

The Depository Trust Company  
**IMPORTANT**  
**REVISED**

**B#:** 7348

**DATE:** January 05, 2005

**TO:** All Participants

**CATEGORY:** Participant Services

**FROM:** Relationship Management

**ATTENTION:** Managing Partner/Officer; Cashier; Operations Manager

**SUBJECT:** Streamlining the Frozen Letter Movement Process

This notice introduces more efficient procedures streamlining the processing of Frozen Letter Movement requests. Starting January 3, 2005, Participants will choose from two central “mailboxes” to send Frozen Letter Movement requests, depending on the nature of the request.

**Voluntary Offering Positions (VOI)**

If the CONTRA CUSIP is chilled due to “Voluntary Reorgs” (Tenders, Puts, etc), please contact REORG at (212) 855-5292. DTC has issued a new VOI Position Movement Request Form (see attached Exhibit 1) to use to process these types of movements. After both the receiving and delivering participants complete the form the receiving participant is responsible for faxing the completed form to DTC at (212) 855-5278.

**Frozen Letter Movements**

If the CUSIP is “chilled” for any other reason, DTC has created the attached form (see attached Exhibit 2), which should be used for all other Frozen Letter Movement requests. After both the receiving and delivering participants complete the form the receiving participant is responsible for faxing the completed form to DTC at (212) 855-5114 or (212) 855-4965. Inquiries regarding the status of pending requests should be directed to DTC’s Inventory Management department at (212) 855-8694. Any associated monies will continue to settle outside of DTC.

Additional copies of these forms can be found on DTC's website at [www.dtc.org](http://www.dtc.org). Questions regarding this notice may be directed to your Relationship Manager.

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EXHIBIT 2

**THE DEPOSITORY TRUST COMPANY**  
**“Frozen Letter” Request**

**Attention DTC Inventory Management Department**

Phone Number: 212 855 – 8694

Fax Number 212 855 – 5114 or 212 855 - 4965

The undersigned parties hereby request that \_\_\_\_\_ shares/bonds of  
Quantity  
\_\_\_\_\_, \_\_\_\_\_ to be delivered free from the account of  
Issue name CUSIP  
\_\_\_\_\_ to the account of \_\_\_\_\_  
Delivering Participant / number Receiving Participant / number

\_\_\_\_\_ and \_\_\_\_\_ hereby, jointly and  
Delivering Participant Receiving Participant  
severally, agree to indemnify DTC and hold it harmless from any claims, liability, loss, or expense,  
including without limitation attorneys’ fees and costs, that may arise as a result of DTC taking the action  
requested above.

Check box if applicable

Redemption items  
Check box if applicable

Account Transfer

Called with Interest

Called without Interest

\_\_\_\_\_  
Authorized Deliverer

\_\_\_\_\_  
Authorized Receiver

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Fax # \_\_\_\_\_

Medallion Stamp

Medallion Stamp