



B #:	3751-16
Date:	June 29, 2016
To:	All Participants
Category:	Operations
From:	Asset Services Product Management
Attention:	Operations Management/Cashiers/Officers
Subject:	DTC Frozen Letter Instructions and Template

“Frozen Letters” are used to facilitate the movement of positions in issues that are chilled or globally locked. The Frozen Letter Instruction and template for the frozen letter movement has been updated to incorporate current information and reflect DTCC branding. Participants are instructed to use the new template beginning July 1, 2016 when submitting a Frozen Letter request.

Questions regarding the new Frozen Letter instructions and template can be directed to Joe Clemente, Securities Processing Product Manager, at jpclemente@dtcc.com / (813) 470-1228, your Account Manager or Relationship Manager, or send an email to frozenletter@dtcc.com.

The logo for DTCC (Dodd, Frank, Russell, & Cohen) is displayed in large, bold, white capital letters against a dark background with a repeating geometric pattern of small triangles.

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FROZEN LETTER MOVEMENT REQUEST LETTER

PUBLICATION DATE:

JULY 8, 2016

Instructions:

1. Be sure to complete all fields clearly and legibly
2. All signatures must include a readable signature guarantee medallion
3. After completing one of the attached forms, scan and email it to frozenletter@dtcc.com

THE DEPOSITORY TRUST COMPANY

Frozen Position Movement Request Letter

Attention: DTCC Operations Risk and Control Department

Email: Frozenletter@dtcc.com

The undersigned parties hereby request that shares/bonds listed below are to be delivered

free from the account of _____ / _____
Delivering Participant Name number.

to the account of _____ / _____, and
Receiving Participant Name number

hereby, jointly and 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 pursuant to this letter.

CUSIP	Issue Name	Quantity

Check applicable boxes:

- Account Transfer (ACAT)
- Redemption Called with Interest Called without Interest
- Other: _____

NOTE: For Account Transfers, the undersigned parties certify that this "frozen letter" request is for the transfer of a customer account and for no other purpose.

Authorized Deliverer

Authorized Receiver

Print Name _____

Print Name _____

Phone # _____

Phone # _____

E-Mail _____

E-Mail _____

Fax # _____

Fax # _____

Medallion Stamp

Medallion Stamp

THE DEPOSITORY TRUST COMPANY

VOI Position Movement Request

Attention: DTCC Reorganization Voluntary Department

VOI Number - _____

Target CUSIP - _____

Note: Please be advised that only total positions can be moved. Partial movements will not be accepted.

The undersigned parties hereby request that _____ shares/bonds of
Quantity

_____, _____ be delivered free from the account of
Issue Name Contra CUSIP

_____ to the account of _____
Delivering Participant / number Receiving Participant / number

_____ and _____ hereby jointly
Delivering Participant / number Receiving Participant / number

and severally, agree to indemnify DTC and hold harmless from any claims, liability, loss or expense, including without limitation attorney's fees and costs that may arise as a result of DTC taking the action requested above.

Check box if applicable: **Account Transfer**

Authorized Deliverer

Authorized Receiver

Print Name _____

Print Name _____

Phone # _____

Phone # _____

E-Mail _____

E-Mail _____

Fax # _____

Fax # _____

Medallion Stamp

Medallion Stamp

The logo for DTCC (Dodd-Frank Data and Trade Central Clearing) is displayed in a large, bold, white sans-serif font. The letters are closely spaced and have a slight shadow effect. The background of the logo area is a dark grey grid pattern.

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FROZEN LETTER REQUEST PROCESS

PUBLICATION DATE:

JUNE 29, 2016

[Enter appropriate classification here]

The Frozen Letter Movement Request process enables Participants to deliver on a free of payment basis “frozen” security positions from one DTC Participant account to another Participant account in limited circumstances. Both the Delivering Participant and Receiving Participants of a “frozen” security position must indemnify DTC from any harm or loss for the action taken. Be sure to follow the process outlined below.

Delivering Participant:

1. Check to see that the issue is chilled for DO's by using the PBS function Security Detail
2. Use the PBS function **Security Position** to ensure that the security position is in the general fee (10) account, to cover the move.
3. Check PBS functions: Reorganization, Maturity, or Redemption for corporate actions related chills i.e. "frozen letters will be accepted".
4. Enter the following information:
 - Delivering Participant name
 - Delivering Participant number
 - CUSIP number
 - Issue name
 - Quantity (shares/dollars)
5. Check (X) the applicable box to note if:
 - The transaction pertains to an account transfer (ACAT). Please note that both the Delivering and Receiving participants must certify that the request is being made as part of an account transfer and for no other purpose.
 - The transaction pertains to redemption. Be sure to note if it is a call with or without interest.
 - The transaction pertains to any other reason. Be sure to include the reason for the transaction.
6. Enter the following information at the bottom of the form:
 - Authorized Deliverer's signature
 - Authorized Deliverer's name (printed)
 - Authorized Deliverer's telephone number
 - Authorized Deliverer's e-mail address
 - Authorized Deliverer's fax number
7. Affix the firm's signature guarantee medallion stamp.
8. Review for accuracy and forward to the Receiving Participant for completion

Receiving Participant:

1. Review the information entered by the Delivering Participant for accuracy
2. Complete the form by entering:
 - Authorized Receiver's Signature
 - Authorized Receiver's Name (printed)
 - Authorized Receiver's telephone number
 - Authorized Receiver's email address
 - Authorized Receiver's fax number
3. Affix the firm's signature guarantee medallion stamp

4. Email the completed letter to the Frozenletter@dtcc.com mailbox

Both the Delivering and Receiving Participants are responsible for filling out the form completely and accurately, and including a legible signature guarantee medallion stamp. Failure to complete the form properly and/or supplying an illegible stamp will subject the Delivering and/or Receiving Participants to a reject fee. DTC will use reasonable efforts to process the completed forms within 1 business day.