

# THE DEPOSITORY TRUST COMPANY

# IMPORTANT

**B#:** 9712

**DATE:** April 12, 2000

**TO:** Transfer Agents, Paying Agents, Redemption Agents and Trustees

**FROM:** Corporate Trust Services

**ATTENTION:** Operations and Administrative Managers

**SUBJECT:** **April 21, 2000 Good Friday Schedule**

The Depository Trust Company will be open on Good Friday, April 21, 2000. However, because the New York Stock Exchange will be closed and banks in New York will be open, DTC will be providing **limited services**, with the following operations and schedules in effect:

### **Securities Processing**

DTC's Securities Operations departments will not be performing any physical processing on April 21; therefore, there will be no certificate delivery and pick-up. DTC's Transfer Agent Drop Service will be closed on April 21 and, as a result, will not be accepting delivery or pick-ups.

The PTS DWAC (CDWC and NDWC) and FRAC functions will not be available. For Direct Registration agents, PTS (DRS) will not be available for any Limited Participant Account transactions.

All transfer related and FAST CCF/CCFII output files will be run on Good Friday; users should be aware that these files may or may not contain data, so you should be able programmatically to handle empty files. CCF/CCFII will not be open for the receipt of DMAR transmissions from agents on April 21.

The RSA output files will be available on Friday, April 21, and the same files will be available on Monday, April 24. The CCL (FAST COD) file will be available on Monday, April 24, ONLY. All other output files produced for the close of business Thursday, April 20, will be available on Friday, April 20.

If you have any questions or require additional information, please contact Roger Lord, Supervisor, at (212) 855-4470 or Charles Blake, Operations Coordinator, at (212) 855-4793, both of Transfer Agent Services.

### **Payments**

DTC's Dividend and Reorganization/Redemption departments will be open to accept all payments that are due on April 21, 2000. In addition, there will be a limited Corporate Trust Services staff available for assistance.

The Dividend and Reorganization/Redemption Departments' Collections and Cash Receipts functions will be in operation on April 21. Therefore, all corporate and municipal dividend and interest payments and maturity, redemption and reorganization payments are **expected in full on this date**. Automated payment receipt information (such as DARS, DANO, RARS) can be transmitted on April 21.

If you have any questions or require additional information on dividend and interest payments, please contact Neil Desai, Supervisor, at (212) 855-4699, or Lew Passik, Supervisor, at (212) 855-4670.

If you have any questions or require additional information on reorganization/redemption payments, please contact Debra O'Neill, Manager, at (212) 855-2005.

**This notice may also be viewed at our website at [www.dtc.org](http://www.dtc.org)**