

YOUR BANK LETTERHEAD HERE.

SAFEKEEPING TRANSACTION

ATTN: SAFEKEEPING DEPARTMENT

FAX # (617) 261-3344

ACCOUNT NAME _____

ACCOUNT NUMBER _____

Always six digits in length, beginning with '088'

AUTHORIZED SIGNATURE _____

PHONE NUMBER _____

TYPED/PRINTED NAME _____

Please complete all of the following to ensure timely settlements.

Please check one:

PURCHASE []

Receive vs. Payment (RVP)

SALE []

Deliver vs. Payment (DVP)

FREE PURCHASE []

Receive Free (RF)

FREE SALE []

Deliver Free (DF)

TRANSFER []

Switch (SW)

If Transfer: From Acct: _____

To Acct : _____

TRADE DATE _____

SETTLEMENT DATE _____

PAR/SHARES/
ORIGINAL FACE _____

CUSIP # _____

US Domestic Security ID (9 digits)

ISIN _____

International Security ID (12 digits)

ASSET DESCRIPTION _____

TOTAL COST/PROCEED _____

FED SECURITY: Wire Address is required

DTC SECURITY: 4 Digits Broker Code is required

BROKER NAME _____

BROKER CODE # _____

DELIVERY INSTRUCTIONS: _____

SETTLEMENT LOCATION: FED BOOK ENTRY []

Most FNMA, FHLMC, FHLB, etc.

DTC []

Most Equities, Municipals, and Corporates.

PHYSICAL []

In certificate form, not book entry.

GLOBAL []

Could be CEDEL or ISIN ID.

Time deadlines DTC 12:00 P.M. Settlement date preferred

For reporting trades: FBE Same as DTC

PHYSICAL 12:00 P.M. one day prior to settlement.

LONDON 12:00 P.M. 3 days prior to settlement.

(If received after these deadlines, all transactions will be done on a best-efforts basis.)