



Issuer Agent Services

ISSUER AGENT PORTAL - SUBMITTING LEGAL AND TAX NOTICES

FEBRUARY 29, 2024

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ISSUER AGENT PORTAL - SUBMITTING LEGAL AND TAX NOTICES

DTC's Issuer Agent Portal is a one stop platform for agents, trustees and issuers to submit investor communications for dissemination via DTC's Legal Notice System (LENS), including notices for compliance with SEC Rule 17Ad-16, Legal notices, Tax notices and notices detailing LIBOR replacement rate information.

Developed specifically for the agent, trustee and issuer community, the Issuer Agent Portal provides a means for direct submission of notices to LENS. The portal builds on the foundation established by the LIBOR Replacement Index Communication Tool whose design was expanded to include all LENS notice categories – Legal, Tax, LIBOR and Transfer Agent notices posted to comply with Rule 17Ad-16 of the Securities and Exchange Commission Act of 1934.

How the Issuer Agent Portal Works

Issuers, Agents, Trustees and other third-party partners input SEC Rule 17Ad-16, Legal and Tax notice details to DTC's Issuer Agent Portal via a public but secure web location, and upload any accompanying documents. From that input, the DTC system publishes a notice in PDF form. There is no charge to use the Issuer Agent Portal.

The resulting notice is available in DTC's Legal Notice System (LENS) which is a web application accessible to LENS subscribers via the [MYDTCC](#) portal at portal.dtcc.com. Subscribers can view and/or download notices which are identified and searchable by CUSIP. There is a fee for this service.

Who Can Use It?

Agents, Trustees, Issuers and other third-party partners can input notices directly into the Issuer Agent Portal for direct publication to the LENS repository.

For additional information and helpful links, visit the [Legal and Tax Notices product page](#).

Overview of the Legal and Tax Page

Issuers, trustees, and agents can navigate to the [Legal and Tax product page](#) via [DTCC.com](#). The Legal and Tax product page provides an overview of the Issuer Agent Portal, an explanation of how the process works, and a description of who can use the service.

To access the Issuer Agent portal, go to: <https://issueragentservices.dtcc.com/>*

*This link will be enabled upon production deployment.

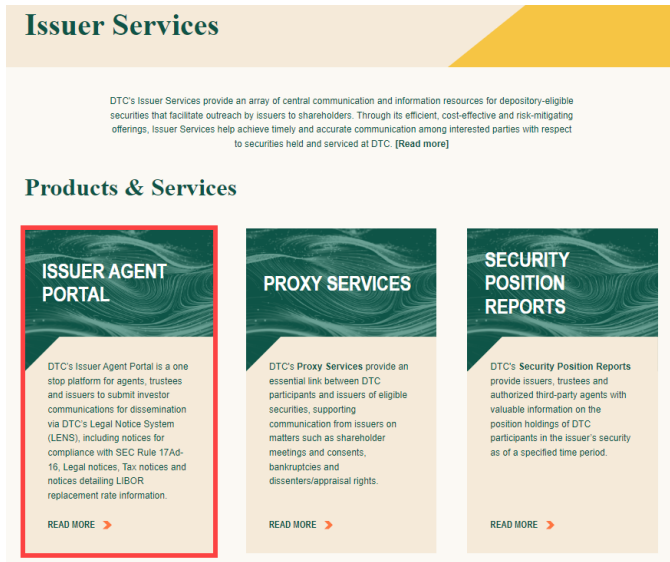
The existing client-facing LENS system will remain the same and will continue to provide access to an easy-to-read PDF with the accompanying documentation identifiable by CUSIP.

Individuals can access useful information on the [product page](#) or the app about Legal and Tax notices such as:

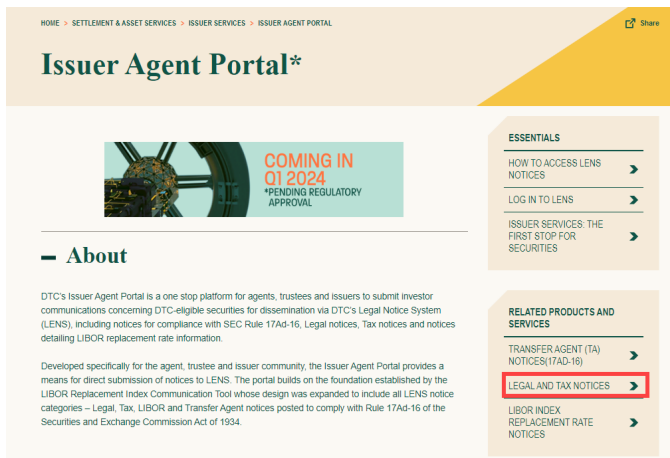
- Legal and Tax Notice Data Dictionary with Definitions and Field Values
- Legal and Tax Notice Excel & .CSV Templates
- Legal and Tax Notice Fact Sheet
- Legal and Tax Help Icon

Navigating to the Legal and Tax Page

1. From the DTCC.com [Issuer Services](#) page , click **Issuer Agent Portal**.



2. Click the **Legal and Tax Notices** link.



3. To open the Issuer Agent Portal App, click the **Issuer Agent Portal** link.

SUBMITTING LEGAL AND TAX NOTICES

The Issuer Agent Portal product page is the entry point for submitting notices to LENS (Legal Notice System). Agents and Issuers are able to add any new Legal and Tax information and enter or upload the associated affected CUSIP(s). After reviewing and accepting the terms, this information is made available as a Legal or Tax notice in the LENS application.

To access the Issuer Agent Portal directly, go to: <https://issueragentservices.dtcc.com/> *

*This link will be enabled upon production deployment.

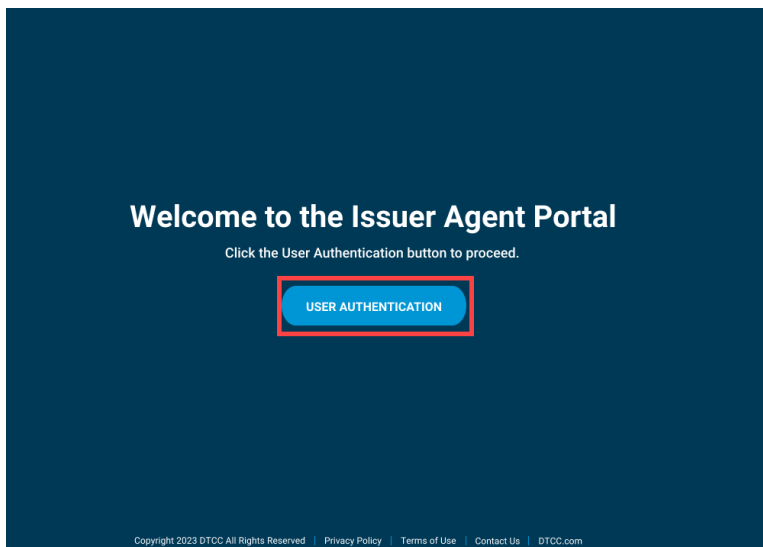
To navigate from the DTCC.com website, refer to [Navigating to the Legal and Tax page](#).

Obtaining a Verification Code by Providing Contact Information

Upon arriving at the landing page, you must provide business contact information for verification purposes. This contact information may also be used for any future inquiries concerning processed Legal and Tax notices.

You must re-authenticate and obtain a new code after submitting each unique notice.

1. To enter your Contact Information, click **User Authentication** on the Issuer Agent Portal landing page.



2. Enter your name and business email and then click **Send verification code** to have a verification code sent to your business email. Personal email addresses such as Gmail, Yahoo, etc. will not be accepted as a substitute for a business email.

Contact Verification

For extra protection, we'll send you a verification code to your business email.

Name

Business Email

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3. Enter the verification code that was sent to your business email in the **Verification Code** field. If you are unable to locate the verification code, please check your Spam, Clutter, or Junk email folders. If you are still unable to retrieve the verification code, please double check that you have entered your email address correctly and click Resend Verification Code. After entering the verification code, complete the CAPTCHA entry and click **Next**.

Contact Verification

Look for the security code we just sent you and enter it below. If you're unable to locate it, please check your Spam, Clutter or Junk email folders.

Business Email

Verification code

CAPTCHA

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Adding Legal and Tax Notices:

After obtaining access to the Service Type menu page, follow the steps outlined in the order below. Note that choices related to the Issuer Agent Portal include Legal and Tax Notices as well as Transfer Agent 17Ad-16 Notices.

1. Select **Legal and Tax Notices** for Service Type and click **Submit**.

2. On the next page, enter your business phone number and submitting company name in the fields **Phone** and **Submitting Firm Name**. Then, click **Next**.

Uploading Your Documents and CUSIPs

Two areas of the Legal and Tax Input page allow you to upload your Legal or Tax documents as PDFs.

Important: Please note that Legal and Tax Notices must be submitted separately.

There is an option for multiple CUSIP upload. In case of uncertainty about what information is required to enter, the Legal and Tax Notice Data Dictionary as well as the Excel and .CSV Multi-CUSIP Upload templates are provided.

Form Input ⓘ

Please complete the fields below.

Select input form.
 Legal Notice Tax Notice

Please Upload Your Legal Or Tax Document To LENS Using The Upload Function Below*

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Select Single CUSIP or Multiple CUSIP
 Single CUSIP Multiple CUSIP

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 1 file with 1000 CUSIPs per file.

Access Data Dictionary and CUSIP Upload templates here.

Please refer to the following Data Dictionary and use the templates provided for upload

- [Legal and Tax Data Dictionary](#)
- [Excel Template for Multi Issue Upload](#)
- [CSV Template for Multi Issue Upload](#)

Upload any accompanying .PDF documents here. →

Upload Multiple CUSIPs here. →

1. Upload your Legal or Tax Documents: Click Upload File in the upper left area of the page and select the Legal or Tax PDF file(s) from your computer. Or you may drag the files over the Drag and Drop area. You may upload up to 10 .PDF files with a maximum size of 10 MB.
2. Upload the issues that the notice applies to.
 - If this applies to multiple issues, select Multiple CUSIP and upload your CUSIPs using the **Multi Issue Upload template** provided to submit a .CSV, XLS, or XLSX file. You may upload 1 file with 1000 CUSIPs per file.
 - If this applies to only one issue, enter the CUSIP in the CUSIP field.
 - A success message displays above the PDF file(s) you successfully uploaded. If you receive an error message, you can correct the error and re-upload the spreadsheet. Error messages appear at the top of the page and explain how to correct the upload.

✔ File has been uploaded successfully

Filling out Required Information Fields

After uploading your documents, fill out the * required information in the **Legal or Tax Notice Details** and **Contact Information Details** sections.

Note: If you are uploading multiple CUSIPs, the CUSIP field will be greyed out. Other fields which are still required to fill out and are marked with an * asterisk.

DTCC | Issuer Agent Portal

Form Input

Please complete the fields below.

Select input form.
 Legal Notice Tax Notice

Please Upload Your Legal Or Tax Document To LENS Using The Upload Function Below
 ✓ File has been uploaded successfully
 test-dockh.pdf

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Please refer to the following Data Dictionary and use the templates provided for upload

- [Legal and Tax Data Dictionary](#)
- [Excel Template for Multi Issue Upload](#)
- [CSV Template for Multi Issue Upload](#)

Select Single CUSIP or Multiple CUSIP
 Single CUSIP Multiple CUSIP

1. Legal Notice Details

CUSIP *
06656AD4

Legal Notice Sub Type *
Notice to Security Holders

[Clear All Fields](#)

2. Contact Information Details

Contact Person or Group *
The Agent Security Group

Contact Email Address *
Agent.Security.Group@test.com

Contact Phone Number *
+1 2125551212

Contact Website URL (optional)
bestagent.com

[Clear All Fields](#)

[Back](#) [Next](#)

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1. If the notice applies to only one CUSIP, click **Single CUSIP** and enter the 9-digit CUSIP.

Select Single CUSIP or Multiple CUSIP

Single CUSIP Multiple CUSIP

1. Legal Notice Details

CUSIP*

666666AG7

2. If this applies to multiple CUSIPs, select Multiple CUSIP and upload your CUSIPs using the CUSIP template provided to submit a .CSV, XLS, or XLSX file. A success message will appear once the file has been successfully uploaded.

Select Single CUSIP or Multiple CUSIP

Single CUSIP Multiple CUSIP

✔ File has been uploaded successfully

Legal Notice Upload CUSIPs.xlsx

3. In the Legal Notice Details section, select a **Legal Notice Sub Type** from the drop-down list. This is a required field whether the single or multiple CUSIP option is selected.

1. Legal Notice Details

CUSIP*

666666AG7

Legal Notice Sub Type*

Others ▾

Select

Notices to Security Holders

Bankruptcies

Litigation / Class Action

Defaults

Letter of Credit Substitution

Cost Basis

Dissent

Conversions

Others

2. Contact Information Details

Contact Person or Group*

If this is a Tax Notice, select a **Tax Notice Sub Type** from the drop-down list.

1. Tax Notice Details

CUSIP *

Tax Notice Sub Type *

Domestic (U.S. Securities); Including Section 19 Notices

Select
Domestic (U.S. Securities); Including Section 19 Notices
Foreign (Non-U.S. Securities)

2. Contact Information Details

- In the Contact Information Details section, enter the contact information details. Required fields are marked with an * asterisk.

2. Contact Information Details

Contact Person or Group *

Contact Email Address *

Contact Phone Number *

+1

Contact Website URL (optional)

[Clear All Fields](#)

Review and Submit

- When all the required fields in the Form Input section are complete, click **Next**.
- Review the information on the screen. If edits are required, click the pencil icon next to the corresponding section to edit the previously input information. Then click **Next** to return to the Review & Submit page.

DTCC | Issuer Agent Portal

Review & Submit

Please review the information provided.

Contact Information

Name Chris Smith	Business Email CSmith@bestissuer.com	Phone +1 212-555-1212	Submitting Firm Name best issuer
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Notice Details

Form Input

Legal or Tax Document
test-dockh.pdf

Single CUSIP/Multiple CUSIP
Single CUSIP

Input Form
Legal Notice

1. Tax Notice Details

CUSIP 666666AD4	Legal Notice Sub Type Notices to Security Holders
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2. Contact Information Details

Contact Person or Group Chris Smith	Contact Email Address CSmith@bestissuer.com	Contact Phone Number +1 212-555-1212
Contact Website URL, (optional) best.issuer.com		

Prior to submitting, you must review and agree to DTCC's terms and conditions by clicking [here](#).

Submit

- When you are satisfied that the form is complete, click the link “here” to review the Terms and Conditions document.

Prior to submitting, you must review and agree to DTCC's terms and conditions by clicking [here](#).

- To complete the submission of your notice information to the Issuer Agent Portal, click **Submit**.

DTCC | Issuer Agent Portal

Review & Submit

Progress: Contact Information Notice Details Review & Submit

Review & Submit

Please review the information provided.

Contact Information

Name Chris Smith	Business Email CSmith@bestissuer.com	Phone +1 212-555-1212	Submitting Firm Name best issuer
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Notice Details

Form Input

Legal or Tax Document
test-dockh.pdf

Single CUSIP/Multiple CUSIP
Single CUSIP

Input Form
Legal Notice

1. Tax Notice Details

CUSIP 666666AD4	Legal Notice Sub Type Notices to Security Holders
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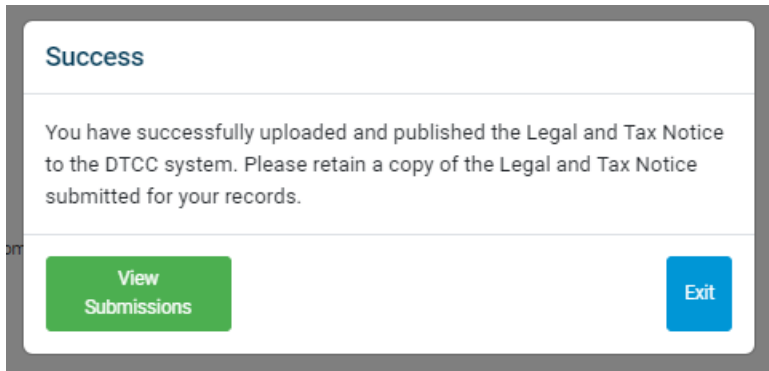
2. Contact Information Details

Contact Person or Group Chris Smith	Contact Email Address CSmith@bestissuer.com	Contact Phone Number +1 212-555-1212
Contact Website URL, (optional) best.issuer.com		

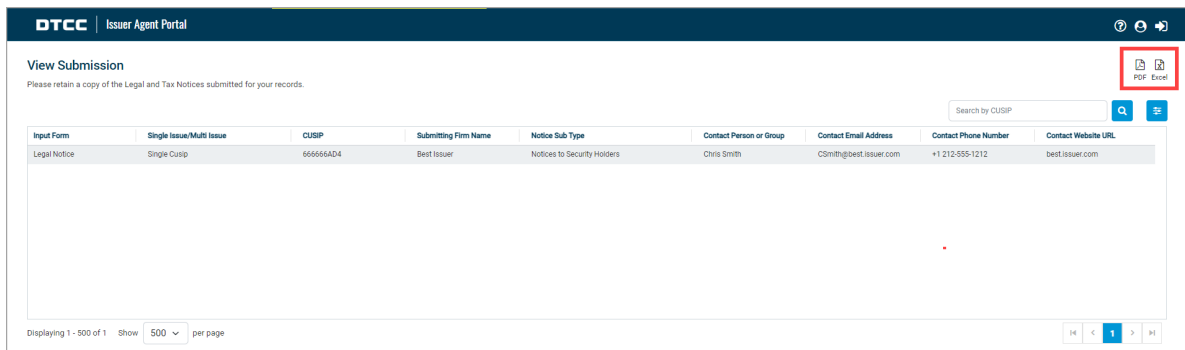
Prior to submitting, you must review and agree to DTCC's terms and conditions by clicking [here](#).

Submit

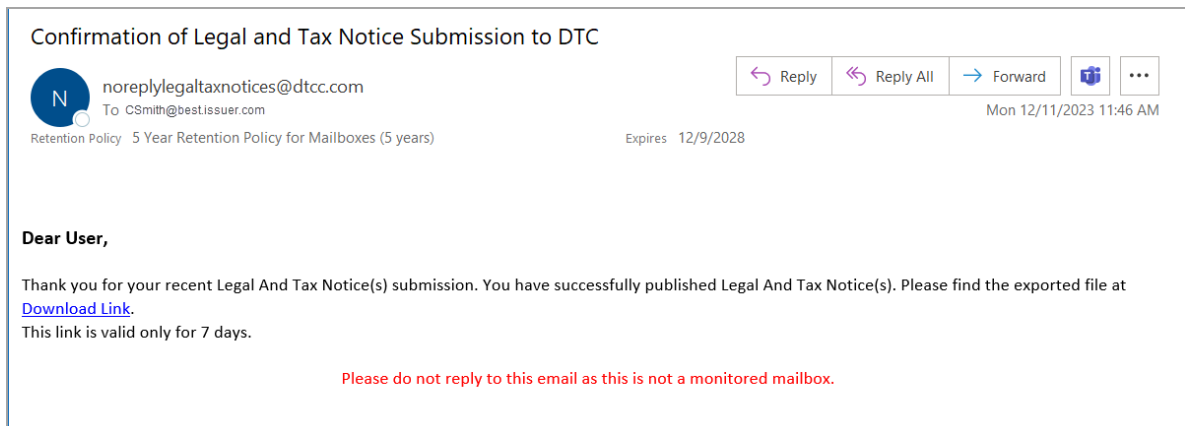
- A success message displays. To view and download the submitted notice(s), click **View Submissions**. If you do not wish to review your submissions, click **Exit**.



When **View Submissions** is clicked, a table opens showing all your notice submissions. You may print this information or create a downloadable Excel or PDF file by clicking the **PDF** or **Excel** icon.



- Once submitted successfully, you will receive an email with a link to download a spreadsheet showing your submission details. The link may be accessed for up to 7 days. The email will be sent to the contact email you provided.



- To continue adding another notice, repeat the procedure to [obtain a verification code to access the Issuer Agent Portal](#).

Note: each time you submit a new notice you must obtain a verification code to access the portal.

Data Dictionary & Tool Tips

For detailed instructions on how to fill out the spreadsheet, refer to the Data Dictionary provided on the Form Input page. Click the **Download** link.

DTCC | Issuer Agent Portal

Legal and Tax Notices

Notice Details

1 Contact Information — 2 **Notice Details** — 3 Review & Submit

Contact Information

Name	Business Email	Phone	Submitting Firm Name
Chris Smith	CSmith@bestissuer.com	+1 212-555-1212	Best Issuer

Form Input

Please complete the fields below.

Select input form.

Legal Notice Tax Notice

Please Upload Your Legal Or Tax Document To LENS Using The Upload Function Below*

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF. up to 10 files with a maximum size of 10MB can be attached.

Select Single CUSIP or Multiple CUSIP

Single CUSIP Multiple CUSIP

Please refer to the following Data Dictionary and use the templates provided for upload

- [Legal and Tax Data Dictionary](#) [Download](#)
- [Excel Template for Multi Issue Upload](#) [Download](#)
- [CSV Template for Multi Issue Upload](#) [Download](#)

1. Legal Notice Details


CUSIP* Legal Notice Sub Type*

The Data Dictionary shows you examples of the possible input values for each field and explains why the field is important.



Legal and Tax Notice Data Dictionary

Data Element	Field Definition	What Data Is Needed?	Required For submission Through DTCC	Why Is This Field Important?
CUSIP	A CUSIP is a security identifier issued by CUSIP Global Services and is composed of nine characters and can include letters and numbers	Nine-digit alphanumeric security ID	Yes	The CUSIP is a critical field that identifies to the investor community which specific security is being communicated upon
Legal Notice Subtype		Select: Notices to Security Holders Bankruptcies Litigation / Class Action Defaults Letter of Credit Substitution Cost Basis Dissent Conversions	Yes	DTC needs to know the subtype of notice to properly classify and process

The Form Input section provides Tool Tip Help Icons next to each field to provide a brief explanation of that field. To view a Tool Tip, hover the cursor over the **Tool Tip Help**  icon.

1. Legal Notice Details

CUSIP *



A CUSIP (or CINS) is a security identifier and is composed of nine characters and can include letters and numbers.

ADDITIONAL HELP

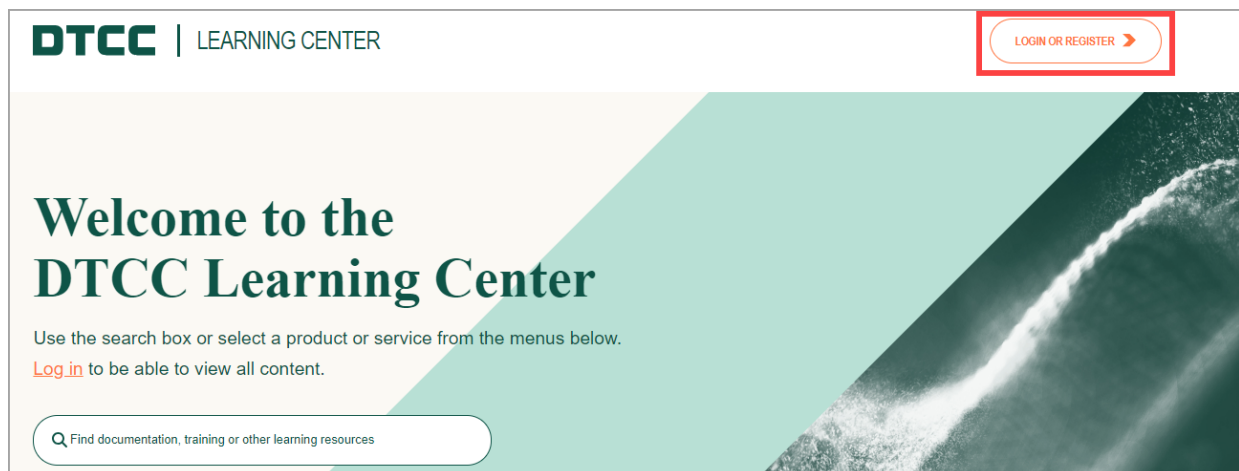
For additional help beyond this job aid, please use the Client Support phone numbers below:

1. United States Clients: +1-888-382-2721
2. International Clients: +212-855-8099

You can also find helpful resources and information at the DTCC Client Center website located [here](#).

You may find additional client learning resources related to Issuer Agent Portal, [LENS](#), and [Issuer Services](#) at [DTCCLearning.com](#). A login is required for DTCC Learning access.

To Register for [DTCCLearning.com](#), click the Log in or Register button on the top right of the page as shown below. You may login with your existing [MyDTCC](#) portal ID and / or request your own DTCC Learning login. Clients are generally granted access within 24 hours.



The screenshot shows the top portion of the DTCC Learning Center website. In the top left corner, the logo reads "DTCC | LEARNING CENTER". In the top right corner, there is a red-bordered button with the text "LOGIN OR REGISTER" and a right-pointing arrow. The main content area features a large heading "Welcome to the DTCC Learning Center" in a dark green font. Below the heading, there is a smaller line of text: "Use the search box or select a product or service from the menus below. [Log in](#) to be able to view all content." At the bottom of this section, there is a search bar with a magnifying glass icon and the placeholder text "Find documentation, training or other learning resources". The background of the main content area is a light teal color with a diagonal split, and the right side features a dark green image of a waterfall.

Login with your DTCC Portal ID
Select portal most applicable to you.

MYDTCC (PORTAL.DTCC.COM) ➤

DTCC EMPLOYEE (PORTAL.DTCC.ORG) ➤

OR

Login with your email
Use your DTCC Learning account

@ Business Email

Password

[Reset Password](#)

LOG IN ➤

Not Registered?
Register for a DTCC Learning Center account to get access to the most content available to you. Once logged in you can customize your experience to your products of interest, bookmark content, enroll in courses and more.

CREATE ACCOUNT ➤

[Need Help?](#) | [Privacy Policy](#)

For More Information

For more information about how to communicate Legal and Tax notices as an agent, trustee or issuer please click here IAPTtestinginquiries@dtcc.com.

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For More Information

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CoreLearning@dtcc.com

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www.dtccllearning.com

