



*Important Notice*

**Fixed Income Clearing Corporation - MBSD**

<b>GOV#:</b>	MBS1320-24
<b>Date:</b>	April 2, 2024
<b>To:</b>	Mortgage-Backed Securities Division Participants
<b>Category:</b>	Service Updates
<b>Subject:</b>	Certificate of Incumbency – Member Updates Required

Each Member is required to ensure that the Certificate of Incumbency on file with the Mortgage-Backed Securities (“MBSD”) 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, the Fixed Income Clearing Corporation relies exclusively on the current Certificate of Incumbency to verify that all request related to such Member’s account have been properly authorized.

With this in mind, each Member’s Certificate of Incumbency must be updated on an annual basis in the form requested here. In addition, a Cross Certification is required if the person attesting to the individuals listed in the Certificate of Incumbency is also included as an authorized signer.

Please submit an updated Certificate of Incumbency using the web form provided via this link: [please click here](#)

This link will provide you with the necessary instructions to submit the necessary forms. Members will also be able to submit these directly to [FICCAA@dtcc.com](mailto:FICCAA@dtcc.com), should they choose to. Upon FICC’s determination that your documentation is complete and in good order, you will receive an email confirmation from [FICCAA@dtcc.com](mailto:FICCAA@dtcc.com).

**Completed certificates should be submitted no later than Friday, May 17, 2024.**

Please note that failure to provide an appropriately completed documentation by the established deadline may result in processing delays.

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

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](http://www.dtcc.com/subscription_form.php).