

# The Depository Trust Company

# **IMPORTANT**

**B#:** 3300

**DATE:** April 24, 2002

**TO:** All Participants and Pledges

**CATEGORY:** Operations

**FROM:** Relationship Management

**ATTENTION:** Managing Partner, Operations Managers

**SUBJECT:** Microfiche Elimination of Pledgee and Pledgor Reports

In fulfilling DTCC's strategy of eliminating microfiche reports (refer to Important Notice #s B2657 and B2982), we are pleased to announce that the Daily Pledgee Position Statement (AutoRoute # 05130608), Daily Pledgor Position Statement (AutoRoute #05130605) and the Daily Pledgee Activity Statement (AutoRoute #05130695) are now available through the Internet via PC Web Direct. **The microfiche version of the reports will be eliminated on June 30, 2002.** Participants and Pledges that currently use the microfiche version of these reports should follow the instructions in this notice to begin receiving the reports via PC Web Direct.

Reports available on PC Web Direct are stored for three business days. Participants (pledgors) and pledges have the ability to view the reports on-line, print the reports in hard copy format or download the reports to a diskette, file or CD ROM during that three-day period. These reports will be deleted from PC Web Direct after three business days.

## **Participants and Pledges with PC Web Direct Access**

For participants and pledges that already have access to PC Web Direct and have a digital certificate coordinator assigned, all that is required is for an authorized individual to send an e-mail to his or her Relationship Manager specifying which reports they want delivered via PC Web Direct. All individuals within the firm with access to PC Web Direct will then have access to the reports.

## **Participants and Pledges without PC Web Direct Access**

Participants and pledges that presently do not have access to PC Web Direct must first appoint a digital certificate coordinator within their firm. The coordinator will be responsible for providing employees within the firm with the digital certificates, allowing them access to PC Web Direct. Once a coordinator is chosen, he/she should complete the attached form and fax it to his or her Relationship Manager with instructions on which reports they would like sent to PC Web Direct. The Relationship Manager will approve the request and forward it to the Public Key Infrastructure group, which will contact the digital certificate coordinator and send the necessary materials needed to access PC Web.

Questions regarding this notice should be directed to your Relationship Manager.



The Depository Trust &  
Clearing Corporation  
55 Water Street  
New York, NY 10041-0099

**DTCC Access Coordinator Authorization Agreement ("Agreement")**

**Special Instructions: Please fax all information to 212-908-2349.**

Participant Organization Name	
Participant Number (where applicable)	
Address	
<b>Designated Access Coordinator</b>	
Name	
Title	
Telephone	
Fax	
Pager Information (Number / Pin)	
E-Mail Address (required)	
Access Coordinator Birth Date	Month:_____ Day:_____
PIN Number (select 4 numbers)	
Pass Phrase (You may use any words, numbers or combination of words and numbers from 10 to 15 characters)	
Access Coordinator's UserID	
Name of DTCC Relationship Manager	

<b>DTCC Participant Organization--Authorized Signer*</b>	
<i>Participant Organization acknowledges receipt of a copy of DTCC's Access Coordinator Procedures, Definitions, Terms and Conditions (the "Procedures"). Participant Organization, having read the Procedures, agrees to comply with the Procedures.</i>	
Name (Print)	
Authorized Signature	
Title	
Date	
E-Mail Address (required)	
<b>*Important Note: A DTC Participant Organization's Authorized Signer must be a senior official (e.g., Officer) at the level of Vice President or above. An Authorized Signer may not concurrently be an Access Coordinator.</b>	

OR

<b>NSCC Organization--Authorized Signer*</b>	
<i>This designation of a coordinator must be approved by a person having a signed "Certification of Incumbency, or Corporate Resolution" on file with NSCC:</i>	
Name (Print)	
Authorized Signature	
Title	
Date	
<b>Important Note: Authorized Signature <u>must be different</u> from the Coordinator Name*</b>	