



B #:	B13103-20
Date:	March 20, 2020
To:	Transfer Agents
Category:	Operations
From:	Asset Services Product Management
Attention:	Officer / Operations Managers / Business Continuity Managers / Disaster Recovery
Subject:	Temporary Suspension of All DTC Physical Securities Processing

Effective immediately, DTC is suspending all physical processing services until, at the earliest, Monday March 30th due to the impact of the COVID19 virus. DTC requests that Participants and transfer agents should not send certificates via messenger, courier services or USPS to DTC until further notice. For packages/certificates that are currently in-flight with couriers or USPS, DTC will have a mechanism to accept them but will be unable to perform any transaction processing.

The suspension of physical processing includes:

- All physical Deposits
- Withdrawal & Certificates on Demand (COD)
- New York Window (NYW)
- Envelope Settlement Services (ESS)
- Custody Reorg
- SBA Pooling

For transactions closing while the suspension of physical processing services is in effect, please follow the LOP procedure set forth in the Important Notice B#13099-20 dated March 12, 2020.

All automated and fully electronic DTC processes with FAST transfer agents such as DRS Profile and DWAC will NOT be impacted.

DTC will continue to monitor the situation and provide Participants and agents with up-to-date information about the status of the physical securities processing services. If you have any questions, please call your relationship manager or send an email to RMsupport@dtcc.com

DTCC offers enhanced access to all important notices via a Web-based subscription service. The notification system leverages RSS Newsfeeds, providing significant benefits including real-time updates and customizable delivery. To learn more and to set up your own DTCC RSS alerts, visit http://www.dtcc.com/subscription_form.php.