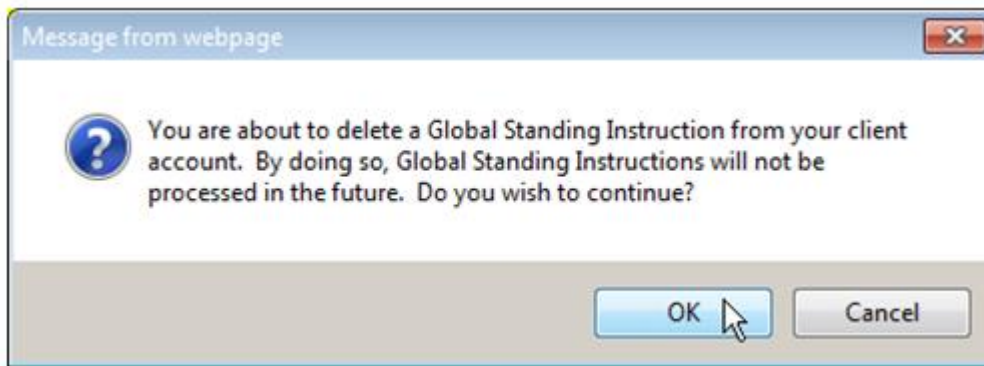



B #:	1072-15
Date:	June 9, 2015
To:	All Participants
Category:	Operations
From:	Asset Services – Corporate Actions Transformation Product Management Team
Attention:	Operations Managers/Cashiers/Officers
Subject:	Enhancement to Corporate Actions Web (CA Web) Standing Instructions Functionality Will Take Effect on June 12, 2015

DTC will deploy an enhancement to the Standing Instructions functionality of the Corporate Actions Web (CA Web) on June 12, 2015, designed to reduce the risk of error when clients are adding, modifying or deleting standing instructions.

In order for any of those actions to successfully take effect, clients will be required to confirm their intention via a dialog box that will appear on the screen. See the following example:



Detailed information about how to use CA Web's standing instructions functionality is available via online help within the application. By clicking on the  icon from any CA Web screen, clients will be presented with help content related to that specific screen. In addition, a topic of interest can be selected from the table of contents appearing on the left hand side of the screen. (See the screenshot below.)

The extensive help files are comprehensive and offer detailed guidance on how to successfully use CA Web functionality. Clients are encouraged to take advantage of this valuable resource.

DTCC Corporate Actions Help CONTENTS SEARCH PDF - Search - GO

Adding and Deleting Global Standing Instructions for Dividend Reinvestments

You can add global standing instructions for DRIP Opt-Outs. By doing so, you are requesting an instruction into cash for all securities (i.e. global) that have DRIP Opt-Out events going forward, unless edited.

- On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click **Global Standing Instructions – Dividend Reinvestment**.

The screenshot shows the DTCC Corporate Actions Web interface. The 'Instructions' menu is open, highlighting 'Standing Instructions' and 'Global Standing Instructions - Dividend Reinvestment'. Below the menu is a table showing the status of instructions for various services as of March 13, 2015.

Service	Cut Off 13-Mar-2015			Acti
	Uninstructed	Instructed	Uninstructed	
Dividend Reinvestment	30	0	3	
Dividend Reinvestment Opt-Out	0	6	0	
Foreign Currency	2	0	8	
Foreign Tax Relief	5	0	18	
Optional Dividends	0	0	1	
Cash-in-Lieu / Round Up	0	0	0	
Foreign Tax Reclaim	0	0	0	

* For events that offer multiple services, the instructed / uninstructed count will apply only to the individual service.

Questions about this notice can be directed to your Relationship Manager.

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