# 

|  |  |
| --- | --- |
| AGENT REFERENCE GUIDE: REDCAL LITE FILE | |
| Date: | 6/12/2024 |
|  | |

**Overview**

The RedCal Lite file was implemented to improve the communication between Agents and DTC’s Announcements team. The RedCal Lite files are standardized Excel spreadsheets, designed for Agents to 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 redemption events. Notification must be provided to the relevant mailbox 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.

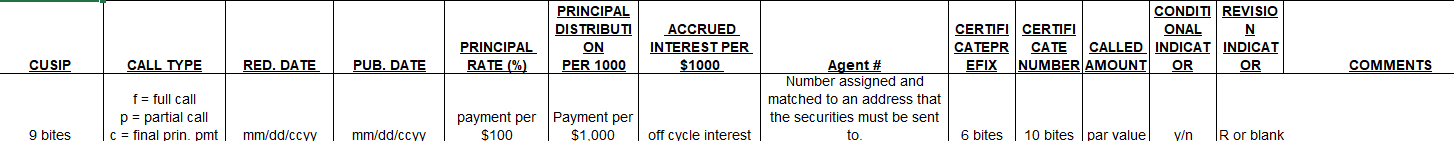
## DTC Agent File Detail Input

The spreadsheets have 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.

There are two files that are to be used, one for bonds/debt instruments and one for equities/preferred stocks/UD’s/UIT’s. **Note** that, under no circumstances, can files sent to DTC include both debts and equities due to the unique denomination characteristics of debts and equities., Debts and Equities must be sent separately using the appropriate file/s.

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

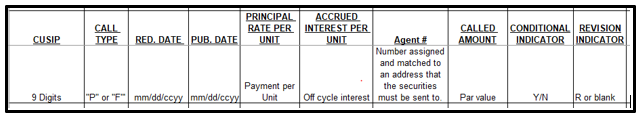
If providing event notification or rate information for **Bonds/Debt** **Securities** that pay per $1,000, the following REDCAL Redemption Notification template is to be used:

****

**Below is a guide explaining what information is required within each field and whether or not it is required.**

|  |  |  |
| --- | --- | --- |
| Field Name | Description | Key Note |
| CUSIP | Security identifier associated with the event | Required field |
| Call Type | Indicates whether the event is a Partial Call, Full Call or Final Principal Paydown. | Required field |
| Redemption Date | Date of redemption payment | Required field |
| Publication Date | Date that the redemption is published. Transfer of ownership will stop and the lottery is run on this date for partial calls. | Required field |
| Principal Rate | Rate of principal paid (provided as a %) | Required field |
| Principal Distribution Per 1000 | Principal rate per 1000 | Required field – if the rate is unknown at the time of notification please leave blank |
| Accrued Interest Per 1000 | Off cycle interest rate per 1000 | Required for off cycle interest events – if the rate is unknown at the time of notification please leave blank. |
| Agent # | Agent number – used to identify the address that certificates or payment instructions must be sent to | Required field – please provide either DDA or Redemption Agent Number |
| Certificate Prefix | Prefix – for agent use only | Required for Partial Calls only on non-fast certificated issues |
| Certificate Number | Certificate number to be redeemed (if applicable) | Required for Partial Calls only on non-fast certificated issues |
| Called Amount | Position amount to be redeemed. | Required field |
| Conditional Indicator | Indicates if the redemption is dependent on another event.  If yes, add “Y”  If no, leave the field blank | Optional field |
| Revision Indicator | Indicates if there is an existing announcement that needs to be modified.  If yes, add “R”  If no, leave the field blank | Optional field |

If providing event notification or rate information for **Equity/Preferred Stock/UD/UIT** securities, the following REDCAL Redemption Notification template must be used:



**Below is a guide explaining what information is required within each field and whether or not it is required.**

|  |  |  |
| --- | --- | --- |
| Field Name | Description | Key Note |
| CUSIP | Security identifier associated with the event | Required field |
| Call Type | Indicates whether the event is a Partial Call or Full Call. | Required field |
| Redemption Date | Date of redemption payment | Required field |
| Publication Date | Date that the redemption is published. Transfer of ownership will stop and the lottery is run on this date for partial calls. | Required field |
| Principal Rate per Unit | Rate of principal paid per unit | Required field |
| Accrued Interest Per Unit | Off cycle interest or dividend rate per unit | Required for off cycle interest events onlyOn cycle interest must not be included |
| Agent # | Agent number – used to identify the address that certificates or payment instructions must be sent to | Required field – please provide either DDA or Redemption Agent Number |
| Called Amount | Position amount to be redeemed. | Required field |
| Conditional Indicator | Indicates if the redemption is dependent on another event.  If yes, add “Y”  If no, leave the field blank | Optional Field |
| Revision Indicator | Indicates if there is an existing announcement that needs to be modified.  If yes, add “R”  If no, leave the field blank | Optional Field |

Any questions regarding this guide or the Announcements process/es should be directed via email to [redemptionnotification@dtcc.com](mailto:redemptionnotification@dtcc.com).