

**Bold and underlined** text indicates proposed additions.

**~~Bold and strikethrough~~** text indicates proposed deletions.

**The Depository Trust Company,**  
a subsidiary of The Depository Trust & Clearing Corporation

## **OPERATIONAL ARRANGEMENTS**

(Necessary for Securities to Become  
and Remain Eligible for DTC Services)

~~July 2019~~ **March 2020**

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## ***II. Requirements for DTC Servicing of Securities***

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### **B. Transfer Requirements**

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#### **4. Transfer Agent Compliance**

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##### **f. Posting of Transfer Agent Notices to LENS**

A 17 Ad-16 Notice sent to DTC by a transfer agent in accordance with the provisions of this section will be made available to Participants for viewing on the DTC Legal Notice System (“LENS”) within 24 hours of DTC’s receipt of the 17Ad-16 Notice from the transfer agent, not including weekends and holidays (i.e., non-Business Days).<sup>1</sup>

*Important Note: DTC does not screen 17Ad-16 Notices for confidential information. It is the full and sole responsibility of the transfer agent submitting a 17Ad-16 Notice to ensure that the information contained in the 17Ad-16 Notice is correct and does not include any information that would otherwise be deemed as confidential or material non-public information.*

##### **g. Other Notices Delivered by Transfer Agents for Posting to LENS**

**Transfer agents may deliver other types of notices to holders, separate from 17Ad-16 Notices, to DTC in electronic format for posting to LENS, including but not limited to closing memoranda, new issue memoranda, mutual fund memoranda and notices for ineligible securities. In order to be posted to LENS, the notice must be sent to TAServices@dtcc.com. Hard copy notices will not be posted to LENS.**

**Inquiries regarding the status of any notice previously sent to DTC should be sent to LensNotices@dtcc.com.**

**Important Note: DTC does not screen notices it receives for posting to LENS for confidential information. It is the full and sole responsibility of the transfer agent submitting a notice to ensure that the information contained in the notice is correct and does not include any information that would otherwise be deemed as confidential or material non-public information.**

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<sup>1</sup> For example, if DTC receives a notice a 17Ad-16 Notice through the designated e-mail or electronic methods described above at 6:00 p.m. Eastern Time (“ET”) on a Monday (that is not a holiday), DTC would make the 17Ad-16 Notice available for viewing by Participants on LENS no later than 5:59 p.m. ET on Tuesday. For weekends, if DTC receives a notice at or after 6:00 p.m. ET on a Friday, DTCC would make the 17Ad-16 Notice available for viewing by Participants on LENS no later than 5:59 p.m. ET on Monday.

## ***VI. Reorganization Instructions/Notification Procedures***

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### ***E. Proxy Related Procedures***

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#### **1. Consents and Legal Notices**

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##### **b. Legal Notices**

All legal notices (including notices to security holders) of bankruptcies, litigation/class actions, and defaults shall be sent to ~~DTC's Reorganization Announcements Department~~, by e-mail to **both** [LegalandTaxNotices@dtcc.com](mailto:LegalandTaxNotices@dtcc.com) ~~and mandatoryreorgannouncements@dtcc.com~~. In the event the sender is required by the security indenture (or other governing document) to make hardcopy notification to holders, notices may also be sent to the following address:

Reorganization Announcements Department  
The Depository Trust Company  
Attn: Mandatory Announcements-Legal Notice  
570 Washington Blvd., 4th Floor  
Jersey City, NJ 07310

The form of any notice shall prominently include:

- CUSIP number(s);
- complete legal name of Issuer and of any conduit borrower;
- record date, if any, for the notice; and
- title or reference line that provides a comprehensive summary of the subject of the notice.

Delivery of the notice to e-mail addresses other than the e-mail addresses set forth above and/or hardcopy notice to an address other than the address set forth above does not constitute a valid notification. ***(Note: If hardcopy delivery is used it is to be in addition to emailing the consent notices to DTC as described above. Hard copy notices will not be posted to LENS.)***

**Inquiries regarding the status of any notice previously sent to DTC should be sent to [LensNotices@dtcc.com](mailto:LensNotices@dtcc.com).**

***Important Note: DTC does not screen notices it receives for posting to LENS for confidential information. It is the full and sole responsibility of the issuer, transfer agent, trustee, or other party, as applicable, submitting a notice to DTC for posting to LENS, to ensure that the information contained in the notice is correct and does not include any information that would otherwise be deemed as confidential or material non-public information.***

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