

DWAC

DWAC Quick Guide

General Processing Information

- Exhibit pulled from website.
- Request should be posted to DTCC.
- Exhibit along with Letter of Instruction submitted.
- Request reviewed and determined if In Good Order (IGO) or Not In Good Order (NIGO).
- IGO request is added to processing queue; NIGO request is rejected back to the requestor via a corrections email.
- Approved on DTCC. If not posted within the three-day standard, the request is cancelled.

Important: If a request is cancelled, it is closed completely on our end. Once resubmitted IGO, the three-day standard processing time begins again. **There are no exceptions to this, as cancellation is due to requestor error and/or missed function(s).**

To Submit a DWAC Request

E-mail BNYBrokerRequests@bny.com.

We make every effort to process requests as quickly as possible. DWACs must be processed in the order they are received. Please allow up to three full business days for your DWAC to be completed.

Please note, we do not advise when to post DWACs. Requests should be posted prior to submitting and remain posted until settled for your records.

Escalation

For status and/or escalation issues, please contact the DWAC Exhibit mailbox at exhibitrequests@bny.com once the three standard processing days have passed.

We respond to requests as soon as possible, in the order the request was received. Please allow up to one full business day for a response.

Please Note

- New issue(s) may take up to 10-15 business days for the Original Issuance team to update.
- We cannot advise on how to fill out exhibits.
- Exhibits can never be altered.