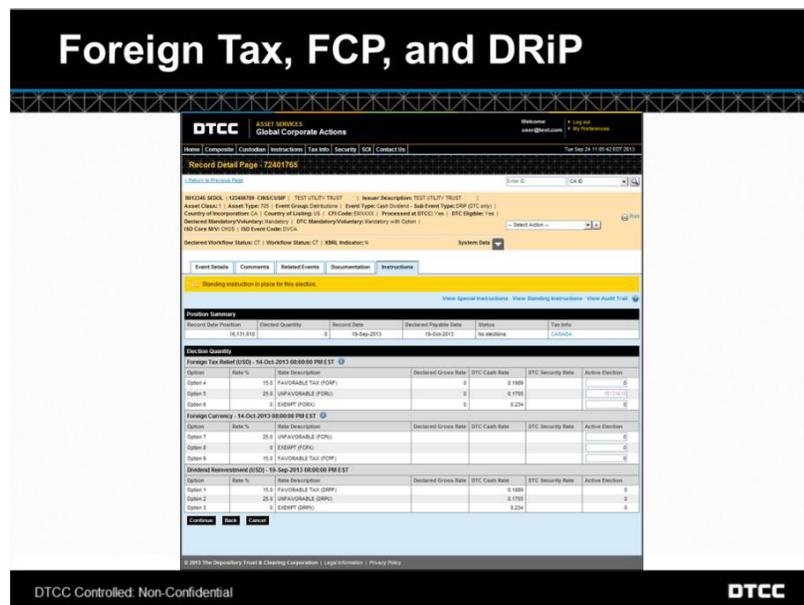# ASSET SERVICES

ABOUT FOREIGN TAX RELIEF, FOREIGN CURRENCY, AND DIVIDEND REINVESTMENT

This is the Instructions page. It's where you can input your election instructions, and it also serves as an instruction summary.

In order to help you place your instructions, there's a position summary at the top. This captures the high-level information concerning your eligible position for the event and what has been previously elected.

This summary has six columns: Record Date Position, Elected Quantity, Record Date, Declared Payable Date, Status, and TaxInfo.

- The **Record Date Position** is the total amount of position you can instruct.
- **Elected Quantity** shows you how much of this position has been instructed on.
- **Status** refers to the status of instructions made on the record date position.
- Click the **TaxInfo** link to launch the document that applies to this event.

You'll notice that this page looks very similar to the EDS function in PTS/PBS. Unlike PBS, though, the information is laid out horizontally from left to right, not vertically.

Below this, you can see the services that apply to you for this event. They are all grouped in one place, allowing you to use multiple services on a single page.

Here, you can submit your instructions for Foreign Tax Relief, Foreign Currency, and Dividend Reinvestment.

Basic information about the event is displayed – the options and payouts, whether or not there's tax relief, what each rate is and its description, along with the declared gross rate, the DTC cash rate, and the DTC security rate. The rates for each option are clearly marked, allowing you to determine the option that works best for you.

The last column is for your instructions. Type the amount of each election in the relevant fields on the right.

Some events are eligible for multiple services, but you may not be eligible to instruct on all of those services. If that's the case, the boxes on the grid for that service will be "grayed out," or disabled, preventing you from using those fields.

Note

The information icons. Items marked with a blue circle have the earliest cutoff dates; yellow triangles provide a warning. Mouse over these icons to read helpful information.

For certain services, your entire position is automatically moved into the default option unless you instruct otherwise. You'll see that in the grayed-out box in the election column. Additionally, you have the ability to instruct on this default, which enables you to indicate that you've made a decision and taken action on an item.

Informational messages appear at the top of the page. The messages follow "traffic light" logic: red indicates an error, yellow is a warning, green indicates success, and blue is informational.

Note

That your total instructed position can't exceed your record date position – the Browser will validate your instructions and display messages at the top if an instruction needs editing.

Also, please note that once you submit instructions for a particular event through the Browser, you can no longer use ISO messaging to change them. Any future responses to this event must occur in the Browser.

When you are done submitting your instructions, click **Continue** to move to the next step.

FOR MORE INFORMATION

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