



Issuer Agent Services

ISSUER AGENT PORTAL - SUBMITTING LEGAL AND TAX NOTICES

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ISSUER AGENT PORTAL - SUBMITTING LEGAL AND TAX NOTICES

DTC's Issuer Agent Portal is a one stop platform for agents, trustees and issuers to submit investor communications for dissemination via DTC's Legal Notice System (LENS), including notices for compliance with SEC Rule 17Ad-16, Legal notices, Tax notices and notices detailing LIBOR replacement rate information.

Developed specifically for the agent, trustee and issuer community, the Issuer Agent Portal provides a means for direct submission of notices to LENS. The portal builds on the foundation established by the LIBOR Replacement Index Communication Tool whose design was expanded to include all LENS notice categories – Legal, Tax, LIBOR and Transfer Agent notices posted to comply with Rule 17Ad-16 of the Securities and Exchange Commission Act of 1934.

How the Issuer Agent Portal Works

Issuers, Agents, Trustees and other third-party partners input SEC Rule 17Ad-16, Legal and Tax notice details to DTC's Issuer Agent Portal via a public but secure web location, and upload any accompanying documents. From that input, the DTC system publishes a notice in PDF form. There is no charge to use the Issuer Agent Portal.

The resulting notice is available in DTC's Legal Notice System (LENS) which is a web application accessible to LENS subscribers via the MYDTCC portal at portal.dtcc.com. Subscribers can view and/or download notices which are identified and searchable by CUSIP. There is a fee for this service.

Who Can Use It?

Agents, Trustees, Issuers and other third-party partners can input notices directly into the Issuer Agent Portal for direct publication to the LENS repository.

For additional information and helpful links, visit the Legal and Tax Notices product page.

Overview of the Legal and Tax Page

Issuers, trustees, and agents can navigate to the Legal and Tax product page via DTCC.com. The Legal and Tax product page provides an overview of the Issuer Agent Portal, an explanation of how the process works, and a description of who can use the service.

To access the Issuer Agent portal, go to: https://issueragentservices.dtcc.com/*

*This link will be enabled upon production deployment.

The existing client-facing LENS system will remain the same and will continue to provide access to an easy-to-read PDF with the accompanying documentation identifiable by CUSIP.

Individuals can access useful information on the product page or the app about Legal and Tax notices such as:

- Legal and Tax Notice Data Dictionary with Definitions and Field Values
- Legal and Tax Notice Excel & .CSV Templates
- Legal and Tax Notice Fact Sheet
- Legal and Tax Help Icon

Navigating to the Legal and Tax Page

1. From the DTCC.com Issuer Services page, click Issuer Agent Portal.



2. Click the Legal and Tax Notices link.

Issuer Agent Portal*	
	ESSENTIALS
COMING IN 01 2024	HOW TO ACCESS LENS NOTICES
*PENDING REGULATORY APPROVAL	LOG IN TO LENS
- About	ISSUER SERVICES: THE FIRST STOP FOR SECURITIES
NTC's Issuer Agent Dortal is a one stop platform for agents, trustees and issuers to submit investor	
CENTRAL CONTROL OF	RELATED PRODUCTS AND SERVICES
oeraning Libox replacement rate information.	TRANSFER AGENT (TA) NOTICES(17AD-16)
means for direct submission of notices to LENS. The portal builds on the foundation established by the	LEGAL AND TAX NOTICES
LIBOR Replacement Index Communication Tool whose design was expanded to include all LENS notice categories – Legal, Tax, LIBOR and Transfer Agent notices posted to comply with Rule 17Ad-16 of the Securities and Exchange Commission Act of 1934.	LIBOR INDEX REPLACEMENT RATE

3. To open the Issuer Agent Portal App, click the Issuer Agent Portal link.

SUBMITTING LEGAL AND TAX NOTICES

The Issuer Agent Portal product page is the entry point for submitting notices to LENS (Legal Notice System). Agents and Issuers are able to add any new Legal and Tax information and enter or upload the associated affected CUSIP(s). After reviewing and accepting the terms, this information is made available as a Legal or Tax notice in the LENS application.

To access the Issuer Agent Portal directly, go to: https://issueragentservices.dtcc.com/*

*This link will be enabled upon production deployment.

To navigate from the DTCC.com website, refer to Navigating to the Legal and Tax page.

Obtaining a Verification Code by Providing Contact Information

Upon arriving at the landing page, you must provide business contact information for verification purposes. This contact information may also be used for any future inquiries concerning processed Legal and Tax notices.

You must re-authenticate and obtain a new code after submitting each unique notice.

1. To enter your Contact Information, click **User Authentication** on the Issuer Agent Portal landing page.



2. Enter your name and business email and then click **Send verification code** to have a verification code sent to your business email. Personal email addresses such as Gmail, Yahoo, etc. will not be accepted as a substitute for a business email.

Contact Verification	
For extra protection, we'll send you a verification code to your business email.	
Name	
John Doe	
Business Email	
JohnDoe@work.com	
Cancel Send verification code	

3. Enter the verification code that was sent to your business email in the Verification Code field. If you are unable to locate the verification code, please check your Spam, Clutter, or Junk email folders. If you are still unable to retrieve the verification code, please double check that you have entered your email address correctly and click Resend Verification Code. After entering the verification code, complete the CAPTCHA entry and click Next.

Look for the security code we just sent you and enter it below. If you're unable to locate it, please check your Spam, Clutter or Junk email folders. Business Email
JohnDoe@work.com
Verification code
CAPTCHA Resend verification code
2%h2 2%h 2 Refresh
Cancel

Adding Legal and Tax Notices:

After obtaining access to the Service Type menu page, follow the steps outlined in the order below. Note that choices related to the Issuer Agent Portal include Legal and Tax Notices as well as Transfer Agent 17Ad-16 Notices.

1. Select Legal and Tax Notices for Service Type and click Submit.

Service Type Please select a Service Type. Libor Replacement Tool Transfer Agent 17Ad-16 Notices Legal and Tax Notices Cancel	
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2. On the next page, enter your business phone number and submitting company name in the fields **Phone** and **Submitting Firm Name**. Then, click **Next**.

Contact Information ③		
Please complete the fields below.		
Name	Business Email	Phone*
Chris Smith	CSmith@best.issuer.com	■ +1 • 212-555-1212
Submitting Firm Name*		
Best Issuer		
Cancel		

Uploading Your Documents and CUSIPs

Two areas of the Legal and Tax Input page allow you to upload your Legal or Tax documents as PDFs.

Important: Please note that Legal and Tax Notices must be submitted separately.

There is an option for multiple CUSIP upload. In case of uncertainty about what information is required to enter, the Legal and Tax Notice Data Dictionary as well as the Excel and .CSV Multi-CUSIP Upload templates are provided.

	Form Input Please complete the field	Image: Solution of the solution	Access Data Dictionary and CUSIP Upload templates here.	Please refer to the following Data Dictionary and use the templates provided for upload
Upload any	Select input form. Legal Notice Tax 	Notice		Legal and Tax Data Dictionary Download
accompanying .PDF documents here.	Please Upload Your Legal C	r Tax Document To LENS Using The Uplo	ad Function Below*	Excel Template for Multi Issue Upload Download
	Supported file types include	e .PDF. up to 10 files with a maximum size	e of 10MB can be attached.	CSV Template for Multi Issue Upload Download
	Select Single CUSIP or Mult	tiple CUSIP		
Upload Multiple CUSIPS here.	Single CUSIP O Mu	Ittple CUSIP r Drag and Drop Files to Upload e. CSV, XLS, or. XLSX up to 1 file with 100	0 CUSIPs per file.	

- Upload your Legal or Tax Documents: Click Upload File in the upper left area of the page and select the Legal or Tax PDF file(s) from your computer. Or you may drag the files over the Drag and Drop area. You may upload up to 10 .PDF files with a maximum size of 10 MB.
- 2. Upload the issues that the notice applies to.
 - If this applies to multiple issues, select Multiple CUSIP and upload your CUSIPs using the Multi Issue Upload template provided to submit a .CSV, XLS, or XLSX file. You may upload 1 file with 1000 CUSIPs per file.
 - If this applies to only one issue, enter the CUSIP in the CUSIP field.
 - A success message displays above the PDF file(s) you successfully uploaded. If you receive an error message, you can correct the error and re-upload the spreadsheet. Error messages appear at the top of the page and explain how to correct the upload.



Filling out Required Information Fields

After uploading your documents, fill out the * required information in the **Legal or Tax Notice Details** and **Contact Information Details** sections.

Note: If you are uploading multiple CUSIPs, the CUSIP field will be greyed out. Other fields which are still required to fill out and are marked with an * asterisk.

DTCC Issuer Agent Portal			
Form Input ③			
Please complete the fields below.	Please refer to the following Data Dictionary and use the templates provided for upload		
Select input form.	Legal and Tax Data Distingery		
	Download		
Please Upload Your Legal Or Tax Document To LENS Using The Upload Function Below*	Excel Template for Multi Issue Upload		
test-dockh.pdf	Download		
Upload File or Drag and Drop Files to Upload	CSV Template for Multi Issue Upload Download		
Supported file types include .PDF. up to 10 files with a maximum size of 10MB can be attached.			
Select Single CUSIP or Multiple CUSIP Single CUSIP Multiple CUSIP			
			Collapse All
1. Legal Notice Details			^
CUSIP *	Legal Notice Sub Type*	× A	
		0	Clear All Fields
2. Contact Information Details			
Contract Parson or Group *	Contact Email Address *	Contact Bhone Number *	
The Agent Security Group	Agent.Security.Group@test.com	1 +1 - 2125551212	
Contact Website URL (optional)			
bestagent.com	0		
			Clear All Fields
Back Next			
	Copyright 2023 DTCC All Rights Reserved Privacy Policy Terms of Use Conta-	ct Us DTCC.com	

1. If the notice applies to only one CUSIP, click Single CUSIP and enter the 9-digit CUSIP.

elect Sil	ngle CUSIP o	r Multiple CUSI	P	
Singl	e CUSIP) Multiple CUS	IP	
1. Le	gal Notio	e Details		
CUSIP	*			

2. If this applies to multiple CUSIPs, select Multiple CUSIP and upload your CUSIPs using the CUSIP template provided to submit a .CSV, XLS, or XLSX file. A success message will appear once the file has been successfully uploaded.

Select Single CUSIP or Multiple CUSIP Single CUSIP OMultiple CUSIP
✓ File has been uploaded successfully
Legal Notice Upload CUSIPs.xlsx

3. In the Legal Notice Details section, select a **Legal Notice Sub Type** from the drop-down list. This is a required field whether the single or multiple CUSIP option is selected.

1. Legal Notice Details			
CUSIP*		Legal Notice Sub Type*	
666666AG7	0	Others	
		Select	
		Notices to Security Holders	
		Bankruptcies	
2 Contact Information Details		Defaults	
2. Contact mormation Details		Letter of Credit Substitution	
		Cost Basis	
Contact Person or Group*		Dissent	
		Others	

If this is a Tax Notice, select a Tax Notice Sub Type from the drop-down list.

1. Tax Notice Details				
CUSIP*		Tax Notice Sub Type*		
66666AD4	0	Domestic (U.S. Securities); Including Section 19 Notices	~	0
		Select		1
		Domestic (U.S. Securities); Including Section 19 Notices		
		Foreign (Non-U.S. Securities)		
2 Contact Information Details				

4. In the Contact Information Details section, enter the contact information details. Required fields are marked with an * asterisk.

2. Contact Information Details						^
Contact Person or Group*		Contact Email Address*		Contact Phone Number*		
Chris Smith	0	CSmith@best.issuer.com	0	+1 • 2125551221	0	
Contact Website URL (optional)						
best.issuer.com	0					
						Clear All Fields

Review and Submit

- 1. When all the required fields in the Form Input section are complete, click Next.
- 2. Review the information on the screen. If edits are required, click the pencil icon next to the corresponding section to edit the previously input information. Then click **Next** to return to the Review & Submit page.

Review & Submit (7)			
Please review the information provided.			
Contact Information			
Name	Business Email	Phone	Submitting Firm Name
Chris Smith	CSmith@best.issuer.com	+1 212-555-1212	best issuer
Notice Details 🖌			
Form Input			
Legal or Tax Document			
test-dockh.pdf			
Single CUSIP/Multiple CUSIP	Input Form		
Single CUSIP	Legal Notice		
1. Tax Notice Details			
CUSIP	Legal Notice Sub Type		
000000AU4	House to decenty i format		
2. Contact Information Details			
Contact Person or Group	Contact Email Address	Contact Phone Number	
Chris Smith	CSmith@best.issuer.com	+1 212-555-1212	
Contact Website URL (optional)			
best.issuer.com			

3. When you are satisfied that the form is complete, click the link "here" to review the Terms and Conditions document.

Prior to submitting, you must review and agree to DTC's terms and conditions by clicking here.

4. To complete the submission of your notice information to the Issuer Agent Portal, click **Submit**.

Review & Submit			
Contact Information Votice Details 3 Review & Submit			
Review & Submit (2)			
Please review the information provided.			
Contact Information 🖌			
Name	Business Email	Phone	Submitting Firm Name
Chris Smith	CSmith@bestissuer.com	+1 212-555-1212	best issuer
Notice Details 🖌			
Form Input			
Legal or Tax Document			
test-dockh.pdf 👁			
Single CUSIP/Multiple CUSIP	Input Form		
Single CUSIP	Legal Notice		
1. Tax Notice Details 🥒			
CUSIP	Legal Notice Sub Type		
666666AD4	Notices to Security Holders		
2. Contact Information Details 🖌			
Contact Person or Group	Contact Email Address	Contact Phone Number	
Chris Smith	CSmith@best.issuer.com	+1 212-555-1212	
Contact Website URL (optional)			
best issuer.com			

5. A success message displays. To view and download the submitted notice(s), click **View Submissions**. If you do not wish to review your submissions, click **Exit**.



When **View Submissions** is clicked, a table opens showing all your notice submissions. You may print this information or create a downloadable Excel or PDF file by clicking the **PDF** or **Excel** icon.

	r Agent Portal							0 9 t
View Submission Please retain a copy of the L	egal and Tax Notices submitted for your rec	ords.						PDF Exc
							Search by CUSIP	۹
Input Form	Single Issue/Multi Issue	CUSIP	Submitting Firm Name	Notice Sub Type	Contact Person or Group	Contact Email Address	Contact Phone Number	Contact Website URL
Legal Notice	Single Cusip	666666AD4	Best Issuer	Notices to Security Holders	Chris Smith	CSmith@best.issuer.com	+1 212-555-1212	best.issuer.com
Displaying 1 - 500 of 1 Sho	ow 500 v per page							H < 1 > H

6. Once submitted successfully, you will receive an email with a link to download a spreadsheet showing your submission details. The link may be accessed for up to 7 days. The email will be sent to the contact email you provided.

Confirmation of Legal and Tax Notice Submission to DTC	
noreplylegaltaxnotices@dtcc.com	$\begin{array}{c c} & & \\ & & \\ \hline & & \\ \hline & & \\ & & \\ \hline \\ \hline$
To CSmith@best.issuer.com	Mon 12/11/2023 11:46 AM
Retention Policy 5 Year Retention Policy for Mailboxes (5 years)	Expires 12/9/2028
Dear User, Thank you for your recent Legal And Tax Notice(s) submission. You have succe <u>Download Link</u> . This link is valid only for 7 days.	essfully published Legal And Tax Notice(s). Please find the exported file at
Please do not reply to this email as	s this is not a monitored mailbox.

7. To continue adding another notice, repeat the procedure to obtain a verification code to access the Issuer Agent Portal.

Note: each time you submit a new notice you must obtain a verification code to access the portal.

Data Dictionary & Tool Tips

For detailed instructions on how to fill out the spreadsheet, refer to the Data Dictionary provided on the Form Input page. Click the **Download** link.

Legal and Tax Notices Notice Details Contact Information 2 Notice Details 8	
Contact Information	
Name Business Email Phone Submitting Firm Name Chris Smith CSmith@bestissuer.com +1212-555-1212 Bestissuer	
Form Input ③	
Please complete the fields below. Please refer to the following Data Dictionary and use the templates provided for upload	
Select input form.	
Legal Notice Tax Notice Legal Notice Legal And Tax Data Dictionary Download	
Please Upload Your Legal Or Tax Document To LENS Using The Upload Function Below*	
Upload File or Drag and Drop Files to Upload Download	
Supported file types include. PDF. up to 10 files with a maximum size of 10MB can be attached.	
Select Single CUSIP or Multiple CUSIP	
Single CUSIP / Multiple CUSIP	
	ollapse All
1. Legal Notice Details	^
CUSIP* Legal Notice Sub Type*	
Select V D	

The Data Dictionary shows you examples of the possible input values for each field and explains why the field is important.

DTCC					
	Legal	and Tax Notice Data	a Dictionary		
Data Element	Field Definition	What Data Is Needed?	Required For submission Through DTCC	Why Is This Field Important?	
CUSIP	A CUSIP is a security identifier issued by CUSIP Global Services and is composed of nine characters and can include letters and numbers	Nine-digit alphanumeric security ID	Yes	The CUSIP is a critical field that identifies to the investor community which specific security is being communicated upon	
Legal Notice Subtype		Select: Notices to Security Holders Bankruptcies Litigation / Class Action Defaults Letter of Credit Substitution Cost Basis Dissent Conversions	Yes	DTC needs to know the subtype of notice to properly classify and process	

The Form Input section provides Tool Tip Help Icons next to each field to provide a brief explanation of that field. To view a Tool Tip, hover the cursor over the **Tool Tip Help** (1) icon.

1. Legal Notice Details	
CUSIP*	A CUSIP (or CINS) is a security identifier and is composed of nine characters and can include letters and numbers.

ADDITIONAL HELP

For additional help beyond this job aid, please use the Client Support phone numbers below:

- 1. United States Clients: +1-888-382-2721
- 2. International Clients: +212-855-8099

You can also find helpful resources and information at the DTCC Client Center website located here.

You may find additional client learning resources related to Issuer Agent Portal, <u>LENS</u>, and <u>Issuer</u> <u>Services</u> at <u>DTCCLearning.com</u>. A login is required for DTCC Learning access.

To Register for <u>DTCCLearning.com</u>, click the Log in or Register button on the top right of the page as shown below. You may login with your existing MyDTCC portal ID and / or request your own DTCC Learning login. Clients are generally granted access within 24 hours.



	×
	Login with your email
Login with your DTCC Portal ID	Use your DTCC Learning account
Select portal most applicable to you.	Business Email
MYDTCC (PORTAL.DTCC.COM)	Password
DTCC EMPLOYEE (PORTAL.DTCC.ORG)	Reset Password
	LOG IN 🗲
	Not Registered?
	Register for a DTCC Learning Center account to get access to the most content available to you. Once logged in you can customize your experience to your products of interest, bookmark content, enroll in courses and more.
	CREATE ACCOUNT >
	Need Help? Privacy Policy

For More Information

For more information about how to communicate Legal and Tax notices as an agent, trustee or issuer please click here IAPTestingInquiries@dtcc.com.

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For More Information

Email DTCC Learning at: CoreLearning@dtcc.com or visit us on the web at: www.dtcclearning.com

