

# Transfer Agent 17Ad-16 Notices Via The Issuer Agent Portal

## OVERVIEW

Transfer Agent (TA) notices as they are commonly referred to in DTC's Legal Notice System (LENS) are posted to comply with Rule 17Ad-16 of the SEC Act of 1934. The rule requires that transfer agents notify a qualified registered depository if it has changed its name, or of the assumption, transfer, or termination of transfer agent services. It suggests that they do so at least ten calendar days prior to the effective date of the applicable name change, assumption, transfer, or termination of services. It also requires the qualified registered securities depository to deliver a copy of such notices to its own participants within 24 hours, excluding weekends and holidays, to ensure that investors receive this critical information in a timely fashion. To assist agents with this process, DTCC has created the Issuer Agent Portal, which will allow for the posting in near real time of TA Notices directly to LENS.

## HOW IT WORKS

- Agents including but not limited to; Transfer, Paying, Redemption DDA and others must publish their 17Ad-16 notices using the Issuer Agent Portal to comply with the SEC rule and DTC's Operational Arrangements.
- DTCC has expanded the LIBOR Replacement Index Tool as a foundation to create the Issuer Agent Portal to accept submissions of Transfer Agent 17Ad-16 notices from Transfer Agents, Paying Agents, Redemptions Agents, and others at no cost. There, these agents can complete the 17Ad-16 form which is submitted to LENS in near real time.
- The existing LENS system will be unchanged and current. Future subscribers will continue to have access to an easy-to-read PDF notice with the Termination, Assumption and Contact Information changes in a standard template.

## WHO CAN USE THIS SERVICE

- All third-party agents will be able to input notices directly into the 17Ad-16 notice web application for near real-time publication on LENS.
- Existing and future subscribers of LENS will continue to be able to select and view this information in a templated PDF document through the MyDTCC portal.

**“Take control of your compliance to the 17Ad-16 rule by posting your information into an intuitive UI and directly into LENS in near real-time.”**

## BENEFITS

Existing and future subscribers of LENS will continue to be able to select and view this information in a templated PDF document through the MyDTCC portal.

- › Take control of the process of submitting 17Ad-16 TA notices directly to LENS, as opposed to communicating to a group email inbox.
- › Streamlined online form that is intuitive to fill out and publish your notices.
- › Single User Interface (UI): To submit and publish 17Ad-16 TA notices in one place through a flexible web UI.
- › Receive automated email confirmations in near real-time after you submit a 17Ad-16 notice to LENS containing a link to your submission details.
- › Each submission systematically creates a new 17Ad-16 notice in near real-time, meaning that subscribers of LENS can have access to information sooner.
- › Choose what you would like to submit: You can upload your 17Ad-16 changes bulk using Excel workbooks or Comma Separated Value (CSV) files, for multiple securities and only fill-out the form once.
- › Consumers of this information can subscribe to receive this data using the LENS system.
- › Future Agent Asset Servicing extensibility: the convenient, flexible, and straight through nature of the UI and associated outputs can be built for other processes to help streamline the investor communication process.

## FOR MORE INFORMATION

**For more information about how to submit Legal & Tax notices as an agent, trustee, or issuer, please click [here](#) (this will take you to the product specific page – to be created). For more information about how to communicate TA Notices, please contact DTCC Issuer Services Team by clicking [here](#) (take you to a form to fill out to contact product).**

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