



The Depository Trust &  
Clearing Corporation  
55 Water Street  
New York, NY 10041-0099

## Important Notice – DTC Security Position Reports

**Please provide this notice to all members of your organization that request DTC security position listings or authorizes others to receive listings on your behalf.**

Effective January 15, 2004, the Depository Trust Company (DTC) will not accept hard copy Security Position Report requests, either subscriptions or special one-time orders. DTC has moved to a web-based service in which Issuers MUST register their organization in order to receive position listings or authorize the release of listings to their Transfer Agents, Tabulators, and Proxy Solicitors. Even if your company does not retain outside tabulation entities, registration is still required.

By registering on the website, your organization will have the capability to order Reports at any point in time...and retrieve the information via various delivery methods including browser and spreadsheet. The Security Position Reports will contain information that helps you contact shareholders on corporate-related events or helps you monitor trading trends related to your issue during specific time frames.

As Proxy season is rapidly approaching, it is strongly recommended that your organization complete the registration prior to the January 15, 2004 deadline. Please notify your Transfer Agent, Tabulator or Proxy Solicitor when the registration process is complete. Failure to react to this notice may result in delays for receiving position listings or additional costs to cover exception-processing expenses.

### **How To Register Your Organization**

Access the DTC website at [www.dtc.org](http://www.dtc.org). Select Security Position Reports/Proxy; select Sign-up, and then Register Organization. **Note** - The registrant must be an officer of the company and must have an email address associated with the Company name. Additionally, please complete an E-Payment Profile at the time of registration.

### **If Assistance is Needed During the Registration Process**

DTC staff will be glad to assist your organization through the registration process. Should you require assistance, please call the Proxy Customer Support Hotline at (212) 855-5191 and someone will be more than happy to walk you through the process.

### **Special Note:**

Meeting information should still be faxed to the Proxy Department at (212) 855-5182 or (212) 855-5183.

Phone 212.855.5200  
or 212.855.5201

*Subsidiaries:*  
The Depository Trust Company  
National Securities Clearing Corporation  
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