

Whenever this information is required, a beneficial owner page appears after you enter your instruction quantities.

The security or cash option that you are carrying down to the beneficial owner level is labeled in black with the instructed quantity listed below it. The client quantities you enter must equal the instructed quantity.

By indicating the number of beneficial owner accounts and share quantities that make up the total instructed quantity, you can receive cash in lieu of fractions from DTCC on a beneficial owner level.

Here, we identified a number of beneficial holders, each with a different share position. The total of these share positions makes up the instructed quantity.

Enter the number of beneficial owner accounts that have the same share position.

If you enter two accounts and a quantity of 40,000, this counts toward 80,000 shares, and so forth. As you tab across the fields, new rows are added.

If you need to remove a quantity, highlight it and click the **Delete** checkbox. The number in the **Total Beneficial Quantity** field reduces by that amount.

To undo the delete, uncheck the checkbox.

To delete the entire line, highlight the number in the **Total Number of Accounts** field and press the Delete key.

As you enter account and share quantities, the Browser calculates a running total of beneficial shares in the **Total Beneficial Owner Quantity** field.

The amount of beneficial shares must equal the amount of instructed shares shown in the **Instructed Beneficial Owner Quantity** field.

If the Beneficial Owner Quantity does not equal the Instructed Beneficial Owner Quantity, you will receive an error message.

When you are done adding beneficial owner information, click **Continue** to move to the next step which is the Instruction Confirmation page.

You can edit beneficial entry information up until the DTC expiration date.

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Service: Asset Services

Title: Beneficial Owner Optional Dividend

FOR MORE INFORMATION

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