



Important Notice

Fixed Income Clearing Corporation - MBS

MBS #:	MBS025-15
Date:	March 24, 2015
To:	Mortgage-Backed Securities Division Members
Category:	Service Updates
Subject:	Certificate of Incumbency – Member Updates Required

Each Member is required to ensure that the Certificate of Incumbency (“COI”) on file with the Mortgage-Backed Securities Division of the Fixed Income Clearing Corporation (“FICC”) is accurate and current. The Certificate of Incumbency provides such designated persons with the authority to direct the movement of collateral and provide overall written authorization on matters affecting the Member’s accounts. Unless a request is submitted through the Clearing Fund Management System, FICC relies exclusively on the current Certificate of Incumbency to verify that all requests relating to such Member’s account have been properly authorized.

With this in mind, each Member’s COI must be updated on an annual basis in the form attached hereto. Also attached is the Attestation Form which is also required only if the person attesting to those individuals listed in the COI, is also being included as an authorized signer on that COI.

Please send your updated COI form(s) to FICCAA@dtcc.com mailbox. Once the electronic version has been reviewed and the form(s) determined to be complete and in good order, additional instructions will be sent to you in response to your submission as to where to mail the original accepted form(s).

Completed certificates should be submitted via email no later than Friday, April 24, 2015.

Please note that the failure to provide an appropriately completed certificate by the above-referenced deadline may result in processing delays.

If you have any questions regarding this notice, please contact your Relationship Manager.

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