



Important Notice

The Depository Trust Company

B#:	20566-24
Date:	August 1, 2024
To:	All Participants, Agents, Trustees, and Issuers With DTC-Eligible Securities
Category:	Issuer Services
From:	Issuer Services Product Management Team
Attention:	Operations Managers/Technology Managers/Cashiers/Officers
Subject:	Production Launch of the Issuer Agent Portal for Submission of Legal Notice System (LENS) Notices

Background

The Issuer Agent Portal (IAP) will go live in production after the close of business on August 8, 2024, and serve as the sole means for submission of investor communication, including 17Ad-16 notices to DTC's Legal Notice System (LENS) by agents, trustees and issuers beginning on August 9, 2024.

The IAP can be accessed at the following URL: *

<https://issueragentservices.dtcc.com/>

Note: The current e-mailbox dependent procedure for submission of LENS notices will no longer be available beginning at 5:00 p.m. Eastern Time on August 8, 2024.

How to Access the IAP for Submission of LENS Notices

- Go to <https://issueragentservices.dtcc.com/>
- Provide your valid business email address
 - (Note: Personal, public email domains, such as gmail.com or yahoo.com will not be accepted; a non-public email account must be used.)
 - In the event you need to post investor communications to LENS and your primary business email address utilizes a public domain, please contact taservices@dtcc.com for 17Ad-16 TA Notices only, and lensnotices@dtcc.com for Legal and Tax Notices, and request information concerning how to be added to DTCC's email whitelist
- You will receive a verification code from a 'noreply@dtcc.com' email address. (Note: Please check your spam, junk or clutter folder if you have not received the email in your inbox within five to ten minutes.)
- Upon input of the verification code you will be able to access the application to input your investor communications directly into DTC's LENS service



*Note: The URL <https://issueragentservices.dtcc.com/> currently points to the LIBOR Replacement Index Communication tool. It will be replaced with the Issuer Agent Portal after the close of business on August 8, 2024.

The migration to the Issuer Agent Portal for posting of all LENS notice types is mandatory, as the following e-mailboxes will be retired and/or no longer available for this purpose beginning at 5:00 p.m. Eastern Time on August 8, 2024, after which time notices must be submitted via the Issuer Agent Portal as detailed above.

- legalandtaxnotices@dtcc.com – to be retired at the close of business on August 8, 2024
- lensweb@dtcc.com – to be retired at the close of business on August 8, 2024

Note that e-mailboxes taservices@dtcc.com and lensnotices@dtcc.com will remain active for inquiries only; notices submitted to these mailboxes will not be processed.

Documentation and Training Materials

- User Guides are available at dtcclearning.com and within the IAP application via the  help icons
- Data Dictionaries and upload templates are available within the IAP application along with tool tips and field definitions which can be opened by hovering over the  icons
- Additional information including benefits and FAQs is available at <https://www.dtcc.com/settlement-and-asset-services/issuer-services/issuer-agent-portal>

Questions about the migration to the IAP portal can be directed to IAPTestingInquiries@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.