

The Depository Trust Company

IMPORTANT

B#: 3463-08

DATE: May 29, 2008

TO: All Participants

CATEGORY: Operations

FROM: Joe Clemente

ATTENTION: Operations Management/Officers/Cashiers

SUBJECT: DRS Profile Enhancements
Three "Move All Shares" Options and the
Second SSI / TIN Number

There are now over 7,450 issues eligible for the Direct Registration System (DRS). DTC receives over 53,000 DRS Profile transactions per month, and that volume is rising. On a daily basis, almost 90% of the withdrawal-by-transfer transactions received by DTC are for DRS eligible issues, and as such, can be processed by issuing DRS statements, a less costly and less risk laden method than issuing of physical securities certificates.

While DRS continues to be robust and as volumes escalate, discussions center around DRS Profile rejects. The two leading causes of these rejects are the lack of matching on the quantity of shares and the failure to match on the social security/TIN number.

The DRS Ad Hoc group, and the DRS Processing Committee have been working to find processing methods to decrease and eliminate these problems. After much debate and effort, there will be two major enhancements in DRS processing in the later part of 2008.

In the coming months, all DRS eligible transfer agents will program to enhance their processing system to accept DRS Profile instructions to "move-all" the shares from the investor's DRS transfer account to the investor's participant's account. By using the "move-all" functionality, DRS participants can forego

referencing a specific share quantity in the DRS Profile instruction. Here are the three options a participant will be able to use in processing Profile transactions:

- Move-all of the investor's full shares to the requesting participant's account, or;
- Move-all of the investor's full shares to the requesting participant's account, and liquidate any fractions in the account. The cash proceeds will be mailed directly to the investor, or;
- Move-all of the investor's full shares to the requesting participant's account; liquidate any fractions in the account, the cash proceeds will be mailed directly to the investor; and close the DRS/DRiP account.

In addition, transfer agents will program to accept two social security/TIN numbers for each DRS Profile instruction submitted by a participant. This feature can be used in situations where the investor's account is a joint account and there are two social/TINs on the agent's records. Participants will have the option to input two socials/TINS. The transfer agent will run the processing routine to match on either socials/TINS, thus decreasing the number of rejects due to non- matched socials/TINS.

Subject to any required regulatory approval for the required modifications to DTC's systems and processing, both the move-all and the dual social/TIN processing will be implemented by all DRS eligible transfer agents by November 3, 2008.

To expedite these critically needed DRS enhancements, the SIFMA and participant members of the Ad Hoc group and DRS Working Committee have agreed to pay a portion of the transfer agents' cost to enhance DRS processing. This is a one-time only offer, and any future programming enhancements by industry members will be borne by the individual industry member.

Attached are the updated file layouts that you will need to explore with your systems personnel. If you use a File Transfer Protocol to input or receive back your DRS Profile instructions, some changes to the files you use will be needed. PTS/PBS users will not need to update their DTC interface. These users will need to consider revisions to their processing procedures to take advantage to the new functionality.

Questions regarding the changes to the DRS Profile system can be directed to Joe Clemente, Asset Services Product Manager, at (212) 855-2425 / jpclemente@dtcc.com or to your relationship manager.



MDH/CCF/CCF-II Transmission Guides

**06.13 Direct Registration System –
ICM Input Processing Via MDH, CCF
And
CCF-II:
DRX1/DRX5 Function User's Guide**



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06.13 DRX1 And DRX5: Function User's Guide

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1 Objectives of This Chapter

The objectives of this chapter are to:

- Give an overview of function DRX1 and DRX5.
- Illustrate the formats of required records.

2 The DRX1 and DRX5 Function: Overview

This document describes the ICM File layout for the DRS (Direct Registration System). It will be used by the participants to transmit DRS Profile instructions to DTCC. This will give participants an automated alternative to entering instructions via the PTS function DRSP.

This function is being offered over CCF, CCF-II and MDH. This is a combined user guide describing DRX1 and DRX5 for CCF, CCF-II and MDH.

Participants should familiarize themselves with the DTC document "[Interface Control Manager CCF, CCF-II And MDH User's Guide For Transaction Input](#)". This ICM document describes new standards for transaction processing using DTC's automated systems. Specifics relating to the operation, error processing and recovery of CCF, CCF-II and MDH transmissions are addressed in the ICM document

2.1 The DRX1 and DRX5 Functions

A new service in the Computer-to-Computer Facility (CCF) and Mainframe Dual Host (MDH) has been developed to transmit DRS Profile requests.

<u>Function Name</u>	<u>Start time</u>	<u>Cutoff time</u>
<i>MDH - DRX1</i>	<i>3:00</i>	<i>17:30</i>
<i>CCF/CCF-II - DRX5</i>	<i>3:00</i>	<i>17:30</i>

2.2 Holiday Processing

- 1) All Closed - Banks, Exchange and DTC closed: (New Years Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day)

DRX1 and DRX5 will not be available.

2) Banks Closed, Exchange Open and DTC Open (Columbus Day, Veterans Day)

DRX1 and DRX5 will be available.

3) Banks Open, DTC Open, Exchange Closed (Good Friday)

DRX1 and DRX5 will not be available.

4) Exchange Open, Banks and DTC Closed (Martin Luther King Day)

DRX1 and DRX5 will be available.

3 File Specifications

3.1 DRS Profile ICM Record

Length = 500 / Header = 26 / Detail = 474

The input record for *DRX1 and DRX5* is defined below. This record contains a transaction header and application detail data and has a record length of 500 bytes.

The Transaction header is prefixed to every application record. The field layout of the 26-byte header is defined as:

NOTE: STANDARD TRANSACTION HEADER FOR CCF, CCF-II AND MDH

Position	Length	Format	Field Name	Field Description
1	1	Character	Feedback Indicator	Used to indicate if any errors were encountered during processing. This field is to be left blank on input.
2	1	Character	Test/Production Indicator	Used to indicator whether the transaction is to be processed in the "Test" or "Production" environment. T = Test P = Production
3	6	Character	Record Type	Identifies Function type Value "DRSPRT"
9	2	Numeric	Record Suffix	Used to indicate the "Record #' on single and multiple data records within a transaction. Suffix - Value '01'
11	2	Numeric	Version Number	Used to indicate which version (e.g.: 'latest' or 'previous' format) the data is in. (e.g. '01', '02' etc.)
13	6	Character	User Reference #	Used by transmitting party to uniquely identify the transaction.
19	8	Character	Addressee	The entity on behalf of whom the transaction is being processed. Right justified, zero filled for numeric addressee or 'Mnnnnnnn' for non-numeric addressee. Participant Number

3.2 DRS ICM Detail Record Format:

Position	Length	Format	Field Name	Field Description
27	8	Character	Part Number	Participant number
35	12	Character	CUSIP	CUSIP number Format: "00" Pos, 1-2 Number Pos. 3 –11 "0" Pos. 12 Format: "00" Pos, 1-2
47	25	Character	DRS Account Id	Investor's DRS account number at the Transfer Agent
72	9	Numeric	Tax Id	Customer tax id –on record at the transfer agent statement ('999999999' if non-resident alien)
81	35	Character	Registration line 1	Registration line 1 (Required)
116	35	Character	Registration line 2	Registration line 2 (Optional)
151	35	Character	Registration line 3	Registration line 3 (Only if registration line 2 is filled)
186	35	Character	Registration line 4	Registration line 4 (Only if registration line 3 is filled)
221	35	Character	Registration line 5	Registration line 5 (Only if registration line 4 is filled)
256	35	Character	Registration line 6	Registration line 6 (Only if registration line 5 is filled)
291	8	Character	Surety no.	Profile Surety Number
299	37	Character	Customer Acct.	Customer's broker dealer account number
336	9	Numeric	Quantity	Transfer quantity (whole) - Must be zeroes when the 'Move All Available Whole Shares Code' (position 398) equals 'A', 'T' or 'P'; otherwise, the quantity must be greater than zeros. (i.e., mutually exclusive with 'Move All Available Whole Shares Code')

Position	Length	Format	Field Name	Field Description
345	8	Numeric	Date	Date transaction was sent to DTCC – CCYYMMDD
353	6	Numeric	Time	Time transaction was sent to DTCC - HHMMSS
359	20	Character	Contact name	Participant contact name
379	10	Character	Contact phone	Participant contact telephone number
389	9	Numeric	Second Tax ID	Tax number
398	1	Character	Move All Available Whole Shares Code	Option to move all shares 'A' – move all available whole shares, sell fractions 'T' – move all available whole shares, sell fractions, terminate the account 'P' – move all available whole shares, keep fractions
399	102	Character	Filler	Value=SPACES

4 Error Conditions

If any errors occur during processing, the following occurs:

- CCF/CCF-II users receive their input record with 40 bytes of errors appended to the end of the record.
- MDH users receive a 40 byte area for errors in their '06' return block.

NOTE: Refer to the Interface Control Management document for specifics relating to the way errors are returned to your system.

```
***** NO ERRORS ARE EDITED FOR DURING ICM PROCESSING *****
***** RECORD VALIDATION WILL BE ACCOMPLISHED DURING *****
***** A BATCH PROCESS AFTER ALL DATA COLLECTION HAS *****
***** BEEN COMPLETED. *****
```



MDH/CCF/CCF-II Transmission Guides

06.14 Direct Registration System – Output Processing Via MDH, CCF And CCF-II: DRSRTN/DRSRT1/DRSRT2/DRSR3 Function User's Guide

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06.14 DRSRTN and DRSRT1/DRSRT2/DRSRT3: Function User's Guide

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1 Objectives of This Chapter

The objectives of this chapter are to:

- Give an overview of function DRSRTN and DRSRT1/DRSRT2/DRSRT3.
- Illustrate the formats of required records.

2 The DRSRTN and DRSRT1/DRSRT2/DRSRT3 Functions: Overview

This document describes the File layout for the DRS (Direct Registration System). It will be used by the participants to pick up responses to DRS Profile instructions transmitted to DTCC. This will give participants an automated alternative to viewing responses via the PTS function DRSP.

The function DRSRTN is being offered over MDH. Functions DRSRT1/DRSRT2/DRSRT3 are offered over CCF, CCF-II. This is a combined user guide describing DRSRTN for MDH and DRSRT1/DRSRT2/DRSRT3 for CCF, CCF-II.

Participants should familiarize themselves with the DTC document "INTERFACE CONTROL MANAGER CCF, CCF-II and MDH USER'S GUIDE for Transaction Input". This document describes new standards for transaction processing using DTC's automated systems. Specifics relating to the operation, error processing and recovery of CCF, CCF-II and MDH transmissions are addressed in the document

2.1 The DRSRTN and DRSRT1/DRSRT2/DRSRT3 Functions availability

A new service in the Computer-to-Computer Facility (CCF) and Mainframe Dual Host (MDH) has been developed to transmit DRS Profile requests.

<u>Function Name</u>	<u>Transmitted to Users</u>	<u>Available to User</u>
<i>MDH - DRSRTN</i>		
<i>CCF/CCF-II - DRSRT1</i>	<i>6:45AM – 7:15AM</i>	<i>7:15AM – 3:15AM(next day)</i>
<i>CCF/CCF-II - DRSRT2</i>	<i>1:15PM – 1:45PM</i>	<i>1:45PM – 9:45AM(next day)</i>
<i>CCF/CCF-II - DRSRT3</i>	<i>4:30PM – 5:00PM</i>	<i>5:00PM – 1:00PM(next day)</i>

2.2 Holiday Processing

- 1) All Closed - Banks, Exchange and DTC closed: (New Years Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day)

Functions will not be available.

- 2) Banks Closed, Exchange Open and DTC Open (Columbus Day, Veterans Day)

Functions will be available.

- 3) Banks Open, DTC Open, Exchange Closed (Good Friday)

Functions will not be available.

- 4) Exchange Open, Banks and DTC Closed (Martin Luther King Day)

Functions will be available.

3 File Specifications

3.1 DRS Profile Standard Header Record

Length = 500 / Header = 26 / Detail = 474

The output record for *DRSRTN and DRSRT1/DRSRT2/DRSRT3* is defined below. This record contains a transaction header and application detail data and has a record length of 500 bytes.

The Transaction header is prefixed to every application record. The field layout of the 26-byte header is defined as:

NOTE: STANDARD TRANSACTION HEADER FOR CCF, CCF-II AND MDH

Position	Length	Format	Field Name	Field Description
1	1	Character	Feedback Indicator	Used to indicate if any errors were encountered during processing. This field is to be left blank on input.
2	1	Character	Test/Production Indicator	Used to indicator whether the transaction is to be processed in the "Test" or "Production" environment. T = Test P = Production
3	6	Character	Record Type	Identifies Function type Value "DRSRTN" for MDH transmission "DRSRT1" for the first CCF, CCF-II transmission "DRSRT2" for the second CCF, CCF-II transmission "DRSRT3" for the third CCF, CCF-II transmission
9	2	Numeric	Record Suffix	Used to indicate the "Record #' on single and multiple data records within a transaction. Suffix - Value '01'

Position	Length	Format	Field Name	Field Description
11	2	Numeric	Version Number	Used to indicate which version (e.g.: 'latest' or 'previous' format) the data is in. (e.g. '01', '02' etc.)
13	6	Character	User Reference #	Used by transmitting party to uniquely identify the transaction.
19	8	Character	Addressee	The entity on behalf of whom the transaction is being processed. Right justified, zero filled for numeric addressee or 'Mnnnnnnn' for non-numeric addressee.

3.2 DRS Detail Record Format:

Position	Length	Format	Field Name	Field Description
1	1	Character	Feedback Indicator	Used to indicate if any errors were encountered during processing. This field is to be left blank on input.
2	1	Character	Test/Production Indicator	Used to indicator whether the transaction is to be processed in the "Test" or "Production" environment. T = Test P = Production
3	6	Character	Record Type	Identifies Function type Value "DRSRTN" for MDH transmission "DRSRT1" for the first CCF, CCF-II transmission "DRSRT2" for the second CCF, CCF-II transmission "DRSRT3" for the third CCF, CCF-II transmission
9	2	Numeric	Record Suffix	Used to indicate the "Record #" on single and multiple data records within a transaction. Suffix – Value '01'
11	2	Numeric	Version Number	Used to indicate which version (e.g.: 'latest' or 'previous' format) the data is in. (e.g. '01', '02' etc.)
13	6	Character	User Reference #	Used by transmitting party to uniquely identify the transaction.
19	8	Character	Addressee	The entity on behalf of whom the transaction is being processed. Right justified, zero filled for numeric addressee or 'Mnnnnnnn' for non-numeric addressee.
27	8	Character	Part Number	Participant number
35	12	Character	CUSIP	CUSIP number Format: "00" Pos. 1-2 Number Pos. 3 –11 "0" Pos. 12 Format: "00" Pos. 1-2
47	25	Character	DRS Account Id	Investor's DRS account number at the Transfer Agent
72	9	Numeric	Tax Id	Customer tax id – From the investor's transfer agent statement ('999999999' if non-resident alien)
81	35	Character	Registration line 1	Registration line 1 (Required)

Position	Length	Format	Field Name	Field Description
116	35	Character	Registration line 2	Registration line 2 (Optional)
151	35	Character	Registration line 3	Registration line 3 (Only if registration line 2 is filled)
186	35	Character	Registration line 4	Registration line 4 (Only if registration line 3 is filled)
221	35	Character	Registration line 5	Registration line 5 (Only if registration line 4 is filled)
256	35	Character	Registration line 6	Registration line 6 (Only if registration line 5 is filled)
291	8	Character	Surety no.	Profile Surety Number
299	37	Character	Customer Acct.	Customer's broker dealer account number
336	9	Numeric	Quantity	Transfer quantity (whole) – If participant provides a quantity, DTC will return that quantity in this field. If the Move All Available Whole Shares option is used (A, T, or P), the transfer agent will provide the quantity and DTC will pass it on to the submitting participant.
345	8	Numeric	Date	Date transaction was sent to DTCC – CCYYMMDD
353	6	Numeric	Time	Time transaction was sent to DTCC - HHMMSS
359	20	Character	Contact name	Participant contact name
379	10	Character	Contact phone	Participant contact telephone number
389	1	Character	Item status	Identifies status of completed transaction 'A' – t.a. approved 'R' – t.a. rejected 'E' – front-end reject
390	1	Character	Origination type	Identifies where transacted originated from. 'T' – transmission 'P' – PTS
391	13	Character	Tran Id	DTCC generated transaction number
404	64	Character	Reject comments	Invalid reject comments

Position	Length	Format	Field Name	Field Description
468	1	Character	Move All Available Whole Shares Code	Option to move all available whole shares 'A' – move all available whole shares, sell fractions 'T' – move all available whole shares, sell fractions, terminate the account 'P' – move all available whole shares, keep fractions
469	20	Character	TA contact name	Transfer agent contact name
489	10	Character	TA contact phone	Transfer agent contact number
499	1	Character	FL multi reject code	FL reject code
500	1	Character	FL multi tax code	FL tax code