

# THE DEPOSITORY TRUST COMPANY

## IMPORTANT

**#:** 0421

**DATE:** February 20, 1997

**TO:** All Participants

**FROM:** Lisa Dougan, Associate Director, Research

**ATTENTION:** Managing Partner/Officer; Cashier; Reorganization/Dividend/Vault Managers

**SUBJECT:** New Methodology for Preparing Inquiries Over the *PTS* Participant Inquiry Notification System (PINS) Function

Effective March 6, the *PTS* PINS function will be enhanced to facilitate inquiry preparation.

PINS will have a new screen titled "Participant Inquiry Notification System Department List" (see Exhibit I). In addition to classifying inquiries by department, the screen will have an "Enter Activity Code (Optional)" prompt, allowing Participants to enter the activity code (if known) at the beginning of the inquiry process. This will permit users to go directly to the Participant Inquiry Notification System Notification Add screen (see Exhibit II) and begin preparing the inquiry, bypassing the Participant Inquiry Notification System Activity Code List screen. Users who do not enter an activity code will access the Activity Code List screen for that department.

Revised *PTS* procedures will be distributed. Questions can be directed to your Participant Services representative.

(Over)

XSVX 00002199-01	PARTICIPANT INQUIRY NOTIFICATION SYSTEM DEPARTMENT LIST	MM/DD/YY HH:MM:SS
<ul style="list-style-type: none"> <li>1. DIVIDEND ANNOUNCEMENT</li> <li>2. DIVIDEND GENERAL</li> <li>3. RECON/COMPLIANCE</li> <li>4. REORG/REDEMPTIONS</li> <li>5. GARDEN CITY REDEMPTIONS</li> </ul>		
SELECT DEPARTMENT:		
ENTER ACTIVITY CODE(OPTIONAL):	SIGNON PT#:	2199 PTS TR ACC
PF6/18=ACTIVITY HELP	PF7/19=MENU	

Exhibit I

XXXX 00002199-01	PARTICIPANT INQUIRY NOTIFICATION SYSTEM NOTIFICATION ADD	MM/DD/YY HH:MM:SS
ACTIVITY: ARN	DEPT: 0012 ANNOUNCEMENT	AREA:
SIGNON PT#:	2199 PTS TR ACC	DATE OF DIFFERENCE: / /
CUSIP:	SEC DESC:	
RATE:	RECORD DATE: / /	PAYABLE DATE: / /
EXPLANATION OF DIFFERENCE:		
PREPARED BY:		
TELE NUMBER:		
PF1/13 TO ADD NOTIFICATION	PF7/PF19=PREVIOUS SCREEN	

Exhibit II