| B #: | 0704-14 |
|---|---|
| Date: | April 3, 2014 |
| To: | All Clients |
| Category: | Operations |
| From: | Asset Services – Corporate Actions Transformation Product Management Team |
| Attention: | Managing Directors/Vice Presidents/Managers/Supervisors |
| Subject: | Important Client Action Steps for Corporate Action Web Access, Training and Parallel Testing In Advance of October 2014 Retirement of PTS/PBS Functions for Distribution Event Types |

As the June 2014 production deployment of the Corporate Actions Web (CA Web) draws closer, DTCC would like to make clients aware of several important milestones leading up to the deployment and the steps they should be taking now and in the coming months to prepare for this transition to CA Web from the PTS/PBS environment.

*The parallel period for lifecycle processing (Entitlements, Allocations, Instructions and Adjustments) will begin the week of June 23rd and run until PTS/PBS functions for Distribution event types are retired in October 2014. All clients will have access to CA Web for Announcements by mid-April and will have access to the lifecycle roles by May.*

## WHAT'S HAPPENING – APRIL 2014
- Access to the Corporate Action Web for all clients for Announcements (DIVA and DAWN equivalents)

- DTCC relationship managers have been working with clients to identify the Super Access Coordinators (SACs) that will be responsible for granting CA Web access to their colleagues. At this point, DTCC has already given the majority of SACs the ability to grant access to CA Web Announcements functionality. The remaining SACs will be given that ability by mid-April

- Announcements are still viewable via PTS/PBS until retirement of DIVA/DAWN and PBS equivalents in October 2014

**IMMEDIATE CLIENT ACTION STEPS**
- SACs should now be provisioning appropriate users at their firm for Announcements (DIVA and DAWN equivalents) CA Web roles. The available roles are as follows:
  - Customer DTC
    - gives the user general access to Announcements
    - allows the user to set up individual saved searches for future use
  - Customer Admin DTC
    - gives the user general access to Announcements

- allows the user to set up search function groups such as event type groups or country groups
  - allows the user to save group searches for use by all users in their firm

- Users should begin using CA Web in order to test and understand the new data model and Announcements functionality for Distribution event types

## WHAT'S HAPPENING – APRIL 2014
- Availability of Training Materials

**IMMEDIATE CLIENT ACTION STEPS**
- Register to use the Learning Center at **https://dtcclearning.com/learning/assetservices/**

1. On the right hand side of the page, click **Create account**
2. Fill out the required fields and click **Register**.
3. 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.

If you have questions or need support accessing the Learning Center, please contact the Customer Support Center (CSC) via the hotline at (888) 382 2721 option 1, option 3 or email at csc@dtcc.com. Register to use the Learning Center

- Clients should complete their CA Web training by taking advantage of the vast offering of training materials and opportunities including webcasts, Q&A sessions, monthly industry calls, user guides, help files, instructions simulator, FAQs, job aids, one-on-one demos and competency quiz

## WHAT'S HAPPENING – MAY 2014
- Availability of CA Web user roles for lifecycle functionality (Instructions, Entitlements, Allocations and Adjustments)

**CLIENT ACTION STEPS BEGINNING MAY 2014**
- Super Access Coordinators should provision users for CA Web lifecycle functionality roles in advance of the June 23, 2014 start of the parallel test period.  Those roles will be detailed in an Important Notice in April/May 2014

## WHAT'S HAPPENING – WEEK OF JUNE 23, 2014
- The parallel testing period will begin the week of June 23rd and run until PTS/PBS functions for Distribution event types are retired in October 2014.  This gives clients three full months to parallel test the CA Web

- During the week of June 16, 2014, DTC will communicate the URL clients are to use for the parallel testing period

- CA Web lifecycle functionality (Instructions, Entitlements, Allocations and Adjustments) will be available to all clients for view-only parallel testing against PTS/PBS functionality.  PTS/PBS functions for Distribution events will continue to be available for the duration of this parallel period.  The PTS/PBS equivalents are as follows:

| PTS Function | PBS Function | CA Web |
|---|---|---|
| **EDS** | ***Elective Dividend Service***<br>Foreign Currency Payment (FCP)<br>Tax Relief<br>Optional Dividends<br>Dividend Reinvestment (DRIP)<br>Cash-in-Lieu (CIL) / Round Up<br>Direct Payment | **Instructions** |
| **DIVA** | Dividend Announcement Inquiry | **Announcements** |
| **DAWN** | Added and Deleted Announcements<br>Changed comments<br>Rate Changes | **Announcements** |
| **SDAR**<br>**(Dept. D only)** | Reorg / Redemption / Dividend Allocations<br>*(Only Dividend Allocations is in scope for Phase 3)* | **Allocations** |
| **DPAL** | Dividend Position Allocation Ledger | **Entitlements** |
| **PIAR** | Principal and Interest Adjustments | **Adjustments** |
| **ADJI** | ***Adjustment Inquiries***<br>Fail Adjustments<br>Cash adjustments<br>Stock Adjustments<br>Stock Loan / Repo Payment Order | **Adjustments** |
| **BOOK** | Transfer Book Closing | **Dashboard** |
| **DUEB** | Due Bill Inquiry | **Dashboard** |
| **TAXI** | Tax Info | **Instructions** |

## CLIENT ACTION STEPS BEGINNING JUNE 23, 2014
- Users should test lifecycle functionality, that is, Entitlements, Instructions, Allocations and Adjustments

- **Note:** Instructions and Adjustments will be available in view-only format during the parallel period, hence, users will still be required to input instructions (i.e., elections) via the PTS EDS function or PBS Elective Dividend Service until the hard cut to production in October 2014. Any instructions or adjustments entered via EDS or PBS will, however, be reflected (i.e., viewable)  in CA Web

# WHAT'S HAPPENING – OCTOBER 2014

- PTS functions DIVA, DAWN, DPAL, EDS, SDAR Department D, PIAR, ADJI, BOOK, DUEB, TAXI and their PBS equivalents (listed above) will be retired

## IMPACT TO CLIENTS

- All users of PTS/PBS for Distributions functions (DIVA, DAWN, DPAL, EDS, SDAR Department D, PIAR, ADJI, BOOK, DUEB, TAXI) must use CA Web for all functionality, including Instructions and Adjustments

- Migration plan for Distribution events will be circulated prior to the October 2014 cutover

- Several of the retired PTS functions and their PBS equivalents will continue to be available for client research purposes for a period of time to be determined.  Details will be forthcoming in the September/October timeframe

- **Note:** The US Tax service is not in scope for this project, hence, all US Tax elections must continue to be submitted via the PTS EDS function or its PBS equivalent

- **Note:** Users of PTS/PBS for Redemptions and Reorganizations will continue to use PTS/PBS for processing as CA Web functionality for those services continues in development for delivery in the future

# WHAT'S HAPPENING – DECEMBER 2015

- All CCF **Announcements files** will be retired.  They are the following:

  CMORTA, CMORTB, CMORTC, CMORTD, CMORTE, CMORTF, CMORTG, CMORTH, CMORTI, CMORTS, CMORT, CMORTX, DIVANN, DVCHGA, DVCHGB, DVCHGC, DVCHGD, DVCHGE, DVCHGF, DVCHGH, DVCHGI, MUNANN, RDPDP2, RDPRPT, REDEMA, REDEMC, REDEMG, REDEMX, REOGN2, REORGA, REORGC, REORGM

  Note: CCF processing files i.e., CSHSET, among others, will continue to be available beyond 2015

## IMMEDIATE CLIENT ACTION STEPS

- All clients taking the aforementioned CCF files should be preparing to accept ISO 20022 messages in order to avoid any interruption of service or additional cost

- Refer to the ISO 20022 Messaging section of the Corporate Actions Transformation Learning Center for the necessary documentation at https://dtcclearning.com/learning/assetservices/products/corporate-actions-reengineering-new/iso-20022-messaging.html

**For quick reference, the following table summarizes the important dates and actions detailed in this notice:**

| WHAT'S HAPPENING? | WHEN? | CLIENT ACTION STEPS AND IMPACT |
|---|---|---|
| Availability of Training Materials | April 2014 | • Complete self-paced CA Web training on the CA Transformation Learning Center including webcasts, Q&A sessions, monthly industry calls, user guides, help files, instructions simulator, FAQs, job aids, one-on-one demos and competency quiz |
| All Clients Have Access to CA Web for Announcements | By Mid-April | • SACs provision users for CA Web Announcements roles, and users begin using it to test and understand the new data model and Announcements functionality |
| Clients Prepare for Parallel Period | May 2014 | • SACs provision users for CA Web lifecycle functionality roles (Instructions, Entitlements, Allocations and Adjustments) |
| Parallel Testing Period Commences for Lifecycle Functionality (Instructions, Entitlements, Allocations and Adjustments) | Week of June 23, 2014 | • Clients test CA Web lifecycle functionality (Instructions, Entitlements, Allocations and Adjustments) against PTS/PBS functionality<br>• Clients report test results |
| PTS/PBS Functions are Retired | October 2014 | • All users of PTS/PBS Distributions functions must use CA Web<br>• Migration plan for Distribution events will be circulated prior to the October 2014 cutover<br>• PTS/PBS Reorganization and Redemption functions continue to be accessible |
| All CCF **Announcements** Files are Retired | December 2015 | • Clients taking Announcements CCF files should be prepared to accept ISO 20022 messages |

Questions about the Corporate Actions Transformation initiative can be directed to your Relationship Manager, DTC's Client Account Representative Team (CART) at 212-855-4270 or the CA Transformation mailbox at CATransformation@dtcc.com.