

# THE DEPOSITORY TRUST COMPANY

# IMPORTANT

**B#:** 9397

**DATE:** February 18, 2000

**TO:** All Participants

**FROM:** Settlement Department

**ATTENTION:** Interface Shipping Users

**SUBJECT:** **Advance Notification of Securities Shipments**

**Effective March 13, 2000, the Interface Shipping department will implement revised Participant Operating Procedures for Participants using the Interface Shipping department's services to receive their securities shipments from DTC. As part of the revised procedure, Participants should complete exhibit B (Printer Destination Request form) and return or fax it to the Interface department as indicated on the form.**

**Background:**

The Interface Shipping department logs and ships by overnight courier, securities to Participants without a New York presence. Upon receipt of a package, Interface Shipping Participants are required to verify the securities received against the Securities Mailing List (SML) used to list the securities contained in the package, and immediately report discrepancies to the Interface department. Many Interface Participants do not receive securities in their packages on a daily basis and may be unaware those securities, which were intended to be in the package, are missing. Also, other Participants receive multiple SOLS in a single package and also may be unaware that an SML and its corresponding securities are missing. These uncertainties may delay Participants from notifying the Interface department of potential discrepancies. Delays in notification hinder Interface's ability to promptly research and resolve Participant reports of missing securities. To assist Participants in reconciling package contents, the following procedures are being adopted.

## **Revised Procedures Effective Monday, March 13, 2000**

Each day at approximately 5:00 p.m. E.S.T. all Interface Shipping Participants will receive a broadcast message on their designated Participant Terminal System (PTS) printer listing by Participant account number those Participants' accounts to whom DTC has included securities in their Interface package shipped that day (see attachment A). All Interface Shipping Participants will be required to review the message and ascertain if their account is listed. Each Participant whose account is listed will be required to verify the receipt of the securities on the day the package is received, usually the business day following notification. On the day the package is received, the Participant must notify the Interface department promptly, but in no case later than 5:00 p.m. E.S.T., of any missing securities. Upon notification the Interface department will immediately commence an investigation. Although Participants are advised to carefully examine all packages received from DTC to ensure they contain all materials anticipated, DTC is implementing these enhanced procedures to maintain heightened controls for securities shipments. If a Participant does not receive a package for a listed account on the business day following PTS notification, the Participant must notify the Interface department so that DTC can commence with assisting in tracing the package's status.

For Participants' packages containing multiple SOLS, each SML will be numbered (i.e., 1 of 3, 2 of 3). Participants should examine their SOLS to ensure that their package contains all SOLS and contact Interface within the above time frame if an SML is missing.

Prompt notification to the Interface department of missing packages or securities greatly increases the likelihood of their being located. *Failure by a Participant to comply with these procedures may result in replacement costs being borne by the Participant.* To report missing packages, missing securities, or questions regarding these procedures, please contact Elliot Swaggered, Interface Manager at (212) 855-8704 or Interface Supervisors Lillian Marion, John McManus or Scott Silverman at (212) 855-8766.

**Participants are requested to designate their Printer Destination by completing the attached form (Attachment B) and returning it to Interface. Participants will receive the Broadcast message on their default printer number (00) unless other instructions are received by Interface. Participants may fax their reply to Interface, attention John McManus at (212) 855-8245.**

Attachments

Vincent A. Mauro  
Vice President  
Operations

**Attention: All Interface Shipping Users**

The following Participant's accounts will be receiving securities in their Interface package shipped today \_\_\_\_\_, \_\_\_\_\_.

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- C Upon receipt of any and all Interface packages, Participants are required to promptly examine the package contents.
  
- C Any discrepancy, including but not limited to missing securities, missing Securities Mailing List(s), or any other discrepancies must be reported immediately, but at no time later than 5:00 p.m. E.S.T. **on the day of receipt.** Report discrepancies to Elliot Swaggered, Manager of the Interface Shipping department at (212) 855-8704 or Interface supervisors Lillian Marion, John McManus or Scott Silver man at (212) 855-8766.

Participant # \_\_\_\_\_

Please route the Broadcast messages informing our firm of the inclusion of securities in our Interface package to Printer Destination # \_\_\_\_\_.

Authorized by \_\_\_\_\_

Please print name \_\_\_\_\_

Phone # (    )        --  
                  \_\_\_\_\_

***\*NOTE:** Please return this form in your Interface package or fax to the attention of John McManus at (212) 855-8245.*