



<b>B #:</b>	8760-18
<b>Date:</b>	June 7, 2018
<b>To:</b>	All Participants
<b>Category:</b>	Operations
<b>From:</b>	Asset Services – Corporate Actions Transformation Product Management Team
<b>Attention:</b>	Operations Managers/Cashiers/Officers
<b>Subject:</b>	Corporate Actions Web (CA Web) Production Parallel Testing Period For Reorganization Lifecycle

### **Production Parallel Testing Period**

The CA Web production parallel testing period for Reorganizations lifecycle functionality is targeted to begin on July 31, 2018. The parallel testing period will run for approximately six months, until early Q1 2019. During that time, clients will continue to have access to all PTS/PBS functions for Reorganization events (RIPS, SDAR Dept. C and ADJI) as well as to the corresponding functionality on CA Web.

The purpose of the parallel testing period is to give clients the opportunity to familiarize themselves with CA Web reorganizations navigation for the full processing lifecycle, and reconcile the data and screens to PTS/PBS. Clients should expect that enhancements will be deployed during this period as needed and should report any findings to [catransformation@dtcc.com](mailto:catransformation@dtcc.com). Substantive enhancements will be communicated via Important Notice.

Clients are encouraged to participate in parallel testing in order to ensure they will be able to conduct business using CA Web once PTS/PBS functions supporting reorganization events are retired in Q1 2019.

### **Affected PTS/PBS Functions**

At the end of the test period in Q1 2019, these PTS/PBS functions will no longer be available for new activity, however, they will be available for historical research purposes.

PTS FUNCTION	PBS FUNCTION	CA WEB EQUIVALENT
ADJI	Adjustment Inquiries	Adjustments
RIPS	Reorganizations and Redemptions	Announcements, Reorganization Dashboard
SDAR Dept. C	Reorg / Redemption / Dividend Allocations	Allocations Overview Entitlements

Please see the attachment at the end of this notice for a list of event types that are in scope.

**CA Web Access of Reorganizations Functionality**

Beginning on July 31, 2018, the following new CA Web Reorganizations functionality will be available to all clients:

- Dashboard – includes Custody Reorg, Reorg Deposits
- Entitlements
- Allocations
- Adjustments

To access CA Web and its Reorganization functionality, all users must be provisioned by their Super Access Coordinator (SAC) or Access Coordinator (AC) with appropriate roles. Note that no action is required for users who already have the roles detailed below for Dashboard, Entitlements, Allocations and Adjustments for Distributions and/or Redemptions event types, as those roles will enable access to Reorganization events as well.

DTC has posted a helpful guide on the learning center for SACs and ACs requiring a refresher on how to provision CA Web user IDs and roles. For direct access to the guide, click [here](#). If you do not have a learning center log on ID, see the **Training Plan** section of this notice for instructions.

REORGANIZATIONS CA WEB ROLES AND THEIR PTS/PBS EQUIVALENTS				
PTS FUNCTION	PBS FUNCTION	CA WEB FUNCTION	CA WEB ROLE NAME	CA WEB ROLE DEFINITION
SDAR (Dept. C)	Reorg/Redemption/Dividend Allocations	Allocations	Allocations/Entitlements	Allows users to view allocations and entitlements for Distribution, Redemption and Reorganization event types
ADJI	<u>Adjustment Inquiries</u> Cash Adjustments Stock Adjustments	Adjustments	Adjustments Access	Allows users to view allocation adjustments in CA Web
RIPS Category A – 1, 2, 3, 4 Category A – 5	CUSIP Search New and Contra CUSIP Search		Customer DTC or Customer Admin DTC	General announcement access; user can set up watch lists and saved searches. General announcement access; user can set up watch lists and saved searches. User's saved searches can be used

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		Announcements Reorg Dashboard	Dashboard	by all users within their firm  Distribution, Redemption and Reorganization Event Lifecycle Overview for Announcements, Allocations, Adjustments and Event Alerts. Instructions for Distributions only
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### **Availability of Reorganization Announcements in CA Web**

During the week of July 9, 2018, DTC will make Reorganization Announcements available to all CA Web users who don't currently have access to them. At that time, users already provisioned with the "Customer DTC" or "Customer Admin DTC" role will automatically be able to view the Reorganizations announcements and search for reorg events using the event search functionality. Those who do not have one of the aforementioned roles should request it from their SAC or AC if they wish to have access to Reorg Announcements.

**Note that clients must continue to use PTS/PBS for input of Reorganization instructions as this functionality has not been developed for CA Web. The PTS/PBS instructions processors are detailed below:**

USE THIS PTS FUNCTION	USE THIS PBS FUNCTION	DESCRIPTION
CERR	CD Early Redemption Requests	View information and allocations for CD early redemptions; submit redemption instructions and view the status of previously submitted instructions
CMOP	Change mode of Payment Instructions	Change the frequency ("mode") of future dividend or interest payments on certain DTC-eligible securities, such as Unit Investment Trusts (UIPs) and Variable Mode Preferred (VMP) stocks by book entry
CMPI	Change Mode of Payment Inquiry	Inquire about the current mode of payment for a specific issue
PSOP	Rights Subscriptions	View information regarding rights offerings; enter rights subscription instructions; inquire about the status of previously submitted instructions; view allocations for rights subscriptions and redemptions
PTOP	Voluntary Tenders and Exchanges	View information regarding tender offers and exchange offers; view and enter processing instructions for all put activities where the put has a withdrawal privilege; enter instructions to accept offers, withdraw acceptances and inquire about the status of previously submitted instructions; elect to receive cash in lieu of fractional shares or to receive Canadian funds, as appropriate; view allocations for tender and exchange offers
PUTS	Put Option Bonds	View information on put option exercises; view and enter processing instructions for all put activities (except those with a withdrawal privilege) including optional repayments, mandatory tenders with retainment, mortgage-backed puts (monthlies) and relinquishments; view allocations for put option exercises
RCIP	Participant Reorg Conversions	View information on convertible issues; view conversion processing information; view allocations for conversions
RCNV	Reorg Conversions	Enter conversion instructions
RCUR	Foreign Currency Elections	Receive maturity or redemption payments directly from the Agent in foreign currency for Put Bond options
RTOP	Release Reorg Transactions	Release instructions for processing

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WARR	Warrant Subscriptions	Enter warrant exercise instructions and view warrant processing information
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## **Training Plan**

To prepare for the transition to CA Web, we suggest that clients focus on the Corporate Actions “Learning Path” section of the Learning Center. Clients can access the Learning Center at <https://dtcclearning.com/>

### **To register for the Asset Services Learning Center:**

1. Go to <https://dtcclearning.com>
2. On the upper right hand side of the page, click **LOGIN OR REGISTER**
3. Click on **Create Account**, fill in the required fields and click **Register**.
4. You will receive an email from DTCC acknowledging your registration request. A subsequent email will follow within one business day confirming approval of your registration.

Once logged in, click on “CA Learning Path” from the Corporate Actions menu. (See screenshot below.) Training videos detailing CA Web Reorganizations functionality will be available in July 2018. DTC will also offer live instructor led Q&A review sessions via webinar, beginning in July 2018. Session dates will be announced in a future Important Notice.

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The screenshot shows the DTCC Learning Center website. The header includes the DTCC logo, 'Learning Center', and user information for 'Joyce Rosen'. The navigation menu has 'Products & Services', 'Training & Certification', 'Documentation', 'Videos', 'Live Events', and 'Membership'. The main content area is titled 'EARNING CENTER' and is organized into columns: 'CUSTODY', 'CORPORATE ACTIONS', 'DIVIDEND AND INCOME PROCESSING', and 'ISSUER SERVICES'. The 'CORPORATE ACTIONS' column contains a link for 'CA Learning Path' which is circled in red. A 'Log In & Download' button is located at the bottom left of the main content area. The browser address bar shows 'https://dtcclearning.com/products-and-services/asset-services.html'.

## User Preparedness Checklist

- Prior to the commencement of the parallel production testing period
  - Get provisioned for CA Web and roles as needed, via your Super Access Coordinator (SAC) or Access Coordinator (AC)
- From July 2018 through Q1 2019
  - Visit the DTCC Learning Center at <https://dtcclearning.com/> to view instructional videos covering CA Web Reorganizations functionality
- From August 2018 through Q1 2019
  - Review the CA Web User Guide which will be updated to include Reorganizations topics
    - The CA Web User Guide is available on the Learning Center as well as via CA Web's online help function
- From July 2018 through Q1 2019 as needed
  - Attend CA Web Reorganizations Q&A review sessions

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- Participate in production parallel testing period beginning in July 2018 through Q1 2019
  - From July 2018 through Q1 2019
    - Reconcile PTS/PBS data to CA Web data and report findings/feedback to DTC via the [catransformation@dtcc.com](mailto:catransformation@dtcc.com) mailbox
  - Be certain that any screen scraping activity for the reorganizations lifecycle has been replaced with ISO 20022 messaging as screen scraping is not supported by DTC
- June 2018 through Q1 2019: Attend DTC hosted monthly industry calls to stay informed of developments arising from parallel testing as well as key deadlines
  - Registration details and agendas for the calls are sent monthly to individuals on the Corporate Actions Transformation distribution list. If you haven't already added your name to the list and would like to receive invitations to the calls, email [catransformation@dtcc.com](mailto:catransformation@dtcc.com). If you previously received an invitation for an industry call, your name is already on the distribution list. Registration is required for each monthly call.

Questions about the Corporate Actions Transformation initiative can be directed to your Relationship Manager or to the CA Transformation mailbox at [catransformation@dtcc.com](mailto:catransformation@dtcc.com).

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## Attachment

The following reorganization events are processed by the Reorganization Department. They include Voluntary Offerings and Mandatory Reorganizations:

<b>IN SCOPE ACTIVITY CODES – PHASE 5: REORGANIZATIONS LIFECYCLE</b>			
<i>DTC Event Name</i>	<i>DTC Sub Event Name</i>	<i>ISO 20022 Event Type</i>	<i>Legacy Activity Code</i>
<b>CD Early Redemption</b>		REDM	<b>AC-53</b>
<b>Change</b>	Domicile	PLAC	<b>AC-93</b>
<b>Consent</b>	With Payout	CONS	<b>AC-80</b> <b>AC-52</b>
<b>Consent</b>	Without Payout	CONS	<b>AC-80</b> <b>AC-52</b>
<b>Conversion</b>		CONV	<b>AC-93</b>
<b>Conversion</b>		CONV	<b>AC-54/54N</b> <b>AC-52</b>
<b>Dutch Auction</b>		DTCH	<b>AC-52/52N</b>
<b>Exchange Offer</b>	144a	EXOF	<b>AC-52/52N</b>
<b>Exchange Offer</b>		EXOF	<b>AC-52/52N</b>
<b>Exchange Offer</b>	Cash and Securities	EXOF	<b>AC-52/52N</b>
<b>Exchange Offer</b>	Consent	EXOF	<b>AC-52/52N</b>
<b>Exchange Offer</b>	Reg S	EXOF	<b>AC-52/52N</b>
<b>Exchange Offer</b>	Unwind	EXOF	<b>AC-51</b>
<b>Exchange Offer</b>		EXOF	<b>AC-52N</b>
<b>Full Call</b>	Conversion	MCAL	<b>AC-69</b>
<b>General Information</b>		OTHR	<b>AC-93</b> <b>AC-58</b>
<b>General Information</b>	Important Notice	OTHR	<b>AC-96</b>
<b>Liquidation</b>	Presentation Required	LIQU	<b>AC-79</b> <b>AC-93</b>
<b>Mandatory Exchange</b>		EXOF	<b>AC-93</b>
<b>Mandatory Put</b>		BPUT	<b>AC-65</b> <b>AC-65G</b>
<b>Mandatory Put</b>	Retain	BPUT	<b>AC-65B</b> <b>AC-65R</b>
<b>Maturity</b>	Conversion	REDM	<b>AC-69</b>
<b>Maturity</b>	Securities	REDM	<b>AC-93</b>
<b>Meeting</b>	Annual	GMET (meeting type)	<b>AC-80</b>
<b>Meeting</b>	Extraordinary	XMET (meeting type)	<b>AC-80</b>

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<b>Meeting</b>	General	GMET (meeting type)	<b>AC-80</b>
<b>Meeting</b>	Special	SPCL (meeting type)	<b>AC-80</b>
<b>Merger</b>		MRGR	<b>AC-93</b>
<b>Merger</b>		MRGR	<b>AC-52M (s)</b>
<b>Merger</b>	Cash	MRGR	<b>AC-72</b>
<b>Merger</b>	Cash and Securities	MRGR	<b>AC-90</b>
<b>Merger</b>	Securities	MRGR	<b>AC-71</b>
<b>Name Change</b>		CHAN	<b>AC-91 AC- 93</b>
<b>Name Change</b>	Presentation Required	CHAN	<b>AC-91 AC- 93</b>
<b>Odd Lot Offer</b>		ODLT	<b>AC-52/52N</b>
<b>Partial Mandatory Put</b>		BPUT	<b>AC-65P</b>
<b>Partial Mandatory Put</b>	Retain	BPUT	<b>AC-65 AC-65R</b>
<b>Plan of Reorganization</b>		BRUP	<b>AC-94</b>
<b>Plan of Reorganization</b>	Vote	BRUP	<b>AC-94</b>
<b>Put</b>		BPUT	<b>AC-52 AC-58 AC-58B AC-58N</b>
<b>Put</b>	Mortgage-Backed	BPUT	<b>AC-62 AC-62B</b>
<b>Put</b>	Survivor Options	BPUT	<b>AC-66P</b>
<b>Redemption of Warrants</b>		REDM	<b>AC-61</b>
<b>Reorganization</b>		OTHR	<b>AC-93</b>
<b>Reorganization</b>		OTHR	<b>AC-52 AC-52N</b>
<b>Reverse Stock Split</b>		SPLR	<b>AC-73</b>
<b>Reverse Stock Split</b>		SPLR	<b>AC-52</b>
<b>Rights Subscription</b>		EXRI	<b>AC-59 AC-93</b>
<b>Security Separation</b>		DETI	<b>AC-54N</b>
<b>Stock Split</b>	Presentation Required	SPLF	<b>AC-93</b>

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<b>Tender Offer</b>	Bid Tender/Sealed Tender	BIDS if Issuer TEND if Offeror	<b>AC-52/52N</b>
<b>Tender Offer</b>	Cash and Securities	BIDS if Issuer TEND if Offeror	<b>AC-52/52N</b>
<b>Tender Offer</b>	Cash in Lieu	TEND	<b>AC-52</b>
<b>Tender Offer</b>	Consent	BIDS	<b>AC-52/52N</b>
<b>Tender Offer</b>	Convert and Tender	BIDS if Issuer TEND if Offeror	<b>AC-54T</b>
<b>Tender Offer</b>	Mini Tender	NOOF	<b>AC-52/52N</b>
<b>Tender Offer</b>	Offer to Purchase	TEND	<b>AC-52/52N</b>
<b>Tender Offer</b>	Self Tender	BIDS	<b>AC-52/52N</b>
<b>Termination</b>	ADR	REDM	<b>AC-93</b>
<b>Termination</b>	GDR	REDM	<b>AC-93</b>
<b>Termination</b>	ADR	EXOF	<b>AC-52N</b>
<b>Termination</b>	GDR	EXOF	<b>AC-52N</b>
<b>Warrants Exercise</b>		EXWA	<b>AC-60/60N</b> <b>AC-52</b>
<b>Worthless</b>		WRTH	<b>AC-93</b>

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