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## Asset Services

**WARI**

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# WARI

## Introduction

### Overview

The Warrants Inquiry (WARI) function allows individual participants and group users to inquire about warrants and associated transactions.

Use WARI for inquiries only; to enter, cancel, or update exercise or reversal instructions, use WARR.

### When to Use

Use WARI to view lists of warrant securities for which you may want to submit exercise instructions via the WARR function.

WARI is available:

- For RTOP users: 12:00 p.m. to 5:00 p.m. eastern standard time
- For non- RTOP users: 8:00 a.m. to 12:00 p.m. eastern standard time.

### Associated Products

WARI is used in association with the Warrant Exercises product.

## List of Procedures:

### Viewing Eligible and Priority Warrants

Use the following procedure to view a list of warrant securities that are currently eligible for exercise or to view a list of warrants with expiration dates or record dates within the next five business days.

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#### **Warning! Important:**

The list of priority warrants is provided for your reference only. Although DTCC makes every effort to provide complete and accurate information, DTCC accepts no responsibility for the information provided on issues included on this list, or for the omission of an issue from this list.

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1. Type REOG on the Enter Function screen and press ENTER.  
*Result-* The Reorg Selection Menu appears.
2. In the **Enter** Option field, type the number that appears to the left of the WARI function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.  
*Result-* The Warrant Inquiry screen appears.
3. *Group users only*, type a participant number in the **Participant** field for the warrants you want to view.
4. Type one of the following in the **Enter** Option field:
  - 1: To view currently eligible warrants
  - 2: To view priority warrants.
5. *Optional:*
  - Type a CUSIP number in the **CUSIP** field to display warrants for a specific security.

- In the **Custody Processing** field, type one of the values listed on the screen to display custody warrants (valid only if you have custody access).
- 

**Note**

- Leave the **Activity Date** field blank.

---

6. Press ENTER.

*Result-* The Eligible Warrants screen or the Priority Warrants screen appears, depending on the selected option.

7. *Optional.* To view activity information for a specific warrant, type T in the **CMD** field and press ENTER.

*Result-* The Transaction Activity screen appears. Press PF7/19 to return to the previous screen.

8. *Optional.* On the Eligible Warrants or Priority Warrants screens, to view existing instructions for a specific warrant, type X in the **CMD** field and press ENTER.

*Result-* The Warrant Instruction Detail screen appears.

9. *Optional.* To view a list of envelope identification numbers and their associated exercise ticket conditions, press PF2/14.

*Result-* The Warrant Conditions screen appears.

## Viewing New or Updated Warrants

Use the following procedure to view a list of warrants that were added or updated within the last five business days.

1. Type REOG on the Enter Function screen and press ENTER.

*Result-* The Reorg Selection Menu appears.

2. In the **Enter** Option field, type the number that appears to the left of the WARI function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.

*Result-* The Warrant Inquiry screen appears.

3. *Group users only,* type a participant number in the **Participant** field for the warrants you want to view.

4. Type 3 in the **Enter** Option field, then type values in the following optional fields if desired:

- **CUSIP:** Enter a CUSIP number to display warrants for a specific security.
  - **Custody Processing:** Type one of the values listed on the screen to display custody warrants (valid only if you have custody access).
- 

**Note**

- Leave the **Activity Date** field blank.

---

5. Press ENTER.

*Result-* The New/Updated Warrants screen appears.

---

**Note**

- If a date appears in the **Update Date** field, you must view the Warrant Instruction Detail screen for that warrant to obtain the most current information about the warrant. See Viewing Eligible and Priority Warrants.

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## Viewing Participant Warrant Activity

Use the following procedure to view your warrant exercise and reversal transactions for the current day, or (*group users only*) to view the warrant activity for a specific participant in your group.

1. Type REOG on the Enter Function screen and press ENTER.  
*Result-* The Reorg Selection Menu appears.
2. In the **Enter** Option field, type the number that appears to the left of the WARI function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.  
*Result-* The Warrant Inquiry screen appears.
3. *Group users only*, type a participant number in the **Participant** field for the warrants you want to view.
4. Type 4 in the **Enter** Option field, then type values in the following *optional* fields if desired:
  - **CUSIP:** Enter a CUSIP number to display warrants for a specific security.
  - **Custody Processing:** Type one of the values listed on the screen to display custody warrants (valid only if you have custody access).

---

### Note

- Leave the **Activity Date** field blank.

---

5. Press ENTER.

*Result-* The Transaction Activity screen appears.

---

### Note

- If a date appears in the **Update Date** field, you must view the Warrant Instruction Detail screen for that warrant to obtain the most current information about the warrant. See Viewing Eligible and Priority Warrants.

---

6. *Optional.* To view additional details about a specific exercise or reversal transaction, type X in the **CMD** field to the left of the desired item and press ENTER.

*Result-* The Warrant Exercise/Reversal Ticket screen appears. Press PF6/18 to return to the Transaction Activity screen.

---

### Note

- You can also press PF2/14 on the Warrant Exercise/Reversal Ticket screen to display additional warrant conditions for the selected item, if any exist.

---

## Viewing Protects

Use the following procedure to view protects submitted via the WARR function. This option is available only to participants and group users with protect/cover of protect access.

1. Type REOG on the Enter Function screen and press ENTER.  
*Result-* The Reorg Selection Menu appears.
2. In the **Enter** Option field, type the number that appears to the left of the WARI function. Type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.  
*Result-* The Warrant Inquiry screen appears.
3. *Group users only*, type a participant number in the **Participant** field for the protects you want to view.
4. Type 6 in the **Enter** Option field, then type values in the following *optional* fields if desired:
  - **CUSIP:** Enter a CUSIP number to display protects for a specific security.

- **Custody Processing:** Type one of the values listed on the screen to display custody protects (valid only if you have custody access).

5. Press ENTER.

*Result-* The Warrant Protect Inquiry screen appears.

---

**Note**

- This screen is part of the WARR function.

---

## List of Screens:

### Eligible Warrants Screen

The Eligible Warrants screen appears when you select option 1 on the Warrant Inquiry screen, and displays a list of warrant CUSIPs eligible for DTCC's book-entry Warrant Exercises product. Use this screen to obtain activity or instruction information for a specific warrant.

#### Sample Screen

```

MENU      HELP
EAAB      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      ELIGIBLE WARRANTS      TIME:  HH:MM:SS
=====
NON-CUSTODY      =====
SKIP TO CUSIP:

WARRANT      WARRANT      OPTION LOCKED      UNDRLY      EXPIRATION
CMD  CUSIP      DESCRIPTION      IND  OUT  AGENT      REC DATE      DATE
-   F9212D142  WTSTOFINELF8503<      +      P      9011  06/14/00  08/05/03
-   G32030119  WTSEURO 30703F      +      P      2941      03/07/03
-   G3930H120  GWTSREG21504=U= BE+#      9011      02/15/04
-   G3930H146  GWTSGLOBAL21504 BE+#      9011      02/15/04
-   G4481U114  WTSHI120901F=U=      -      724      12/09/01
-   G54467116  WTSLEISUREPLANT=U=F-      2941      01/23/01
-   G54467124  WTSLEISUREPLANT=U=F-      2941      01/23/01
-   G6445R111  WTSNEWCHI31005F      +      9979      03/10/05
-   M67029112  WTSLANWRE112101F=U=+      2941      11/21/01
-   M75252110  WTS OPTIS61202F ORD+      2941      06/12/02
COMMANDS: O - OTHER FUNCTIONS T - TRANSACTION ACTIVITY X - INSTRUCTION DETAIL
                                                ..MORE
=====
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19: WARI MENU      PF8/20:END FUNCTION
                  PF9/21:SIGNOFF      PF10/22:BACKWARD      PF11/23:FORWARD

```

## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <hr/> <p><b>Note</b></p> <p><i>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</i></p> <hr/>
Skip to CUSIP	An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.
CMD	<p>An entry field that allows you to access one of the following:</p> <ul style="list-style-type: none"> <li>• O: The Function Selection screen</li> <li>• T: The Transaction Activity screen</li> <li>• X: The Warrant Instruction Detail screen.</li> </ul>
Warrant CUSIP	The CUSIP number for each item.
Warrant Description	A brief description of each listed security.
Option Ind	Possible values A, B, or space, indicating that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
Locked Out	The letter Y if you are not eligible to submit exercises for this offer.
Agent	The Transfer Agent number.
Undrly Rec Date	The next record date for the underlying security.
Expiration Date	The last date on which you can submit warrant exercise instructions for the item.

## Function Selection Screen

The Function Selection screen appears when you enter O (Other Functions) in the **CMD** field on any of the following screens:

- Eligible Warrants
- Priority Warrants
- New/Updated Warrants
- Transaction Activity.

The CUSIP number of the selected line item is carried over. From this screen, you can access any of several related functions, allowing you to perform various inquiries and activities for a security without having to reenter the CUSIP in each function.

## Sample Screen

```

MENU      HELP
PLEASE SELECT AN OPTION
EAAG      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      FUNCTION SELECTION      TIME:  HH:MM:SS
=====

      CUSIP
      -----
      123456789

1. ANNOUNCEMENT INQUIRY      - DIVA
2. SAME DAY ALLOCATION REPORTING      - SDAR
3. REORG INQUIRY FOR PARTICIPANTS      - RIPS

ENTER OPTION:  ____
=====
ENTER: PROCESS      PF6/18: RETURN

```

## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
CUSIP	The CUSIP number carried over from the previous screen.
Display Area	<p>A list of accessible functions for the selected CUSIP and activity</p> <p><b>Note</b></p> <p>-If you are not signed up for a listed function, that line appears in low intensity and the message 'Ineligible' appears to the right. If you select that function, the message 'You do not have the necessary PTS eligibility to access the selected function' appears at the top of the screen.</p> <p><i>For group users</i>, if you are not allowed to access the specified participant's data for a listed function, that line appears in low intensity and the message 'Not authorized' appears to the right. If you select that function, the message 'Group user not authorized for displayed participant &amp;selected function combo' appears at the top of the screen.</p>
Enter Option	An entry field that allows you to select the next function you want to access.

## New/Updated Warrants Screen

The New/Updated Warrants screen appears when you select option 3 on the Warrant Inquiry screen, and displays warrants that were added or updated within the last five business days.

### Sample Screen

```

MENU      HELP

EAAD      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      NEW/UPDATED WARRANTS      TIME:  HH:MM:SS
=====      NON-CUSTODY      =====
                                           SKIP TO CUSIP:

WARRANT   WARRANT   OPTION   UPDATE   CREATION   EXPIRATION
CMD   CUSIP   DESCRIPTION   IND   AGENT   DATE   DATE   DATE
--   --   --   --   --   --   --   --
F9212D142 WTSTOFINELF8503<      00009011 06/07/00 08/13/99 08/05/03
M90278116 WT TVG TECH8500=U= + 00002941 06/07/00 06/07/00 08/04/00
M90278124 WTSTVG TECH8500+U+ + 00002941 06/07/00 06/07/00 08/04/00
M90278132 WTSTVG TECH8500=U= + 00002941 06/07/00 06/07/00 08/04/00
00130H113 AES CORP WTS 73100+ 00000923 06/09/00 05/19/00 07/31/00
025278110 WTSAMERCOUNTY083100+ 00002941 06/07/00 06/07/00 08/31/00
025474115 WTS AMER DRUG080500@ 00009009 06/07/00 06/07/00 08/04/00
055007116 WTSAZTOREHL061500 *- 00002003 06/08/00 05/22/00 06/15/00
089072110 WTSBIGBUCKBE 123101+ 00002665 06/09/00 05/02/00 12/11/01
125127134 WTS144A51509=U= BE+# 00009315 06/07/00 02/11/00 05/15/09

COMMANDS: O - OTHER FUNCTIONS      . . .MORE
=====
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19: WARI MENU      PF8/20:END FUNCTION
PF9/21:SIGNOFF      PF10/22:BACKWARD      PF11/23:FORWARD
    
```

### Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.  <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Skip to CUSIP	An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.
CMD	An entry field that allows you to access the Function Selection screen. Enter an O.
Warrant CUSIP	The CUSIP number for each item.
Warrant Description	A brief description of each listed security.
Option Ind	Possible values A, B, or space, indicating that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
Agent	The Transfer Agent number.

This field	Displays
Update Date	The date of the last update.
Creation Date	The date that the envelope was added to the system.
Expiration Date	The last date on which you can submit exercise instructions for this warrant.

## Priority Warrants Screen

The Priority Warrants screen appears when you select option 2 on the Warrant Inquiry screen, and displays warrants with expiration dates or record dates within the next five business days. This screen also displays whether activity occurred for this warrant on the current date. Use this screen to obtain activity information or instruction information for a specific warrant.

### Sample Screen

```

MENU      HELP

EAAC              THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99      PRIORITY WARRANTS                          TIME:  HH:MM:SS
=====
                                NON-CUSTODY           =====
                                SKIP TO CUSIP:

WARRANT          WARRANT          OPT LOCKED      OUT OF PRIOR    PRIOR    ACT  RC
CMD  CUSIP        DESCRIPTION      IND  OUT AGENT  TOWN  DATE  DESCRIP TODAY TY
-   F9212D142  WTSTOFINELF8503<          9011
-   055007116  WTSAZTOREHL061500 *-      2003  Y   06/15/00  DTC EXPIR NO  A
-   315633180  WTSFIBERCHEM102303*-      1751  Y   06/16/00  DTC EXPIR NO  A
-   449669118  WTS IMC GBL12/22/00<      2941
-   703224113  WTS PATINA O<             9955      06/15/00  CASH UNDR NO  A
-   740474127  WTSPREMIERNEW62100-      1751  Y   06/21/00  DTC EXPIR NO
-   740522123  WTSPRE061500B=U=  +      2941      06/15/00  DTC EXPIR NO  A
-   836153114  WTSSOURCE6232000=U=+      2777  Y   06/21/00  DTC EXPIR NO  C
-   966245110  WTSWHITEWIN2902  -      724  Y   06/16/00  PROXY UND NO

COMMANDS: O - OTHER FUNCTIONS T - TRANSACTION ACTIVITY X - INSTRUCTION DETAIL
                                                NO MORE
=====
ENTER:PROCESS  PF6/18:PREVIOUS  PF7/19: WARI MENU  PF8/20:END FUNCTION
                PF9/21:SIGNOFF  PF10/22:BACKWARD  PF11/23:FORWARD

```

### Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Skip to CUSIP	An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.

This field	Displays
CMD	An entry field that allows you to access one of the following: <ul style="list-style-type: none"> <li>• O: The Function Selection screen</li> <li>• T: The Transaction Activity screen</li> <li>• X: The Warrant Instruction Detail screen.</li> </ul>
Warrant CUSIP	The CUSIP number for each item.
Warrant Description	A brief description of each listed security.
Option Ind	Possible values A, B, or space, indicating that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
Locked Out	The letter Y if you are not eligible to submit exercises for this offer.
Agent	The Transfer Agent number.
Out of Town	An indicator of whether the Agent is located outside of New York City (Y or N).
Prior Date	The nearest critical date (record date, expiration date, etc. ) within the next five business days that made the item a priority warrant.
Prior Descrip	One of the following: <ul style="list-style-type: none"> <li>• DTC Expire: Warrants expiration</li> <li>• DTC Prot: DTC Protect expiration</li> <li>• Cash Undr: Underlying cash dividends</li> <li>• Stock Und: Underlying stock dividends</li> <li>• Proxy Und: Underlying proxy date</li> <li>• Multiple: More than one of the above.</li> </ul>
Act Today	An indicator of whether you exercised the warrant today (Y or N).
RC TY	The envelope recycle cutoff indicator. One of the following: <ul style="list-style-type: none"> <li>• A: Recycling instructions are subject to anticipated early recycle cutoff</li> <li>• E: Recycling instructions are subject to early recycle cutoff</li> <li>• C: SDF.</li> </ul>

## Transaction Activity Screen

The Transaction Activity screen appears when you select options 4 or 5 on the Warrant Inquiry screen, or when you enter T in the **CMD** field for an item on the Eligible Warrants or Priority Warrants screen. This screen displays a list of current business day warrant exercise and reversal transactions.

---

### Note

- The Transaction Activity screen contains one set of fields when accessed via option 4 or from either of the warrant listing screens, and another set of fields when accessed via option 5. The sample below is via option 4, but the field descriptions are included for both versions of the screen.

---

## Sample Screen

```

MENU    HELP

EAAE                THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99        TRANSACTION ACTIVITY                 TIME:  HH:MM:SS
=====*****=====
                                           SKIP TO CUSIP: .....

TOTAL GOOD TRANSACTIONS: ----          TOTAL SHARES: -----

  WARRANT  OPTION
  CUSIP    IND  TRANSACTION ID  PARTICIPANT  EXERCISE    LAST
  CMD      CUSIP  IND  TRANSACTION ID  PARTICIPANT  REVERSAL    STATUS
-----
-          -          -          -          -          -          -
-          -          -          -          -          -          -
-          -          -          -          -          -          -
-          -          -          -          -          -          -
-          -          -          -          -          -          -
-          -          -          -          -          -          -
-          -          -          -          -          -          -

COMMANDS: O - OTHER FUNCTIONS  X - EXERCISE TICKET          MORE ->
=====
ENTER:PROCESS    PF6/18:PREVIOUS    PF7/19:WARI MENU    PF8/20:END FUNCTION
                PF9/21:SIGNOFF    PF10/22:BACKWARD   PF11/23:FORWARD

```

## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <hr/> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Skip to CUSIP	An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.
Total Good Transactions	The total made exercise transactions for the current day.
Total Shares	The total warrants for made exercise transactions for the current day.
CMD	<p>An entry field that allows you to access one of the following:</p> <ul style="list-style-type: none"> <li>O: The Function Selection screen</li> <li>X: The Warrant Exercise/Reversal Ticket screen.</li> </ul>
Warrant CUSIP	The CUSIP number for each item.
Option Ind	W or U to indicate the exercise price is per share of the warrant being exercised or per share of the underlying security being received. If there are multiple underlying securities, the share quantity of the first one is used in the calculation.
Transaction ID	The transaction identification number.

This field	Displays
Participant	The participant number of the party who initiated the activity.
Exercise/ Reversal	One of the following: <ul style="list-style-type: none"> <li>• E: If the item is a warrant exercise</li> <li>• R: If the item is an exercise reversal.</li> </ul>
Last Status	The last known status of the activity: <ul style="list-style-type: none"> <li>• Fully Made</li> <li>• Warrant Recycle</li> <li>• Warrant Recycle/Made</li> <li>• Bond Recycle</li> <li>• Bond Recycle/Made</li> <li>• (Un1) Edit Reject</li> <li>• (Un2) Edit Reject</li> <li>• (Un3) Edit Reject</li> <li>• WARR/Bond Dropped</li> <li>• WARR/Bond Edit Reject</li> <li>• Previous Day Made</li> <li>• Pending RTOP Release.</li> </ul>

## Warrant Exercise / Reversal Ticket Screen

The Warrant Exercise/Reversal Ticket screen appears when you enter X in the **CMD** field on the Transaction Activity screen, and displays additional details about a selected exercise or reversal transaction.

### Note

- The title of this screen will reflect whether you are viewing an exercise or a reversal.

### Sample Screen

```

MENU   DIVA   RIPS   SDAR   HELP
EAAF           THE DEPOSITORY TRUST COMPANY           DATE: MM/DD/CCYY
00002199-99      WARRANT EXERCISE TICKET           TIME:  HH:MM:SS
=====
SIGNON:  -----  -  -  -  TRANSACTION DATE/TIME:  -----  -  -  -
PROTECT*ID:  -----
TRANSACTION ID  OPTION  PART    CASH    DATE    STATUS
-----
CUSIP NO.      DESCRIPTION    QUANTITY  |  PAYMENT BOND INFORMATION
WAR:  -----  |  CUSIP.....  -----
WARRANT EXP. DATE:  -----  |  DESCR.....  -----
UN1:  -----  |  QTY.....  -----
UN1 RECORD DATE :  -----  |  VALUE.....  -----
UN2:  -----  |  INT.....  -----
UN2 RECORD DATE :  -----  |
UN3:  -----  |
UN3 RECORD DATE :  -----  |
PARTICIPANT :  -----
CONTACT PHONE: ( --- ) --- - --- CONTACT NAME:  -----
=====
PF2/14:CONDITIONS  PF6/18:PREVIOUS  PF7/19:WARI MENU
PF8/20:END FUNCTION  PF9/21:SIGNOFF

```

## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <hr/> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p> <hr/>
Signon	Your signon ID.
Transaction Date/Time	The date and time of the last update to the ticket.
Protect ID	The unique identifier assigned to the protect instruction when it was entered.
Transaction ID	The unique identifier assigned to the transaction when it was entered.
Option	W or U to indicate the exercise price is per share of the warrant being exercised or per share of the underlying security being received. If there are multiple underlying securities, the share quantity of the first one is used in the calculation.
Part	The shortened version of your participant number.
Cash	The amount of cash supplied as payment of the subscription cost.
Date	The date the instruction was entered.
Status	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Made</li> <li>• Recycling</li> <li>• Recycle Made.</li> </ul>
CUSIP No.	The CUSIP number.
Description	A brief description of the security.
Quantity	The number of warrants.
Warrant Exp. Date	The last date the warrant can be exercised.
Record Date (s)	The next upcoming record date for the underlying CUSIP (s).
Payment Bond Information	<p>The details of a bond transaction, if applicable:</p> <ul style="list-style-type: none"> <li>• <b>CUSIP:</b> The CUSIP number</li> <li>• <b>Descr:</b> A description of the security</li> <li>• <b>Qty:</b> The number of bonds</li> <li>• <b>Value:</b> The dollar value used as payment of the subscription cost</li> <li>• <b>Int:</b> The amount of interest due for bonds used as payment.</li> </ul>
Participant	The full participant number of the person who entered the instruction
Contact Phone	The phone number of the person to contact about this warrant.
Contact Name	The name of the person to contact about this warrant.

## Warrant Inquiry Screen

The Warrant Inquiry screen allows you to specify the warrant processes you want to view.

### Sample Screen

```

MENU      HELP
PLEASE SELECT AN OPTION
EAAA      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      WARRANT INQUIRIES      TIME:  HH:MM:SS
=====

PARTICIPANT:  ____ /

                1)  ELIGIBLE WARRANTS
                2)  PRIORITY WARRANTS
                3)  NEW/UPDATED WARRANTS
                4)  TODAYS TRANSACTION ACTIVITY
                5)  PRIOR DATES TRANSACTION ACTIVITY
                6)  PROTECT INQUIRY

ENTER OPTION :  -
CUSIP       :  _____
ACTIVITY DATE :  ____ / ____ / ____ (MM/DD/CCYY) OPTION 5 ONLY
CUSTODY PROCESSING :  N      N= NO, R= RESTRICTED, C=CUSTODY,
                                A= ALL

=====
ENTER:PROCESS      PF8/20:END FUNCTION      PF9/21:SIGNOFF
    
```

### Field Descriptions

This field	Allows you to
Menu Bar	Return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.  <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	Specify the participant number for the warrants you want to view.  <i>Note</i> - Group users only, options 1, 2, and 3 only.
Enter Option	Select the type of inquiry you want to make.  <i>Note</i> -Option 5 is not available at this time.
CUSIP	Specify the security whose warrant information you want to view.  Optional.

This field	Allows you to
Activity Date	Specify the date for the warrant information you want to view, in <i>mm/dd/ccyy</i> format. <b>Required</b> for option 5 only.
Custody Processing	Specify the type of warrant you want to view: <ul style="list-style-type: none"> <li>• C: Custody</li> <li>• R: Restricted custody (options 4, 5, and 6 only)</li> <li>• N: Non-custody</li> <li>• A: All (custody, restricted custody and non-custody).</li> </ul> <i>Optional. Default: N.</i>
	<p><b>Note</b></p> <p>- <b>Custody Processing</b> is valid only for participants and group users with custody or restricted custody access.</p>

**Function Keys**

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF7/19 on the Warrant Inquiry screen to return to the previous screen if you accessed WARI through the WARR function.

**Warrant Instruction Detail Screen**

The Warrant Instruction Detail screen appears when you enter X in the **CMD** field on the Eligible Warrant or Priority Warrants screen, and displays additional warrant information for the selected item.

**Sample Screen**

```

MENU      DIVA      RIPS      SDAR      HELP
EAAC              THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      WARRANT INSTRUCTION DETAIL      TIME:  HH:MM:SS
===== NON-CUSTODY =====
WARRANT CUSIP: 123456789  AGENT NUMBER: 00003199  EXERCISE PRICE: 46.940000
EXPIRATION DATE: 08/05/03  PROTECT EXP DATE: 00/00/00  OPTION IND:  W OR U: U

SUBS.RATE  M/D  UNDRLY CUSIP  CASH REC DT  STOCK REC DT  PROXY REC DT
1.000000  M    987654321    99/99/99    99/99/99    99/99/99

PAYMENT CUSIP      PAR VALUE      RECORD DATE      INTEREST RATE

=====
PF2/14:CONDITIONS      PF6/18:PREVIOUS      PF7/19: WART MENU
PF8/20:END FUNCTION    PF9/21:SIGNOFF

```

## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Warrant CUSIP	The CUSIP number for the selected item.
Agent Number	The Transfer Agent number.
Exercise Price	The price per share or per warrant to be used in the calculation of the subscription cost.
Expiration Date	The last date on which you can submit warrant exercise instructions for the item.
Protect Exp Date	The last date on which you can cover protects through DTCC.
Option Ind	A, B, or space, indicating that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
W or U	W or U to indicate whether the exercise price is per share of the warrant being exercised or per share of the underlying security being received. If there are multiple underlying securities, the share quantity of the first one is used in the calculation.
Subs. Rate	The rate you must pay per share or per warrant.
M/D	An indicator of whether the shares or warrants are to be multiplied or divided by the subscription rate.
Undrly CUSIP	The CUSIP number of the security to be received upon completion of the subscription.
Cash Rec Dt	The cash record date of the underlying security.
Stock Rec Dt	The stock record date of the underlying security.
Proxy Rec Dt	The Proxy record date of the underlying security.
Payment CUSIP	The CUSIP number of a security that you can optionally surrender as payment of the subscription cost.
Par Value	The dollar value of one payment CUSIP security when used as part of the subscription cost. This is not necessarily the market value.
Record Date	The record date of the <b>Payment CUSIP</b> .
Interest Rate	The interest rate in dollars per 1000 that you will forfeit to the Agent. This is not used as part of the subscription cost calculation.

## Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF2/14 on the Warrant Instruction Detail screen to access the Warrant Conditions screen, which displays a list of envelope numbers and their associated exercise ticket conditions.

## Warrant Protect Inquiry Screen

The Warrant Protect Inquiry screen appears when you select option 6 on the Warrant Inquiry screen, and displays a list of previously entered protect instructions.

### Sample Screen

```

MENU      HELP

EAAK      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      WARRANT PROTECT INQUIRY      TIME:  HH:MM:SS
=====      NON-CUSTODY      =====
SKIP TO PARTICIPANT:      SKIP TO CUSIP:

      WARRANT      PROTECT      PROTECT      PROTECT      UNCOVERED
CMD  CUSIP      PART  IDENTIFIER      STATUS      QUANTITY      QUANTITY
-   999991607      1210 PK9AG086103839      OPEN      30      30
-   999991607      1211 PK1VD050063838      OPEN      10      10
-   999991607      1211 PK9AG086104249      OPEN      60      60
-   999991607      1211 PK9AR253060540      OPEN      3      3

COMMANDS:  O - OTHER FUNCTIONS      X - EXERCISE TICKET      NO MORE.
=====
ENTER:PROCESS      PF6/18:PREVIOUS      PF7/19: WARI MENU      PF8/20:END FUNCTION
PF9/21:SIGNOFF      PF10/22:BACKWARD      PF11/23:FORWARD
    
```

### Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorg Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Skip to Participant	<p>An entry field that allows you to begin the display with a specific participant. Enter a valid participant number.</p> <p><b>Note</b></p> <p>-Group users only.</p>
Skip to CUSIP	<p>An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.</p>
CMD	<p>An entry field that allows you to access one of the following:</p> <ul style="list-style-type: none"> <li>• O: The Function Selection screen</li> <li>• X: The Warrant Exercise/Reversal Ticket screen.</li> </ul>

<b>This field</b>	<b>Displays</b>
Warrant CUSIP	The CUSIP number.
Part	The participant who submitted the protect instruction.
Protect Identifier	The unique identifier assigned to the protect instruction when it was entered.
Protect Status	The current status of the protect instruction.
Protect Quantity	The number of shares for which the instruction was submitted.
Uncovered Quantity	The remaining warrant shares that have not been covered.

## Messages

You may encounter the following messages when using the WARI function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ACTIVITY DATE MUST BE NUMERIC IF ENTERED	A non-numeric value was entered in the <b>Activity Date</b> field.	Enter a valid date.
ACTIVITY DATE NOT ALLOWED WITH OPTION#1	The activity date may only be entered when selecting Prior Date's Participant Activity (option 5) .	Either select option 5 or erase the <b>Activity Date</b> field.
ACTIVITY DATE NOT ALLOWED WITH OPTION#2	The activity date may only be entered when selecting Prior Date's Participant Activity (Option 5) .	Either select option 5 or erase the <b>Activity Date</b> field.
ACTIVITY DATE NOT ALLOWED WITH OPTION#3	The activity date may only be entered when selecting Prior Date's Participant Activity (Option 5)	Either select option 5 or erase the <b>Activity Date</b> field.
AT LEAST ONE OF THE SELECTION CRITERIA MUST BE SELECTED WITH OPTION#4	Option 4 was selected, but no other criteria was entered.	Enter a value in at least one other field.
CUSIP CHECK DIGIT INVALID	The CUSIP number entered is not in valid format.	Enter a valid CUSIP number.
CUSIP NUMBER IS INVALID	An invalid CUSIP number was entered.	Enter a valid CUSIP number.
INVALID DATE	The specified <b>Activity Date</b> is invalid.	Enter a valid date.
INVALID KEY	An invalid key was pressed.	Press one of the valid keys listed at the bottom of the screen.
INVALID OPTION	An invalid value was entered in the <b>Enter</b> Option field.	Enter a value from the displayed menu.
INVALID OPTION PLEASE TRY AGAIN	An invalid value was entered in the <b>Enter</b> Option field.	Enter a value from the displayed menu.
OPTION MUST BE ENTERED	The <b>Enter</b> Option field was left blank; entry is <b>required</b> .	Enter a value from the displayed menu.
PARTICIPANT MUST BE ENTERED	<i>Group users only:</i> the <b>Participant</b> field was left blank; entry is <b>required</b> .	Enter a participant number.
PARTICIPANT NOT ELIGIBLE TO THIS GROUP	<i>Group users only:</i> the specified <b>Participant</b> is not part of your designated group.	Enter a valid participant number.
PARTICIPANT NOT VALID	<i>Group users only:</i> an invalid participant number was entered.	Enter a valid participant number.
THIS PARTICIPANT IS FROZEN-NO PROCESSING ALLOWED	<i>Group users only:</i> no activity is allowed on this participant's account at the present time.	Contact Participant Services for an explanation.

Message Text	Possible Cause	Suggested Resolution
TRANSMISSION ERROR PLEASE RE-KEY DATA	Data was not received properly. Input data ignored.	Reenter all data. If the message reappears, visit the DTCC Client Center.
USE OPTION#3 FOR CURRENT INFORMATION	An <b>Activity Date</b> was entered along with option 4.	Erase the date.

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## For More Information

DTCC Client Center: [www.dtcc.com/client-center](http://www.dtcc.com/client-center)

DTCC Learning Center: [www.dtcclearning.com](http://www.dtcclearning.com)





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## Asset Services

**WARR**

JANUARY 29, 2024

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# WARR:

## Introduction

### Overview

The Warrants (WARR) function allows individual participants and group users to exercise and reverse warrant transactions. WARR also allows you to access the WARI function for inquiries on both the warrant CUSIP level and the transaction level.

A warrant exercise through DTC consists of surrendering warrant free position and receiving free position in up to three underlying issues. The subscription cost can be covered by:

- Automatic debit of next-day funds in cash
- Surrendering free position in related payment securities
- Any combination of cash and payment securities.

The subscription cost may be based on warrants surrendered or underlying issues received, and the subscription rate may be multiplied by or divided into the warrants surrendered.

Transactions are processed in two steps:

1. The minimal amount of information is entered and edited.
2. The underlying side of the transaction is displayed, and the transaction is either confirmed or cancelled. A transmitted transaction is input to DTC's system for position verification, movement and, if necessary, automatic recycle processing. A cancelled transaction is deleted from the system.

In the unlikely event that an edited transaction is neither transmitted nor cancelled (e.g. , terminal session time-out or the system is down), the exercise or reversal in progress will be retained for inquiry as an incomplete transaction and may be processed later at your discretion.

**Warning!** Incomplete transactions have not been transmitted to DTC for exercise or reversal and are not transactions on which either DTC or a Warrant Agent will take action. You are solely responsible for taking additional processing steps in order to complete or cancel exercises or reversals marked as incomplete transactions by DTC.

### About Warrant Exercises

The following rules and conditions apply to processing warrant exercise transactions:

- A valid Reorg Automated Management System (RAMS) envelope (active or shell) must exist for the specified CUSIP, with valid payrate information.
- If you have insufficient position when you submit a transaction, the transaction recycles until sufficient position exists. Transactions still recycling at cutoff (12:00 p.m. eastern time) are dropped.
- When the transaction is processed (made), the warrants are removed from your account, you are credited with the underlying securities, and you are charged a subscription fee. All of this takes place on the day you submit the transaction.

---

## About Protect Instructions

When you submit a protect instruction, you are submitting a guarantee of delivery for the warrant offer. You can submit a protect via WARR or allow DTCC to submit a protect on your behalf. When a protect is submitted, the RAMS envelope is checked:

- To verify that the protect is submitted within the start and end date and time listed on the envelope
- To determine if subscription costs are to be collected. If so, money is collected via the Account Transaction Processor (ATP). If not, money is collected when the cover of protect is submitted. No other ATP activity takes place at this time. If release via RTOP RTOP is required, money is collected only after the transaction is released.

---

### Note

- The above also applies to custody and custody restricted protect instructions.

---

## About Covers of Protects

WARR allows you to cover a protect that you submit via WARR, or cover a protect that you submit directly to the agent.

Covering a protect via WARR allows you to exercise all or part of the shares. You can submit a cover for a previously submitted protect instruction yourself, or DTCC can submit the cover of protect on your behalf. The following actions take place when you submit a cover of protect via WARR:

- The RAMS envelope is checked to verify that the cover of protect occurs within the start and end date and time listed on the envelope.
- The transaction ID (or protect ID) is verified to ensure that a valid protect instruction exists for the submitted cover.
- A Voluntary Offering Instruction (VOI) number is generated for the cover of protect.
- The RAMS envelope is also checked to determine if subscription costs were already collected when the protect instruction was submitted. If not, money is collected via the Account Transaction Processor (ATP).
- Your account is debited for the warrant security and credited for the underlying security. If release via RTOP is required, money is collected only after the transaction is released.

When you cover a protect that was submitted directly to the agent, the protect instruction will not exist in the system. This initiates the proper ATP processes so that journal entries are not needed. The following actions take place when you cover a protect instruction submitted to the agent:

- The RAMS envelope is checked to verify that the cover of protect occurs within the start and end date and time listed on the envelope.
- Subscription costs are collected.
- Your account is debited for the warrant security and credited for the underlying security. If release via RTOP is required, this takes place after the transaction is released.

---

### Note

- The above also applies to custody and custody restricted covers of protects.

---

## About Custody and Restricted Custody Exercises

WARR allows for processing of transactions involving custody issues for participants and group users with custody or restricted custody access.

For warrant custody exercises, instructions are processed from the prep box location. When instructions are processed (made), the old position is placed in an unusable account, awaiting shares from the agent. When the shares are received from the agent, they are placed in a holding account to await instructions. You will receive a message that the securities have been returned, to which you respond with instructions as to what custody account they should be placed in. When this instruction is received, the new security is placed in the usable custody account, along with the corresponding Aim location adjustment. For warrant custody processing, you are charged exercise proceeds on the day of instruction.

For warrant restricted custody exercises, you must move your restricted shares into a new restricted- like free account, from which instructions can be processed via WARR. These instructions must state clearly that they are submitted on behalf of a specific restricted account and must also indicate the reference number created when the position was moved into the restricted-like free account. The custody account for the new security will be treated as a restricted, unusable custody account awaiting shares from the agent. Each restricted unit of work must be presented to the agent independently for a unique window ticket which must be noted as restricted.

Warrant exercises for custody and restricted custody issues are handled the same way as non- custody warrant exercises. See [About Warrant Exercises](#).

## About Custody and Restricted Custody Protects and Covers of Protects

### When to Use

Use WARR to exercise or reverse Warrant transactions.

WARR is available whenever PTS is available. The following options within the WARR function are limited by a cutoff time:

- Warrant Exercises and Reversals: WARR is available from 8:00 a.m. to 1:00 p.m. eastern time.
- Incomplete Exercises and Reversals: Inquiry is available whenever PTS is available, but selection for processing is limited to the 1:00 p.m. eastern time cutoff.

### Associated Products

WARR is used in association with the following Reorganization products:

- Announcements
- Allocations
- Warrant Exercises.

WARR is also used in association with the Custody and Deposits services Custody Reorganization product.

---

## List of Procedures

### Covering a Protect

Use the following procedure to cover a protect instruction. You can use this procedure for protect instructions submitted via WARR, or for those submitted directly to the agent.

**Warning! Important:** You are solely responsible for verifying the details of this cover of protect and for determining whether to submit this transaction or to cancel it.

1. Type REOG on the Enter Function screen and press ENTER.  
*Result-* The Reorg Selection Menu appears. The Reorg Selection Menu appears.
2. In the **Enter** Option field, type the number that appears to the left of the WARR function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

*Result-* The Warrant Menu appears.

---

**Note**

- Group users may also enter a value in the **Participant** field.

- 
3. Type one of the following in the **Enter** Option field:
    - 5: To cover a protect submitted via WARR
    - 6: To cover a protect submitted directly to the agent.
  4. Optional. Type one of the following in the Custody Processing field:
    - C: For custody warrants
    - R: For custody/restricted warrants.

---

**Note**

- Leave the default of N for non-custody warrants.

- 
5. Press ENTER.  
*Result-* The Warrant Cover Protect screen appears.
  6. Type the appropriate values for the cover of protect instruction and press ENTER to validate.  
*Result-* If errors are found, an applicable message appears. Correct the error and press ENTER again. Continue this until you have corrected all errors.
  7. Press PF1/13.  
*Result-* The message 'Item processed' appears.

---

**Note**

- To cancel the cover of protect without submitting, press PF5/17. This deletes the transaction from the system.

---

## Entering a Warrant Exercise

Use the following procedure to enter your instructions for a warrant exercise. See [Usage Notes](#).

**Warning! Important:** You are solely responsible for verifying the details of this exercise and for determining whether to submit this transaction or to cancel it.

1. Type REOG on the Enter Function screen and press ENTER.

*Result-* The Reorg Selection Menu appears. The Reorg Selection Menu appears.

2. In the **Enter** Option field, type the number that appears to the left of the WARR function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

*Result-* The Warrant Menu appears.

---

### Note

- Group users may also enter a value in the **Participant** field to enter exercise instructions for a specific participant.

---

3. Type 2 in the **Enter** Option field.

4. *Optional.* Type one of the following in the **Custody Processing** field:

C: For custody warrants

R: For custody/restricted warrants.

---

### Note

- Leave the default of N for non-custody warrants.

---

5. Press ENTER.

*Result-* One of the following screens appears, depending on the value you entered in the **Custody Processing** field:

- Warrant Exercises if you accepted the default of N
- Warrant Custody/Restricted if you entered C or R.

6. Type the appropriate values for the warrant exercise and press ENTER to validate.

*Result-* If errors are found, an applicable message appears. Correct the error and press ENTER again. Repeat until you have corrected all errors.

When no errors are found, the message 'Warrant passed edit- press PF1/13 to process- PF12/24 to cancel' appears at the top of the screen, and values are generated in the remaining fields.

7. Press PF1/13.

*Result-* The message 'Item processed' appears and a Warrant Exercise ticket prints on your designated PTS printer.

---

### Note

- To cancel the exercise without submitting, press PF5/17. This deletes the transaction from the system.

Make a note of the system-generated **Transaction ID**. You may need this to input reversals.

---

## Usage Notes

- You can submit only one exercise per screen.
- If you exit the screen without pressing PF1/13 to submit or PF5/17 to cancel, the record becomes an incomplete exercise.
- If you have elected to use the RTOP function to control input of reorganization instructions, the message 'Instruction will not be completed unless released via RTOP' appears on the Warrant Exercises screen, and the transaction will not be processed until you release it through RTOP.

If you have elected to use the RTOP function to control input of reorganization instructions, the message 'Instruction will not be completed unless released via RTOP' appears on the Warrant Exercises screen, and the transaction will not be processed until you release it through RTOP.

## Reversing a Warrant Exercise

Use the following procedure to enter instructions to reverse a previously entered warrant exercise. See [Usage Notes](#).

**Warning! Important:** You are solely responsible for verifying the details of this reversal and for determining whether to submit this transaction or to cancel it.

1. Type REOG on the Enter Function screen and press ENTER.  
*Result-* The Reorg Selection Menu appears. The Reorg Selection Menu appears.
2. In the **Enter** Option field, type the number that appears to the left of the WARR function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

*Result-* The Warrant Menu appears.

---

### Note

- Group users may also enter a value in the Participant field.

---

3. Type 3 in the **Enter** Option field and press ENTER. (Leave the default of N in the **Custody Processing** field.)

*Result-* The Warrant Reversals screen appears.

4. Type the original transaction's identifier in the **Transaction ID** field and press ENTER.

*Result-* If errors are found, an applicable message appears. Correct the error and press ENTER again. Continue this until you have corrected all errors.

When no errors are found, the message 'Reversal passed edit- press PF1/13 to process- PF12/24 to cancel' appears at the top of the screen, and values are generated in the remaining fields.

5. Press PF1/13.

*Result-* The message 'Item processed' appears and a Warrant Reversal ticket prints on your designated PTS printer.

---

### Note

- To cancel the reversal without submitting, press PF5/17. This deletes the transaction from the system.

---

## Usage Notes

- You can submit only one reversal per screen.
- If you exit the screen without pressing PF1/13 to submit or PF5/17 to cancel, the record becomes an incomplete reversal.
- You can only enter reversals if the warrant exercise was processed the same day, the warrant exercise was fully made, and you still have free position in the underlying CUSIPs.
- If you have elected to use the RTOP function to control input of reorganization instructions, the message 'Instruction will not be completed unless released via RTOP' appears on the Warrant Reversals screen, and the transaction will not be processed until you release it through RTOP).

If you have elected to use the RTOP function to control input of reorganization instructions, the message 'Instruction will not be completed unless released via RTOP' appears on the Warrant Reversals screen, and the transaction will not be processed until you release it through RTOP) .

## Submitting a Protect Instruction

Use the following procedure to submit a guarantee of delivery for a warrant offer.

**Warning! Important:** You are solely responsible for verifying the details of this protect and for determining whether to submit this transaction or to cancel it.

1. Type REOG on the Enter Function screen and press ENTER.

*Result-* The Reorg Selection Menu appears. The Reorg Selection Menu appears.

2. In the **Enter** Option field, type the number that appears to the left of the WARR function. Type a CUSIP number in the **CUSIP** field (optional), then press ENTER.

*Result-* The Warrant Menu appears.

---

### Note

- Group users may also enter a value in the Participant field.

---

3. Type 4 in the Enter Option field.
4. Optional. Type one of the following in the Custody Processing field:
  - C: For custody warrants
  - R: For custody/restricted warrants.

---

### Note

- Leave the default of N for non-custody warrants.

---

5. Press ENTER.

*Result-* One of the following screens appears, depending on the value you entered in the **Custody Processing** field:

- Warrant Exercise if you accepted the default of N
- Warrant Custody/Restricted if you entered C or R.

6. Type the appropriate values for the protect instruction and press ENTER to validate.

*Result-* If errors are found, an applicable message appears. Correct the error and press ENTER again. Continue this until you have corrected all errors.

When no errors are found, the message 'Warrant passed edit- press PF1/13 to process- PF12/24 to cancel' appears at the top of the screen, and values are generated in the remaining fields.

7. Press PF1/13.

*Result-* The message 'Item processed' appears.

---

**Note**

- To cancel the protect without submitting, press PF5/17. This deletes the transaction from the system.

Make a note of the system-generated **Protect ID**. You may need this to input covers of protects.

---

## Viewing Warrant Transactions

Option 1 on the Warrant Menu allows you to inquire about eligible and priority warrants, and view lists of previously entered warrant transactions. This option takes you to the WARI function. See WARI for information about using the inquiry option.

Option 1 on the Warrant Menu allows you to inquire about eligible and priority warrants, and view lists of previously entered warrant transactions. This option takes you to the WARI function. Refer to WARI for information about using the inquiry option.

## List of Screens

### Warrant Conditions Screen

The Warrant Conditions screen appears prior to submission confirmation of exercises, protects, and covers of protects. This screen displays special conditions for the warrant CUSIP.

#### Sample Screen

```

MENU      HELP

EAAE          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   WARRANT CONDITIONS              TIME:  HH:MM:SS
=====

ENVELOPE ID:  --- - - - - -

( . ) CONDITION * : -----
( . )           * : -----
( . )           * : -----
( . )           * : -----
( . )           * : -----
( . )           * : -----
( . )           * : -----

=====
PF6/18:PREVIOUS  PF7/19:WARI MENU  PF8/20:END FUNCTION
PF9/21:SIGNOFF

```

## Field Descriptions

This field	Displays
Envelope ID	The envelope identification number.
CMD	An entry field that allows you to indicate acceptance of the condition. Enter an X. <b>Required</b> for conditions marked with a Y.
Base Denomination	The minimum amount required for submission.
Incremental Denomination	The minimum amount required for submission in addition to the <b>Base Denomination</b> .
Condition	A brief description of conditions on an exercise ticket.

## Warrant Cover Protect Screen

The Warrant Cover Protect screen appears when you select options 5 or 6 on the Warrant Menu. This screen allows you to submit a cover for a protect instruction you submitted via WARR, or for a protect instruction you submitted directly to the agent. The full screen title will be one of the following:

- Warrant Cover Protect Via WARR if you selected option 5.
- Warrant Cover Protect Direct to Agent if you selected option 6.

If you do not enter a value in the **Custody Processing** field on the Warrant Menu, the Warrant Cover Protect screen is identical to the Warrant Exercises screen, except that the **Transaction ID** field becomes the **Protect ID** field, and the letter P is the first character.

If you enter C or R in the **Custody Processing** field on the Warrant Menu, the Warrant Cover Protect screen is identical to the Warrant Custody/Restricted screen.

## Warrant Custody / Restricted Screen

The Warrant Custody/Restricted screen appears when you select options 2, 4, 5, or 6 on the Warrant Menu, and enter C or R in the **Custody Processing** field. This screen allows you to enter instructions for custody or restricted warrant subscriptions, reversals, protects, and covers of protects. Custody or Restricted will be reflected just below the screen title, which will be one of the following:

- Warrant Exercises if you selected option 2.
- Warrant Protect if you selected option 4.
- Warrant Cover Protect via WARR if you selected option 5.
- Warrant Cover Protect Directly to Agent if you selected option 6.

---

### Note

- For option 3, the Warrant Reversals screen appears, regardless of whether you enter a value in the **Custody Processing** field.

---

## Sample Screen

```

MENU      DIVA  RIPS  SDAR  HELP
EAAC      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      WARRANT EXERCISES      TIME:  HH:MM:SS
===== CUSTODY =====
TRANSACTION ID  PART  WARRANT  CUSIP  WARRANT  QTY      CASH  OPTION  DATE
CONTACT NAME:   CONTACT PHONE: (    )  -
CERTIFICATE INFORMATION:   EXPIRATION DATE:
UNDERLYING CUSIP INFORMATION:
CERT 1 NUM...   UN1:   DESCR:
SEQ.....      SHRS:   RECORD DATE:
FROM BOX.....
REGISTRATION.   UN2:   DESCR:
SHRS:   RECORD DATE:
CERT 2 NUM...   UN3:   DESCR:
SEQ.....      SHRS:   RECORD DATE:
FROM BOX.....
REGISTRATION.
COMMENTS:
=====
ENTER:  PROCESS  PF1/13: CONFIRM  PF5/17: CANCEL  PF6/18: PREVIOUS

```

## Field Descriptions

For covers of protects submitted via WARR (option 5), the only field open for entry is the **Transaction ID** field. The remaining entry fields listed below are enterable only for exercises and protect submissions and covers of protects submitted directly to the agent.

This field	Allows you to
Contact Name	Enter the name of the person to contact about this transaction.
Contact Phone	Enter the phone number of the person to contact about this transaction.
Transaction ID	<p>For covers of protects submitted via WARR or directly to the agent, this field allows you to enter the identifier of the original protect transaction.</p> <p>For exercises and protects, this field will display the system- assigned identifier after you press ENTER. The identifier consists of the following:</p> <ul style="list-style-type: none"> <li>• Position 1: W for warrant exercises and reversals; P for protects and covers of protects</li> <li>• Positions 2 through 5: Your terminal ID</li> <li>• Positions 6 through 8: The current Julian date</li> <li>• Positions 9 through 14: The current time.</li> </ul>
Part	<i>Group users only</i> , enter the participant number. For individual participants, your participant number is automatically displayed.
Warrant CUSIP	Enter the CUSIP number.
Warrant Qty	Enter the number of warrants.
Cash	Enter the amount of cash to be paid for the exercise. Optional.
Option	Enter A, B, or leave blank to indicate that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
Date	View the transaction date after you press ENTER to validate.

This field	Allows you to
Expiration Date	View the expiration date after you press ENTER to validate.
Payment Bond Information	Enter the details of a bond transaction, if applicable: <ul style="list-style-type: none"> <li>• <b>Bond Qty:</b> Enter the number of bonds submitted; optional.</li> <li>• <b>CUSIP:</b> Enter the CUSIP number of the bond; optional.</li> <li>• <b>Value:</b> Enter the dollar value of the bond.</li> <li>• <b>Interest:</b> Enter the accrued interest put towards the exercise price of the warrant.</li> </ul>
Underlying CUSIP Information	View the CUSIP number, description, number of shares, and record date of any underlying securities after you press enter to validate.

## Warrant Exercise Screen

The Warrant Exercise screen appears when you select option 2 on the Warrant Menu and leave the **Custody Processing** field blank. This screen allows you to enter instructions for warrant subscriptions.

### Sample Screen

```

MENU      DIVA      RIPS      SDAR      HELP

EAAB          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99      WARRANT EXERCISE      TIME:  HH:MM:SS
=====
CONTACT NAME:                CONTACT PHONE: (    )  -
TRANSACTION ID  PART WARRANT CUSIP WARRANT QTY      CASH  OPTION  DATE
                2199
                                06/23/00

PAYMENT BOND INFORMATION:      EXPIRATION DATE:
-----                        -----
BOND QTY....      UN1:          DESCR:
CUSIP.....      SHRS:          RECORD DATE:
VALUE.....
INTEREST....      UN2:          DESCR:
                                SHRS:          RECORD DATE:
                                UN3:          DESCR:
                                SHRS:          RECORD DATE:

=====
ENTER:PROCESS  PF1/13:CONFIRM      PF5/17:CANCEL      PF6/18:PREVIOUS
                PF7/19:WARR MENU      PF8/20:END        PF9/21:SIGNOFF

```

## Field Descriptions

This field	Allows you to
Contact Name	Enter the name of the person to contact about this transaction.
Contact Phone	Enter the phone number of the person to contact about this transaction.
Transaction ID	View a system-assigned value that uniquely identifies this transaction. The following values will make up this identifier: <ul style="list-style-type: none"> <li>• Position 1: W for warrant exercises</li> <li>• Positions 2 through 5: Your terminal ID</li> <li>• Positions 6 through 8: The current Julian date</li> <li>• Positions 9 through 14: The current time. This value displays after you press ENTER to validate.</li> </ul>
Part	<i>Group users only</i> , enter the participant number. For individual participants, your participant number is automatically displayed.
Warrant CUSIP	Enter the CUSIP number.
Warrant Qty	Enter the number of warrants.
Cash	Enter the amount of cash to be paid for the exercise. <i>Optional.</i>
Option	Enter A, B, or leave blank to indicate that more than one pay rate is available for a given warrant. The pay rate attached to each value is determined at the time the warrant is offered.
Date	View the transaction date after you press ENTER to validate.
Expiration Date	View the expiration date of the warrant after you press ENTER to validate.
Payment Bond Information	Enter the details of a bond transaction, if applicable: <ul style="list-style-type: none"> <li>• <b>Bond Qty:</b> Enter the number of bonds submitted; <i>optional</i></li> <li>• <b>CUSIP:</b> Enter the CUSIP number of the bond; <i>optional</i></li> <li>• <b>Value:</b> Enter the dollar value of the bond.</li> <li>• <b>Interest:</b> Enter the accrued interest put towards the exercise price of the warrant.</li> </ul>
Underlying CUSIP Information	View the CUSIP number, description, number of shares, and record date of any underlying securities after you press ENTER to validate.

## Warrant Menu

The Warrant Menu allows you to select the desired warrant activity.

### Sample Screen

```

MENU      HELP
PLEASE SELECT AN OPTION
EAAA          THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
00002199-99   WARRANT MENU                     TIME:  HH:MM:SS
=====
                1)  WARRANT INQUIRY
                2)  WARRANT EXERCISES
                3)  WARRANT REVERSALS
                4)  PROTECT SUBMISSION
                5)  COVER PROTECT SUBMITTED VIA WARR
                6)  COVER PROTECT SUBMITTED DIRECTLY TO AGENT
                7)  PROTECT SUBMISSIONS WITH UNCOVERED QUANTITIES

          ENTER OPTION :
CUSTODY PROCESSING : N           N= NO, R= RESTRICTED, C=CUSTODY

=====
ENTER: PROCESS          PF8/20:END FUNCTION          PF9/21:SIGNOFF

```

### Field Descriptions

This field	Allows you to
Enter Option	<p>Enter one of the following:</p> <ul style="list-style-type: none"> <li>• 1: To access the WARI function</li> <li>• 2: To enter and process warrant exercise instructions</li> <li>• 3: To reverse previously entered warrant exercise instructions</li> <li>• 4: To submit a guarantee of delivery for a warrant offer</li> <li>• 5: To submit a cover of protect via the WARR function</li> <li>• 6: To enter information for covers of protect that were submitted via a letter to the paying agent</li> <li>• 7: To view a list of protects submitted via the WARR function (currently unavailable).</li> </ul> <p><b>Note</b></p> <p>-Options 4 through 7 are available for group users only.</p>
Custody Processing	<p>Enter C to specify custody processing, or R to specify custody/restricted.</p> <p><i>Optional.</i> Default: N (non-custody processing).</p> <p><b>Note</b></p> <p>-Valid only for participants and group users with custody or restricted custody access.</p>

## Warrant Potential Loss Screen

The Warrant Potential Loss screen appears when specific conditions are found within DTCC's database indicating a potential loss greater than \$10,000.

### Sample Screen

```

HELP
EAAF                      THE DEPOSITORY TRUST COMPANY          DATE: MM/DD/CCYY
00002199-99                WARRANT POTENTIAL LOSS          TIME:   HH:MM:SS
=====
THE FOLLOWING WARNING IS BASED ON MARKET PRICES AND OTHER INFORMATION
AVAILABLE TO DTC. IT SHOULD NOT BE CONSIDERED ADVICE FROM DTC. THE WARNING
MAY NOT INCLUDE ALL RELEVANT FACTORS AND MAY BE SUBJECT TO INACCURACIES.
YOU SHOULD INDEPENDENTLY VERIFY THE INFORMATION SHOWN IN THE WARNING BEFORE
RELYING ON THIS INFORMATION TO DECIDE WHETHER TO PROCESS THIS INSTRUCTION.

**WARNING**WARNING**WARNING**WARNING**WARNING**WARNING**WARNING**
*   IT APPEARS THAT YOU ARE EXERCISING                               *
*   WARRANTS AT A COST OF ***** *
*   INTO SECURITIES VALUED AT ***** *
*   FOR A POTENTIAL LOSS OF ***** *
*
* IF YOU WISH TO PROCESS THIS EXERCISE, RETURN TO THE PREVIOUS SCREEN*
* AND PRESS THE PF1 KEY TO TRANSMIT THE YOUR INSTRUCTION TO DTC FOR *
* PROCESSING. OTHERWISE, RETURN TO THE PREVIOUS SCREEN AND PRESS THE *
* PF12 KEY TO CANCEL THE TRANSACTION OR CHANGE THE DATA.          *
*****
=====
PRESS ANY PF KEY TO RETURN TO THE PREVIOUS SCREEN

```

### Field Descriptions

This field	Displays
Warrants at a Cost of	The warrant subscription cost.
Into Securities Valued at	The current market value of the securities.
For a Potential Loss of	The subscription cost minus the current market value.

## Warrant Protect Inquiry Screen

The Warrant Protect Inquiry screen appears when you select option 7 on the Warrant Menu screen, and displays a list of previously entered protect instructions.

### Sample Screen

MENU		HELP					
EAAK		THE DEPOSITORY TRUST COMPANY		DATE: MM/DD/CCYY			
00002199-99		WARRANT PROTECT INQUIRY		TIME: HH:MM:SS			
=====				NON-CUSTODY			
SKIP TO PARTICIPANT:				SKIP TO CUSIP:			
WARRANT	PROTECT	PROTECT	PROTECT	UNCOVERED			
CMD	CUSIP	PART	IDENTIFIER	STATUS	QUANTITY	QUANTITY	
	999991607	1210	PK9AG086103839	OPEN	30	30	
	999991607	1211	PK1VD050063838	OPEN	10	10	
	999991607	1211	PK9AG086104249	OPEN	60	60	
	999991607	1211	PK9AR253060540	OPEN	3	3	
COMMANDS: C - SUBMIT COVER PROTECT O - OTHER FUNCTIONS X - EXERCISE TICKET NO MORE.							
=====							
ENTER: PROCESS		PF6/18: PREVIOUS		PF7/19: WARI MENU		PF8/20: END FUNCTION	
		PF9/21: SIGNOFF		PF10/22: BACKWARD		PF11/23: FORWARD	

### Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p>An access bar that allows you to return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Skip to Participant	<p>An entry field that allows you to begin the display with a specific participant. Enter a valid participant number.</p> <p><b>Note</b></p> <p>-Group users only.</p>
Skip to CUSIP	<p>An entry field that allows you to begin the display with a specific security. Enter a full or partial CUSIP number.</p>
CMD	<p>An entry field that allows you to:</p> <ul style="list-style-type: none"> <li>• C: Submit a cover of protect for the selected protect instruction</li> <li>• X: Access the Warrant Exercise/Reversal Ticket screen.</li> </ul>
Warrant CUSIP	<p>The CUSIP number.</p>

This field	Displays
Part	The participant who submitted the protect instruction.
Protect Identifier	The unique identifier assigned to the protect instruction when it was entered.
Protect Status	The current status of the protect instruction.
Protect Quantity	The number of shares for which the instruction was submitted.
Uncovered Quantity	The remaining warrant shares that have not been covered.

## Warrant Protect Submission Screen

The Warrant Protect Submission screen appears when you select option 4 on the Warrant Menu and leave the **Custody Processing** field blank. This screen allows you to submit a guarantee of delivery for the warrant offer.

The Warrant Protect Submission screen is identical to the Warrant Exercise screen, except that the **Transaction ID** field does not appear.

## Warrant Reversals Screen

The Warrant Reversals screen appears when you select option 3 on the Warrant Menu and allows you to enter warrant reversal instructions. This screen is identical to the Warrant Exercises screen, except that the only fields you enter are **Contact Name**, **Contact Phone**, and **Transaction ID**. When you press ENTER, the warrant exercise associated with the specified **Transaction ID** is automatically displayed.

## Function Selection Screen

The Function Selection screen appears when you enter O (Other Functions) in the **CMD** field on the Warrant Protect Inquiry screen. The CUSIP number of the selected line item is carried over. From this screen, you can access any of several related functions, allowing you to perform various inquiries and activities for a security without having to reenter the CUSIP in each function.

### Sample Screen



## Field Descriptions

This field	Displays
Menu Bar	<p>An access bar that allows you to return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER.</p> <hr/> <p><b>Note</b></p> <p>-If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p> <hr/>
CUSIP	The CUSIP number carried over from the previous screen.
Display Area	<p>A list of accessible functions for the selected CUSIP and activity</p> <hr/> <p><b>Note</b></p> <p>-If you are not signed up for a listed function, that line appears in low intensity and the message 'Ineligible' appears to the right. If you select that function, the message 'You do not have the necessary PTS eligibility to access the selected function' appears at the top of the screen.</p> <hr/> <p><i>For group users</i>, if you are not allowed to access the specified participant's data for a listed function, that line appears in low intensity and the message 'Not authorized' appears to the right. If you select that function, the message 'Group user not authorized for displayed participant &amp; selected function combo' appears at the top of the screen.</p> <hr/>
Enter Option	An entry field that allows you to select the next function you want to access.

## Messages

You may encounter the following messages when using the WARR function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ACTIVITY DATE MUST BE NUMERIC IF ENTERED	The <b>Activity Date</b> entered on the Warrant Inquiry screen was not numeric.	Reenter the date in <b>mmdyy</b> format.
ACTIVITY DATE NOT ALLOWED WITH OPTION#1	The <b>Activity Date</b> may only be specified when selecting option 4 on the Warranty Inquiry screen.	Either enter 4 in the <b>Enter</b> Option field or erase the <b>Activity Date</b> field.
ACTIVITY DATE NOT ALLOWED WITH OPTION#2	The <b>Activity Date</b> may only be specified when selecting option 4 on the Warrant Inquiry screen.	Either enter 4 in the <b>Enter</b> Option field or erase the <b>Activity Date</b> field.
ACTIVITY DATE NOT ALLOWED WITH OPTION#3	The <b>Activity Date</b> may only be specified when selecting option 4 on the Warranty Inquiry screen.	Either enter 4 in the <b>Enter</b> Option field or erase the <b>Activity Date</b> field.
AMOUNT MUST BE NUMERIC	Self-explanatory.	Enter a numeric amount.
AMOUNT MUST BE A VALID DECIMAL NUMBER	Self-explanatory.	Enter a valid decimal number.
AMOUNT MAY HAVE 11 DIGITS PRECEDING THE DECIMAL	Self-explanatory.	Rekey the amount.
AREA CODE MUST BE ENTERED	The area code of the <b>Contact Phone</b> field was left blank.	Enter the area code.
AREA CODE NOT NUMERIC	A non-numeric value was entered for the area code.	Enter a numeric area code.
AT LEAST ONE OF THE SELECTION CRITERIA MUST BE SELECTED WITH OPTION#4	Option 4 on the Warranty Inquiry screen requires that you specify additional criteria.	Enter a value in at least one of the selection fields ( <b>Warrant CUSIP, Part No, or Activity Date</b> ).
BOND CUSIP DOES NOT MATCH ANY OF THE PAYMENT CUSIPS ON FILE	The payment bond entered does not match any of those allowed for this warrant CUSIP.	Pay in cash only or enter a valid payment bond.
BOND PAYMENT CANNOT EXCEED SUBSCRIPTION COST 9999999999.99 BY VALUE OF 1 BOND	The value entered in the <b>Bond Qty</b> field on the Warrant Exercises screen exceeds the subscription cost by one bond.	Enter an amount sufficient to cover the subscription cost, but not greater.
CASH AND/OR BOND VALUE INSUFFICIENT TO COVER SUBSCRIPTION COST 9999999999.99	The value entered in either the <b>Cash</b> field or the <b>Bond Qty</b> field on the Warrant Exercises screen was less than the subscription cost due.	Enter an amount sufficient to cover the subscription cost.

Message Text	Possible Cause	Suggested Resolution
CASH AND/OR BOND VALUE CANNOT EXCEED SUBSCRIPTION COST 99999999999.99	The value entered in either the <b>Cash</b> field or the <b>Bond Qty</b> field on the Warrant Exercises screen was more than the subscription cost due.	Enter an amount sufficient to cover the subscription cost, but not greater.
CLEAR KEY PRESSED- REKEY DATA	CLEAR was pressed to erase the entered data.	Enter the appropriate data and press ENTER.
CONTACT NAME MUST BE ENTERED	The <b>Contact Name</b> field was left blank, and a value is required.	Enter the name of the contact.
CONTACT PHONE INVALID	The value entered in the <b>Contact Phone</b> field on the Warrant Exercises screen was invalid.	Enter a valid <b>Contact Phone</b> number.
CONTACT PHONE MUST BE ENTERED	The <b>Contact Phone</b> field on the Warrant Exercises screen was left blank.	You must enter a <b>Contact Phone</b> number.
CUSIP CHECK DIGIT INVALID	An invalid <b>Warrant CUSIP</b> was entered on the Warrant Inquiry screen.	Reenter the <b>Warrant CUSIP</b> .
CUSIP INVALID	An invalid number was entered in the <b>CUSIP</b> field on the Warrant Exercises screen.	Reenter the <b>CUSIP</b> .
CUSIP INVALID CHECK DIGIT	An invalid number was entered in the <b>CUSIP</b> field on the Warrant Exercises screen.	Reenter the <b>CUSIP</b> .
CUSIP NOT ON WARRANTS FILE	The CUSIP entered on the Warrant Exercises screen is not an eligible warrant.	Enter the CUSIP number of an eligible warrant.
CUSIP NUMBER IS INVALID	An invalid <b>Warrant CUSIP</b> was entered on the Warrant Inquiry screen.	Reenter the <b>Warrant CUSIP</b> .
DATE MUST BE IN MM/DD/YY FORMAT	The date was entered incorrectly.	Enter the date in <b>mmdyy</b> format.
DOCUMENT NO. IN USE, EXIT AND TRY LATER	The <b>Document Number</b> entered on the Warrant Reversals screen is already in use.	Exit the system and try again later.
ENTER "X" TO SELECT CUSIP	ENTER was pressed, but no item was selected for processing.	Enter an <b>X</b> in the <b>Select</b> field for the desired item.
FIELD IS REQUIRED	A required value was not supplied.	Enter a value in the field where the cursor is blinking.
FIELD MUST BE NUMERIC	A non-numeric value was entered.	Enter a numeric value in the field where the cursor is located.
FIRST PAGE DISPLAYED	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.

Message Text	Possible Cause	Suggested Resolution
FIRST PAGE-- INVALID KEY	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.
FIRST THREE DIGITS OF PHONE MUST BE ENTERED	Nothing was entered in the first three digits of the <b>Contact Phone</b> field.	Enter the first three digits of the phone number.
HIGHLIGHTED FIELD IN ERROR	Invalid data was entered.	Reenter the data in the highlighted field.
IF ENTERED, OPTION MUST BE A OR B	An invalid value was entered in the <b>Option field on the Warrant Exercises screen.</b>	Enter <b>A, B</b> , or a space.
IF PAYMENT BY BOND, MUST ENTER BOND CUSIP	Payment by bond was indicated, but no value was entered in the <b>CUSIP</b> field on the Warrant exercises screen.	Enter the <b>CUSIP</b> number of the bond.
IF PAYMENT BY BOND MUST ENTER BOND QUANTITY	Payment by bond was indicated, but no value was entered in the <b>Bond Qty</b> field on the Warrant Exercises screen.	Enter the bond quantity.
INFORMATION OBTAINED FROM INCOMPLETE RECORD- PRESS ENTER TO EDIT- THEN PF1	Appears when you select an item on the Incomplete Exercises screen and display it on the Warrant Exercises screen.	Press ENTER to validate the data.
IF PAYMENT BY BOND, MUST ENTER BOND CUSIP	Payment by bond was indicated, but no value was entered in the <b>CUSIP</b> field on the Warrant exercises screen.	Enter the <b>CUSIP</b> number of the bond.
IF PAYMENT BY BOND MUST ENTER BOND QUANTITY	Payment by bond was indicated, but no value was entered in the <b>Bond Qty</b> field on the Warrant Exercises screen.	Enter the bond quantity.
INFORMATION OBTAINED FROM INCOMPLETE RECORD- PRESS ENTER TO EDIT- THEN PF1	Appears when you select an item on the Incomplete Exercises screen and display it on the Warrant Exercises screen.	Press ENTER to validate the data.
INFORMATION OBTAINED FROM UNTRANSMITTED RECORDS- PRESS ENTER TO EDIT- THEN PF1	Appears when you select an item on the Incomplete Reversals screen and display it on the Warrant Reversals screen.	Press ENTER to validate the data.
INSUFFICIENT POSITIONS ON THIS BOND	You do not have sufficient position in your account for this bond.	Try again when delivery of the bond is complete.
INSUFFICIENT POSITIONS ON THIS WARRANT	You do not have sufficient position in your account for this warrant.	Try again when delivery of the warrant is complete.
INVALID DATE	An invalid date was entered.	Reenter the date in <b>mmddy</b> format.
INVALID DOCUMENT NUMBER	The entered <b>Document Number</b> is invalid.	Reenter the document number.
INVALID KEY	An invalid key was pressed.	Press one of the valid function keys listed at the bottom of the screen.

Message Text	Possible Cause	Suggested Resolution
** INVALID KEY**	An invalid key was pressed.	Press one of the valid function keys listed at the bottom of the screen.
INVALID KEY-- NO SELECTIONS MADE	No data was entered in the <b>Sel</b> field on the Eligible Warrant or Priority Warrants screen.	Enter either <b>S</b> or <b>I</b> .
INVALID OPTION	An invalid selection was entered in the <b>Enter</b> Option field on the Warrant Inquiry screen.	Enter <b>1, 2, 3, 4, or 5</b> .
** INVALID OPTION- PLEASE TRY AGAIN**	An invalid selection was entered in the <b>Enter</b> Option field on the Warrant Inquiry screen.	Enter <b>1, 2, 3, 4, or 5</b> .
INVALID SELECTION- MUST BE "S"OR "I"	An invalid value was entered in the <b>Sel</b> field on the Eligible Warrant or Priority Warrants screen.	Enter either <b>S</b> or <b>I</b> .
INVALID SELECTION- MUST BE "T"	An invalid value was entered in the <b>Sel</b> field on the Participant Activity screen.	Enter <b>T</b> in the <b>Sel</b> field to view a reply ticket for a specific activity.
ITEM ACCEPTED	The warrant reversal has been submitted for processing.	Exit the system.
LAST FOUR DIGITS OR PHONE MUST BE ENTERED	Nothing was entered in the last four digits of the <b>Contact Phone</b> field.	Enter the last four digits of the phone number.
LAST PAGE DISPLAYED	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
LAST PAGE-- INVALID KEY	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
NO INCOMPLETE WARRANTS TO BE DISPLAYED	Option 4 was selected on the Warrant Menu, but there are no incomplete warrants to display.	Press PF7/19 to return to the previous screen.
NO OPTION FOR THIS CUSIP	A value was entered in the <b>Option field on the Warrant Exercises screen, but the warrant has no optional underlying issues.</b>	Leave the <b>Option field blank.</b>
NO RECORDS FOR SELECTED FIELDS	There are no items to display.	Press PF7/19 to return to the previous screen.
OPTION DOES NOT MATCH THAT ON FILE	The value entered in the <b>Option field on the Warrant Exercises screen is incorrect.</b>	Enter the correct option.
OPTION MUST BE ENTERED	No value was entered in the <b>Enter</b> Option field on the Warranty Inquiry screen.	Enter a valid option from the menu.

Message Text	Possible Cause	Suggested Resolution
PAR VALUE FOR THIS BOND IS 9999	The value entered in the <b>Bond Qty</b> field on the Warrant Exercises screen does not match the par value.	Reenter the <b>Bond Qty</b> .
PARTICIPANT IS FROZEN- USE PF KEY TO EXIT	No activity is allowed for the specific participant's account at the present time.	Contact your Participant Services representative for an explanation.
PARTICIPANT IS FROZEN- THIS ITEM MAY NOT BE PROCESSED NOW	No activity is allowed for the specific participant's account at the present time.	Contact your Participant Services representative for an explanation.
PARTICIPANT MUST BE ENTERED	An entry in the <b>Part No</b> field on the Warrant Inquiry screen is required.	Enter a participant number (Group users only) .
PARTICIPANT MUST BE SELECTED ON INQUIRY MENU	<i>For group users:</i> an attempt was made to obtain a detail display, but no participant was specified on the Warrant Inquiry screen.	You must enter a participant number on the Warrant Inquiry screen.
PARTICIPANT NO. NOT NUMERIC	The participant number entered is not numeric.	Enter a numeric participant number.
PARTICIPANT NOT ELIGIBLE TO THIS GROUP USER	The group user sign-on is not allowed access to the participant number entered.	Enter a participant number that is part of your group.
PARTICIPANT NOT ON MASTER TABLES	For group users, the participant number entered is not on file.	Enter a different participant number.
PARTICIPANT NOT VALID	The participant number entered on the Warrant Inquiry screen is invalid.	Reenter the participant number.
PARTICIPANT NUMBER DOES NOT MATCH THAT ON WARRANT MASTER RECORD	The number entered in the <b>Part</b> field on the Warrant Reversals screen does not match the participant number on the original warrant exercise instructions.	Group users only. Reenter the participant number.
PAST CUTOFF TIME- USE PF KEY TO EXIT	The cutoff time for this option has been reached. It is no longer available today.	See When to Use for information about the availability of this option.
PHONE NUMBER NOT NUMERIC	A non-numeric value was entered on the <b>Contact Phone</b> field.	Enter a numeric phone number.
PLEASE INPUT DATA BEFORE PRESSING ENTER	ENTER was pressed prior to entering any data.	Enter the appropriate data and press ENTER.
RECORD IS STILL BEING PROCESSED-REVERSAL CANNOT BE DONE AT THIS TIME	The warrant exercise for this reversal is not fully processed yet.	Try again later.
REVERSAL PASSED EDIT- PRESS PF1/13 TO PROCESS- PF12/24 TO CANCEL.	The values entered on the Warrant Reversals screen have passed all edit processes.	Press PF1/13 to process the reversal or PF12/24 to cancel.
REVERSALS ONLY ALLOWED ON THE SAME DAY AS THEY WERE EXERCISED	An attempt was made to reverse a warrant exercise that was entered on a previous date.	Exit the system.

Message Text	Possible Cause	Suggested Resolution
SELECT ONLY ONE ISSUE	More than one item was selected for processing.	Select only one item at a time.
SHARE QUANTITY DOES NOT MATCH THAT ON WARRANT MASTER RECORD	The value entered in the <b>Warrant Qty</b> field on the Warrant Reversals screen does not match the quantity on the original warrant exercise instruction.	Reenter the warrant quantity.
THIS DOCUMENT NO. HAS ALREADY BEEN DELETED	The <b>Document Number</b> entered on the Warrant Reversals screen has been deleted.	Exit the system.
THIS DOCUMENT NO. HAS ALREADY BEEN ENTERED TODAY	An attempt was made to enter a warrant exercise that has already been entered.	Exit the system.
THIS DOCUMENT NO. HAS ALREADY BEEN REVERSED	The <b>Document Number</b> entered on the Warrant Reversals screen has already been reversed.	Exit the system.
THIS DOCUMENT NO. IS ALREADY ON FILE, PLEASE DELETE THIS ITEM	An attempt was made to enter a warrant exercise that has already been entered.	Press ENTER and start over.
THIS DOCUMENT NO. NOT FOUND ON WARRANT MASTER	The <b>Document Number</b> entered on the Warrant Reversals screen was not found in the system.	Enter a different document number.
THIS INCOMPLETE TRANSACTION MUST BE SUBMITTED BY DTC	An attempt was made to process an incomplete transaction, but DTC must submit this item.	Press PF7/19 to return to the previous screen.
THIS PARTICIPANT IS FROZEN- NO PROCESSING ALLOWED	No activity is allowed on this account at the present time.	Contact your Participant Services representative for an explanation.
THIS WARRANT CANNOT BE PAID BY BOND	No valid payment bond is associated with this warrant CUSIP. Payment must be in cash only.	Leave the fields under <b>Payment Bond Information</b> on the warrant Exercises screen blank.
THIS WARRANT CUSIP HAS EXPIRED	The warrant for the CUSIP specified in the <b>Warrant CUSIP</b> field has reached its expiration date.	Exit the system or enter another <b>Warrant CUSIP</b> .
THIS WARRANT HAS OPTIONAL UNDERLYING ISSUES- PLEASE INDICATE AN OPTION	More than one option applies to the specified warrant, and nothing was entered in the <b>Option field on the Warrant Exercises screen</b> .	Enter <b>A</b> or <b>B</b> .
TRANSMISSION ERROR	Data was not received properly. Input data ignored.	Rekey all data.
TRANSMISSION ERROR- PLEASE REKEY DATA	The data entered was not received properly. Input data was ignored.	Reenter all data.
USE OPTION#3 FOR CURRENT INFORMATION	Option 4 was selected on the Warrant Inquiry screen, and today's date was entered as the <b>Activity Date</b> .	Use Option 3 for current data and leave the <b>Activity Date</b> blank.

Message Text	Possible Cause	Suggested Resolution
WARRANT CUSIP DOES NOT MATCH THAT ON WARRANT MASTER RECORD	The <b>Warrant CUSIP</b> entered on the Warrant Reversals screen does not match the CUSIP on the original warrant exercise instruction.	Reenter the <b>Warrant CUSIP</b> .
WARRANT CUSIP INVALID	An invalid value was entered in the <b>Warrant CUSIP</b> field.	Enter a valid CUSIP number.
WARRANT CUSIP MUST BE ENTERED	The <b>Warrant CUSIP</b> field was left blank, and a value is required.	Enter the Warrant CUSIP.
WARRANT PASSED EDIT- PRESS PF1 TO PROCESS- PF12/24 TO CANCEL	The values entered on the Warrant Exercises screen have passed all edit processes.	Press PF1/13 to process the exercise or PF12/24 to cancel.
WARRANT QUANTITY MUST BE A WHOLE NUMBER	The value entered in the <b>Warrant Qty</b> field on the Warrant Exercises screen was not a whole number.	Enter a whole number.
WARRANTS MAY ONLY BE REVERSED ON THE SAME DAY AS EXERCISED	An attempt was made to reverse a warrant that was exercised on a previous date.	Exit the system.

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## Asset Services

### WITHDRAWAL-BY-TRANSFER (WTS)

MARCH 11, 2024

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# WITHDRAWAL-BY-TRANSFER (WTS)

## Overview

The Withdrawal-By-Transfer function (WTS) provides the Participant with a convenient way to access multiple functions relating to withdrawals. The Participant accesses one main menu offering a choice of withdrawal functions and interaction between the functions.

The following functions are accessible through WTS:

- **Withdrawals-By-Transfer Inquiry (AWTI):** allows the Participant to inquire about dropped, pended, and updated WT items for a specific date and/or CUSIP number (refer to Section 2.31 for detailed instructions for using AWTI).
- **Night Withdrawals-By-Transfer (NWT1):** allows the Participant to enter WTs during the day that are processed by the Auto WT System during the evening for next day update (refer to Section 4.07 for detailed instructions for using NWT1).
- **Rush Withdrawals-By-Transfer Update (RWT1):** allows the Participant to enter Rush Withdrawal-By-Transfer items (RWTs) during the day (refer to Section 4.11 for detailed instructions for using RWT1).
- **Rush Withdrawals-By-Transfer Inquiry:** allows the Participant to inquire about inputted, dropped and updated RWT items for a specific date and/or CUSIP number.
- **Participant Transfer Activity (STSE):** allows the Participant to make online inquiries about the status of its Withdrawal-By-Transfer (WT) activity (refer to Section 2.06 for detailed instructions for using STSE).
- **Direct Mail Services (DMDB):** allows the Participant to withhold from mailing certificate withdrawal requests for which DTC was previously instructed to mail to designated recipients (refer to Section 4.08 for detailed instructions for using DMDB).

## How To Access

**Step**            **Action**

**Step 1**            Enter 'WTS' when the Enter Function Prompt Screen appears (Figure 1).

```

XX99                      D E P O S I T O R Y   T R U S T
MM/DD/YY
00002199 - 99             P A R T I C I P A N T   T E R M I N A L   S Y S T E M
HH:MM:SS
ENTER FUNCTION: WTS

```

Figure 1. WTS Enter Function Prompt Screen

**Step 2**            Press the 'ENTER' key to obtain the Withdrawals Main Menu Screen (Figure 2).

```

XX99                      D E P O S I T O R Y   T R U S T   C O M P A N Y
MM/DD/YY
00002199-99              W I T H D R A W A L S   M A I N   M E N U
HH:MM:SS

1 - WITHDRAWALS-BY-TRANSFER INQUIRY           (AWTI)
2 - NIGHT WITHDRAWALS-BY-TRANSFER            (NWT1)
3 - RUSH WITHDRAWALS-BY-TRANSFER UPDATE      (RWT1)
4 - RUSH WITHDRAWALS-BY-TRANSFER INQUIRY
5 - PARTICIPANT TRANSFER ACTIVITY             (STSE)
6 - DIRECT MAIL SERVICES                       (DMDB)

OPTION:

ENTER: CONTINUE           PF8/20: END FUNCTION           PF9/21: SIGN
OFF

```

Figure 2. Withdrawals Main Menu Screen

**Step 3**            Enter the applicable option on the Withdrawals Main Menu Screen:

- 1: Automated Withdrawals-By-Transfer (AWTI) (Section 2.31).
- 2: Night Withdrawals-By-Transfer (NWT1) (Section 4.07).
- 3: Rush Withdrawals-By-Transfer (RWT1) (Section 4.11).
- 4: Rush Withdrawals-By-Transfer Inquiry (Section 4.16.3).
- 5: Participant Transfer Activity (STSE) (Section 2.06).
- 6: Direct Mail Services (DMDB) (Section 4.08).

**Step 4** Press the 'ENTER' key to access the function selected.

---

**Note:**

The 'PF7/19' key returns the Participant to the Withdrawals Main Menu Screen from any withdrawal function.

---

**Step 5** Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

## How To Inquire About Rush Withdrawals-By-Transfer

- | <u>Step</u>   | <u>Action</u>   |
|---------------|---|
| <b>Step 1</b> | Enter 4 (Rush Withdrawals-By-Transfer Inquiry) in the Option field on the Withdrawals Main Menu Screen. |
| <b>Step 2</b> | Press the 'ENTER' key to obtain the Rush Withdrawal-By-Transfer Inquiry Options Menu Screen (Figure 1). |

```

XX99                                RUSH WITHDRAWAL-BY-TRANSFER
MM/DD/YY                            INQUIRY OPTIONS MENU
00002199-99                        PURGE DATE: MM/DD/YY
HH:MM:SS

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

      1 - INPUTTED RWT ITEMS
      2 - DROPPED  RWT ITEMS
      3 - UPDATED  RWT ITEMS
      4 - ALL      RWT ITEMS

PART NUM      :
OPTION        :
INPUT DATE    :      /      /
CUSIP NUMBER:

ENTER PROCESS OPTION                PF8/20 END
FUNCTION
CLEAR REFRESH SCREEN                PF7/19 MAIN MENU                PF9/21 SIGNOFF

```

Figure 1. Rush Withdrawal-By-Transfer Inquiry Options Menu Screen

- |               |   |
|---------------|---|
| <b>Step 3</b> | Enter data for the following fields: <ul style="list-style-type: none"> <li>• Part Num: enter the Participant number; for Group users only.</li> <li>• Option: enter any of the following: <ul style="list-style-type: none"> <li>– 1: for RWT items that were entered on the current business day.</li> <li>– 2: for RWT items that were dropped.</li> <li>– 3: for RWT items that were updated.</li> <li>– 4: for all RWT items.</li> </ul> </li> <li>• Input Date: enter the date the RWTs were entered; optional.<br/>This field defaults to the current business date when left blank.</li> <li>• CUSIP Number: enter the CUSIP number; optional.</li> </ul> |
| <b>Step 4</b> | Press the 'ENTER' key. The Inputted/Dropped/Updated RWT Items Screen appears displaying a list of the appropriate RWTs you want to view (Figure 2).   |

XX99	RUSH WITHDRAWAL-BY-TRANSFER		
MM/DD/YY	DROPPED RWT ITEMS		
00002199-99			
HH:MM:SS			
			PAGE: 01
OF 01			
PART NUM: 1234	AB CDEFG	INPUT DATE:	
02/27/96			
SEQ	CUSIP	SHARE	BROKER
NUM	NUM	QUANTITY	REFERENCE
-----	-----	-----	-----
40053	664397114	31.00000	BOX 5R/AAAAAAAA
40141	817917107	70,000.00000	5F/BBBBBB45
40081	876628124	2,037,600.00000	1234/JOHN Q. PUBLIC
PF2/14 DETAIL SCREEN      PF7/19 MENU      PF8/20 END FUNCTION			
PF9/21 SIGNOFF      PF10/22 PAGE BWD      PF11/23 PAGE FWD			

Figure 2. Dropped RWT Items Screen

**To View Detail Information:**

- Step 5** Position the cursor to the left of the CUSIP number of the RWT you want to view.
- Step 6** Press the 'PF2/14' key to obtain the Detail Screen (Figure 3). The screen displays detail information.

**Note:**

1. The screen displays the status (inputted, dropped or updated) of the RWT in the Status field.
2. For 'dropped' RWTs, the screen displays the reason for not processing the RWT, in the Error Code field. Refer to Section 4.16.4 for a list of Error Codes.
3. Press the 'PF6/18' key to return to the previous screen.

XX99	RUSH WITHDRAWAL-BY-TRANSFER		
MM/DD/YY	DETAIL SCREEN		
00002199-99			
HH:MM:SS			
PART NUM: 1234	AB CDEFG	INPUT DATE:	
02/27/96			
STATUS: DROPPED	ERROR CODE: B		
CUSIP: 123456788	QTY: 31.00000	TAX ID: 123-33-4444	
BROKER REF: BOX AA/BBBBB001	SEQ NUM: 11111		
REGISTRATION		THIRD PARTY ADDRESS	
-----		-----	
JOHN Q. PUBLIC			
100 MAIN STREET			
ANYTOWN, NY 12345			
ISSUE INSTRUCTIONS			
QTY DENOMINATION	QTY DENOMINATION	QTY DENOMINATION	QTY
DENOMINATION			
PF6/18 PREVIOUS	PF7/19 MENU	PF8/20 END FUNCTION	PF9/21
SIGNOFF			

Figure 3. Detail Screen

**To View RWTs Using The 'All' Option:**

- Step 7** Press the 'PF11/23' key to scroll to the list of RWTs you want to view. The list begins with inputted RWTs followed by dropped and updated RWTs.
- Step 8** Press any of the following keys:
- 'PF2/14' key to obtain the detail screen of the RWT you want to view.
  - 'PF7/19' key to return to the Withdrawals Main Menu Screen.
  - 'PF8/20' key to change the function.
  - 'PF9/21' key to end the processing session.

## Error Codes

Code	Description
A	INVALID TRANS CODE/DUPE RECORD
B	INELIG OR CHILLED CUSIP
C	INELIG PART/SDFS OR REQD DROP
D	FROZEN PARTICIPANT NUMBER
E	NON-NUMERIC QUANTITY
F	QUANTITY NOT EVEN MULTIPLE
G	INVALID DATE: ORIGINAL INPUT
H	NON-NUMERIC SEQUENCE NUMBER
I	NON-NUMERIC NUM PIECES/DENOMIN
J	INVALID TEFRA CODE
L	NON-NUMERIC TAXPAYER ID
M	INELIGIBLE MUNI BOND TYPE
N	INVALID ASSIGNMENT TYPE
O	INVALID DELETION DATE
P	INVALID TAX WAIVER CODE
Q	RECORD DATE ITEM - PEND OR DROP
R	SEQUENCE ERROR
S	NON-NUMERIC SEQUENCE DELETION
T	BOND NOT A MULTIPLE OF 1000
U	REGN NAME BLANK OR CEDE & CO.
V	BAD INCOME GOV OR COMMON ISSUE
W	INVALID UIT CODE
X	INVALID DMA CODE/PARTICIPANT
Y	INVALID REINVESTMENT CUSIP NUM
Z	INVALID INMODE/TA NOT WT ELIG

## Messages And Corrections

Message	Reason	Corrective Action
INPUT DATE MAY NOT BE IN THE FUTURE	The Participant entered a date greater than the current business date.	Enter a valid date.
INVALID CUSIP	Self-explanatory.	Enter a new CUSIP number.
INVALID DAY IN INPUT DATE	Self-explanatory.	Enter a new input date.
INVALID INPUT DATE	Self-explanatory.	Enter a new input date.
INVALID KEY PRESSED	Self-explanatory.	Press a valid PF key.
INVALID MONTH IN INPUT DATE	Self-explanatory.	Enter a new input date.
INVALID OPTION	The Participant entered an invalid function.	Enter a valid option.
INVALID PARTICIPANT NUMBER	Self-explanatory.	Enter a valid Participant number.
INVALID YEAR IN INPUT DATE	Self-explanatory.	Enter a new input date.
PARTICIPANT IS INELIGIBLE FOR GROUP	Self-explanatory.	Enter an eligible Participant number.

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