



B #:	7266-17
Date:	November 17, 2017
To:	All Transfer Agents
Category:	Corporate Trust
From:	Asset Service Product Management
Attention:	Officers / Operations Management / Compliance Officers
Subject:	New Methodology for Submitting 17Ad-16 Forms

Via this notice DTCC is informing Transfer Agents of a new and improved method of submitting a Notice of Transfer Agent Change Form #17Ad-16 to DTC. The current procedure is to download the form, enter the information, save it and email the document to DTCC in a pdf format.

To simplify the process, DTCC partnered with DocuSign to allow transfer agents to complete and submit the form on-line. To submit a 17Ad-16 TA change form and submit to DTC, click on the attached link:

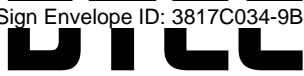
<http://www.dtcc.com/matching-settlement-and-asset-services/agent-services/dtc-eligible-agent>

When the page opens, click on **Notice of Assumption or Termination of Transfer Agent Services Form 17Ad-16**, under **ESSENTIALS** on the right side of the page.

The information is submitted on line and allows Transfer Agents to upload a spreadsheet when there is a large amount of issues involved. Once the information is received, the submitting Transfer Agent will receive a confirmation of completion.

The following pages provide you with a demonstration document for your review. Transfer Agents are encouraged to visit the web page and become familiar with it. Questions and comments regarding this updated procedure may be sent to TAServices@dtcc.com, or to Joe Clemente, Securities Processing Product Manager at (813) 470-1228 / jpclemente@dtcc.com.

DTCC offers enhanced access to all important notices via a Web-based subscription service. The notification system leverages RSS Newsfeeds, providing significant benefits including real-time updates and customizable delivery. To learn more and to set up your own DTCC RSS alerts, visit http://www.dtcc.com/subscription_form.php.



17AD16 Change Form

Securing Today. Shaping Tomorrow.™

Yes / No	
Transfer Agent Change	X
For agents handling certificates.	

Yes / No	
Redemption Agent Change	X
For agents handling redemptions.	

Yes / No	
Paying Agent Change	X
For agents handling interest payments.	

Address Change	X
For your own agent address only.	

Contact Change	X
For your own agent contact info only.	

Suspension of Services	X
Temporary suspension of services.	

New Issue(s)	X
For new CUSIPs with no prior agent.	

Reorganization Event / CUSIP Change	X
Corporate actions / CUSIP adjustments.	

Other	X
Please specify below.	


Other Details	
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X Terminating Agent / Prior Agent's Details	
Agent Name:	Nico Gutierrez LLC
Address	1234 abc drive
Contact Name	Nicolas Gutierrez
Contact Phone	8137782774
Contact Email	ngutierrez@dtcc.com
FINS #	
Agent #	
Suspension of services only	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Succeeding Agent / New Agent's Details	
Agent Name:	
Address	
Contact Name	
Contact Phone	
Contact Email	
FINS #	
Agent #	
Fee charged for issuance of certificates?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Today's Date	10/31/2017
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Effective Date	10/31/2017
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Requesting Agent's Entity Name	ABC 123
Signature	 <small>DocuSigned by: Nicolas Gutierrez 34BE18F87E2847F...</small>

Please list all the CUSIPs that relate to the changes you would like to make (if applicable).

This document is viewed by the public - Please take care as to not include non-public information.
**If more than 20 CUSIP's – Please attach below using the “Additional CUSIPS” template provided under “Essentials” **

CUSIP (9 Digits)	Legal Name of CUSIP
234234234	ABC 123



Your document has been completed.

[VIEW COMPLETED DOCUMENTS](#)

All signers completed Please DocuSign: 17ad16 1st Page.pdf, CUSIPs 2nd Page (1).pdf

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