

How to Become a FAST Agent

Below is a list of documentation and other requirements needed for FAST applicants. Once completed, the documents can be submitted via email to DTCCSolutionsAA@dtcc.com.*

- A DTC transfer agent must be registered with the SEC or its appropriate regulatory authority and follow all applicable rules. For SEC rules please refer to the below:
<http://www.sec.gov/about/forms/secforms.htm#transfer>
<http://www.sec.gov/rules/sro/dtc/2009/34-60196.pdf>
- Include the most recent external audit/accounting report of your transfer agent procedures and controls, as issued by an independent accounting firm.
- Include the most recent SEC audit examination reports with any letters of response you provided to the SEC on their audit findings.
- Review the following three Balance Certificate Agreements (BCA) to determine the business need of the transfer agent
 - [WC-NC \(Standard\)](#) - This BCA is commonly used by typical TAs as well as most banks.
 - [WC-CTA \(SELF TA\)](#) - This BCA is used only by corporations transferring their own issues.
 - [WC-PROC](#) - This BCA is used for agents that do not process securities, but are the registered agents and have hired another agent to handle the FAST processing of their securities.

The transfer agent must complete two copies of their chosen agreement, leaving no blank spaces within the body of the contract. In addition, the BCA must be signed and attested by officers of the company.

- Have an officer of the company sign the [Operational Criteria for FAST](#). This document discusses DTC's operational requirements. (Exhibit II)
- Review the [Key Elements of Insurance](#) requirements and provide a current copy of your insurance coverage. The minimum acceptable insurance limit is \$10 million or a higher amount if required by law, rule, or a Self-Regulatory Organization, such as the NYSE.
 - Note: If you do not already have this coverage, please arrange for it to be effective at the time your application is approved. Any approval will be contingent upon valid and effective insurance. You may request a quote from your carrier to be submitted with your application. DO NOT purchase a policy until you are approved to the FAST Program.
- Include a CUSIP listing (referenced as Exhibit A in the contract) of the issues you would like to make eligible for the FAST Program.
- Complete the [Deposit/Withdrawal at Custodian \(DWAC\) Agreement](#) only if you plan to utilize the function. This is optional.
- Complete the [W-9 Tax form](#) and provide it with the documentation.
- The [ANIRA External User's Guide](#) is for information only. The connectivity process will begin only after your application has been approved.

*DTC must receive the application in its entirety in order to review and process the request.