



Important Notice
The Depository Trust Company

B #:	20856-24
Date:	October 8, 2024
To:	All Participants, Agents, Trustees, and Issuers With DTC-Eligible Securities
Category:	Issuer Services
From:	Issuer Service Product Management Team
Attention:	Operations Managers/Technology Managers/Cashiers/Officers
Subject:	Proper Use of the Issuer Agent Portal (IAP)

The recently launched Issuer Agent Portal was developed specifically as a means for the agent, trustee and issuer community to directly submit legal notices to DTC's LENS (Legal Notice System) application. It replaced an email dependent process that required manual intervention by DTC staff.

The IAP is not meant for the announcement of corporate action events, including redemptions.

Corporate action events must be communicated to DTC via the following mailboxes:

Mandatory Reorg events: mandatoryreorgannouncements@dtcc.com

Redemptions events: redemptionnotification@dtcc.com

Tender & Exchange events: voluntaryreorgannouncements@dtcc.com

Conversion, Right & Warrant events: conversionsandwarrantsannouncements@dtcc.com

Failure to communicate corporate action events via the appropriate mailboxes above may result in missed or late payments and is a violation of [DTC's Operational Arrangements](#).

Questions about this notice can be directed to Jessica Crosson, Product Manager, at jcrosson@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.