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| AGENT REFERENCE GUIDE: Pre-Refunding/Partial Defeasance File |
| Date: | 2/29/2024 |
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**Overview**

The Partial Pre-Refunding/ Partial Defeasance (“PP/PD”) Lite file was implemented to improve the communication between Agents and DTC’s Announcements team. The PP/PD Lite file is a standardized Excel spreadsheet designed for Agents to clearly provide DTC with standardized notification for both upcoming redemption events and modifications to existing redemption events. The file enables the DTC Announcements team to announce and/or update distribution events timely and accurately.

This document describes how Agents must use the file to notify DTC’s Announcements team with announcement detail for new and existing Partial Refunding and Partial Defeasance events. Notification must be provided via email to the Redemption Notification mailbox (redemptionnotification@dtcc.com) and within the time frames outlined within the terms of [DTC’s Operational Arrangements](https://www.dtcc.com/~/media/Files/Downloads/legal/issue-eligibility/eligibility/operational-arrangements.pdf), available on DTCC’s website.

**Please note**: the Escrow Agreement linked to the Partial Pre-Refunding or Partial Defeasance must be provided alongside the PP/PD Lite file.

## DTC Agent File Detail Input

The spreadsheet has several fields that must be updated in order to permit DTC to systemically process files through its systems. The details for the fields are listed below for your reference.

**These files must be saved in Excel Workbook Format (.xlsx) only.**

If providing event notification for Partial Pre-Refundings or Partial Defeasances, the following PP/PD Lite template must be used:



**Below is a guide explaing what information is required within each field in this template and whether or not it is required.**

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| Field Name | Description | Key Note |
| Maturity Date | Maturity date of original CUSIP | Required field |
| Coupon Rate | Coupon rate of original CUSIP | Required field |
| Original CUSIP | This number is the unique identifier of the called securities.  | Required field |
| Principal Outstanding | The principal amount outstanding for the original CUSIP | Required field  |
| Refunded CUSIP  | The CUSIP that will hold the refunded portion of the bonds  | Required field |
| Refunded Amount | The amount that will be refunded/defeased. | Required field |
| Non Refunded CUSIP | The CUSIP that will hold the unrefunded portion of the bonds  | Required field |
| Non Refunded Amount | The amount that will not be refunded/defeased. | Required field |
| Price | The principal rate per $1000For example: a security being refunded/defeased at par would have the price expressed as 1000.00  | Required field |
| Call Date | The refunded date that payment will be made on the Refunded CUSIP.  | Required field |
| Pub Date | The date that the redemption information is published.  | Required field |
| Event Type | PP – Partial Prerefunding (the defeased amount is to be redeemed prior to the original maturity date)PD – Partial Defeasance (the defeased amount is to be redeemed on the original maturity date) | Required field |
| Escrow to Maturity | Y – to be used for Partial Defeasance events only. | Required field |
| Agent | Agent Name | Required field |

Any questions regarding this guide or the Announcements process/es should be directed via email to redemptionannouncements@dtcc.com.