group User entered an invalid Participant number.	Enter a valid Participant number.
PARTICIPANT NUMBER NOT ELIGIBLE	You are not eligible to exercise rights.	Contact your Relationship Manager.
PARTICIPANT NUMBER NOT ELIGIBLE TO THIS USER	The Group User is not eligible to exercise rights for the specified Participant number.	Contact your Relationship Manager.
PAST CUTOFF TIME FOR THIS FUNCTION	An attempt was made to access the PSOP function past cutoff time.	See <i>When to Use</i> for information about when to use the PSOP function.
POSITION INQUIRY ERROR ON THIS ITEM, RC = (08, 12, 16), NOTIFY RDP PROGRAMMING AREA	A systems problem has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
RIGHTS EXERCISE SUBMISSION IS NOT AVAILABLE AT THIS TIME	Rights exercise instructions can only be submitted at specific times.	See <i>When to Use</i> for information about when to use the PSOP function.
RIGHTS PROTECT SUBMISSION IS NOT AVAILABLE AT THIS TIME	Rights protects can only be submitted at specific times.	See <i>When to Use</i> for information about when to use the PSOP function.
RTS QUANTITY FOR THIS SUBSCRIPTION MUST BE DIVISIBLE BY 999	The rights quantity must be divisible by a whole number with no remainder.	Reenter the rights quantity.
STEP-UP IS INVALID WITH THIS RTS QTY	The <b>Step-Up</b> field cannot be Y if the underlying quantity divided by the rate does not contain a fraction.	Change the <b>Step-Up</b> field to N.
STEP-UP MUST BE ENTERED	No value was entered in the <b>Step-Up</b> field.	Enter Y or N.
STEP-UP MUST BE Y OR N	An invalid character was entered in the <b>Step-Up</b> field.	Enter Y or N.
SOLICITATION FEE SHOULD BE AN X ELSE LEAVE BLANK	An invalid character was entered in the <b>Solicitation Fee</b> field.	Enter X to acknowledge the solicitation fee.
THIS PARTICIPANT HAS INSUFFICIENT POSITIONS	You do not have enough position to exercise the rights.	Reenter the instruction when you have enough position.
TRANSMISSION ERROR- PLEASE REKEY DATA	A systems error occurred during transmission of the last instruction.	Reenter all required fields.
UNDERLYING FRACTION MUST BE EQUAL OR GREATER THAN: . 99999	The calculated underlying quantity fraction is less than the step-up fraction.	Recalculate the rights quantity.

# PTOP:

## Introduction

### Overview

The Participant Tenders Over PTS (PTOP) function allows you to:

- Tender securities to the Tender Agent as an original Voluntary Offering Instruction (VOI).
- Complete a delivery previously the subject of a Notice of Guaranteed Delivery (cover a protect).
- Allow protect submissions and cover protect submissions to be submitted to the Tender Agent via DTC.

*Note-* These are analogous to submitting hard-copy VOI Instructions to DTC.

- View information relating to the terms of eligible offers as well as detail-level information about securities previously tendered.
- Initiate withdrawals.

*Note-* Withdrawals are held in a pending status until they are released by you through RTOP and accepted or rejected by the Agent through the Automated Tender Offer Program (ATOP) for ATOP-eligible offers. Withdrawal requests will be accepted only if allowed by the terms of the Put feature.

**Warning!** Covers of protects submitted through the PTOPT function are subject to the approval of the Tender Agent. On covers of protects, you must have previously filed the protect being covered with the Tender Agent. Upon the Tender Agent's instruction, DTC will reverse a cover of protect if the protect is not on file with the Tender Agent.

### How VOIs and Covers of Protects are Processed

VOIs and covers of protects are processed in two steps:

1. You enter and edit the information. This information is validated and the transaction is transmitted to DTC, or canceled.
2. The transmitted transaction is input to DTC's computer for:
  - Position verification
  - Movement
  - Automatic recycle processing (if necessary).

Canceled transactions are deleted from the system.

*Note-* If a transaction is not transmitted or canceled (due to a terminal session time out or system problem), the transaction will be retained for inquiry as an incomplete transaction. You can process the transaction later, or call DTC's Reorganization Department for further information.

**Warning!** Incomplete transactions have not been transmitted to DTC for processing and are transactions on which neither DTC nor the Tender Agent will take action. You are solely responsible for taking additional processing steps in order to complete or cancel transactions reflected as incomplete transactions in DTC's systems.

### How Withdrawal Requests are Processed

Withdrawal requests are processed in three steps:

1. You enter the information via PTOp. This information is validated and the transaction is pended.
2. You release the transaction via RTOP.
3. The released transaction is transmitted to the Agent for acceptance or rejection via the ATOP program.

Pending withdrawal requests, which include those not released through RTOP and those not accepted by the Agent, are modified to rejected status when the offer is finalized (paid out). All rejected withdrawal requests are deleted from the system ten days after the offer is finalized.

## When to Use

PTOP is available:

- 8:00 a.m. to 4:15 p.m. eastern time for submitting "ATOP1 offer" VOIs
- 8:00 a.m. to 12:00 p.m.. eastern time for submitting "ATOP2 offer" VOIs
- 9:00 a.m. to 5:00 p.m. eastern time for submitting protects
- 9:00 a.m. to 12:00 p.m., and 1:45 p.m. to 2:15 p.m. eastern time to submit cover protects for previously recycled transactions
- 9:00 a.m. to 5:00 p.m. eastern time to submit withdrawals.

You can use PTOp to inquire about incomplete tenders at any time.

## Associated Products

PTOP is used in association with the following Reorganization products:

- Announcements
- Allocations
- Voluntary Offerings.

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## List of Procedures:

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### Submitting a Cover Protect via PTOp

Use the following procedure to submit a cover protect.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 4 in the **Enter** Option field.



Type the 14-character protect identifier in the **Protect ID** field and press ENTER.

*Result-* The The Tenders Cover Protect Submitted Via PTOPTOP screen appears.

**4** Enter values in the appropriate fields and press ENTER.

*Result-* The Cover Protect Submission screen appears containing a summary of the cover protect information you entered. One of the following occurs:

- If the CUSIP is not a bond, the message'Press PF1/13: Confirm, PF5/17: Cancel' appears. (For RTOP users, the message'Will Not Complete Unless Released Via RTOP' also appears. )
- If the CUSIP is a bond, a Principal Amount message appears. Press any key to return to the Tenders Cover Protect Submitted Via PTOPTOP screen.

**5** Press PF1/13.

*Result-* The following occurs:

- The message'Tran-ID = ABCD999999- Press Enter To Continue' appears. (For RTOP users, the message'Release via RTOP' also appears. )
- A Ticket is generated to your PTS printer. RTOP users will receive a Covered Protect Ticket with a status of "Pending Release. "

*Note-* Transactions with the status "Pending Release" must be released via RTOP before any further processing can occur.

## Submitting a Protect

Use the following procedure to submit a protect.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

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

**4** Type a CUSIP number in the **Contra-CUSIP** field and press ENTER.

*Result-* The Tenders Protect Submission screen appears.

**5** Enter information in the appropriate fields and press ENTER.

*Result-* The Protect Submission screen appears, containing a summary of the protect information you entered. One of the following occurs:

- If the CUSIP is not a bond, the message'Confirm &transmit or cancel transaction' appears. (For RTOP users, the message'Must be released via RTOP' also appears. )
- If the CUSIP is a bond, a Principal Amount message appears. Press any key to return to

the Protect Submission screen.

6 Press PF1/13.

*Result-* The message'Item accepted- Tran ID = ABC99999999' appears. (For RTOP users, the message'Release Via RTOP' also appears. )

*Note-* RTOP users will receive a Protect Submission Ticket with a status of "Protect Pending Release" or "Made. " These must be released via RTOPbefore any further processing can occur.

## Submitting a Protect Withdrawal Request

Use the following procedure to submit a protect withdrawal request.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

3 Type 8 in the **Enter** Option field and press ENTER.

*Result-* The Tender Withdrawal Selection And Inquiry screen appears.

4 Type 3 in the **Enter** Option field.

5 Type the contra CUSIP in the **Contra CUSIP** field and press ENTER.

*Result-* The Protect Withdrawal Selection screen appears.

6 Type W in the **CMD** field to the left of the desired protect withdrawal and press ENTER.

*Result-* The Protect Withdrawal screen appears.

7 Type a maximum of 11 digits in the **Quantity to be Withdrawn** field and press ENTER.

*Note-* The **Quantity to be Withdrawn** must not exceed the **Original Qty Remaining**.

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

8 Press PF1/13.

*Result-* Your request is entered.

*Note-* RTOP users must release the request via RTOP before it is sent to the agent for acceptance.

## Submitting a VOI

Use the following procedure to submit Voluntary Offering Instructions (VOIs).

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

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

4 Type a CUSIP number in the **Contra-CUSIP** field and press ENTER.

*Result-* The Tenders Instruction Submission screen appears.

5 Enter information in the appropriate fields and press ENTER.

*Result-* The Voluntary Offering Instruction screen appears, containing a summary of the information you entered.

6 Press ENTER to return to the Tender Instruction Submission screen

*Result-* The message 'Confirm & transmit or cancel transaction' appears.

7 Press PF1/13.

*Result-* The message 'Item accepted- VOI Number = ABC999999999' appears and a Voluntary Offering Part Ticket is printed on your designated PTS printer.

*Note-* For RTOP users, the message 'Release Via RTOP- Press Enter To Continue' also appears.

## Submitting a Withdrawal Request

Use the following procedure to submit a withdrawal request.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

3 Type 8 in the **Enter** Option field and press ENTER.

*Result-* The Tender Withdrawal Selection And Inquiry screen appears.

4 Type 1 in the **Enter** Option field.

5 Type a CUSIP number in the **Contra CUSIP** field and press ENTER.

*Result-* The Tender Withdrawal Selection screen appears.

6 Type W in the **CMD** field and press ENTER.

*Result-* The Tender Withdrawal Submission screen appears.

7 Refer to Field Descriptions and type information in the appropriate fields, then press ENTER.

*Result-* The message'Press PF1/13 to Confirm or PF5/17 to Cancel' appears.

8 Press PF1/13.

*Result-* The message'Confirm Successful' appears and a Withdrawal Ticket is printed on your designated PTS printer.

*Note-* The transaction is in "Pending" status until you release it via RTOP.

## Submitting Cover Protects Directly to the Tender Agent

Use the following procedure to submit cover protects directly to the Tender Agent.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

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

4 Type a CUSIP number in the **Contra-CUSIP** field and press ENTER.

*Result-* The Tenders Cover Protect Submitted to Agent screen appears.

5 Enter information in the appropriate fields and press ENTER.

*Result-* The VOI Cover Protect screen appears containing a summary of the cover protect information you entered. One of the following occurs:

- If the CUSIP is not a bond, the message'Press PF1/13: Confirm, PF5/17: Cancel' appears. (For RTOP users, the message'Will Not Complete Unless Released Via RTOP' also appears. )
- If the CUSIP is a bond, a Principal Amount message appears. Press any key to return to the Tenders Cover Protect screen.

6 Press PF1/13.

*Result-* The following occurs:

- The message'Tran-ID = ABC999999- Press Enter To Continue' appears. (For RTOP users, the message'This transaction must be released via RTOP' also appears. )
- A Ticket is generated to your PTS printer. RTOP users will receive a Covered Protect Ticket with a status of "Pending Release. "

*Note-* Transactions with the status "Pending Release" must be released via RTOPbefore any further processing can occur.

## Viewing Protect Submission Information

Use the following procedure to view your submitted protects.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 6 in the **Enter** Option field and press ENTER.

*Result-* The Tender Protect Inquiry screen appears.

- 4 Type one of the following in the **CMD** field on the Tender Protect Inquiry screen and press ENTER:

- C: To access the Tenders Cover Protect Submitted Via PTOp screen where you can submit a cover for the selected protect (see *Submitting a Cover Protect Via PTOp*)
- O: To access the Function Selection screen, where you can view a list of functions you can use with this contra-CUSIP
- X: To access the Tender Protect Detail screen, where you can view protect detail information.

## Viewing Protect Submissions

Use the following procedure to view your submitted protects:

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 6 in the **Enter** Option field and press ENTER.

*Result-* The Protect Submission Inquiry screen appears.

- 4 Type D in the **CMD** field and press ENTER.

*Result-* The Protect Detail Display screen appears.

## Viewing Protect Withdrawals

Use the following procedure to view previously submitted protect withdrawals.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 8 in the **Enter** Option field and press ENTER.

*Result-* The Tender Withdrawal Selection And Inquiry screen appears.

- 4 Type 4 in the **Enter** Option field and press ENTER.

*Result-* The Protect Withdrawal Selection screen appears.

- 5 *Optional.* To begin the display with a specific contra party, type the party's Participant number in the **Skip to Contra** field and press ENTER.

*Result-* Protect withdrawals involving the specified contra-participant appear at the top of the display.

- 6 *Optional.* To begin the display with a specific protect withdrawal, enter the protect number in the **Skip to Protect** field and press ENTER.

*Result-* The specified protect withdrawal appears at the top of the display.

- 7 *Optional.* To view ticket information for a protect withdrawal, type T in the **CMD** field to the left of the desired protect withdrawal and press ENTER.

*Result-* The Tender Protect Withdrawal Detail Display screen appears.

## Viewing Protects Submitted with Uncovered Quantities

Use the following procedure to view the details of any protects you've submitted with uncovered quantities.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 7 in the **Enter** Option field and press ENTER.

*Result-* The Tenders Protect With Uncovered Quantities screen appears.

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

*Result-* The Tenders Protect Detail Display screen appears.

## Viewing Short Rights Information

Use the following procedure to view short rights information.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 5 in the **Enter** Option field.
- 4 Type Y or N in the **Historical** field and press ENTER.

*Result-* The Voluntary Offering Contra CUSIP List appears.

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

*Result-* The Tenders Associated Rights Short Information screen appears.

## Viewing Tender Offer Subtotal Information

Use the following procedure to view the tender offer subtotal information for a contra-CUSIP.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 5 in the **Enter** Option field.
- 4 Type Y or N in the **Historical** field and press ENTER.

*Result-* The Tenders Contra CUSIP Inquiry screen appears.

- 5 Type S in the **CMD** field to the left of the contra-CUSIP and press ENTER.

*Result-* The Tender Offer Subtotals Sub menu appears.

- 6 Type one of the following in the **Enter** Option field and press ENTER:
  - 1: To view all subtotals relating to your own VOIs
  - 2: To view subtotals organized by bid price
  - 3: To view subtotals organized by the date submitted.

*Result-* One of the following screens appears:

- Tender Offer Subtotals- By Participant if you typed 1 in the **Enter** Option field
- Tender Offer Subtotals- By Bid Price if you typed 2 in the **Enter** Option field
- Tender Offer Subtotals- By Date if you typed 3 in the **Enter** Option field.

## Viewing Transaction Information

Use the following procedure to view a list of transactions for a contra-CUSIP.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 5 in the **Enter** Option field.
- 4 Type Y or N in the **Historical** field and press ENTER.

*Result-* The Tenders Contra CUSIP Inquiry screen appears.

- 5 Type T in the **CMD** field to the left of the contra-CUSIP and press ENTER.

*Result-* The Tenders Transaction List appears.

- 6 Type X in the **CMD** field on the Tenders Transactions List and press ENTER.

*Result-* The Tenders Instruction Detail screen appears.

## Viewing VOI Details

Use the following procedure to view the details of VOIs you've submitted to DTC.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 5 in the **Enter** Option field.
- 4 Type Y or N in the **Historical** field and press ENTER.

*Result-* The Tenders Contra CUSIP Inquiry screen appears.

- 5 Type one of the following in the **CMD** field to the left of the contra-CUSIP and press ENTER:



- N: to enter new instructions for that contra-CUSIP. See *Submitting a VOI* for further information.
- O: to access the Function Selection screen, where you can access other functions.
- R: to access the Tenders Associated Rights Short Information screen, where you can view short rights information. See *Viewing Short Rights* information.
- S: to view subtotal information. See *Viewing Tender Offer Subtotal Information*.
- T: to access the Tenders Transaction List.
- X: to access the Tenders Offer Detail, where you can view tender offer detail information.

## Viewing Withdrawal Requests

Use the following procedure to view your withdrawal requests.

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

*Result-* The Reorg Selection Menu appears.

The Reorg Selection Menu appears.

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

*Result-* The Voluntary Tender Service screen appears.

- 3 Type 8 in the **Enter** Option field and press ENTER.

*Result-* The Tender Withdrawal Selection And Inquiry screen appears.

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

*Result-* The Tender Withdrawal Selection screen appears.

- 5 Type X in the **CMD** field next to a specific withdrawal request and press ENTER.

*Result-* The Tender Withdrawal Detail screen appears.

---

## List of Screens:

---

### Protect Withdrawal Selection Screen

The Protect Withdrawal Selection screen appears when you select option 3 on the Tender Withdrawal Selection and Inquiry screen and allows you to select the protect you want to withdraw.

#### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
Q$V1      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99  PROTECT WITHDRAWAL SELECTION    TIME:  HH:MM:SS
=====
TARGET CUSIP: 989898879  DESCR: $VOLUNTARY TEST      CONTRA CUSIP: 989898275

```

CMD	PARTICIPANT ID	NAME	PROTECT IDENTIFIER	ORIGINAL QUANTITY
-	2199	ATOP #2	BK9A8034125010	1
-	2199	ATOP #2	TKB56018045920	1
-	2199	ATOP #2	TKP57016060739	1
-	2199	ATOP #2	TKP57046042432	1

CMD: 'W' - WITHDRAW, 'X' - TRANSACTION DETAIL NO MORE.

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

## Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the target security.
Contra CUSIP	The CUSIP number of the contra-security.
CMD	An entry field that allows you to select the protect you want to withdraw. Type W and press ENTER.
Participant ID/Name	Your participant number and name.
Protect Identifier	The 14-character number assigned to the protect by DTC.
Original Quantity	The quantity of securities for the protect.

## Protect Withdrawal Selection Screen

The Protect Withdrawal Selection screen appears when you select option 4 on the Tender Withdrawal Selection and Inquiry screen and allows you to view your withdrawal requests.

## Sample Screen

MENU		DIVA	RIPS	SDAR	HELP			
Q\$V1				THE DEPOSITORY TRUST COMPANY		DATE:	MM/DD/CCYY	
00002199-99				PROTECT WITHDRAWAL SELECTION		TIME:	HH:MM:SS	
SKIP TO TRANSACTION :		SKIP TO CUSIP :						
C					LAST			
M	CONTRA	PARTICIPANT	PROTECT	ACTIVITY	PROTECT	WITHDRAWAL		
D	STAT CUSIP	PART NAME	ID	DATE	QUANTITY	QUANTITY		
-	O	345STK990	2199 DTC TEST	BSA8Q214041259	080100	108		
-	A	345STK990	2199 DTC TEST	WSA8Q214041259	080100		108	
REMAINING TOTAL:						0		

```

CMD : O - OTHER FUNCTIONS, X - TICKET DETAIL                                NO MORE.
-----
ENTER :PROCESS          PF2/14:STAT CODES  PF6/18 :PREVIOUS  PF7/19 : PTOP MENU
PF8/20:END FUNCTION    PF9/21:SIGNOFF   PF10/22:BACKWARD PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip to Transaction	An entry field that allows you to move withdrawals for a specific protect to the top of the display by entering the protect identifier.
Skip to CUSIP	An entry field that allows you to move withdrawals for a specific contra-security to the top of the display by entering the contra-CUSIP number.
CMD	An entry field that allows you to select a withdrawal request to view its details. Type X and press ENTER.
Stat	The status of the protect: <ul style="list-style-type: none"> <li>• A: Accepted</li> <li>• C: Complete</li> <li>• E: Edit reject</li> <li>• L: Pending release</li> <li>• O: Original</li> <li>• P: Pending Agent approval</li> <li>• R: Rejected</li> <li>• S: Accepted short</li> <li>• T: Pending RTOP release.</li> </ul>
Contra CUSIP	The CUSIP number of the contra-security.
Part	Your participant number.
Participant Name	Your participant name.
Protect Identifier	The 14-character number assigned to the protect by DTC.
Last Activity Date	The last date that activity occurred on the withdrawal.
Protect Quantity	The quantity of securities for the protect.
Withdrawal Quantity	The quantity of securities you requested to withdraw.
Remaining Total	The remainder of <b>Protect Quantity</b> minus <b>Withdrawal Quantity</b> .

## Tender Offer Subtotals Submenu

The Tender Offer Subtotals Submenu appears when you enter S in the **CMD** field on the Tenders Contra CUSIP Inquiry screen and allows you to select the type of subtotals you want to view.

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDER OFFER SUBTOTALS              TIME:  HH:MM:SS
=====
TARGET CUSIP: Y27257AA5  DESCR: GCBREGSGLOB13% &  CONTRA CUSIP: Y272579A7

          1) PARTICIPANT NUMBER
          2) BID PRICE
          3) DATE ENTERED

          ENTER OPTION ==>  __

=====
ENTER:PROCESS  PF6/18:PREVIOUS  PF7/19: PTOP MENU  PF8/20:END FUNCTION
PF9/21:SIGNOFF
=====

```

## Field Descriptions

This field	Displays
Target CUSIP/Desc	The CUSIP number and description of the security you selected on the Tenders Contra CUSIP Inquiry screen. .
Contra CUSIP	The CUSIP number of the contra-security.
Enter Option	An entry field that allows you to specify one of the following: <ul style="list-style-type: none"> <li>• 1: To view all your subtotals for this CUSIP</li> <li>• 2: To view subtotals organized by bid price</li> <li>• 3: To view subtotals by date submitted.</li> </ul>

## Tender Protect Detail Screen

The Tender Protect Detail screen appears when you select a protect transaction by typing X on the Tender Protect Inquiry screen and displays the details of a specific protect.

## Sample Screen

```

MENU  DIVA  RIPS  SDAR  HELP
MESSAGES -----
X$IR          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDER PROTECT DETAIL              TIME:  HH:MM:SS
=====
***** PROTECT SUBMISSION *****
TARGET CUSIP: G5299G106  DESC: KNIGHTSBRIDGE F  +  CONTRA CUSIP: G52BSE998
PROTECT ID: PSA8Q214041613  SEQ : 00001  STATUS: COMPLETE
PROTECT DATE : 08/01/00  PROTECT TIME : 04:16:13  SUBMITTED BY : 00002199-99
PARTICIPANT : 2199          QUANTITY:          1.0  ODD LOT : (Y/N)

```

```

PARTICIPANT NAME : DTC TEST
                                CONDITIONAL QUANTITY : 0
AN "A" IN THE FOLLOWING PARENTHESES INDICATES THAT THE PARTICIPANT NAMED BELOW
ACKNOWLEDGED ITS RECEIPT OF, AND AGREEMENT TO BE BOUND BY, THE NOTICE OF
GUARANTEED DELIVERY REQUIRED BY THE OFFER IDENTIFIED BY THE CONTRA
CUSIP ABOVE: (A)

COMMENT: 689-96242
CONDITION(S): N/A
COVER QUANTITY REMAINING: 0 INTERIM/RECYCLE QUANTITY: 0

CONTACT NAME: SUBMITTED BY DTC CONTACT PHONE: ( 000 ) 000 - 0000
=====
PF6/18:PREVIOUS PF7/19:PTOP MENU PF8/20: END FUNCTION PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Target CUSIP/Desc	The CUSIP number and description of the target security (the security for the offer).
Contra CUSIP	The CUSIP number of the contra-security.
Protect ID	The 14-character number assigned to the protect by DTC.
Seq	The sequence number assigned by DTC to further identify your protect.
Status	The status of the protect: <ul style="list-style-type: none"> <li>• Canceled</li> <li>• Complete</li> <li>• Expired</li> <li>• Open</li> <li>• Pnd RTOP</li> <li>• Rejected.</li> </ul>
Protect Date	The date the protect was submitted.
Protect Time	The time the protect was submitted.
Submitted By	The PTS signon ID of the person who submitted the protect.
Participant Name/Number	Your participant name and number.
Quantity	The quantity of securities for the protect.
Bid Price	The bid price.
Odd Lot	An indicator of whether the protect contains an odd lot quantity.
Conditional Quantity	The minimum amount of securities to be accepted if the tender is accepted on a prorated basis.
Acknowledgment	An acknowledgment in the parentheses () of your receipt of, and agreement to be bound by, the Letter of Transmittal required by the offer.
Comment	Any comments entered on the protect.
Condition (s)	Any conditions you acknowledged for the protect.

This field	Displays
Cover Quantity Remaining	The number of securities left to be covered.
Interim/Recycle Quantity	The status of the protect submission: <ul style="list-style-type: none"> <li>• I: Interim</li> <li>• R: Recycle</li> <li>• B: Both</li> <li>• ``: N/A.</li> </ul>
Contact Name/Phone	The name and telephone number of the person who submitted the protect.

## Tender Protect Inquiry Screen

The Tender Protect Inquiry screen appears when you select option 6 on the Voluntary Tender Service screen and displays the protects for open envelopes.

### Sample Screen

```

MENU      HELP
FIRST PAGE OF DATA
Q$V1      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      TENDER PROTECT INQUIRY      TIME:  HH:MM:SS
-----
SKIP TO CONTRA:
CMD  CONTRA  PART  TARGET  PROTECT  PROTECT  COVER QTY  I/R
     CUSIP   PART  CUSIP   IDENTIFIER  STATUS  REMAINING  IND
-----
_   Y272579A7  2199  Y27257AA5  PQ$V1094100929  PND RTOP      1000
_   280358995  2199  280358102  PSCT0023114832  EXPIRED        1
_   280358995  2199  280358102  PSCT0023114901  EXPIRED        1
_   280358995  2199  280358102  PSCT0023114922  EXPIRED        1
_   280358995  2199  280358102  PSCT0023114947  EXPIRED        1
_   280358995  2199  280358102  PSCT0023115149  EXPIRED        1
_   280358995  2199  280358102  PSCT0023115255  EXPIRED        1
_   280358995  2199  280358102  PSCT0023115321  EXPIRED        1
_   280358995  2199  280358102  PSCT0023115341  EXPIRED        1
_   280358995  2199  280358102  PSCT0023115401  EXPIRED        1

CMD:  C - COVER PROTECT  O - OTHER FUNCTIONS  X - PROTECT DETAIL  ...MORE->
-----
ENTER:PROCESS      PF2/14:I/R IND  PF6/18:PREVIOUS  PF7/19: PTOP MENU
PF8/20:END FUNCTION  PF9/21:SIGNOFF  PF10/22:BACKWARD  PF11/23:FORWARD

```

### Field Descriptions

This field	Displays
Skip to Contra	An entry field that allows you to move protects for a specific contra-CUSIP to the top of the display by entering the CUSIP number.
CMD	An entry field that allows you to specify:

This field	Displays
	<ul style="list-style-type: none"> <li>• X: To view the details of a specific protect</li> <li>• C: To submit a cover protect</li> <li>• O: To access the Function Selection screen.</li> </ul>
Contra CUSIP	The CUSIP number of the contra-security.
Part	Your participant number.
Target CUSIP	The CUSIP number of the target security (the security for the offer).
Protect Identifier	The 14-character number assigned to the protect by DTC.
Protect Status	<p>The status of the protect:</p> <ul style="list-style-type: none"> <li>• Canceled</li> <li>• Complete</li> <li>• Expired</li> <li>• Open</li> <li>• Pnd RTOP</li> <li>• Rejected.</li> </ul>
Cover Qty Remaining	The number of securities left to be covered.
I/R Ind	<p>The status of the protect submission:</p> <ul style="list-style-type: none"> <li>• I: Interim</li> <li>• R: Recycle</li> <li>• B: Both</li> <li>• ": N/A.</li> </ul>

## Tender Protect Withdrawal Detail Display Screen

The Tender Protect Withdrawal Detail Display screen appears when you enter X in the **CMD** field on the Protect Withdrawal Selection screen, and displays a screen copy of the ticket sent to the Tender Agent as notification of your withdrawal request.

### Sample Screen

```

MENU  DIVA  RIPS  SDAR  HELP
MESSAGES -----
X$IR          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDER PROTECT WITHDRAWAL DETAIL      TIME:  HH:MM:SS
=====
***** PROTECT WITHDRAWAL *****
TARGET CUSIP: G5299G106  DESC: KNIGHTSBRIDGE F    +  CONTRA CUSIP: G52BSE998
PROTECT ID: TSRLR120101626  SEQ : 00001  STATUS: WITHDRAWAL COMPLETE
TRANSACTION DATE : 05/21/2001  SUBMITTED BY : 00002199-99
PARTICIPANT : /  QUANTITY : 500
ODD LOT : N (Y/N)  BID PRICE : N/A  CONDITIONAL QUANTITY : 0
QUANTITY WITHDRAWN : 500
WITHDRAWALS AGAINST THIS INSTRUCTION : 1

```

```

PARTICIPANT COMMENT :

AGENT COMMENT :

CONTACT NAME: SUBMITTED BY DTC          CONTACT PHONE: ( 000 ) 000 - 0000
-----
PF6/18:PREV SCREEN  PF7/19:PTOP MENU  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

### Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the target security.
Contra CUSIP	The CUSIP number of the contra-security.
Protect ID	The 14-character number assigned to the protect by DTC.
Seq Number	The sequence number assigned by DTC to further identify the protect.
Status	The status of the withdrawal: <ul style="list-style-type: none"> <li>• Accepted</li> <li>• Accepted Short</li> <li>• Complete</li> <li>• Edit Reject</li> <li>• Pending Acceptance</li> <li>• Pending Release</li> <li>• Rejected.</li> </ul>
Transaction Date	The date the withdrawal transaction was submitted.
Submitted By	Your PTS signon.
Participant	Your participant number and name.
Quantity	The original instruction quantity.
Odd Lot Indicator	An indicator of whether the quantity for the protect is an odd lot.
Bid Price	The bid price entered on the protect.
Quantity Withdrawn	The quantity of securities you requested to withdraw.
Conditional Quantity	The minimum amount of securities to be accepted if the tender is accepted on a prorated basis.
Withdrawals Against This Instruction	The number of withdrawal requests submitted for the protect.
Participant Comment	Any comments you entered about the protect withdrawal.
Agent Comment	Any comments entered by the Agent about the protect withdrawal.
Participant Name/Number	Your participant name and number.



This field	Displays
Contact Name/Phone	The name and telephone number of the person who submitted the withdrawal request.

## Tender Withdrawal Detail Display Screen

The Tender Withdrawal Detail Display screen appears when you enter X in the **CMD** field on the Tender Withdrawal Selection screen, and displays a screen copy of the ticket sent to the Tender Agent notifying it of your withdrawal request.

### Sample Screen

```

MENU  DIVA  RIPS  SDAR  HELP
MESSAGES -----
X$IR          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDER WITHDRAWAL DETAIL             TIME:  HH:MM:SS
=====
***** WITHDRAWAL *****
TARGET CUSIP: G5299G106  DESC: KNIGHTSBRIDGE F    +  CONTRA CUSIP: G52BSE998
TRANSACTION ID: TSRLR120101626  SEQ : 00001  STATUS: WITHDRAWAL COMPLETE
TRANSACTION DATE : 05/21/1999   SUBMITTED BY : 00002199-99
PARTICIPANT : /                QUANTITY : 500      ODD LOT : N (Y/N)
      BID PRICE : N/A          CONDITIONAL QUANTITY : 0
QUANTITY WITHDRAWN : 500
WITHDRAWALS AGAINST THIS INSTRUCTION : 1

PARTICIPANT COMMENT :

AGENT COMMENT :

CONTACT NAME: SUBMITTED BY DTC          CONTACT PHONE: ( 000 ) 000 - 0000
=====
PF6/18:PREV SCREEN  PF7/19:PTOP MENU  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

### Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the target security.
Contra CUSIP	The CUSIP number of the contra-security.
Transaction ID	The number assigned by DTC to identify the tender.
Seq	The ticket sequence number.
Status	The status of the withdrawal: <ul style="list-style-type: none"> <li>• Pending Acceptance</li> <li>• Rejected</li> <li>• Complete</li> <li>• Pending Release</li> <li>• Accepted</li> <li>• Edit Reject</li> <li>• Accepted Short.</li> </ul>

This field	Displays
Transaction Date	The date the tender instruction was submitted.
Submitted By	The signon ID of the person who submitted the withdrawal request.
Participant	Your participant name and number.
Quantity	The original instruction quantity.
Odd Lot Indicator	An indicator of whether the quantity for the VOI is an odd lot.
Bid Price	The bid price entered on the VOI.
Conditional Quantity	The minimum amount of securities to be accepted if the tender is accepted on a prorated basis.
Quantity Withdrawn	The quantity of securities you requested to withdraw.
Withdrawals Against This Instruction	The number of withdrawal requests submitted for the tender.
Participant Comment	Any comments you entered about the withdrawal.
Agent Comment	Any comments entered by the agent about the withdrawal.
Contact Name/Phone	The name and telephone number of the person who submitted the withdrawal request.

## Tender Withdrawal Selection and Inquiry Screen

The Tender Withdrawal Selection and Inquiry screen appears when you select option 8 on the Voluntary Tender Services screen, and allows you to select the withdrawal activity you want to perform.

### Sample Screen

```

MENU      HELP

Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99  TENDER WITHDRAWAL SELECTION AND INQUIRY  TIME:  HH:MM:SS
=====

          1) WITHDRAWAL SELECTION FOR TRANSACTIONS

          2) WITHDRAWAL INQUIRY FOR TRANSACTIONS      001 PENDING

          3) PROTECT WITHDRAWAL SELECTION

          4) PROTECT WITHDRAWAL INQUIRY              000 PENDING

          ENTER OPTION:  __      CONTRA CUSIP:  _____ (REQUIRED FOR
                                     OPTION 1, 3)

=====

```

ENTER:PROCESS	PF6/18:PREVIOUS	PF7/19:PTOP MENU
	PF8/20:END FUNCTION	PF9/21:SIGNOFF

## Field Descriptions

This field	Allows you to
Enter Option	Enter one of the following: <ul style="list-style-type: none"> <li>1: To submit a withdrawal request</li> <li>2: To view your withdrawal requests</li> <li>3: To submit a protect withdrawal request</li> <li>4: To view your protect withdrawal requests.</li> </ul>
Contra CUSIP	Enter the CUSIP number of the contra-security. <i>Required</i> for options 1 and 3.

## Tender Withdrawal Selection Screen

The Tender Withdrawal Selection screen appears when you select Option 1 on the Tender Withdrawal Selection and Inquiry screen, and allows you to submit a request to withdraw a specific VOI.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
Q$V1      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      TENDER WITHDRAWAL SELECTION      TIME:  HH:MM:SS
-----
TARGET CUSIP: 989898879  DESCR: $VOLUNTARY TEST      CONTRA CUSIP: 989898275

      PARTICIPANT      TRANSACTION      ORIGINAL
CMD   ID      NAME      ID      QUANTITY
---   -      -      -      -
-      2199      ATOP #2      BK9A8034125010      1
-      2199      ATOP #2      TKB56018045920      1
-      2199      ATOP #2      TKP57016060739      1
-      2199      ATOP #2      TKP57046042432      1

CMD: 'W' - WITHDRAW, 'X' - TRANSACTION DETAIL      NO MORE.
-----
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19:PTOP MENU      PF8/20:END FUNCTION
PF9/21:SIGNOFF      PF10/22:BACKWARD      PF11/23:FORWARD

```

## Field Descriptions

This field	Displays
Target	The CUSIP number and description of the target security.

This field	Displays
CUSIP/Descr	
Contra CUSIP	The CUSIP number of the contra-security.
CMD	An entry field that allows you to view the details of a specific protect by typing X or W to the left of the <b>Participant ID</b> .
Participant ID/Name	Your participant number and name.
Transaction ID	The number assigned by DTC to identify the protect.
Original Quantity	The original quantity of securities for the VOI.

## Tender Withdrawal Selection Screen

The Tender Withdrawal Selection screen appears when you select option 2 on the Tender Withdrawal Selection and Inquiry screen, and allows you to view your withdrawal requests.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
PLEASE ENTER A COMMAND, OR PRESS A PF KEY
Q$V1      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99  TENDER WITHDRAWAL SELECTION      TIME:  HH:MM:SS
-----
SKIP TO TRANSACTION :                SKIP TO CUSIP :
C                                          LAST
M      CONTRA      PARTICIPANT TRANSACTION  ACTIVITY  ORIGINAL  WITHDRAWAL
D STAT CUSIP      PART      NAME      ID      DATE      QUANTITY  QUANTITY
-----
O  G3921A993  2199  ATOP #2  BS2QE169125440  042501      4499
_P  G3921A993  2199  ATOP #2  WS2QE169125440  042501      4500
      REMAINING TOTAL:                4499
C  0205459A9  2199  ATOP #2  T6666666666666666  041901      59
_P  0205459A9  2199  ATOP #2  W6666666666666666  041901      5000
      REMAINING TOTAL:                59
O  989898275  2199  ATOP #2  TKP57016060739  032399      401
_A  989898275  2199  ATOP #2  WKP57016060739  032399      400
      REMAINING TOTAL:                1

CMD : O - OTHER FUNCTIONS, X - TICKET DETAIL      ...MORE->
-----
ENTER :PROCESS      PF2/14:STAT CODES  PF6/18 :PREVIOUS  PF7/19 : PTOP MENU
PF8/20:END FUNCTION  PF9/21:SIGNOFF   PF10/22:BACKWARD  PF11/23: FORWARD

```

### Field Descriptions

This field	Displays
Skip to Transaction	An entry field that allows you to move withdrawals for a specific tender to the top of the display by entering the transaction number.
Skip to CUSIP	An entry field that allows you to move withdrawals for a specific contra-security to the top of the display by entering the contra-CUSIP number.
CMD	An entry field that allows you to select a withdrawal request to

This field	Displays
	view its ticket details.
Stat	The status of the tender.
Contra CUSIP	The CUSIP number of the contra-security.
Part	Your participant number.
Participant Name	Your participant name.
Transaction ID	The number assigned by DTC to identify the VOI.
Last Activity Date	The last date that activity occurred on the withdrawal.
Original Quantity	The quantity of securities for the VOI.
Withdrawal Quantity	The quantity of securities you requested to withdraw.

## Tender Withdrawal Submission Screen

The Tender Withdrawal Submission screen appears when you select a protect on the Protect Withdrawal Selection screen and allows you to submit a request to withdraw a specific protect.

### Sample Screen

```

PRESS PF1/13 TO CONFIRM OR PF5/17 TO CANCEL
Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   TENDER WITHDRAWAL SUBMISSION     TIME:  HH:MM:SS
=====
TARGET CUSIP: 989898879  DESCR: $VOLUNTARY TEST      CONTRA CUSIP: 989898275

TRANSACTION ID : BK9A8034125010      BID PRICE :    0.00000
PARTICIPANT ID : 2199                ODD LOT : N
PARTICIPANT NAME :  ATOP #2          CONDITIONAL QTY :    0
ORIGINAL QTY:           1
ORIGINAL REMAINING:     1
PENDING WITHDRAWALS:    0

QUANTITY TO BE WITHDRAWN: 1
COMMENT: THIS IS A TEST.

CONTACT NAME: JANE DOE                CONTACT PHONE: ( 999 ) 999 - 9999
=====
ENTER:PROCESS   PF1/13:CONFIRM   PF5/17:CANCEL   PF6/18:PREVIOUS
                PF7/17:PTOP MENU PF8/20:END FUNCTION PF9/21:SIGNOFF

```

### Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the target security.

This field	Displays
Contra CUSIP	The CUSIP number of the contra-security.
Transaction ID	The 14-character number assigned to the protect by DTC.
Bid Price	The bid price entered for the VOI.
Participant ID	Your participant number.
Odd Lot	An indicator of whether the protect contains an odd lot quantity.
Participant Name	Your firm's name.
Conditional Quantity	The minimum amount of securities to be accepted if the tender is accepted on a prorated basis.
Original Qty	The original quantity before withdrawals are processed.
Original Remaining	The quantity remaining from the original after withdrawals have been processed.
Pending Withdrawals	The number of withdrawals pending for the protect.
Quantity to be Withdrawn	An entry field that allows you to enter the quantity of securities you want to withdraw from the protect.
Comment	An entry field that allows you to add any additional comments about the withdraw, up to 68 characters.
Contact Name/Phone	An entry field that allows you to enter your name and telephone number.

## Tenders Associated Short Rights Inquiry Screen

The Tenders Associated Short Rights Inquiry screen appears when you enter R in the **CMD** field on the Tenders Contra CUSIP Inquiry screen and displays short rights information.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS ASSOCIATED SHORT RIGHTS INQUIRY  TIME:  HH:MM:SS
=====
                                SKIP TO PARTICIPANT :
TARGET CUSIP: Y27257AA5  DESC: GCBREGSGLOB13% &  CONTRA CUSIP: Y272579A7
                RIGHTS      QTY      RIGHTS      QTY
PART  NAME      CUSIP      SHORT      CUSIP      SHORT
-----
2199  DTC TEST  (1)  Y27257AA5

                                NO MORE
=====
ENTER:PROCESS      PF4/16:TRANSACTION LIST  PF6/18:PREVIOUS  PF7/19:PTOP MENU

```

## Field Descriptions

This field	Displays
Target CUSIP/Desc	The CUSIP number and description of the security.
Contra CUSIP	The CUSIP number of the contra-security.
Part/Name	Your participant number and name.
Rights CUSIP	The CUSIP number of the right associated with the tender contra-CUSIP.
Qty Short	The quantity of short position associated with rights/contra-CUSIPs.

## Tenders Contra CUSIP Inquiry Screen

The Tenders Contra CUSIP Inquiry screen appears when you select option 5 on the Voluntary Tender Service screen, and displays a list of all PTOF-eligible contra-CUSIPs. This screen allows you to select a contra-CUSIP and view:

- VOI details
- Offering details
- Subtotals for that contra-CUSIP
- Short rights associated with the contra-CUSIP.

You can also access the Tenders Instruction Submission screen, where you can submit new tender instructions.

## Sample Screen

```

MENU      HELP

Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99  TENDERS CONTRA CUSIP INQUIRY      TIME:  HH:MM:SS
=====
                               SKIP TO CONTRA:
CMD CONTRA      DESCRIPTION      ORIGINAL      TOTAL      UNCOVERED T  H  Y
                DESCRIPTION      INSTRUCTIONS  COVERS      PROTECTS S  T  P
- G0108K9E1 GCBREGSAL.01%A3 BE-&          0           0           0           0   A
- G053309A8 GCBREGS13.375%F &          0           0           0           0   A
- G3921A985 GLOBALCROSSING 1-23&    0           0           0           0   A
- G709619A0 GCVREGSP11.75% &          0           0           0           0   A
- G90CIL995 TRANSOCEAN SEDCO FO&      0           0           0           0   A
- HAF904999 FRAC CUSIP705904209&    0           0           0           0   A
- N7637Q9A3 GCBREGSROY7.5%F BE-&          0           0           0           0   A
- N7637Q9B1 GCBREGS8100110F BE-&      0           0           0           0   A
- N7637Q9C9 GCBREGSR8.375%F BE-&      0           0           0           0   A
- P21DEL9C4 CBREGS DELIVER SEC&    0           0           0           0   A
CMD: N-NEW INSTRUCTION,O-OTHER FUNCTIONS,R-SHORT RTS,S-SUBTOTALS,T-TRANSACTIONS
      X-DETAIL                               . . .MORE->
=====
ENTER:PROCESS  PF6/18:PREVIOUS  PF7/19: PTOF MENU  PF8/20:END FUNCTION
                PF9/21:SIGNOFF  PF10/22:BACKWARD  PF11/23:FORWARD
    
```

## Field Descriptions

This field	Displays
Skip to Contra	An entry field that allows you to move a contra-CUSIP to the top of the display by entering the contra-CUSIP number.
CMD	An entry field that allows you to select a contra-CUSIP and view its details. You can enter one of the following: <ul style="list-style-type: none"> <li>• N: To enter new instructions for that contra-CUSIP. See Submitting a VOI for further information.</li> <li>• O: To access the Function Selection screen where you can access other functions.</li> <li>• R: To access the Associated Rights Short Information screen, where you can view the short rights associated with the contra-CUSIP.</li> <li>• S: To view subtotals for the contra-CUSIP. See <i>Viewing Tender Offer Subtotal Information</i>.</li> <li>• T: To view a list of transactions.</li> <li>• X: To access the Tenders Offer Detail, where you can view transaction detail information.</li> </ul>
Contra	The CUSIP number of the contra-security.
Description	A description of the contra-security.
Original Instructions	The quantity of VOIs you've submitted for the security.
Total Covers	The total quantity of protects that were covered.
Uncovered Protects	The total quantity of uncovered protect shares.
Rts	The letter Y if the contra party has associated "poison pill" rights.
Sht	The letter Y if tender short right information exists for the contra party. Up to four associated short rights can exist.
Typ	The letter A for ATOP-eligible users.

## Tenders Cover Protect Submitted to Agent Screen

The Tenders Cover Protect Submitted to Agent screen appears when you select option 3 on the Voluntary Tender Service screen and allows you to submit cover protects directly to the Tender Agent.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   TENDERS COVER PROTECT SUBMITTED TO AGENT  TIME:  HH:MM:SS
=====
TARGET CUSIP: Y27257AA5  CONTRA: Y272579A7  DESC : GCBREGSGLOB13% &
PARTICIPANT : 2199 / DTC TEST      QUANTITY :
PROTECT DATE :  /  /      PROTECT IDENTIFIER :

```



```

CONTACT NAME:                CONTACT PHONE: (    )    -
  ENTER AN "A" IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT
  OF, AND AGREEMENT TO BE BOUND BY, THE LETTER OF TRANSMITTAL REQUIRED
  BY THE OFFER IDENTIFIED BY THE CONTRA CUSIP ABOVE (    )
DTC COMMENT:

COMMENT:

=====
ENTER:PROCESS  PF1/13:CONFIRM    PF5/17:CANCEL    PF6/18:PREVIOUS
              PF7/19:PTOP MENU  PF8/20:END FUNCTION  PF9/21:SIGNOFF

```

## Field Descriptions

This field	Allows you to
Target CUSIP	View the CUSIP number you entered on the Voluntary Tender Service screen.
Contra/Description	View the CUSIP number and description of the contra-security.
Participant	Enter a participant number.  <i>Note- For Group Users only. For individual Participants, this field will display your Participant number and name and cannot be modified.</i>
Quantity	Enter the quantity of securities for the VOI in <b>9999.99999</b> format.  <i>Note- Cannot be zero; must be less than 1 billion; must be less than or equal to the protect quantity; for bonds, must be a multiple of the target security's incremental denomination.</i>
Protect Date	Enter the date in <b>mmddyy</b> format. This date will print on the transaction ticket.
Protect Identifier	Enter the 14-character ID number assigned to the protect by DTC.
Contact Name/Phone	Enter your name and telephone number.
Acknowledgment	Enter A in the parentheses ( ) to acknowledge your receipt of, and agreement to be bound by, the Letter of Transmittal required by the offer.
Comment	Enter any additional information, up to 67 characters.  <i>Optional.</i>

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF5/17 to cancel your protect.

## Tenders Cover Protect Submitted via PTOF Screen

The Tenders Cover Protect Submitted via PTOPTOP screen appears when you select option 4 on the Voluntary Tender Service screen, and allows you to submit a cover protect to DTC for processing.

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS COVER PROTECT SUBMITTED VIA PTOPTOP   TIME:  HH:MM:SS
=====
TARGET CUSIP: Y27257AA5  CONTRA: Y272579A7  DESC : GCBREGSGLOB13% &
PARTICIPANT : 2199 / DTC TEST          QUANTITY :

PROTECT DATE : 04 / 04 / 2001   PROTECT IDENTIFIER : PQ$V1094100929
ORIGINAL PROTECT QTY :          1000 OPEN QTY :          1000 INTERIM QTY :
CONTACT NAME: JANE DOE          CONTACT PHONE: ( 212 ) 555 - 1212
ENTER AN "A" IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT
OF, AND AGREEMENT TO BE BOUND BY, THE LETTER OF TRANSMITTAL REQUIRED
BY THE OFFER IDENTIFIED BY THE CONTRA CUSIP ABOVE ( )
DTC COMMENT:

COMMENT: THIS IS A TEST

=====
ENTER:PROCESS  PF1/13:CONFIRM   PF5/17:CANCEL   PF6/18:PREVIOUS
              PF7/19:PTOP MENU  PF8/20:END FUNCTION  PF9/21:SIGNOFF

```

## Field Descriptions

The fields and function keys displayed on the Tenders Cover Protect Submitted via PTOPTOP screen are the same as those displayed on the Tenders Cover Protect Submitted to Agent screen, with the following additions and exceptions:

- The **Int/Rec Qty** field appears, displaying the amount of protect that has been covered.
- The following fields are view-only:
  - **Protect Date** (defaults to the current day when the VOI is set up)
  - **Protect Identifier** (set to the **Protect ID** entered on the Voluntary Tender Service screen)
  - **Contact Name**
  - **Contact Phone**.

## Tenders Instruction Detail Screen

The Tender Instruction Detail screen appears when you enter X in the **CMD** field on the Tenders Transaction List screen, and displays the details of the tender instruction.

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS INSTRUCTION DETAIL          TIME:  HH:MM:SS
=====
***** VOLUNTARY OFFERING *****
TARGET CUSIP: G0109TAA7  DESC: GCBREGSAE11.5%F BE+#  CONTRA CUSIP: G0109T9A9
TRANSACTION ID: TQ$IA054162242  SEQ : 000  STATUS: M

```

```

TRANSACTION DATE : 02/23/2001   SUBMITTED BY: 2199-99
PARTICIPANT : 2199 / DTC TEST   QUANTITY:           1,000

AN "A" IN THE FOLLOWING PARENTHESIS INDICATES THAT YOU ACKNOWLEDGED
RECEIPT OF, AND AGREEMENT TO BE BOUND BY, THE LETTER OF TRANSMITTAL
BY THE OFFER IDENTIFIED BY THE CONTRA CUSIP ABOVE: ( A )

COMMENT: N/A
CONDITIONS: N/A

CONTACT NAME: SUBMITTED BY DTC           CONTACT PHONE: ( 000 ) 000 - 0000
=====
PF6/18:PREVIOUS PF7/19: PTOP MENU PF8/20:END FUNCTION PF9/21:SIGNOFF

```

## Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the target security.
Contra CUSIP	The CUSIP number of the contra-security.
Transaction ID	The 14-character number assigned to the tender by DTC.
Seq	The sequence number assigned by DTC to further identify the tender.
Status	The status of the tender: <ul style="list-style-type: none"> <li>• Accepted</li> <li>• Accepted Short</li> <li>• Complete</li> <li>• Edit Reject</li> <li>• Pending Acceptance</li> <li>• Pending Release</li> <li>• Rejected.</li> </ul>
Transaction Date	The date the transaction was submitted.
Submitted By	Your PTS signon.
Participant	Your participant number and name.
Quantity	The original instruction quantity.
Acknowledgment	Enter A in the parentheses () to acknowledge your receipt of, and agreement to be bound by, the Letter of Transmittal required by the offer.
Participant Comment	Any comments you entered about the item.
Contact Name/Phone	The name and telephone number of the person who submitted the withdrawal request.

## Tenders Instruction Submission Screen

The Tenders Instruction Submission screen appears when you select option 1 and enter a contra-CUSIP number on the Voluntary Tender Service screen. This screen allows you to submit VOIs for processing.

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   TENDERS INSTRUCTION SUBMISSION    TIME:  HH:MM:SS
=====
TARGET CUSIP: Y27257AA5  CONTRA: Y272579A7 DESC : GCBREGSGLOB13% &
PARTICIPANT : 2199 / DTC TEST      QUANTITY :

SERIAL NUMBER :

CONTACT NAME:                CONTACT PHONE: (    ) -
ENTER AN "A" IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT
OF, AND AGREEMENT TO BE BOUND BY, THE LETTER OF TRANSMITTAL REQUIRED
BY THE OFFER IDENTIFIED BY THE CONTRA CUSIP ABOVE (    )
DTC COMMENT:

COMMENT:

=====
ENTER:PROCESS  PF1/13:CONFIRM  PF5/17:CANCEL  PF6/18:PREVIOUS
              PF7/19:PTOP MENU  PF8/20:END FUNCTION  PF9/21:SIGNOFF
    
```

## Field Descriptions

This field	Allows you to
Target CUSIP	View the CUSIP number you entered on the Voluntary Tender Service screen.
Part	Enter a Participant number.  <i>Note- For Group Users only.</i> For individual participants, this field will display your participant number and name and cannot be modified.
Quantity	Enter the quantity of securities for the VOI in <b>9999.99999</b> format.  <i>Note-</i> Must be less than 1 billion. For bonds, the quantity must be a multiple of the target security's incremental denomination.
Contra CUSIP/Description	View the CUSIP number and description of the contra-security.
Bid Price	Enter the bid price in <b>9999.99999</b> format (nine digits with no more than five decimal places).  <b>Required</b> if the VOI is set up as a bid tender. The number you enter must be within the tender's Bid range.
Odd Lot Indicator	Enter one of the following: <ul style="list-style-type: none"> <li>Y: If the quantity represents an odd lot</li> </ul>

This field	Allows you to
	<ul style="list-style-type: none"> <li>N: If the quantity does not represent an odd lot.</li> </ul>
Conditional Quantity	<p>Enter a whole number, less than or equal to the quantity to be tendered, if you want to specify a minimum amount of securities to be accepted if the tender is accepted on a prorated basis.</p> <p><i>Optional.</i></p> <p><i>Note-</i> Cannot be greater than the amount in the <b>Quantity</b> field. If not accepted on a prorated basis, must be zero or equal to the <b>Quantity</b>; must be zero if the <b>Quantity</b> represents an odd lot (VOIs cannot be both Odd Lot and Conditional).</p>
Contact Name/Phone	Enter your name and telephone number.
Acknowledgment	Enter A in the parentheses () to acknowledge your receipt of, and agreement to be bound by, the Letter of Transmittal required by the offer.
Comment	Enter any additional information, up to 67 characters.
	<i>Optional.</i>

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF5/17 on the Tender Instruction Submission screen to cancel your VOI.

## Tenders Offer Detail Screen

The Tenders Offer Detail screen appears when you enter X in the **CMD** field on the Tenders Contra CUSIP Inquiry screen and displays details about the offering.

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   TENDERS OFFER DETAIL             TIME:  HH:MM:SS
-----
TARGET CUSIP : Y27257AA5  DESCR: GCBREGSGLOB13% &      CONTRA CUSIP : Y272579A7
TENDER TYPE  : E          DESCR: EXCHANGE TENDER

TRANS ENTRY START DATE : 11/20/00  END DATE : 02/15/02  ODD LOT PREFERENCE: N
DTC SUBMIT PROT EXP DATE: 02/20/02  DTC COVER PROT EXP DATE : 02/26/02
MINIMUM BID ACCEPTED:    0.00000          CONDITIONALS ACCEPTED: N
MAXIMUM BID ACCEPTED:    0.00000          COND ALL OR NOTHING: N
FRACTIONS ACCEPTED :    .00000          PTOP WITHDRAWALS ACCEPTED : Y
TENDER AGENT NUMBER : 00000008  NAME: REORG MANDATORY
DTC COMMENT:

```

```

** NO CONDITIONS EXIST FOR THIS TENDER **
=====
PF6/18:PREVIOUS   PF7/19: PTOP MENU   PF8/20:END FUNCTION   PF9/21:SIGNOFF

```

### Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the security for the offering.
Contra CUSIP	The contra-CUSIP number assigned by DTC for processing this offer.
Tender Type/Descr	One of the following: <ul style="list-style-type: none"> <li>• C: Cash tender</li> <li>• D: Dutch auction</li> <li>• E: Exchange</li> <li>• I: Invitation to tender</li> <li>• M: Merger with election</li> <li>• O: Odd lot offer</li> <li>• P: Purchase offer</li> <li>• R: Puts rights offer</li> <li>• S: Sealed bid.</li> </ul>
Assoc Rights Required	An indicator (Y or N) as to whether unfinalized records exist.  <i>Note-</i> This field only appears if rights are associated with this tender offer.
Trans Entry Start Date	The first date DTC will accept VOIs for this offering.
End Date	The last date DTC will accept VOIs for this offering.
Odd Lot Preference	A Y/N indicator of whether the offer has an odd lot preference.
DTC Submit Prot Exp Date	The last date you can submit protects to DTC.
DTC Cover Prot Exp Date	The last date you can submit cover protects to DTC.
Minimum Bid Accepted	The minimum bid price the offeror will accept.
Conditionals Accepted	An indicator as to whether a conditional quantity can be accepted.
Maximum Bid Accepted	The maximum bid price the offeror will accept.
Cond All Or Nothing	An indicator of one of the following: <ul style="list-style-type: none"> <li>• Y: All conditions are accepted, or none are accepted</li> <li>• N: Some conditions can be accepted.</li> </ul>

This field	Displays
Fractions Accepted	An indicator of whether fractional quantities will be accepted.
PTOP Withdrawals Accepted	An indicator of whether you can submit withdrawals via PTOP for this offer.
Tender Agent Number/Name	The DTC number and name of the Tender Agent.
DTC Comment	Any additional information DTC has on the offer.
Condition	Any applicable conditions for the offer.

## Tenders Offer Subtotals Screens

The Tenders Offer Subtotals screens appear when you select options 1, 2, or 3 on the Tender Offer Subtotals Submenu. Depending on the option you selected, information on these screens is displayed in participant, bid price or date order. The sample displayed is for tenders by participant.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
Q$V1          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   TENDERS OFFER SUBTOTALS - BY PARTICIPANT  TIME:  HH:MM:SS
-----
TARGET CUSIP: Y27257AA5  DESC: GCBREGSGLOB13% &      CONTRA CUSIP: Y272579A7
      TRANSACTIONS      COVERED      CUMULATIVE      UNCOVERED
      <----->      <--PROTECTS-->      <--TOTALS-->      <-PROTECTS-->
PART  NAME      COUNT  SHARES      COUNT  SHARES      COUNT  SHARES      COUNT  SHARES
2199 DTC TEST      0      0      0      0      0      0      1      1000

NO MORE.
-----
PF4/16:TRANSACTION LIST  PF6/18:PREVIOUS  PF7/19: PTOP MENU
PF9/21:SIGNOFF          PF8/20:END FUNCTION  PF10/22:BACKWARD  PF11/23:FORWARD

```

### Field Descriptions

This field	Displays
Target CUSIP/Descr	The CUSIP number and description of the security.
Contra CUSIP	The CUSIP of the contra-security.
Part Name	Your participant number and name.  <i>Note-</i> This field appears only on the Tenders Offer Subtotals-By Participant screen.

This field	Displays
Bid Price	The Bid Price of the VOI.  <i>Note-</i> This field appears only on the Tenders Offer Subtotals-By Bid Price screen.
Date	The date the VOI was submitted.  <i>Note-</i> This field appears only on the Tenders Offer Subtotals-By Date screen.
Transactions Count	The total number of tenders submitted for the security.
Transaction Shares	The total number of shares submitted for the security.
Covered Protects Count	The total number of covered protects submitted for the security.
Covered Protects Shares	The total number of shares covered.
Cumulative Totals Count	The total count of tenders and covered protects.
Cumulative Totals Shares	The total number of tenders and covered protect shares.
Uncovered Protects Count	The number of protects still uncovered for the security.
Uncovered Protects Shares	The number of shares still uncovered for the security.
Selected Part	An entry field that allows Group Users to specify the participant number for which they want to view totals.  <i>Note-</i> This field appears only on the Tenders Offer Subtotals-By Bid Price screen.
Selected Date	An entry field that allows you to move a date to the top of the display by entering a date in <b>mm/dd/yy</b> format.  <i>Note-</i> This field appears only on the Tenders Offer Subtotals-By Date screen.

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF4/16 on the Tender Offer Subtotals screen to access the Tenders Transaction List.

## Tenders Protect Submission Screen

The Tenders Protect Submission screen appears when you select option 2 on the Voluntary Tender Service screen, and allows you to submit a protect.



## Sample Screen

```
MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS PROTECT SUBMISSION           TIME:  HH:MM:SS
=====
TARGET CUSIP: Y27257AA5  CONTRA: Y272579A7  DESC : GCBREGSGLOB13% &
PARTICIPANT : 2199 / DTC TEST          QUANTITY :

CONTACT NAME:                CONTACT PHONE: (    )    -
ENTER AN "A" IN THE FOLLOWING PARENTHESES TO ACKNOWLEDGE YOUR RECEIPT OF, AND
AGREEMENT TO BE BOUND BY, THE NOTICE OF GUARANTEED DELIVERY REQUIRED BY THE
OFFER IDENTIFIED BY THE CONTRA CUSIP ABOVE: (    )

COMMENTS :

=====
ENTER:PROCESS      PF1/13:CONFIRM      PF5/17:CANCEL      PF6/18:PREVIOUS
                   PF7/19:PTOP MENU    PF8/20:END FUNCTION  PF9/21:SIGNOFF
```

## Field Descriptions

The fields and function keys on the Tenders Protect Submission screen are the same as on the Tenders Instruction Submission screen.

## Tenders Protects With Uncovered Quantities Screen

The Tenders Protects With Uncovered Quantities screen appears when you select option 7 on the Voluntary Tender Services screen and displays the protects you've submitted that still have uncovered quantities.

## Sample Screen

```
MENU      HELP
FIRST PAGE OF DATA
Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS PROTECTS WITH UNCOVERED QUANTITIES  TIME:  HH:MM:SS
=====
                                SKIP TO DATE:    /    /    (MM/DD/CCYY)

C
M  PROTECT  CONTRA          PROTECT          TARGET          PROTECT          COVER QTY  I/R
D  DATE     CUSIP          IDENTIFIER       CUSIP           QUANTITY     REMAINING  IND
-----
_  040401   Y272579A7  2199  PQ$V1094100929  Y27257AA5          1000       1000

CMD:  X - PROTECT DETAIL      O - OTHER FUNCTIONS          NO MORE.
=====
ENTER:PROCESS      PF2/14:I/R IND    PF6/18:PREVIOUS    PF7/19:PTOP MENU
```

## Field Descriptions

This field	Displays
Skip to Date	An entry field that allows you to move protects for a specific date to the top of the display by entering the date in this field.
CMD	An entry field that allows you to view the details of a specific protect by typing X to the left of that protect.
Protect Date	The date the protect was submitted.
Contra CUSIP	The CUSIP number of the contra-security.
Part	Your participant number.
Protect Identifier	The 14-character number assigned to the protect by DTC.
Target CUSIP	The CUSIP number of the target security (the security for the offer).
Protect Quantity	The quantity of securities for the protect.
Cover Qty Remaining	The number of securities left to be covered.
I/R Ind	The status of the protect submission: <ul style="list-style-type: none"> <li>• I: Interim</li> <li>• R: Recycle</li> <li>• B: Both</li> <li>• ": N/A.</li> </ul>

## Tenders Transaction List

The Tenders Transaction List appears when you enter T to the left of a contra-CUSIP on the Tenders Contra CUSIP Inquiry screen and press ENTER. This screen displays the details of a specific tender.

### Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP

Q$V1          THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99   TENDERS TRANSACTION LIST            TIME:  HH:MM:SS
-----

TARGET CUSIP: G0109TAA7  DESCR: GCBREGSAE11.5%F BE+#  CONTRA CUSIP: G0109T9A9
CMD ST PART  QUANTITY  TRANSACTION ID  SEQ  TYP  BID  PRICE  O/L  COND  QTY
  M  2199          1,000 TQ$IA054162242      V      .00000      0
    
```

```

COMMANDS: X-TICKET DETAIL , C-CANCEL
NO MORE.
=====
ENTER:PROCESS          PF2/14:STAT CODES  PF6/18:PREVIOUS  PF7/19: PTOP MENU
PF8/20:END FUNCTION  PF9/21:SIGNOFF    PF10/22:BACKWARD PF11/23:FORWARD

```

## Field Descriptions

This field	Displays
Target CUSIP	The CUSIP number of the security.
Descr	A description of the security.
Contra CUSIP	The contra-CUSIP number assigned by DTC for processing this tender offer.
CMD	An entry field that allows you to select a VOI for one of the following activities: <ul style="list-style-type: none"> <li>• X: To view ticket information</li> <li>• C: To cancel a recycling cover protect VOI (only for protects previously submitted via PTOP) .</li> </ul>
St	The status of the VOI: <ul style="list-style-type: none"> <li>• *: I interim (VOI not yet processed)</li> <li>• R: Recycling</li> <li>• RM: Recycled then made</li> <li>• M: Made</li> <li>• E: Edit-rejected by DTC</li> <li>• D: Dropped.</li> </ul>
Part	Your participant number.
Quantity	The quantity of securities for the VOI.
Transaction	The number assigned by DTC to identify the VOI.
Seq	The sequence number assigned by DTC to further identify the VOI.
Typ	The type of submission: <ul style="list-style-type: none"> <li>• C: Protect</li> <li>• V: VOI.</li> </ul>
Bid Price	The Bid price of the VOI.
O/L	The odd lot indicator.
Cond Qty	The minimum amount of securities to be accepted if the tender is accepted on a prorated basis.

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF2/14 on the Tenders Transaction List to access a Help screen.

## Voluntary Tender Service Screen

The Voluntary Tender Service screen allows you to select the activity you want to perform.

### Sample Screen

```

MENU      HELP
PLEASE SELECT AN OPTION
Q$V1      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99  VOLUNTARY TENDER SERVICE      TIME:  HH:MM:SS
=====
          1) SUBMIT NEW INSTRUCTIONS
          2) SUBMIT PROTECTS
          3) COVER PROTECTS SUBMITTED DIRECTLY TO AGENT
          4) COVER PROTECTS SUBMITTED VIA PTOP
          5) INQUIRY
          6) PROTECT SUBMISSIONS INQUIRY
          7) PROTECT SUBMISSIONS WITH UNCOVERED QUANTITIES
          8) WITHDRAWAL SELECTIONS & INQUIRY      - 001 PENDING

          ENTER OPTION : _
CONTRA CUSIP : _____ PROTECT ID : _____
HISTORICAL   : N (Y OR N)
=====
ENTER:PROCESS      PF8/20:END FUNCTION      PF9/21:SIGNOFF
  
```

## Field Descriptions

This field	Allows you to
Option	Enter one of the following: <ul style="list-style-type: none"> <li>• 1: To enter new VOIs</li> <li>• 2: To submit protects</li> <li>• 3: To submit cover protects directly to the Tender Agent</li> <li>• 4: To submit cover protects to DTC</li> <li>• 5: To view VOI or offer details</li> <li>• 6: To view your submitted protects</li> <li>• 7: To view protects with uncovered quantities</li> <li>• 8: To submit and view withdrawal requests</li> </ul>
Contra CUSIP	Enter the CUSIP number of the contra security.  <b>Required</b> for options 1, 2 and 3; must be an active, eligible ATOP offer.
Historical	Enter Y to view historical information or N to view current

This field	Allows you to
	<p>information.</p> <p><i>Optional.</i> Used for option 5 only.</p> <p><i>Note-</i> You can view up to two years of historical information.</p>
Protect ID	<p>Enter the 14-character ID number assigned to the protect by DTC.</p> <p><b>Required</b> for option 4.</p> <p><i>Note-</i> You can obtain this number by viewing the applicable inquiry screen, or from the ticket that printed when the cover protect was entered.</p>

## Usage Notes

The following notes apply to making your selections on the Voluntary Offering Options screen:

- For option 1, the current date must be within the contra's VOI start and end dates.
- For option 2, the current date must be less than or equal to the contra's protect end date.
- For option 3, the Tender Agent must be a valid, eligible Tender Agent.
- For options 3 and 4, the current date must be within the contra's DTC protect expiration date.
- For option 4, you must release the protect via RTOFirst (if you are an RTOFirst user).
- For option 4, if the offer's DTC Expiration Date has not yet occurred, the protect must be yours or must belong to a participant for whom you are the designated Group User.

## Messages

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

Message Text	Possible Cause	Suggested Resolution
ACKNOWLEDGEMENT OF A CONDITION SHOULD BE AN X; ELSE LEAVE BLANK	An invalid acknowledgment value was entered.	Enter X or overtype with a space.
A VALID OPTION MUST BE ENTERED	The <b>Option field was left blank.</b>	Enter a valid option.
**CANCELLATION ACCEPTED**	This message appears after PF5/17 is pressed.	Information only; no action required.
CLEAR KEY PRESSED- ENTER SELECTION	CLEAR was pressed in error.	Enter a valid selection.
**CONFIRM & TRANSMIT OR CANCEL INSTRUCTION**	An instruction was entered but not processed.	Press PF1/13 to confirm the transaction or PF5/17 to cancel it.
CLEAR KEY PRESSED- ENTER SELECTION	CLEAR was pressed.	Make a valid selection.
FIRST PAGE DISPLAYED	PF10/22 was pressed on the first page of data.	Press PF11/23 to scroll forward.

Message Text	Possible Cause	Suggested Resolution
INVALID KEY PRESSED	An invalid key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
INVALID OPTION- PLEASE TRY AGAIN	The option selected is invalid.	Make a valid selection.
INVALID STATUS FOR PROTECT	The instruction is not an open protect instruction.	Enter a valid protect ID.
INVALID TELEPHONE NUMBER	The telephone number entered is invalid.	Enter a valid telephone number.
ITEM ACCEPTED- COVER PROTECT NUMBER =	A cover protect was transmitted to DTC for processing.	Information only; no action required.
ITEM ACCEPTED- VOI NUMBER =	A VOI was transmitted to DTC for processing.	Information only; no action required.
ITEM ACCEPTED- VOI NUMBER = XXXXJJJHHMMSS	A VOI was transmitted to DTC for processing. The VOI number is <i>XXXXJJJHHMMSS</i> where <i>XXXX</i> represents the Terminal ID originating the VOI, <i>JJJ</i> represents the Julian date, and <i>HHMMSS</i> represents the time.	Information only; no action required.
LEFT PAGE DISPLAYED	PF4/16 was pressed to scroll the screen to the left.	Information only; no action required. You can press PF5/17 to scroll to the right.
NO SELECTION WAS MADE FOR COMPLETION	No "Incomplete Transaction" was selected to be completed.	Make a valid selection.
NO SELECTION WAS MADE FOR INQUIRY	The <b>Enter</b> Option field was left blank.	Make a selection.
NO SELECTION WAS MADE FOR TICKET DISPLAY	The <b>Sel</b> field was left blank.	Enter T or press a valid PF key to select a ticket display.
NOT ENOUGH POSITION FOR RIGHTS CUSIP VOI MAY NOT BE SUBMITTED NOW	You do not have sufficient position in the rights CUSIP.	Information only; no action required.
PARTICIPANT NUMBER NOT ELIGIBLE	A Group User entered an invalid participant number.	Enter a valid participant number.
PARTICIPANT NUMBER NOT NUMERIC	A Group User entered a non-numeric participant number.	Enter a numeric participant number.
PAST CUTOFF TIME, NO PROCESSING ALLOWED AT THIS TIME	The PTOP function cutoff time has passed.	See <i>When to Use</i> and try the PTOP function the next available business day.
PERMITTED COMMANDS ARE V,S, OR O	An invalid command was entered.	Enter V, S or O.
PLEASE MAKE A SELECTION OR PRESS PF KEY	A selection must be entered.	Make a selection or press a PF key.
PLEASE MAKE ONLY ONE SELECTION AT A TIME	More than one option was selected.	Make only one selection at a time.
PLEASE MARK SELECTION WITH A'T'	An invalid value was entered in the <b>Sel</b> field.	Enter T in the field.
PLEASE MAKE SELECTION WITH AN'X'	An invalid value was entered in the <b>Sel</b> field.	Enter X in the field.

Message Text	Possible Cause	Suggested Resolution
PRESS ENTER TO CONTINUE OR A VALID PF KEY	ENTER or a valid PF key must be pressed to continue.	Press ENTER or a valid PF key.
PROTECT DATE INVALID	An invalid protect date was entered.	Enter a valid protect date.
PROTECT DATE MAY NOT BE GREATER THAN CURRENT DATE	The protect date is later than the current date.	Enter a valid protect date.
PROTECT ID NOT FOUND	The Protect ID entered is invalid.	Make a valid selection.
RIGHT PAGE DISPLAYED	PF5/17 was pressed to scroll the display to the right.	Information only; no action required. You can press PF4/16 to scroll back to the left.
SUB-TOTALS BY CONDITIONAL QUANTITY IS UNAVAILABLE	This option will be made available at a later date.	Information only; no action required.
**SUB-TOTALS BY CONDITIONS IS UNAVAILABLE**	This option will be made available at a later date.	Information only; no action required.
SUB-TOTALS BY ODD LOT IS UNAVAILABLE	This option will be made available at a later date.	Information only; no action required.
SYSTEM BUSY- PLEASE TRY LATER	The system is currently busy.	Try again later.
**THIS PARTICIPANT HAS INSUFFICIENT POSITION**	You do not have sufficient position in the target security in your DTC account.	Reenter when sufficient position is available.
TRANSMISSION ERROR PLEASE RE-KEY DATA	A system problem occurred.	Reenter all required data.
**VOI NOT ALLOWED AT THIS TIME- START DATE: MM/DD/YY	A VOI was submitted before the offer was eligible.	Reenter the VOI when the start date has been reached.

# PUTS:

## Introduction

### Overview

The Puts Instructions (PUTS) function allows you to:

- Submit Put Voluntary Offering Instructions (VOIs) for mortgage-backed puts, repayments, relinquishments and retainments
- Submit withdrawal requests for previously submitted unpaid put VOIs
- Submit requests to swing previously submitted unpaid put VOIs to another Participant (in accordance with a customer account transfer)
- Inquire about active put offers and the status of VOIs
- Notify DTC about unscheduled puts
- Update open items
- Inquire about Money Market Instruments (MMI) put options
- View the status of your put payment requests.

*Note-* Withdrawal requests will be accepted only if allowed by the terms of the put feature.

### When to Use

For Participants who use the RTOPfunction, PUTS is available business days from 7:00 a.m. to 5:00 p.m. eastern time.

*Note-* VOIs entered after 12:00 p.m. cannot be released through RTOP until the next business day. VOIs for a specific CUSIP cannot be submitted after 12:00 p.m. on the last day of its exercise period (VOI Entry End Date).

For Participants who do not use the RTOP function, PUTS is available:

- 7:00 a.m. to 12:00 p.m. eastern time for submitting VOIs
- 7:00 a.m. to 5:00 p.m. eastern time for submitting VOI withdrawals and swings.

You can use PUTS to inquire about put offers and VOIs anytime.

### Associated Products

PUTS is used in association with the following Reorganization products:

- Announcements
- Allocations
- Puts.

---

## List of Procedures:

---

### Inquiring About MMIs

Use this procedure to inquire about MMIs.



*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y (yes) or N (no) in the **Historical** field and press ENTER.

*Result-* The Agent Put/ MMI Submenu appears.

*Note-* You can view up to two years of historical information.

4 Type 3 in the Option field and press ENTER.

*Result-* The MMI Put CUSIP List appears.

5 Type one of the following in the **CMD** field next to an MMI put item and press ENTER:

- V: To get the Put VOI List
- O: To get the RIPS Envelope Detail Page
- N: To get the VOI Submission screen
- P: To get the Paid Mortgage Backed Put VOI List (available for mortgage-backed and special put items only)
- U: To get the Unpaid Put VOI List.

## Notifying DTC About Unscheduled Puts

Use the following procedure to notify DTC about unscheduled puts.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can view up to two years of historical information.

*Result-* The Agent Put/ MMI Submenu appears.

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

*Result-* The Unscheduled Puts Update screen appears.

5 Type the CUSIP number of the unscheduled put in the **CUSIP** field and press ENTER.

*Result-* One of the following versions of the screen appears, depending on the rate type:

- Unscheduled Puts Update- Fixed Rate
- Unscheduled Puts Update- Variable Rate.

6 Enter values in the appropriate fields and press ENTER.

*Result-* The message'Press PF1/13 to update put information' appears.

7 Press PF1/13 to update the information.

*Result-* The message'Changes are confirmed' appears.

## Submitting Instructions for Mortgage-Backed Puts

Use the following procedure to submit mortgage-backed put Voluntary Offering Instructions (VOIs).

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

2 Type 1 in the **Enter** Option field.

3 Type a CUSIP number in the **Put CUSIP** field and press ENTER.

*Result-* The Mortgage Backed Put VOI Submission screen appears.

4 Enter values in the appropriate fields and press ENTER.

*Result-* The Mortgage Backed Put VOI Customer Breakdown screen appears.

5 Enter information for each customer and press ENTER.

*Result-* The information is validated and the message'Passed edit- please return to VOI Submission screen' appears.

*Note-* You can enter information for up to 12 customers.

6 Press PF7/19.

*Result-* The Mortgage Backed Put VOI Submission screen reappears.

*Note-* If the CUSIP you entered is a bond, a VOI Warning Message appears. You can press any key to return to the Mortgage Backed Put VOI Submission screen.

7 Press PF1/13.

*Result-* The message'Confirm successful- hit ENTER to continue' appears.

8 Press ENTER to clear the screen and submit additional instructions.

## Submitting New Put Submissions for a Specific CUSIP

Use the following procedure to make new put submissions for a specific CUSIP.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type N in the **Historical** field and press ENTER.

*Result-* The Put CUSIP List appears.

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

*Result-* The VOI Submission screen appears.

## Submitting Repayment, Relinquishment or Retainment Instructions

Use the following procedure to submit repayment, relinquishment or retainment Voluntary Offering Instructions (VOIs).

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

2 Type 1 in the **Enter** Option field.

3 Type a CUSIP number in the **Put CUSIP** field and press ENTER.

*Result-* The appropriate VOI Submission screen appears.

4 Enter values in the appropriate fields and press ENTER.

*Result-* The VOI Submission instruction window appears.

5 Press any key.

*Result-* The information is validated and the message 'Press PF1/13 to confirm or PF5/17 to cancel' appears.

6 Press PF1/13.

*Result-* The message 'Confirm successful- hit ENTER to continue' appears.

7 Press ENTER to clear the screen and submit additional instructions.

## Swinging Mortgage-Backed Puts

Use the following procedure to swing a mortgage-backed put.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can view up to two years of historical information.

*Result-* The Put CUSIP List screen appears.

4 Type V in the **CMD** field next to a PUT CUSIP and press ENTER.

*Result-* The Put VOI List appears.

5 Type S in the **CMD** field next to a VOI and press ENTER.

*Result-* The Mortgage Backed Put VOI Participant Swing screen appears.

6 Enter values in the appropriate fields and press ENTER.

*Result-* The information is validated and the message 'Press PF1/13 to confirm or PF5/17 to cancel' appears.

7 Press PF1/13.

*Result-* The message 'Swing transmitted to DTC- return to previous screen' appears.

8 Press PF7/19 to return to the Put CUSIP List screen, from which you can enter additional instructions if desired.

## Updating Open Items

Use the following procedure to update open put items.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can see up to two years of historical information.

*Result-* The Agent Put/ MMI Submenu appears.

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

*Result-* The Open Items Update/ Put Envelopes- Scheduled And Unscheduled screen appears.

5 *Optional.* To display only confirmed or incomplete open items, type Y in one of the following fields

and press ENTER:

- **Confirmed Only**
- **Incomplete.**

*Default:* Screen displays all open items.

*Note-* Both display options cannot be used at the same time. The last display option chosen will cancel out the first display option.

**6** To view the details of an open item, type S in the **CMD** field and press ENTER.

*Result-* The Agent Open Items Update/Put Envelopes- MMI Put Envelope Detail screen appears.

*Note-* The information on this screen is tailored according to the activity code.

**7** Type U in the **Command** field to update the envelope details and press ENTER.

*Result-* The fields available for updating are highlighted.

**8** Update the information in the highlighted fields as necessary and press PF1/13.

*Result-* The message 'Changes are confirmed' appears.

**9** Type A in the **Command** field to approve the rates and press ENTER.

*Result-* The message 'Approval is confirmed' appears.

## Viewing Mortgage-Backed Items With VOIs Selected For Payment

Use this procedure to view the status of your put payment request.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

**1** Type PUTS on the Enter Function screen and press ENTER.

*Result-* The Put Options screen appears.

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

*Result-* The Put CUSIP With VOIS Selected For Payment screen appears.

**3** *Optional.* To skip to a particular payment date, type the payment date in the **Skip To Pay Date** field and press ENTER.

*Result-* The first item with the payment date appears at the top of the list.

**4** Type V in the **CMD** field next to the CUSIP item and press ENTER.

*Result-* The Put VOI List appears.

## Viewing Mortgage-Backed Put VOIs

Use the following procedure to view paid or unpaid mortgage-backed put VOIs.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can view up to two years of historical information.

*Result-* The Put CUSIP List appears.

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

- P: To access the Paid Mortgage Backed Put VOI List.
- U: To access the Unpaid Put VOI List.

## Viewing Offer Details

Use the following procedure to view the details of an offer.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Result-* The Put CUSIP List appears.

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

*Result-* The Envelope Detail Page appears.

*Note-* This screen is part of the RIPSfunction.

5 Press PF1/13.

*Result-* The Payout/Rate Inquiry screen appears.

## Viewing Put VOIs

Use the following procedure to view put option information.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can view up to two years of historical information.

*Result-* The Put CUSIP List appears.

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

*Result-* The Put VOI List appears.

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

*Result-* The Put VOI Detail screen appears.

*Note-* The appearance of the screen varies according to the transaction type of the selected item.

## Withdrawing Mortgage-Backed Puts

Use the following procedure to withdraw a mortgage-backed put.

*Note-* Before using this procedure, see the Reference section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

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

*Result-* The Put Options screen appears.

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

3 Type Y or N in the **Historical** field and press ENTER.

*Note -*You can view up to two years of historical information.

*Result-* The Put CUSIP List screen appears.

4 Type V in the **CMD** field next to the desired CUSIP and press ENTER.

*Result-* The Put VOI List screen appears.

5 Type W in the **CMD** field next to a VOI and press ENTER.

*Result-* The Put Withdrawal screen appears.

6 Enter information in the appropriate fields and press ENTER.

*Result-* The information is validated and the message 'Press PF1/13 to confirm or PF5/17 to cancel' appears.

7 Press PF1/13.

*Result-* The message'Update completed successfully' appears.

---

## List of Screens:

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### Agent Open Items Update/ Put Envelopes- MMI Put Envelope Detail Screen

The Agent Open Items Update/ Put Envelopes- MMI Put Envelope Detail screen appears when you enter S in the **CMD** field next to a line item on the Open Items Update/ Put Envelopes- Scheduled And Unscheduled screen and allows you to review and update the envelope details of an MMI put option. There are two versions of this screen:

- Fixed Rate
- Variable Rate

#### Sample Screen

```
00002199-99      ** AGENT OPEN ITEMS UPDATE/PUT ENVELOPES **      DATE: MM/DD/YY
X$29              MMI PUT ENVELOPE DETAIL                          TIME: HH:MM:SS
                  FIXED RATE/OR ZERO COUPON (DISCOUNT)

PUT ENVELOPE ID:  58B - 9898989F0 - 01      CONTRA
CUSIP DESC:  PUTS TEST F      #              CUSIP :  NOT FOUND

ACTUAL              TARGETED
PAYMENT DATE       : 09 / 07 / 99          PAYMENT DATE : 09 / 07 / 99

VOI START DATE    : 09 / 01 / 99          PRINCIPAL AMOUNT
VOI END  DATE     : 10 / 31 / 99          PER $1000 FACE VALUE: 1000.0000

CONTACT NAME      : SYLVA DAX              CURRENCY CONVERSION RATE TO
CONTACT TELEPHONE: 212 - 555 - 1234        U.S. $:      5000.0000

COMMAND:  _

LINE COMMANDS:    A (APPROVE);  U (UPDATE RATE)
PF6/18:  PREV SCREEN          PF7/19:  MAIN MENU
PF8/20:  END  FUNCTION        PF9/21:  SIGNOFF
```

#### Field Descriptions

The information that appears on this screen depends on the activity code and rate type. You may see some or all of the following:

This field	Allows you to
Put Envelope ID	View the identification number of the put envelope.
CUSIP Desc	View the description of the item.
Contra CUSIP	View the Contra CUSIP number of the item if it is applicable.



This field	Allows you to
Actual Payment Date	Change the actual date of payment.
Targeted Payment Date	View the intended payment date that is generated by the system based on the date in the <b>Actual Payment Date</b> field.
VOI Start Date	Change the first date that DTC will accept a VOI submission for an MMI put item.
VOI End Date	Change the last date that DTC will accept a VOI submission for an MMI put item.
Principal Amount Per\$1000 Face Value	Change the principal amount of the MMI put item in <b>9999.9999</b> dollar format.
Contact Name	Enter your name.
Contact Telephone	Enter your telephone number.
Currency Conversion Rate To U. S. \$	Update the conversion rate.
Income Amount Per\$1000 Face Value	Update the income amount.  <b>Note</b> -This field appears for variable rates only.
Command	Enter the following command values: <ul style="list-style-type: none"> <li>• A: To approve the rate</li> <li>• U: To update the envelope details.</li> </ul>

## Agent Put / MMI Submenu

The Agent Put/ MMI Sub menu appears when you select option 3 on the Put Options screen and allows you to select an Agent put or MMI activity to perform.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                 ** AGENT PUT/MMI SUBMENU **        TIME: HH:MM:SS
=====
1. NOTIFY DTC OF UNSCHEDULED PUTS
2. OPEN ITEMS UPDATE
3. MMI INQUIRY

```

```

                                OPTION:

SELECT OPTION AND PRESS ENTER

=====
PF7/19: MAIN MENU           PF8/20: END FUNCTION       PF9/21: SIGNOFF

```

## Field Descriptions

The only entry field on the Agent Put/ MMI Sub menu is the **Option field**, which allows you to enter one of the following:

- 1: To notify DTC about unscheduled puts
- 2: To update open items
- 3: To make MMI inquiries.

## MMI Put CUSIP List

The MMI Put CUSIP List appears when you select option 3 on the Agent Put/ MMI Submenu and displays:

- MMI securities currently undergoing put processing
- MMI securities that have undergone put processing in the last two years (if you entered Y in the Historical field on the Put Options screen).

You can also select a VOI on this screen to withdraw or to swing to another Participant.

## Sample Screen

```

FIRST PAGE
00002199-99          DEPOSITORY TRUST COMPANY          DATE:  MM/DD/YY
X$29                 ** MMI PUT CUSIP LIST **          TIME:  HH:MM:SS
=====
                                SKIP TO CUSIP:
CMD  PUT  CUSIP      DESCRIPTION              TYPE      CODE      FOREIGN
-----  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
12345xxxx5  cMNDH*HF#####+%      REPAYMENT  58B      N
67890XXX6   cMNMPY*###*VAR*XXX%      REPAYMENT  58B      N

CMD: "V" VOI LIST, "O" OFFERING DETAIL, "N" SUBMIT NEW VOI,
      "P" PAID VOIS IN PAY DATE SEQUENCE, "U" UNPAID VOIS IN PRIORITY SEQUENCE
=====
ENTER:  EDIT                      PF10/22: BACKWARD
PF7/19: RETURN      PF8/20: END FUNCTION  PF9/21: SIGNOFF  PF11/23: FORWARD

```

## Field Descriptions

The MMI Put CUSIP List contains the same fields and function keys as the Put CUSIP List with the exception of the MMI field, which does not appear on this screen.

## Mortgage Backed Put VOI Customer Breakdown Screen

The Mortgage Backed Put VOI Customer Breakdown screen appears when you submit a mortgage-backed put VOI from the VOI Submission screen. This screen allows you to enter customer information for your mortgage-backed put VOIs.

### Sample Screen

```

** ENTER CUSTOMER INFORMATION **
00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29          ** MORTGAGE BACKED PUT VOI CUSTOMER BREAKDOWN **    TIME: HH:MM:SS
=====
PUT CUSIP: 012345AA6      DESCRIPTION: AFS CMOFLX#####x+#      CONTRA: 0678902A5
                                TOTAL VOI QTY:          1000
                                NAME          QTY          COMMENT
-----
CUSTOMER  1:
CUSTOMER  2:
CUSTOMER  3:
CUSTOMER  4:
CUSTOMER  5:
CUSTOMER  6:
CUSTOMER  7:
CUSTOMER  8:
CUSTOMER  9:
CUSTOMER 10:
CUSTOMER 11:
CUSTOMER 12:

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

```

### Field Descriptions

This field	Allows you to
Put CUSIP/ Description	View the CUSIP number and description of the security for your VOI.
Contra CUSIP	View the CUSIP number of the contra-security.
Total VOI Qty	View the total number of securities for the VOI.
Name	Enter the customer's name, up to 30 characters.  <i>Note</i> -You can enter up to 12 customers per screen.
Qty	Enter the quantity of the security to be allocated to that customer.  <i>Note</i> -The total quantity of securities entered for all your customers must equal the quantity displayed in the Total VOI Qty field.
Comment	Enter any additional comments, up to 20 characters.  <i>Optional.</i>

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Mortgage Backed Put VOI Customer Breakdown screen to return to the previous screen.

## Mortgage Backed Put VOI Participant Swing Screen

The Mortgage Backed Put VOI Participant Swing screen appears when you enter S in the CMD field on the Put VOI List, and allows you to swing a VOI to another Participant.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: 08/13/99
X$29          ** MORTGAGE BACKED PUT VOI PARTICIPANT SWING **  TIME: 11:55:00
=====
PUT CUSIP:      12345F4A3          DESCRIPTION: XXXXX.50UU12345 BE+#
CONTRA CUSIP:   678PUT4A5          DESCRIPTION: XXXX6.50UU12345 BE+#
VOI:  PK098074090940 - 03

CUSTOMER:  PRU-SEC C/F JEAN SMITH          QUANTITY: 0

FROM PARTICIPANT:

PART:  2199          NAME:  TEST PART

TO PARTICIPANT:

PART:  0000

CONTACT NAME:          CONTACT PHONE: (    ) -
*** SWING WILL NOT BE COMPLETED UNLESS RELEASED VIA RTOP ***
=====
ENTER: EDIT  PF7/19: RETURN  PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

### Field Descriptions

This field	Displays
Put CUSIP/ Descr	The CUSIP number and description of the security for your VOI.
Contra CUSIP/ Descr	The CUSIP number and description of the contra-security.
VOI	The number assigned by DTC to identify your VOI.
Customer	The name of the customer for the VOI.
Quantity	Number of VOI securities.
From Participant	Your Participant number and name.
To Participant	An entry field that allows you to specify the Participant to whom you want to swing the VOI.
Contact Name/ Phone	An entry field for the name and telephone number of the person to contact about this transaction.

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Mortgage Backed Put VOI Participant Swing screen:

This key	Allows you to
PF5/17	Cancel the current transaction.
PF7/19	Return to the previous screen.

## Open Items Update / Put Envelopes- Scheduled and Unscheduled

The Open Items Update/ Put Envelopes- Scheduled And Unscheduled screen appears when you select option 2 on the Agent Put/ MMI Submenu and allows you to select an open item to view in greater detail.

### Sample Screen

```

00002199-99          ** OPEN ITEMS UPDATE/PUT ENVELOPES **          DATE: MM/DD/YY
X$29                ** SCHEDULED AND UNSCHEDULED **              TIME: HH:MM:SS
                        PAGE 1 OF 4
CONFIRMED ONLY:  _ (Y/N)                                INCOMPLETE:  _ (Y/N)
                                AGENT APPROVAL
CMD      ACTY      CUSIP      SEQ      PAYMT DT      PUT ENVE STATUS
-----
_        58B      13975HAW5      01      08/16/99      UNCONF/INCOMPL
_        58B      57961FAB6      01      08/20/99      UNCONF/INCOMPL
_        58B      11179QAA7      01      08/27/99      UNCONF/INCOMPL
_        58B      74960VAN4      03      09/02/99      UNCONF/INCOMPL
_        58B      9797979F0      01      09/07/99      CONF/COMPL
_        58B      7000NDW11      01      09/09/99      UNCONF/INCOMPL
_        58B      11579QBB1      01      09/15/99      UNCONF/INCOMPL
_        58B      11579QUA1      01      09/15/99      UNCONF/INCOMPL
_        58B      11579QUC7      01      09/15/99      UNCONF/INCOMPL
_        58B      11579QUF1      01      09/15/99      UNCONF/INCOMPL

LINE COMMANDS: S (VIEW DETAIL)
PF6/18: PREV SCREEN      PF7/19 : MAIN MENU      PF8/20: END FUNCTION
PF9/21: SIGNOFF         PF10/22: SCROLL BKWD   PF11/23: SCROLL FRWD

```

### Field Descriptions

This field	Allows you to
Confirmed Only	Enter Y to list only open items with "Conf" status or N to list all open items.
Incomplete	Enter Y to list open items with "Incompl" status or N to list all open items.
CMD	Enter S to view details on the Agent Open Items Update/ Put Envelopes- MMI Put Envelope Detail screen.
Acty	View the activity codes for the listed put options.
CUSIP	View the CUSIP numbers for the listed put options.

This field	Allows you to
Seq	View the Envelope Sequence number.
Paymt Dt	View the payment dates for the listed put options.
Agent Approval Put Enve Status	View the put envelope approval status for the listed put options.

## Paid Mortgage Backed/Unpaid Put VOI List

The Paid Mortgage Backed Put VOI List or the Unpaid Put VOI List appears when you enter P (Paid) or U (Unpaid) in the CMD field on the Put CUSIP List. The fields are the same for both versions with the exception of the title. The sample screen below shows the Paid version.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                ** PAID MORTGAGE BACKED PUT VOI LIST **    TIME: HH:MM:SS
=====
PUT CUSIP: 123456AA6   DESCR: AFS CM#####3BE+#          CONTRA: 1234567A5
ACTIVITY CODE: 62B    SKIP TO DATE PAID:                SKIP TO VOI:
V.O.I. NUMBER   SEQ   PART   QUANTITY   DATE   DATE   AMOUNT
-----
V.O.I. NUMBER   SEQ   PART   QUANTITY   DATE   DATE   AMOUNT
-----
=====
PF7/19: RETURN          PF8/20: END          PF9/21: SIGNOFF
PF10/22: BWD           PF11/23: FWD

```

### Field Descriptions

This field	Displays
Put CUSIP/ Descr	The CUSIP number and description of the security.
Contra	The contra-CUSIP number assigned by DTC for processing this put option.
Activity Code	The DTC activity code for the put option type.
Skip To Date Paid	An entry field that allows you to enter a payment date to jump to a specific payment date item.
Skip To VOI	An entry field that allows you to enter a VOI number to jump to a specific VOI.
V. O. I.	The number assigned by DTC to identify your VOI.

This field	Displays
Number	
Seq	The sequence number assigned by DTC to further identify your VOI.
Part	Your Participant number.
Quantity	The quantity of the security for the VOI.  <i>Note</i> -For debt issues, a maximum nine-digit maturity or principal value appears. For other issue types, a maximum nine-digit security quantity appears. The minimum value is 1000 shares.
Date Entered	The date the VOI was entered.
Date Paid	The date the VOI was paid.  <i>Note</i> -This field appears on the Paid version only.
Amount Paid	The amount that was paid.  <i>Note</i> -This field appears on the Paid version only.

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Paid Mortgage Backed/Unpaid Put VOI List to return to the previous screen.

## Put CUSIP List

The Put CUSIP List appears when you select option 2 on the Put Options screen and displays:

- Securities currently undergoing put processing
- Securities that have undergone put processing in the last two years (if you entered Y in the Historical field on the Put Options screen).

You can also select a VOI on this screen to withdraw or to swing to another Participant.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE:  MM/DD/YY
X$29                **   PUT CUSIP LIST   **          TIME:  HH:MM:SS
=====
                                SKIP TO CUSIP:
CMD  PUT  CUSIP      DESCRIPTION              TYPE          CODE  MMI  FOREIGN
-----
Q77107AA0  $GCBPF.01%FREGS BE+#  REPAYMENT     58    N    NO
Y7318VAA4  $GCBR4.25%FREGS BE+#  REPAYMENT     58    N    NO
001062AA6  AFS CMOFLR120113BE+#  MORTGAGE BACKED  62B  N    NO
012439AA3  $VRDONY00.010 15RR¢  REPAYMENT     58B  N    NO
012441CZ2  NYRIND00.010JJ06RR-¢  RETAINMENT     65R  N    NO
027582AD7  AMER8.30%010124 BE+#  MORTGAGE BACKED  62B  N    NO
027582AE5  AMER7.35%030122 BE+#  MORTGAGE BACKED  62B  N    NO
029707HS8  AMERS9.625%G3118BE¢  MORTGAGE BACKED  62B  N    NO

```

```

035891AD2 MDRPLCT00.01JJ14RR-¢ REPAYMENT          58B  N  NO
039640AA5 $VRDOIL00.010MJ19BE¢ RETAINMENT         65B  N  NO
CMD: "V" VOI LIST, "O" OFFERING DETAIL, "N" SUBMIT NEW VOI,

      "P" PAID VOIS IN PAYDATE SEQUENCE, "U" UNPAID VOIS IN PRIORITY SEQUENCE
=====
ENTER:  EDIT                                PF10/22: BACKWARD
PF7/19: RETURN    PF8/20: END FUNCTION    PF9/21: SIGNOFF    PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip To CUSIP	An entry field that allows you to scroll forward to a particular CUSIP.
CMD	An entry field that allows you to enter the following values to select a VOI to withdraw or swing: <ul style="list-style-type: none"> <li>• V: To get the Put VOI List</li> <li>• N: To get a corresponding version of the VOI Submission screen</li> <li>• P: To get the Paid Mortgage Backed Put VOI List</li> <li>• U: To get the Unpaid Put VOI List.</li> </ul>
Put CUSIP	The CUSIP number of the security for the VOI.
Description	A description of the security for the VOI.
Type	The following put option types based on the activity code: <ul style="list-style-type: none"> <li>• Repayment: 58 or 58B</li> <li>• Relinquishment: 55 or 55B</li> <li>• Mortgage Backed: 62 or 62B</li> <li>• Retainment: 65B or 65R</li> <li>• Special Limited Put: 66P.</li> </ul>
Code	The DTC Activity code for the put option type. See the <b>Type</b> field description above for the activity codes.
MMI	A Y (yes) or N (no) indicating whether or not the issue is a Money Market Instrument (MMI).  <i>Note -Items identified as MMI appear on the MMI Put CUSIP List.</i>
Foreign Currency	A foreign currency eligibility indicator. Possible values are: Y (yes), N (no), or M (mandatory).

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Put CUSIP List to return to the previous screen.

## Put CUSIPs With VOIs Selected for Payment Screen



The Put CUSIPs With VOIs Selected for Payment screen appears when you select option 4 from the Put Options screen, and allows you to view put options and access the Put VOIS List for a specific payment date.

## Sample Screen

```

NO RECORDS FOUND
00002199-99          DEPOSITORY TRUST COMPANY          DATE:   MM/DD/YY
X$29          ** PUT CUSIPS WITH VOIS SELECTED FOR PAYMENT ** TIME:   HH:MM:SS
=====
SKIP TO PAY DATE:

CMD PAY DATE  PUT CUSIP  TOTAL PRINCIPAL AMT  TOTAL DOLLAR AMOUNT  CODE  MMI
-----
-----

CMD: 'V' VOI LIST

=====
ENTER:  EDIT          PF10/22: BACKWARD
PF7/19: RETURN      PF8/20: END FUNCTION  PF9/21: SIGNOFF     PF11/23: FORWARD

```

## Field Descriptions

This field	Displays
Skip To Pay Date	An entry field that allows you to begin the display with a specific pay date. Enter a date in <i>mmdyy</i> format.
CMD	An entry field that allows you to enter V to open a Put VOI List for a specific pay date put item.
Pay Date	The payment date for a CUSIP put item.
Put CUSIP	The CUSIP number of the put item.
Total Principal Amt	The principal amount of the selected put item.
Total Dollar Amount	The total dollar amount of the payment.
Code	The activity code.
MMI	The MMI indicator. Possible values are: Y (yes), N (no), or M (mandatory).

## Put Options Screen

The Put Options screen allows you to select the put activity you want to perform.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                **   PUT OPTIONS   **            TIME: HH:MM:SS
=====
                        1. NEW INSTRUCTIONS
                        2. INQUIRY
                        3. MMI PUT NOTIFICATION
                        4. SELECTED MORTGAGE BACKED FOR PAYMENT

ENTER OPTION ==>          PUT CUSIP:          HISTORICAL: N

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

```

## Field Descriptions

This field	Allows you to
Enter Option	Enter one of the following: <ul style="list-style-type: none"> <li>1: To enter new instructions</li> <li>2: To inquire about put offers and existing instructions</li> <li>3: To notify DTC of unscheduled puts, to update open items and make MMI inquiries</li> <li>4: To view the status of your put payment request.</li> </ul>
Put CUSIP	Enter the CUSIP number of the put option.  <i>Required</i> for option 1.  <i>Note</i> -The CUSIP number must be eligible for Puts.
Historical	Enter Y to view historical information or N to view current information.  <i>Note</i> -You can view up to two years of historical information.

## Put VOI Detail Screen

The Put VOI Detail screen appears when you enter T in the CMD field on the Put VOI List, and displays the details of a specific repayment, relinquishment, retention or mortgage-backed put VOI. The version that appears depends on the selected security.

## Sample Screen



```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                ** REPAYMENT PUT VOI DETAIL **      TIME: HH:MM:SS
=====
PUT CUSIP:          Q12345AA0          DESCRIPTION: $GCBPF.01%FREGS BE+#
CONTRA CUSIP:       Q678909A2         DESCRIPTION: $GCBPF.01%FREGS BE+#
PART: 2199          NAME: THE BIG BANK   V.O.I. NUMBER: PSRLY015095022
QUANTITY OF SECURITIES:      0          STATUS:  MADE - UNPAID
PAYMENT AMOUNT:
CONTACT NAME:  BOB GUESS              CONTACT PHONE: ( 212 ) 555 - 7271

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

```

## Field Descriptions

This field	Displays
Put CUSIP/ Description	The CUSIP number and description of the security for your VOI.
Contra CUSIP/ Description	The contra-CUSIP number and description assigned by DTC for processing this put option.
Part/ Name	Your Participant number and name.
V. O. I. Number	The number assigned by DTC to identify your VOI.
Quantity of Securities	The quantity of the security for the VOI.  <i>Note</i> -For debt issues, a maximum nine-digit maturity or principal value will be displayed. For other issue types, a maximum nine-digit security quantity will be displayed. The minimum value is 1000 shares.
Status	The status of the put VOI.
Payment Amount	The amount of the payment.
Contact Name/ Phone	The name and phone number of the party to contact regarding the VOI.
New Non Option CUSIP	The Payout Payrate CUSIP ID assigned to Relinquishment transactions  <i>Note</i> -This appears on the Relinquishment version only.
Description	A description of the New Non Option CUSIP taken from Master Tables.  <i>Note</i> -This appears on the Relinquishment version only.
Customer	The name of the Customer.

This field	Displays
	<i>Note</i> -This appears on the Mortgage Backed version only.
Comment	An entry field that allows you to enter a free-form comment with a maximum length of 20 characters regarding the VOI.  <i>Note</i> -This appears on the Mortgage Backed version only.

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Put VOI Detail screen to return to the previous screen.

## Put VOI List

The Put VOI List appears when you enter V in the CMD field on the Put CUSIP List, and displays a list of all VOIs you submitted for a specific CUSIP.

## Sample Screen

```

FIRST PAGE
00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                **   PUT VOI LIST   **          TIME: HH:MM:SS
=====
PUT CUSIP: Q77107AA0  DESCR: $GCBPF.01%FREGS BE+#   SKIP TO VOI:
CONTRA: Q771079A2    ACTIVITY CODE: 58          PAYMENT AMOUNT  DATE    P  T  F
CMD V.O.I. NUMBER    SEQ  PART    QUANTITY    OR    QUANTITY  ENTERED  S  S  C
-----
PSRLY015095022      00  2199          0          .00   011599    M  N
WSRLY015095022      01  2199         1,462       .00   011599    *  W  N
PSRLY015095557      00  2199         1,038       .00   011599    M  N

PS = PAY STATUS: "F" PAID "S" SELECTED FOR PAYMENT, "E" EXITED  "*" N/A
TS = TRAN STATUS: "M" MADE "W" WITHDRAWN, "S" SWUNG "D" DROPPED "*" INTERIM
      "X" REJECTED WITHD "A" PND RTOP RELEASE "B" PND AGENT APPROVAL "R" RECYCLING
CMD: "T" DETAIL "W" WITHDRAW "S" SWING "F" FGN CURR SUB
=====
PF10/22: BWD  PF11/23: FWD  PF7/19: RETURN  PF8/20: END  PF9/21: SIGNOFF

```

## Field Descriptions

This field	Displays
Put CUSIP	The CUSIP number of the security.
Descr	A description of the security.
Skip to VOI	An entry field that allows you to move a VOI to the top of the display by typing the VOI number.
Contra	The contra-CUSIP number assigned by DTC for processing this put option.

This field	Displays
Activity Code	The following DTC activity codes for the put option types: <ul style="list-style-type: none"> <li>• Repayment: 58 or 58B</li> <li>• Relinquishment: 55 or 55B</li> <li>• Mortgage Backed: 62 or 62B</li> <li>• Retainment: 65B or 65R</li> <li>• Special Limited Put: 66P.</li> </ul>
CMD	An entry field that allows you to specify one of the following: <ul style="list-style-type: none"> <li>• S: To swing a specific VOI</li> <li>• T: To view details for a specific VOI</li> <li>• W: To withdraw a specific VOI.</li> <li>• F: To submit for foreign currency.</li> </ul>
V. O. I. Number	The number assigned by DTC to identify your VOI.
Seq	The sequence number assigned by DTC to further identify your VOI.
Part	Your Participant number.
Quantity	The quantity of the security for the VOI.  <i>Note</i> -For debt issues, a maximum nine-digit maturity or principal value appears. For other issue types, a maximum nine-digit security quantity appears.
Payment Amount or Quantity	The quantity of securities or cash amount paid for the VOI.
Date Entered	The date the VOI was entered.
PS	The payment status. Possible values and their meanings are listed at the bottom of the screen.
TS	The transaction status. Possible values and their meanings are listed at the bottom of the screen.
FC	A foreign currency eligibility indicator. Possible values are: Y (yes), N (no), or M (mandatory).

## Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF7/19 on the Put VOI List to return to the previous screen.

## Put Withdrawal Screen

The Put Withdrawal screen appears when you enter **W** in the CMD field of the Put VOI List, and allows you to enter your customer information.

## Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                **      PUT WITHDRAWAL          **      TIME: HH:MM:SS
=====
PUT CUSIP:   12345F4A3      DESCRIPTION: XXXXX.50UU12345 BE+#
CONTRA CUSIP: 678PUT4A5      DESCRIPTION: XXXX6.50UU12345 BE+#

VOI: PK098074090940 - 03
PARTICIPANT: 2199
NAME:      TEST PART
ORIGINAL QTY. REMAINING:      0
PENDING WITHDRAWALS:          0
PENDING SWINGS:                0      CUSTOMER: PRU-SEC C/F Jean Smith

=====

QUANTITY TO BE WITHDRAWN:
COMMENT:
CONTACT NAME:                  CONTACT PHONE: ( 000 ) 000 - 0000

***      WITHDRAWAL WILL NOT BE COMPLETED UNLESS RELEASED VIA RTOP      ***
=====
ENTER: EDIT          PF1/13: CONFIRM          PF5/17: CANCEL
PF7/19: PREV SCREEN      PF8/20: END FUNCTION          PF9/21: SIGNOFF

```

### Field Descriptions

This field	Displays
CUSIP/ Descr	The CUSIP number and description of the security for your VOI.
Contra CUSIP/ Descr	The CUSIP number and description of the contra-security.
VOI	The number assigned by DTC to identify your VOI.
Participant	Your Participant number.
Name	Your Participant name.
Original Qty Remaining	The amount remaining from the original for the VOI.
Pending Withdrawals	The number of withdrawals pending for the VOI.
Pending Swings	The number of swings pending for the VOI.
Customer	The name of the customer for the VOI.
Quantity to be Withdrawn	An entry field that allows you to specify the quantity of securities to be withdrawn for this transaction.
Comment	An entry field that allows you to enter comments about the withdrawal with a maximum length of 67 characters.  <i>Optional.</i>
Contact Name	An entry field for the name of the person to contact about this transaction.
Contact Phone	An entry field for the phone number of the person to contact about this transaction.

### Function Keys

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

This key	Allows you to
PF5/17	Cancel the current transaction.
PF7/19	Return to the previous screen.

## Unscheduled Puts Update- Fixed Rate / Variable Rate Screens

The Unscheduled Puts Update- Fixed Rate/Variable Rate screens appear when you enter a CUSIP number on the Unscheduled Puts Update screen, and allows you to enter details regarding an unscheduled put option. The version of the screen that appears depends on the type of rate. The following is a sample of the Fixed Rate version.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                ** UNSCHEDULED PUTS UPDATE **      TIME: HH:MM:SS
                   FIXED RATE

CUSIP: 9898989F0          DESC: PUTS TEST F          #
VOI START DATE: 09 / 01 / 99    VOI END DATE : 10 / 31 / 99
ACTUAL                TARGETED
PAYMENT DATE : 09 / 07 / 99    PAYMENT DATE : 09 / 07 / 99
PUT ACTIVITY: 58B (58 - REPAYMENT OR 58B - REPAYMENT BOOK ENTRY)
CONTACT NAME: SYLVA DAX_      CONTACT TELEPHONE: 212 - 555 - 1234
PRINCIPAL AMOUNT          CURRENCY CONVERSION RATE
PER $1000 FACE VALUE: 1000.0000 TO U.S. $: 5000.0000

PRESS PF1/13 TO UPDATE PUT INFORMATION
=====
PF6/18: PREV SCREEN          PF7/19: MAIN MENU
PF8/20: END FUNCTION        PF9/21: SIGNOFF

```

### Field Descriptions

This field	Allows you to
CUSIP	View the CUSIP number for the put option.
Desc	View the description of the put option.
VOI Start Date	Enter the first day that DTC will accept VOI submissions, in <i>mm/dd/yy</i> format.
VOI End Date	Enter the last day that DTC will accept VOI submissions, in <i>mm/dd/yy</i> format.
Actual Payment Date	Enter the expected date that DTC will pay VOIs for the offer, in <i>mm/dd/yy</i> format.

This field	Allows you to
Targeted Payment Date	View the intended payment date that is generated by the system based on what you enter in the <b>Actual Payment Date</b> field.
Put Activity	Enter the activity code for the put option.
Contact Name	Enter your name.
Contact Telephone	Enter your telephone number.
Principal Amount Per\$1000 Face Value:	Enter the principal amount of the put option in <b>9999.9999</b> format.
Currency Conversion Rate To U. S. \$	Enter the current conversion rate to U. S. dollars in <b>9999999.9999</b> format.
Income Amount At Face Value	Enter the income amount for a variable rate put option.  <b>Note</b> -This field appears only on the Variable Rate version of the screen.

## Unscheduled Puts Update Screen

The **Unscheduled Puts Update** screen appears when you select **1** on the **Agent Put/ MMI** Submenu and allows you to enter the **CUSIP** number for an **unscheduled** put item.

### Sample Screen

```

00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                 ** UNSCHEDULED PUTS UPDATE **      TIME: HH:MM:SS

CUSIP: _____

ENTER CUSIP; PRESS < ENTER >

=====
PF6/18: PREV SCREEN          PF7/19: MAIN MENU
PF8/20: END FUNCTION        PF9/21: SIGNOFF

```

### Field Descriptions



The only entry field on the **Unscheduled Puts Update** screen is **CUSIP**, which allows you to enter the CUSIP number of an unscheduled put.

## VOI Submission Screen

The **VOI Submission** screen appears when you select option 1 and enter a CUSIP number on the **Put Options** screen. This screen allows you to enter repayment, relinquishment, retainment or mortgage-backed put VOIs. The version that appears depends on the specified security.

### Sample Screen

```

** PAST EXPIRATION CUTOFF DATE - NO PROCESSING ALLOWED **
00002199-99          DEPOSITORY TRUST COMPANY          DATE: MM/DD/YY
X$29                ** RELINQUISHMENT VOI SUBMISSION **    TIME: HH:MM:SS
=====
CUSIP TO RELINQUISH:  99999YAT7          DESCRIPTION: Y2KTEST BOND
CONTRA CUSIP:        99999YAU4          DESCRIPTION: Y2KTEST BOND
PART: 2199           NAME: TEST PART      V.O.I. NUMBER:
QUANTITY OF SECURITIES:
CONTACT NAME:                CONTACT PHONE: (    )    -
NEW NON OPTION CUSIP:  99999YAT7          DESCRIPTION: Y2KTEST BOND

=====
ENTER: EDIT          PF1/13: CONFIRM  PF5/17: CANCEL
                   PF7/19: RETURN   PF8/20: END FUNCTION  PF9/21: SIGNOFF

```

### Field Descriptions

This field	Allows you to
CUSIP/ Description	View the CUSIP number and description of the security for your VOI.
Contra CUSIP/ Description	View the CUSIP number and description of the contra-security.
Part/ Name	Enter your Participant number. Your Participant name appears after you press ENTER. <i>For Group Users only</i>  <i>Note -For individual Participants, this field displays your Participant number and name and cannot be modified.</i>
V. O. I. number	View the number assigned by DTC to identify your VOI.  <i>Note -This number appears on the Repayment, Relinquishment and Retainment versions after transaction confirmation.</i>
Quantity of Securities	Enter the quantity of the security for the VOI.  <i>Note -For debt issues, enter a maximum nine-digit maturity or</i>

This field	Allows you to
	<i>principal value to the nearest whole dollar. For other issue types, enter a maximum nine-digit security quantity. Minimum value is 1000 shares.</i>
Contact Name/ Phone	Enter your name and telephone number.
New Non Option CUSIP	View the Payout Payrate CUSIP ID assigned to the Relinquishment transaction.  <i>Note -This field appears on the Relinquishment version only.</i>
Description	View the description of the New Non Option CUSIP taken from Master Tables.  <i>Note -This field appears on the Relinquishment version only.</i>

## Function Keys

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

This key	Allows you to
PF5/17	Cancel the current transaction.
PF7/19	Return to the previous screen.

## Messages

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

Message Text	Possible Cause	Suggested Resolution
ATP NOT AVAILABLE, THIS ITEM MAY NOT BE PROCESSED AT THIS TIME	A system problem has occurred.	Try the transaction at a later time.
BEFORE V. O. I. START DATE FOR THIS PUT CUSIP	The initial date for submitting VOIs for this CUSIP has not occurred.	Check the Offering Detail Screen for the VOI entry start date. Submit the VOI at that time.
CANCEL SUCCESSFUL	This message appears after you press PF5/17 on the VOI Submission screens.	No action needed.
COMPLETE PHONE NUMBER MUST BE ENTERED	A complete contact phone number was not entered.	Enter a complete contact phone number.
CONFIRM SUCCESSFUL-HIT ENTER TO CONTINUE	This message appears after you press PF1/13 on the VOI Submission screens.	No action needed. The RTOP user must release the transaction via the RTOP function.
CONTACT NAME REQUIRED	The <b>Contact Name</b> field was left blank.	Enter a contact name.

Message Text	Possible Cause	Suggested Resolution
CONTACT PHONE REQUIRED	The <b>Contact Phone</b> field was left blank.	Enter a contact phone.
CONTRA-CUSIP INVALID ON ATP POSITION INQUIRY FILE	The contra-CUSIP number entered is invalid.	Contact DTC's Customer Support Center at (888) 382-2721.
CONTRA-CUSIP NOT ELIGIBLE FOR SDFS ACTIVITY	The Put is an SDFS security and the Contra CUSIP is not.	Contact DTC's Customer Support Center at (888) 382-2721.
CUSIP IS NOT ON PUT ENVELOPE	An active Put envelope does not exist for the selected CUSIP number.	Enter another CUSIP number.
ENTER PART, QUANTITY OF SECURITIES, CONTACT NAME AND CONTACT PHONE	The group Participant number, the Quantity of Securities, the Contact name and the Contact Phone Number fields were left blank.	Enter all required information.
ENTER REQUIRED FIELD	Some of the required fields were left blank.	Enter all required information.
FIELD IN ERROR	An error occurred in the highlighted field.	Reenter the field.
FIRST PAGE DISPLAYED	PF10/22 was pressed on the first page of data.	Press PF11/23 to scroll forward.
FROM AND TO PARTICIPANT MAY NOT BE THE SAME	The same Participant number was entered in the <b>From</b> and <b>To Participant</b> fields.	Enter different Participant numbers in the <b>From</b> and <b>To Participant</b> fields.
INELIGIBLE CUSIP	The CUSIP entered is not DTC-eligible.	Enter a DTC-eligible CUSIP number.
INVALID CMD, MUST BE "T"	Only <b>T</b> can be entered in the <b>CMD</b> field (on the Put VOI List).	Enter <b>T</b> .
INVALID CUSIP	The CUSIP number entered is invalid.	Enter a valid CUSIP number.
INVALID KEY PRESSED	An invalid key was pressed.	Refer to the key menu at the bottom of the screen and press a valid key.
INVALID KEY PRESSED- PRESS PF1/13 TO CONFIRM OR PF5/17 TO CANCEL	An invalid key was pressed.	Press PF1/13 or PF5/17.
INVALID OPTION FOR HISTORY	The <b>Historical</b> field was left blank.	Enter <b>Y</b> or <b>N</b> in the <b>Historical</b> field.
INVALID PARTICIPANT NUMBER PLEASE RE-ENTER	The Participant number entered by a group Participant is not valid.	Reenter the Participant number.
INVALID QUANTITY PLEASE RE-ENTER	An invalid quantity was entered.	Reenter the quantity.
INVALID SELECTION	An invalid option was selected.	Select Option 1 or 2.
INVALID SELECTION-- PLEASE ENTER ONE (1) OF THE FOLLOWING = = = > V, N, O	Only <b>V</b> , <b>N</b> , or <b>O</b> can be entered in the <b>CMD</b> field (on the Put CUSIP List).	Enter <b>V</b> , <b>N</b> , or <b>O</b> in the <b>CMD</b> field.
INVALID SELECTION-- PLEASE	Only <b>V</b> or <b>O</b> can be entered in	Enter <b>V</b> or <b>O</b> in the <b>CMD</b> field.

Message Text	Possible Cause	Suggested Resolution
ENTER ONE (1) OF THE FOLLOWING = = = > V, O	the <b>CMD</b> field (on the Put CUSIP List).	
LAST PAGE DISPLAYED	PF11/23 was pressed on the last page of data.	Press PF10/22 to scroll backward.
LAST PAGE FURTHER SCROLLING NOT POSSIBLE	PF11/23 was pressed on the last page of data.	Press PF10/22 to scroll backward.
NON NUMERIC CONTACT PHONE NUMBER PLEASE RE-ENTER	An invalid contact phone number was entered.	Reenter the contact phone number.
NO RECORDS ON FILE	There are no records on file for the information you entered.	No action needed.
NO TRANSACTION FOUND FOR SELECTED CUSIP	There were no transactions entered for the CUSIP you selected.	Enter another CUSIP number.
NO WITHDRAWAL PRIVILEGE FOR SELECTED PUT	Withdrawals are not allowed for the selected offer.	No action needed.
PARTICIPANT INVALID ON ATP POSITION INQUIRY FILE	Self-explanatory.	Contact DTC's Customer Support Center at (888) 382-2721.
PARTICIPANT IS GLOBALLY LOCKED OUT	The Participant has been "frozen. "	Contact your Participant Services representative.
PARTICIPANT MUST BE NUMERIC	The group Participant entered an invalid Participant number.	Enter a valid Participant number.
PARTICIPANT NOT ELIGIBLE FOR SDFS ACTIVITY	The Participant entered an SDFS CUSIP number and is not SDFS-eligible.	Contact DTC's Customer Support Center at (888) 382-2721.
PARTICIPANT NOT ELIGIBLE TO THIS GROUP USER FOR PUTS FUNCTION	The Participant number entered by the group Participant is not eligible to use the PUTS function.	Reenter the Participant number.
PARTICIPANT NUMBER NOT ELIGIBLE	The Participant is not eligible to use the PUTS function.	Contact Participant Services.
PAST CUTOFF TIME FOR "N" SELECTION	The cutoff time for submitting a new instruction has passed.	Try to submit a new instruction the next available business day.
PAST ENVELOPE WITHDRAWAL END DATE, WITHDRAWAL NOT ALLOWED	Withdrawals are no longer allowed for this offer.	No action needed.
PAST EXPIRATION CUTOFF DATE-- NO PROCESSING ALLOWED	The cutoff date for submitting a new instruction has passed.	No action is permitted on the system.
PLEASE ENTER INFORMATION OR PRESS A PF KEY	Self-explanatory.	Enter all required information or press a valid PF key.
PLEASE SELECT ONLY ONE DETAIL AT A TIME	Only one command may be processed at a time.	Select only one command.
PRESS PF1/13 TO CONFIRM OR PF5/17 TO CANCEL.	This message appears after the Participant has entered all the information necessary to submit a new instruction.	Press PF1/13 to confirm the instruction or PF5/17 to cancel the instruction.

Message Text	Possible Cause	Suggested Resolution
PUT CUSIP IS NOT APPLICABLE WITH INQUIRY OPTION	You cannot enter a put CUSIP number when you select option 2.	Erase the put CUSIP number.
QUANTITY ENTERED IS NOT IN CORRECT DENOMINATION	An incorrect denomination for the put security was entered.	Reenter the quantity.
QUANTITY TO BE WITHDRAWN IS GREATER THAN REMAINING QUANTITY	The withdrawal quantity entered is greater than the quantity remaining for the VOI.	Reenter the withdrawal quantity.
SELECTION INVALID WITH HISTORICAL DATA-- USE PF KEYS ONLY	You cannot enter a submission while in the Historical Put List screen.	Return to the Puts Option Menu. Select Option 2 (Inquiry) and type <b>N</b> in the <b>Historical</b> field.
SELECTION OR SKIP-TO-CUSIP MUST BE ENTERED	The Participant did not select an item or enter a CUSIP number in the <b>Skip-To-CUSIP</b> field on the Put CUSIP List Screen.	Select a line item or enter a CUSIP number in the <b>Skip-To-CUSIP</b> field.
SWING IS PENDING FOR THIS VOI-- NO PROCESSING ALLOWED	A pending swing transaction was not completed for this VOI.	Resubmit the request after the swing is completed.
THIS FUNCTION UNAVAILABLE AT THIS TIME	The PUTS function is temporarily unavailable.	Try the PUTS function at a later time.
THIS OFFER IS NOT ELIGIBLE FOR THE PUTS FUNCTION	This offer entered cannot be entered via the PUTS function.	No action is permitted on the system.
"TO" PARTICIPANT MUST BE ENTERED	The Participant did not enter the data for the <b>To</b> Participant field.	Enter the data for the <b>To</b> Participant field.
TRANSMISSION ERROR- PLEASE REKEY DATA	A systems problem has occurred.	Reenter all required information.
VOI ALREADY PAID NO WITHDRAWAL ALLOWED	Withdrawals are not allowed for the selected offer.	No action needed.