

ASSET SERVICES

MAKING CHANGES BEFORE SUBMITTING

Making Changes to Instructions Before Submitting

Service	Cut Off 22-Jan-2014		Active		Forecast	
	Uninstructed	Instructed	Uninstructed	Instructed	No Position	Position
Dividend Reinvestment	4	0	0	0	10	57
Dividend Reinvestment Opt-Out	5	0	0	1	19	50
Foreign Currency	0	3	2	0	9	57
Foreign Tax Relief	10	0	22	0	60	34
Optional Dividends	1	1	0	1	0	4
Cash-in-Lieu / Round Up	0	0	0	0	1	0
Foreign Tax Reclass	0	0	4	2	0	0

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You can make changes to any instruction up until the event's cutoff. This includes items in the Active column, as well as items in the Cutoff column up until the actual cutoff time. When you're using the CA Browser to make these changes, the cutoff time for most events will be 8:00 p.m.

Please note: if your firm submits automated instructions to DTC via ISO 20022 messaging, and subsequently uses the Corporate Actions Browser to instruct DTC on a particular event, DTC will not accept any further ISO 20022 instructions for that event.

Search for the event using the CA ID, or click on a record count to navigate to the instructions you want to edit.

Enter any changes to your instruction quantities.

For optional dividends, please note that all instruction quantities must be equal to the record date position for this event.

For Foreign Currency, Foreign Tax Relief including Reclaims, and DRiP including Opt-outs, you are automatically rebalanced to the default option.

Click **Continue**.

Please note that if the instruction contains supplemental information such as beneficial owner, wire instructions, or tax exempt control, you will be prompted to update this information to account for the new quantities you just entered.

Click **Continue** when you are done.

When you're done entering your instruction information, enter your Submitter Information for the audit trail and click **Submit Election**.

A green "success" message appears at the top, indicating that the edited information was saved to the browser.

The audit trail for this event is detailed at the bottom of the page.

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FOR MORE INFORMATION

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