



Agent Services/Asset Services

16.02 VOLUNTARY OFFERING INSTRUCTIONS/AGENT'S TENDER OFFERS RECAP REPORT (ATO): FUNCTION USER'S GUIDE

AUGUST 23, 2023

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VOLUNTARY OFFERING FUNCTIONS

The objectives of this chapter are to:

- Give information about DTC's Voluntary Offering (ATO) function
- Show the required formats for ATO records

Overview of Voluntary Offering Functions

Tender Agents with DTF capability can use the ATO function to receive Voluntary Offering Instructions (ATODTC) or their Tender Offers Recap Report (ATORCP) via CCF and CF2 in a machine-readable format.

The information received via the ATO function can be used to automate the updating of User files and verify transaction processing sent to DTC.

Available Transmission Mode

ATO files are available via CCF and CF2.

- Users requesting ATO via CCF receive a file consisting of a CCF Header Record followed by the requested ATO records.
- Users requesting ATO via CF2 receive a file consisting of CF2 Header and Trailer Records separated by the requested ATO records.

The formats for the CCF Header Record, CF2 Header and Trailer Records, followed by the Voluntary Offering Instructions and Agent's Tender Offers Recap Report records are described in ATO Record Templates. For more information, contact DTCSupport@dtcc.com.

Availability of DTF/ATO Functions

The ATO function is available beginning at approximately 12:30 p.m. (Eastern Time) for twenty hours each day.

Voluntary Offering Instructions from Participants are available three times during the day; the Agent's Tender Offers Recap Report is available once a day.

Voluntary Offering Instructions:

ATODT1	12:00 p.m.
ATODT2	3:00 p.m.
ATODT3	5:00 p.m.
ATODTC	6:30 p.m.

Agent Tender Offers Recap Report

ATORC1	12:00 p.m.
ATORC2	3.00 p.m.
ATORC3	5:00 p.m.
ATORCP	6:30 p.m.

If you encounter error message 111 – File Not Available, please wait briefly and try again.

Holiday Processing

The ATO functions will be available on all non-bank holidays.

ATO RECORD TEMPLATES

- For CCF Users, the record structure consists of the CCF Header Record, followed by the Voluntary Offerings Instructions Record
- For CF2 Users, the record structure consists of the CF2 Header Record, followed by the Voluntary Offerings Instructions Record, followed by the CF2 Trailer Record.

The formats of these records are detailed in the remainder of this section.

HEADER AND TRAILER RECORDS

The CCF Header Record

NDM users executing NDMDTF01, NDMDTFGP, or NDMDTFSP will receive the following CCF Header record.

The CCF header record's format is as follows:

Position	Length	Format	Field Name	Field Description
1	6	Character	Data Type Requested	ATODTC or ATORCP
7	6	Character	Data Type Created	ATODTC or ATORCP
13	8	Character	Creation Date	Date of data (MM/DD/YY).
21	8	Character	Spool Date	DTC data load date (MM/DD/YY).
29	8	Character	Load Time	DTC data load time (HH:MM:SS).
37	2	Binary	Record Size	Size of each data record.
39	4	Binary	Block Count	Number of data blocks input to CCFDTFDB.
43	4	Binary	Record Count	Number of data records.
47	???	Character	Filler	DTC use only. Do not use.

The CF2 Header and Trailer Records

The CF2 Header and Trailer records come in two different formats; NDM and FTP.

Note:

The Header and Trailer records are identical except for the first and last field of each record.

NDM – CF2 Header and Trailer Records

NDM users executing NDMDTF02 or NDMDTFGH will receive the following:

Position	Length	Format	Field Name	Field Description
1	3	Character	Record ID	"HDR" or "TRL"
4	4	Character	Signon ID	Signon ID
8	6	Character	Data Type Requested	ATODTC or ATORCP
14	6	Character	Data Type Created	ATODTC or ATORCP

Position	Length	Format	Field Name	Field Description
20	8	Character	Creation Date	Data Creation Date (MM/DD/YY)
28	8	Character	Spool Date	Data Load Date (MM/DD/YY)
36	8	Character	Load Time	Data Load Time (HH:MM:SS)
44	4	Numeric	Record Length	Record Length of data requested
48	8	Numeric	Record Count	Number of data records in file.
56	4	Numeric	80-Byte Record Count	Number of 80-byte records per data type requested. (0001)
60	???	Character	Filler	DTC use only. Do not use.

FTP – CF2 Header and Trailer Records

FTP users will get the following:

Position	Length	Format	Field Name	Field Description
1	3	Character	Record ID	"HDR" or "TRL"
4	8	Character	Sign-on ID	Sign-on ID
12	6	Character	Data Type Requested	ATODTC or ATORCP
18	6	Character	Data Type Created	ATODTC or ATORCP
24	8	Character	Creation Date	Data Creation Date (MM/DD/YY)
32	8	Character	Spool Date	Data Load Date (MM/DD/YY)
40	8	Character	Load Time	Data Load Time (HH:MM:SS)
48	4	Numeric	Record Length	Record Length of data requested
52	8	Numeric	Record Count	Number of data records in file.
60	4	Numeric	80-Byte Record Count	Number of 80-byte records per data type requested. (0001)
64	???	Character	Filler	DTC use only. Do not use.

VOLUNTARY OFFERING INSTRUCTIONS RECORD

The format for a voluntary offering instructions record type is shown below:

Position	Length	Format	Field Name	Field Description
1	1	Character	Message Type Indicator	Used to indicate an output message. Value is '*'.
2	1	H	Test/Production Indicator	Value is 'P'.
3	6	Character	Record Type	Description of the application data. Value is ATODTC.
9	2	Numeric	Record Suffix	Used as a sequence for long message (beyond 1384 chars). Value is '01'.
11	2	Numeric	Version Number	DTF will maintain up to two versions of an application's data at any time. Value is '01'.
13	6	Character	User Reference Number	Unique identification of the transaction supplied by the user. Value is Spaces.
19	8	Character	Addressee ID	ID of the Participant or other entity for whom this transaction was created.
27	8	Numeric	Tender Agent Number	CCF ID of Agent to Receive Data (left zero filled).
35	8	Numeric	Transaction Date	ccyymmdd.
43	6	Numeric	Transaction Time	hhmmss.
49	1	Character	Transaction Type	V = Voluntary Offering Instruction. C = Cover of Protect. P = Protect W = Withdrawal
50	9	Character	Target CUSIP	9-character identifier of issue being tendered.
59	9	Character	Contra CUSIP	9-character identifier of DTC-assigned User CUSIP for this offer.
68	14	Numeric	VOI Number	Identifies the transaction. nnnnydddhhmmss nnnn = originating terminal ID yddd = Julian year & day hhmmss = transaction time.
82	5	Numeric	Sequence Number	Relative transaction number for this offer.

Position	Length	Format	Field Name	Field Description
87	8	Numeric	Participant Number	DTC Participant Number.
95	10	Character	Participant Name	DTC Participant Name.
105	11	Numeric	Share Quantity	Quantity of shares tendered.
116	9	Character	Rights CUSIP (1)	First associated rights CUSIP required to be surrendered along with the target issue.
125	11	Numeric	Rights Quantity (1)	Quantity of rights tendered or withdrawn for first rights CUSIP to be surrendered along with the target issue.
136	9	Character	Rights CUSIP (2)	Second associated rights CUSIP required to be surrendered along with the target issue.
145	11	Numeric	Rights Quantity (2)	Quantity of rights tendered or withdrawn for second rights CUSIP to be surrendered along with the target issue.
156	9	Character	Rights CUSIP (3)	Third associated rights CUSIP required to be surrendered along with the target issue.
165	11	Numeric	Rights Quantity (3)	Quantity of rights tendered or withdrawn for third rights CUSIP to be surrendered along with the target issue.
176	9	Character	Rights CUSIP (4)	Fourth associated rights CUSIP required to be surrendered along with the target issue.
185	11	Numeric	Rights Quantity (4)	Quantity of rights tendered or withdrawn for fourth rights CUSIP to be surrendered along with the target issue.
196	8	Character	Conditions Accepted	(Optional fields) each one of eight positions indicates the response to a free format condition; default value is blank; other valid values are Y or N.
204	9	Numeric	Bid Price	9(4)V9(5) (optional).
213	1	Character	Odd Lot Indicator	Optional Blank (default) Y = the quantity represents odd lot holder(s).
214	11	Numeric	Conditional Quantity	Optional Minimum quantity the shareholder stipulates must be accepted Default = zero.
225	20	Character	Participant Contact	(Free-form entry) name of person to contact in case of a problem.
245	10	Character	Contact Phone Number	Aaannnnnnn–Area code (aaa) and phone number (nnnnnnn) of Participant contact
255	80	Character	Participant Comments	(Optional free-form entry) comments supplied by the Participant.

Position	Length	Format	Field Name	Field Description
335	1	Character	Acceptance Indicator	Indicates if the offer was accepted. Value 'A'.
336	5	Numeric	Ticket Sequence	Ticket Sequence number
341	25	Character	Allocation Code Identifier – aka "Shareholder ID"	Optional data entered by participant <ul style="list-style-type: none">• Blank (default)• Other valid values: A-Z, 0-9, dashes and underscore
366	25	Character	Filter	DTC Use Only. Do not use.

AGENT'S TENDER OFFERS RECAP REPORT RECORD

The format for the agent's tender offers recap report record type is as follows:

Position	Length	Format	Field Name	Field Description
1	1	Character	Message Type Indicator	Used to indicate an output message. Value is '*'.
2	1	Character	Test/Production Indicator	Value is 'P'.
3	6	Character	Record Type	Description of the application data. Value is ATORCP.
9	2	Numeric	Record Suffix	Used as a sequence for long message (beyond 1384 chars). Value is '01'.
11	2	Numeric	Version Number	DTF will maintain up to two versions of an application's data at any time. Value is '01'.
13	6	Character	User Reference Number	Unique identification of the transaction supplied by the user. Value is spaces.
19	8	Character	Addressee ID	ID of the Participant or other entity for whom this transaction was created.
27	8	Numeric	Tender Agent Number	CCF ID of Agent to Receive Data (left zero filled).
35	8	Numeric	Transaction Date	ccymmdd.
43	6	Numeric	Transaction Time	hhmmss.
49	9	Character	Target CUSIP	CUSIP being tendered.
58	9	Character	Contra CUSIP Number	DTC-assigned User CUSIP for this offer.
67	5	Numeric	Prior VOI Count	Prior date VOI count total.
72	11	Numeric	Prior VOI Quantity	Prior date VOI share quantity total.
83	5	Numeric	Prior VOI Odd Lot Count	Prior date odd lot VOI count total.
88	11	Numeric	Prior VOI Odd Lot Quantity	Prior date odd lot VOI share quantity total.
99	5	Numeric	Prior VOI Conditional Count Total	Prior date conditional VOI count total.
104	11	Numeric	Prior VOI Conditional Qty	Prior date conditional VOI share quantity total.

Position	Length	Format	Field Name	Field Description
115	5	Numeric	Prior Cover of Protect	Prior date cover of protects VOI count total.
120	11	Numeric	Prior Cover of Protect Qty	Prior date cover of protects share quantity total.
131	5	Numeric	Prior Cover of Protect Odd Lot Count	Prior date cover of protects odd lot VOI count total.
136	11	Numeric	Prior Cover of Protect Odd Lot Quantity	Prior date cover of protects odd lot share quantity total.
147	5	Numeric	Prior Cover of Protect Conditional Count	Prior date cover of protects conditional VOI count total.
152	11	Numeric	Prior Cover of Protect Conditional Quantity	Prior date cover of protects conditional share quantity total.
163	5	Numeric	Current Voluntary Offerings Count	Today's VOI count total.
168	11	Numeric	Current Voluntary Offerings Qty	Today's VOI share quantity total.
179	5	Numeric	Current Voluntary Offerings Odd Lot Count	Today's odd lot VOI count total.
184	11	Numeric	Current Voluntary Offerings Odd Lot Qty	Today's odd lot share quantity total.
195	5	Numeric	Current Voluntary Offerings Conditional Count	Today's conditional VOI count total.
200	11	Numeric	Current Voluntary Offerings Conditional Qty	Today's conditional share quantity total.
211	5	Numeric	Current Cover of Protect Count	Today's cover of protect VOI count total.
216	11	Numeric	Current Cover of Protect Quantity	Today's cover of protect share quantity total.
227	5	Numeric	Current Cover of Protect Odd Lot Count	Today's cover of protect odd lot VOI count total.
232	11	Numeric	Current Cover of Protect Odd Lot Quantity	Today's cover of protect odd lot share quantity total.

Position	Length	Format	Field Name	Field Description
243	5	Numeric	Current Cover of Protect Conditional Count	Today's cover of protect conditional VOI count total.
248	11	Numeric	Current Cover of Protect Conditional Qty	Today's cover of protect conditional share quantity total.
259	5	Numeric	Current Voluntary Offerings Withdrawal Count	Today's VOI withdrawal count total.
264	11	Numeric	Current Voluntary Offerings Withdrawal Qty	Today's withdrawal share quantity total.
275	5	Numeric	Current Voluntary Offerings Odd Lot Withdrawal Count	Today's VOI odd lot withdrawal count total.
280	11	Numeric	Current Voluntary Offerings Odd Lot Withdrawal Qty	Today's odd lot withdrawal share quantity total.
291	5	Numeric	Current Voluntary Offerings Conditional Withdrawal Count	Today's VOI conditional withdrawal count total.
296	11	Numeric	Current Voluntary Offerings Conditional Withdrawal Qty	Today's conditional withdrawal share quantity total.
307	5	Numeric	Current Cover of Protect Withdrawal Count	Today's cover of protect withdrawal count total.
312	11	Numeric	Current Cover of Protect Withdrawal Qty	Today's cover of protect withdrawal share quantity total.
323	5	Numeric	Current Cover of Protect Odd Lot Withdrawal Count	Today's cover of protect odd lot withdrawal count total.
328	11	Numeric	Current Cover of Protect Odd Lot Withdrawal Qty	Today's cover of protect odd lot withdrawal share quantity total.
339	5	Numeric	Current Cover of Protect Conditional Withdrawal Count	Today's cover of protect conditional withdrawal count total.
344	11	Numeric	Current Cover of Protect Conditional Withdrawal Qty	Today's cover of protect conditional withdrawal share quantity total.
355	36	Character	Filler	DTC use only; do not use.

RELEASE NOTES:

This is the document history reflecting changes to the file.

- 08/08/2023 The document was reformatted to fit the current template.
- 10/20/2022 For position 341 reduced filler by 25 to add a Shareholder ID field. Remaining filler begins at position 366 with a length of 25.
- 04/30/2020 The following changes were made to bring this document up to current standards:
Made general updates to remove outdated references and reformat the document.
- 04/01/2003: Added additional reports and available times.
Added new field in byte 336 of the Voluntary Offering Instruction Record layout. Changed value of the Afiller@ field.
Adjusted record length for the Agent's Tender Offer Recap to 390 Bytes.
- 05/01/2003 Converted from WordPerfect to Word.

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