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LEGAL NOTICE SYSTEM DATA SERVICE (LENS) A DTCC DATA SERVICES OFFERING

FREQUENTLY ASKED QUESTIONS

APRIL 16, 2018

This document answers question commonly asked about the LENS offering.

CUSIP INPUT AND MANAGEMENT

1. I am having problems copying and pasting my CUSIPs into the LENS portal. Are there any best practices?

- Paste the CUSIPs (full nine-digit alphanumeric CUSIP or the first six positions of the CUSIP) into NotePad or WordPad.
- Confirm that there are no spaces before or after each CUSIP.
- Highlight the pasted CUSIPs in Notepad or WordPad from the bottom up.
- Right mouse click the selection, and select cut.
- Paste the CUSIPs (Ctrl + V) into Preferences on the LENS dashboard.

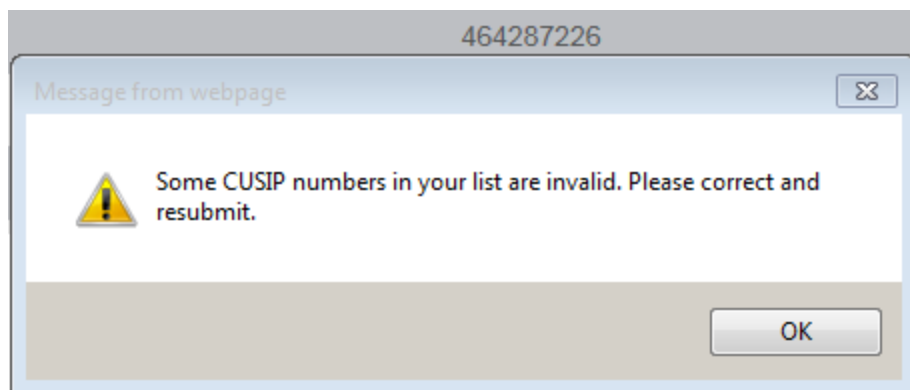
Note

Instead of entering the entire list of CUSIPs at the same time, try entering them in smaller lists, for example, in quantities of 100, 500, 25, or 20.

2. Why am I receiving an invalid CUSIP message when entering a list of CUSIPs in Preferences?

You will receive the error in [Table 1](#) if the CUSIP in the Preferences list is not DTC-eligible even though it could still be a valid CUSIP as issued by S&P. You also receive this message when there is a typo in the CUSIP.

Most of these errors are due to extra characters in the file that was pasted into the application. You can fix this problem by cutting and pasting the CUSIPs from the Preferences list, and then pasting them into NotePad or WordPad.



Add CUSIPs:

CUSIPs

053*8E106

Table 1 Invalid CUSIP Number Message

- a. When searching for a CUSIP that has a typo in it, you will see the screenshot in [Table 2](#).



There is no data to display.

Table 2 Typo in CUSIP Message

- b. When searching for a CUSIP and is not DTC-eligible you will receive the error in [Table 3](#).



! Some CUSIPs are not valid and were not added: 0535E1061.

Table 3 Non DTC-Eligible CUSIP Message

3. **Is there a limit to the number of CUSIPs that can be copied and pasted into the LENS application for the custom CUSIP list?**

There is no limit to the number of CUSIPs that you can paste into the LENS application, but you can only paste in 3,000 CUSIPs at a time; however, the best practice is to paste in only 500 CUSIPs at a time.

Note

Ensure that you do not add spaces before and after each CUSIP prior to cutting and pasting them from NotePad or WordPad.

LENS Add CUSIPs

Add CUSIPs:

CUSIPs

743424AB9	i
983793AA8	
95648VAQ2	
95648VAP4	
983793AA8	

Add CUSIPs

Figure 1 Adding CUSIPs

Alerts are available in two formats based on your preferences: the notices can either be part of a separate attachment in the email alert (as an attached PDF file) or part of the body of the email.

The sample in [Example 1](#) shows a summary of a notice that is included in the body of the email. Samples of the full PDF notice are available in the Resources section of the LENS section of the DTCCData website at <https://www.dtccdata.com/products/legal-entity-notification-system>.

Subject: Email Alert for 01/04/2017

The following notices that match your set preferences (user123@yourcompany.com) have been added to DTCC's LENS repository. You can also view the file by visiting DTCC's web site at <https://portal.dtcc.com/> and enter the document number in the search criteria field.

DocumentNo:	LG20170104-036
Title :	NOTICE TO HOLDERS 12/23/2016. NOTICE TO TRUSTEE AND CONVERSI
Sub Category :	CONVERSIONS
Issuer Name :	PROOFPOINT, INC
CUSIP:	743424AB9
Number of pages:	2
DocumentNo:	LG20170104-039
Title :	NOTICE TO HOLDERS 01/03/2017. CONVERTIBLE NOTES DUE 2017
Sub Category :	CONVERSIONS
Issuer Name :	XPO LOGISTICS, INC
CUSIP:	983793AA8
Number of pages:	2
DocumentNo:	LG20170104-046
Title :	A NOTICE TO HOLDERS - 12/30/16 - TENDER NOTICE
Sub Category :	CONVERSIONS
Issuer Name :	WEST VIRGINIA ECONOMIC DEVELOPMENT AUTH
CUSIP:	95648VAQ2
Number of pages:	3
DocumentNo:	LG20170104-047
Title :	A NOTICE TO HOLDERS - 12/30/16 - TENDER NOTICE
Sub Category :	CONVERSIONS
Issuer Name :	WEST VIRGINIA ECONOMIC DEVELOPMENT AUTH
CUSIP:	95648VAP4
Number of pages:	3

Example 1 Sample Email of CUSIP on a Watchlist

To change the frequency or conditions of the alert, visit the website and make changes to your preferences.

4. **What is the best way to delete an existing CUSIP list from the Preference tab?**
 - a. Select **Preferences** from the top of the LENS dashboard, and click on the **CUSIP Interest List**.
 - b. Delete a few CUSIPs from the Preferences: Select the check box to the left of each CUSIP and click **Delete Selected** on the upper right of the screen.

Displaying 1 to 8 of 8 items

Delete Selected
Delete All
Add CUSIPs

Filter
Export to Excel
Page 1 of 1

	CUSIP
<input checked="" type="checkbox"/>	05359E106
<input checked="" type="checkbox"/>	464287226
<input type="checkbox"/>	464288505

Figure 2 Deleting CUSIPs

- c. Delete the remainder of the CUSIPs from the **Preferences** list. When you click **Delete ALL** in the upper right of the screen, a confirm or cancel box appears.

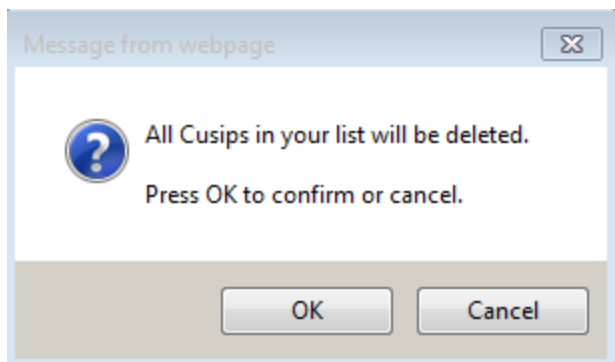


Figure 3 Confirm/Cancel CUSIP Deletion

- d. Select the **Preferences** radio button from the LENS dashboard to bulk download CUSIPs.

USER MANAGEMENT

1. **Does LENS have any user limitations?**

No. All LENS users have the same view (access to all notices).

2. **Is there a limitation to how many users are allowed per LENS agreement?**

No, there is no limit to the number of users. Historically the non-member LENS agreements were based on usage. For example, the default \$5K annual contract was pre-paid for access to 200 notices. For any additional notices accessed across all users, there was a charge of \$25 per notice.

NOTICES

1. Does DTCC know who is submitting the notices on behalf of the issuer?

These notices come from various sources: issuers, third parties, and courts. When a notice comes to DTCC via email, DTCC identifies the sender from the email address that sent the email.

2. How are LENS notices populated? DTCC is the (or the only) holder of the record of the security (Cede & Co.). The entity providing the notices does not know who the beneficial holder is, so they come to DTCC to help distribute these notices. DTCC makes these notices available to participants, who make them available to beneficial holders. Alternatively, beneficial holders can come directly to us

DTCC does not source these notices. DTCC only posts the notices that are supplied

3. Where is the team that handles incoming notices located?

DTCC's team is located in Wrexham (UK) and Tampa, FL.

4. If the issuer of the notices is not sending them directly to DTCC, does the trustee or agent send them directly to DTCC on behalf of the issuer?

Yes, most likely, but not in all cases.

5. Can I specify the types of LENS notices about which I want updates?

Yes. You can click **Category** and **Subcategory** in the LENS application, as in .

Categories indicated below:		
Category	Subcategory	CUSIPs to include
<input checked="" type="checkbox"/> LEGAL	<input checked="" type="checkbox"/> NOTICES TO SECURITY HOLDERS	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> BANKRUPTCIES	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> LITIGATION/CLASS ACTIONS	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> DEFAULTS	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> LETTER OF CREDIT SUBSTITUTION	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input type="checkbox"/> OTHER	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> COST BASIS	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> DISSENT	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
<input checked="" type="checkbox"/> TRANSFER AGENT	<input checked="" type="checkbox"/> CONVERSIONS	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	No subcategories available	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
<input checked="" type="checkbox"/> TAX INFORMATION	<input checked="" type="checkbox"/> DOMESTIC (U.S. SECURITIES); INCLUDING SECTION 19 NOTICES	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list
	<input checked="" type="checkbox"/> FOREIGN (NON-U.S. SECURITIES)	<input checked="" type="radio"/> All <input type="radio"/> Indicated in my list

Figure 1 Specifying LENS Notices

General

1. If a non-participant exceeds the maximum of 200 notices a year, when does DTCC charge the \$25 per notice overage?

DTCC charges the \$25 per notice overage fee monthly.

2. Are trials of the LENS application available?

If you want to review a small number of notices (CUSIPs), your sales representative can run a query for the last year or two and let you view them via Webex. If that approach does not fit your needs, DTCC can offer a LENS trial for a nominal fee, which will allow you to view a limited number of notices.

3. Can a redistributor sign a LENS Agreement?

DTCC has mainly had service facilitator agreements in the past. To work with a regular redistributor, DTCC will need to ensure that the data does not cannibalize the existing LENS business when it is redistributed.

4. What is the format of the download from the portal and the email that the portal sends?

The download file is the `username.zip`. The email PDF is the `noticenumber.pdf`, for example, `LF20160502-001.pdf`

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FOR MORE INFORMATION

Email DTCC Learning at:

DataLearning@dtcc.com

or visit us on the web at:

www.dtcclearning.com