

# The Depository Trust Company

# **IMPORTANT**

**B#:** 2657

**DATE:** December 21, 2001

**TO:** All Participants and Pledgee Banks

**CATEGORY:** Operations

**FROM:** Relationship Management

**ATTENTION:** Managing Partner/Officer, Operations Managers

**SUBJECT:** Microfiche Elimination and Revised Microfiche Fees

Recently, the PTS functions MFRP and MFRB were enhanced to give participants and pledgees the ability to turn off or reduce the number of microfiche reports produced and distributed to them on a daily basis. This enhancement follows the results of a recent survey, which indicated that many participants were discarding their microfiche and would prefer that it be discontinued.

The first copy of microfiche for each of the reports listed below is currently free of charge while each additional copy is billed at 30 cents per report. Beginning in January of 2002, the new fee will be 50 cents per sheet of microfiche (versus per report), including the initial copy. Be advised that a single report may consist of multiple sheets of microfiche.

DTCC is working to deliver each of the microfiche reports identified in this notice through PC Web Direct, enabling participants to download the reports to a file, disc or CD ROM. Once PC Web availability is complete, a schedule will be implemented to eliminate the future distribution of microfiche entirely. Additional information on this project will be forthcoming. In the meantime, participants and pledgees wishing to discontinue their receipt of microfiche reports should follow the instructions contained in this notice.

Participant accounts are automatically set up to receive the following microfiche reports:

**Daily Activity Statement**  
**Monthly Position Statement**

**Monthly Pledgor Position Statement  
Participant Settlement Statement (Part Settle Stmt)**

Pledgee banks are automatically set up to receive the following microfiche reports:

**Daily Activity Statement  
Monthly Position Statement**

In addition to the reports listed above, there are optional microfiche reports that can be reduced or eliminated using the MFRP and MFRB functions, e.g. Daily and Weekly Position Reports.

**Procedures for Eliminating Microfiche**

- Access the function MFRP (participants) or MFRB (pledgees).
- Choose option 2, "Update".
- Under the heading "PART MEDIA", position the cursor under the field marked "Fiche" for each report you wish to eliminate and change the number of copies from "01" to "00". Press the enter key\* to edit and then press the PF1 key to update.

\*If under the heading "PART MEDIA", the "Sort" field is filled with the letters "COMM", a message may pop up asking you to "Please space out the sort field". Use the delete key or space bar to clear this field and press enter.

If you have any questions regarding this notice, please call your Relationship Manager or the undersigned at (212) 855-4169.

Michael O'Neill  
Senior Relationship Manager