**Treasury** **Buyback Instructions**

Clients should self-service their firm’s position adjustments through the Corporate Actions Web (CA Web) up until the end of day on payable date -2 for events that do not have an electable feature.

For adjustments required after payable date-2 or requiring elections, below you will find the requirements that must be met in order for DTC to suppress interest/principal payments on upcoming allocations.

* Email your request to: [Treasurybuyback@dtcc.com](mailto:Treasurybuyback@dtcc.com)
* The attached Treasury Buyback Suppression template is provided as an example, but as long as the required information is included in your suppression letter, other formats are acceptable**. If any information is missing or inaccurate, delays in honoring your request will occur.**
* The request must be received from the client directly to allow for DTC processing.

Required Information for payment suppression:

* The request must be received on stationery with your company’s letterhead.
* The request must be dated.
* The letter must include the CUSIP number, record date, payable date, rate, participant name and number, shares/bonds and dollar amount to be excluded.
* Sender’s name, phone number and email address.
* Indemnity Clause (as stated on attached Treasury Buyback template).
* Authorized signature and title.
* If the request is submitted by an agent, the participant contact information must be provided including: contact name, phone number and e-mail address. If a written authorization is not received from the participant, the request will not be processed.

Agent/Participant Letter Head

Depository Trust & Clearing Corp Date:

[Treasurybuyback@dtcc.com,](mailto:Treasurybuyback@dtcc.com) Attention: Treasury Buyback Team (Please include the CUSIP # in the e-mail Subject line)

From: Senders Name:

Senders Phone/Fax: E-Mail Address:

RE:

1. Security name and CUSIP number:
2. Record date:
3. Payable date:
4. Number of shares/bonds to be excluded:
5. Dollar value to be excluded (shares x rate):
6. DTCC's Participant account number where shares/bonds were held on record date:
7. Participant Contact Information. **You must include a contact name, phone number and e-mail address of the individual authorized to verify this adjustment at the participant. If we do not receive written authorization from the participant, we cannot process the request.**

Please exclude this position from the dividend/interest payment referenced above as a result of the participant (*holding treasury shares, processing DWAC etc.*).

hereby agrees to jointly and severally indemnify and defend **DTC and Cede & Co**., and each of their respective subsidiaries and affiliates, officers, directors, employees, agents and attorneys, (the "Indemnitees") against, and hold the Indemnitees harmless from, any Losses[[1]](#_bookmark0) and Legal Actions[[2]](#_bookmark1) suffered or incurred by the Indemnitees resulting from, relating to, arising out of or in connection with

[INSERT INDEMNITOR’S NAME]

[INSERT THE NATURE OF THE REQUEST](the “Request”), except as a result of the Indemnitees willful misconduct or gross negligence **or fraud**. By way of example but not by way of limitation, this indemnity applies to Legal Actions between and/or among

[INSERT INDEMNITOR’S NAME] and/or Indemnitees. [INSERT INDEMNITOR’S

NAME] represent and warrant that we are duly authorized to execute this indemnity.

Authorize Name: Title:

[1] “Losses” means and includes all losses, liabilities, damages, judgments, liabilities, payments, obligations, costs and expenses (including, without limitation, any costs of investigation and legal fees and expenses incurred in connection with, resulting from, relating to, arising out of or in connection with the Request), regardless of whether or not any liability, payment, obligation or judgment is ultimately imposed against the Indemnitees.

[2] “Legal Action” means and includes any claim, counterclaim, demand, action, suit, countersuit, arbitration, inquiry, proceeding or investigation before any federal, state or foreign court or other tribunal, or any

investigative or regulatory agency or self-regulatory organization.