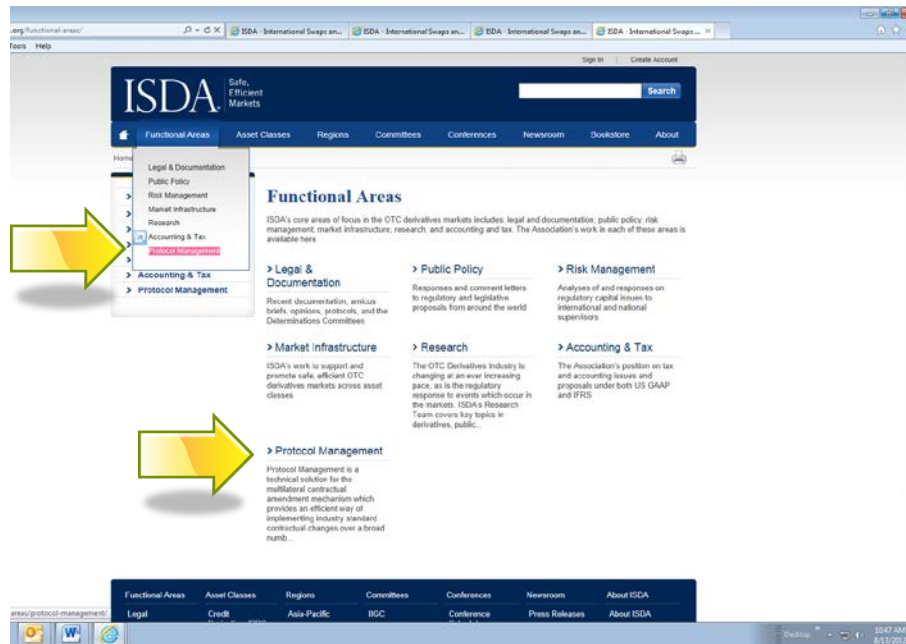


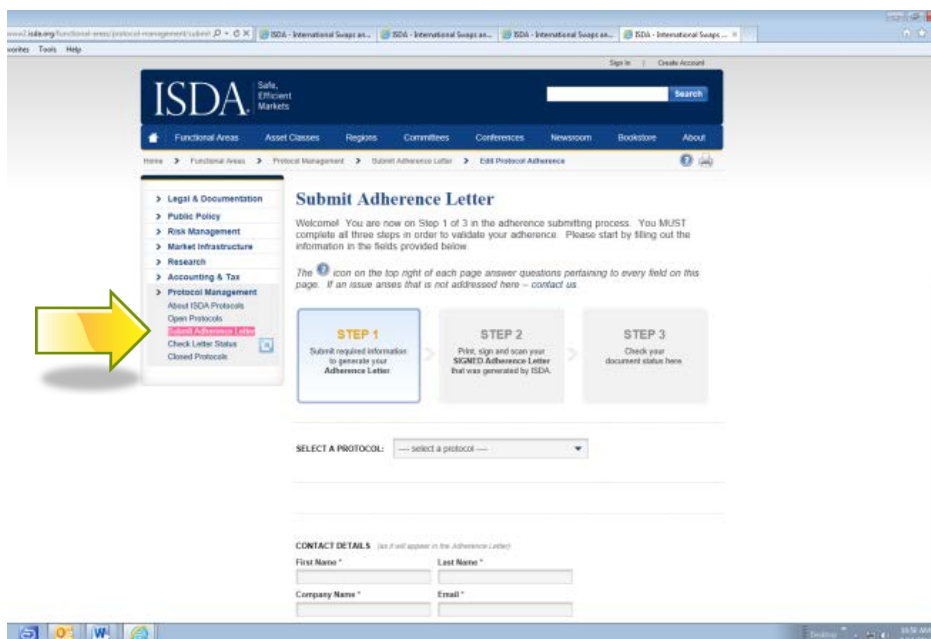
# ISDA August 2012 DF Protocol

## Step-by-Step instructions for adhering party

1. Go to the **“Protocol Management”** section of the ISDA website at [www.isda.org](http://www.isda.org)



2. Click on **“Submit an Adherence Letter”**

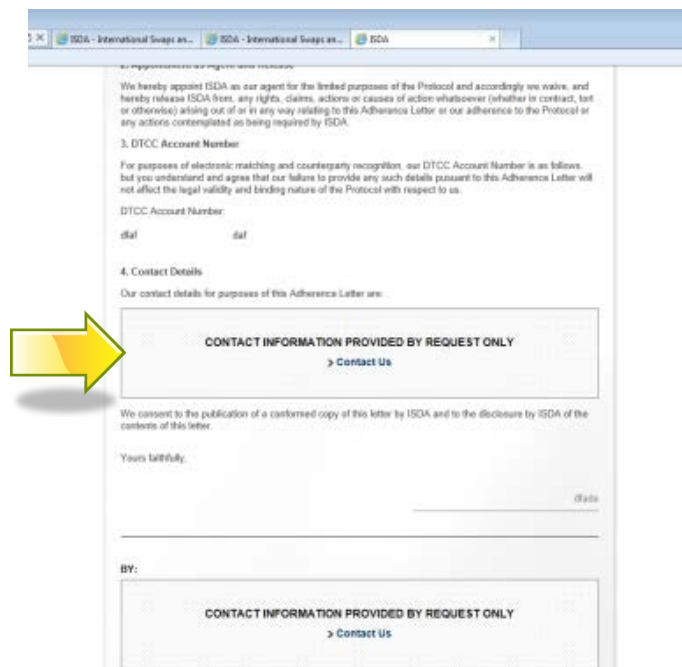


3. Select “ISDA August 2012 DF Protocol” from the drop-down menu



4. Fill out all information on the form

1. **Contact Details:** (as it will appear in the Adherence Letter). If for any reason, ISDA or a market participant needed to get in touch with an adhering party, these contact details would be used for this. The contact details you provide on your adherence letter will NOT be made public on the ISDA website, as was the case with previous protocols. If someone wishes to obtain these details, they would need to contact ISDA. **(sample screen shot below)**



2. **Point of Contact:** ISDA sends emails to you at various points in the process, for example when you fill out the form and click “Submit”, a copy of the adherence letter that was generated will be emailed to this “Point of Contact”. In addition, you will receive email notifications when you pay the adherence fee, upload a signed letter, and also when your letter has been reviewed and accepted by ISDA and it is on the website.
3. **Adhering Organization Logo.** Adherence letters generally have the company’s logo on the top of the letter – we ask you to upload your institutions logo in this section so that it can be used to generate your adherence letter.
4. **DTCC Account Number:** This is optional.
5. **MEHTOD OF RECEIPT OF INCOMING QUESTIONNAIRES:**
  - i. In this section you have the option to choose the method of receipt of the questionnaires from your counterparties. Eg. Method 1 is via “ISDA Amend” – you check the box if you wish to receive questionnaires in this manner. Method 2 is delivery in person or by courier and you are asked to designate a mailing address and whose attention it should go to. You may choose more than one method of delivery of questionnaires.
  - ii. Dealer Question: Participants are asked to indicate whether or not they are ‘swap dealers’ for sorting purposes only (no representations are triggered by this).
6. **ADHERENCE TYPE:** You have three options from the dropdown –
  - i. **Single Entity Adherence:** Applicable where you are adhering for one legal entity.
  - ii. **Investment / Asset Manager on behalf of a fund/multiple funds.** Enter the name of the “Investment /Asset Manager”. Standard language is provided: *acting on behalf of funds and accounts to be specifically identified in Questionnaires subsequently delivered to other Adhering Parties*
  - iii. **Investment / Asset Manager on behalf of some but not all funds it represents.** Enter the name of the “Investment /Asset Manager”. Standard language is provided: *acting on behalf of funds and accounts to be specifically identified in Questionnaires subsequently delivered to other Adhering Parties”*

**NOTE: For the DF Protocol an INVESTMENT MANAGER does NOT need to list the name of the funds it represents – this is done at the Questionnaire level.**

- Preview** and/or then **Submit** the form. This will fill out your adherence letter automatically inserting all the information you just entered into the form template for that specific protocol. You will receive an email of the document and you will have the opportunity to print the letter on the next screen. **This constitutes the traditional “Conformed” copy of the letter.**

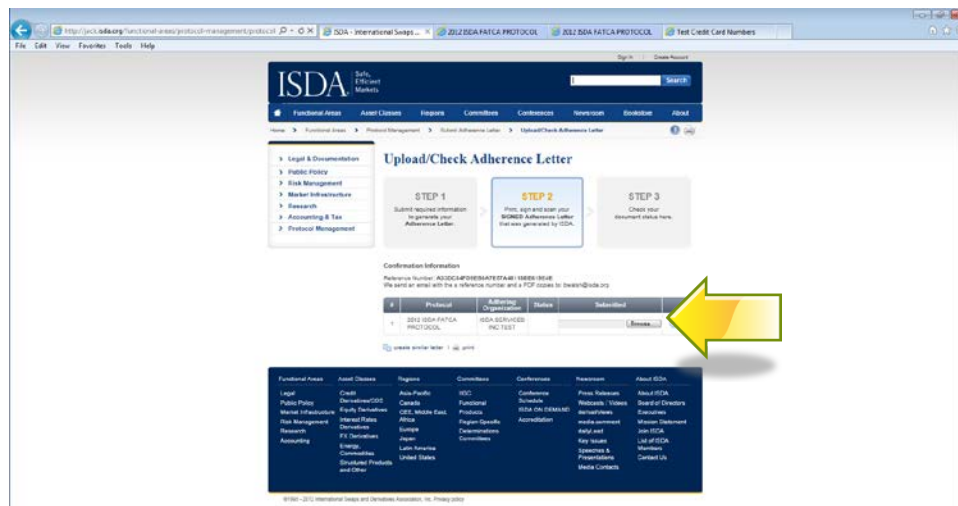
- Checkout page:** once you are finished preparing your adherence letters click on **“Checkout”**. You will be asked for a credit card number for payment. **NOTE: We do not accept any other form of payment other than Credit Card. You cannot proceed with adherence without making the payment.**

#	Protocol	Adhering Organization	Price
1	IDA August 2012 DP Protocol	Kary Inc.	\$10.00
2	IDA August 2012 DP Protocol	ECW Livestock	\$10.00
Key: create similar letter odt preview delete			\$20.00

- Once we have confirmed your payment you will receive the below screen which gives you an overview of what's left to do. Click **“Continue”**.



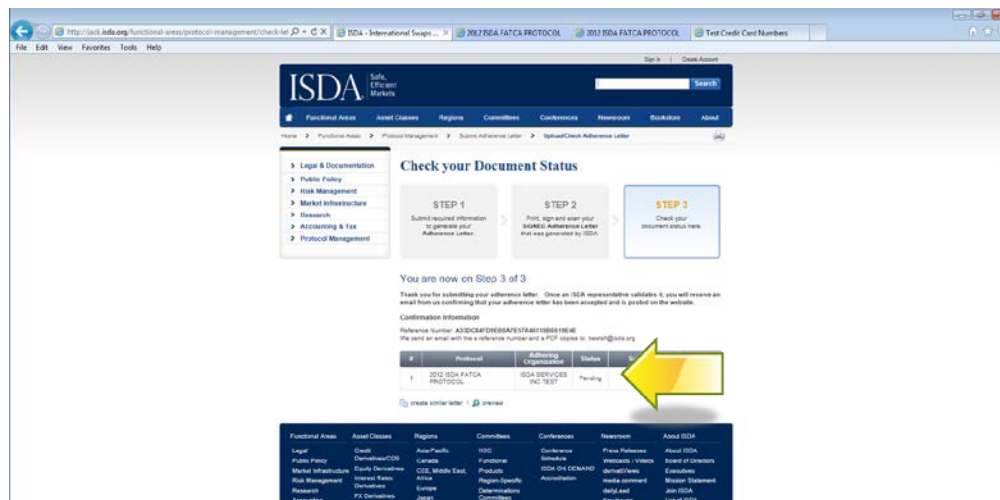
- Upload/Check Adherence Letter:** At this point you will have printed your letter(s), had them signed by an authorized signatory and now you will upload the signed letters below using the “browse” button to locate each one:



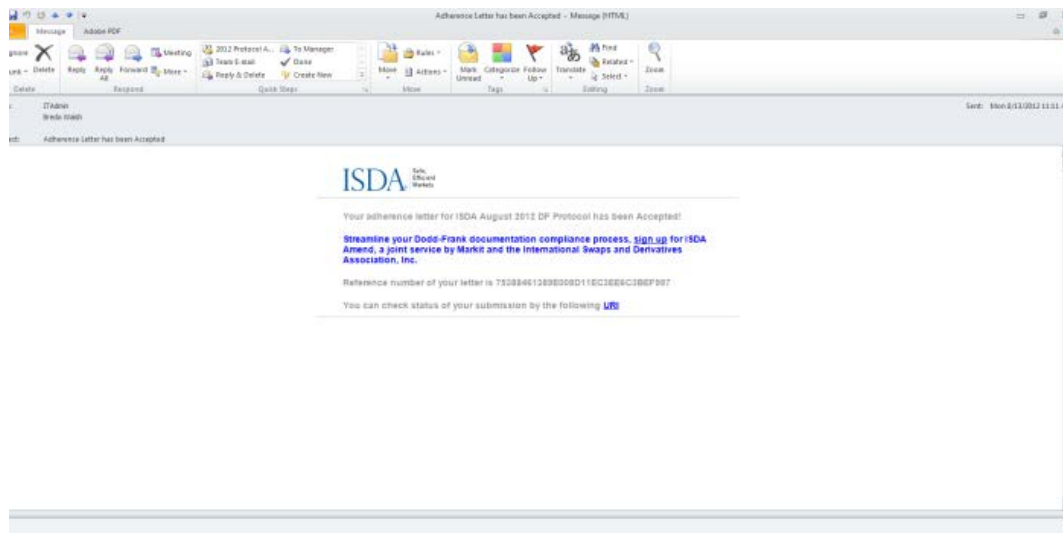
## 9. Next ISDA will review your letter(s);

1. if there are no issues it will be “Accepted” in our system which will automatically upload your adherence letter to the ISDA website under “List of Adhering Parties” to the relevant protocol. You will receive a system generated email the moment this action takes place. The status of “Pending” shown below will change to “Accepted”.
2. If there is an issue with your letter – we will contact you and guide you through the steps to make corrections and successfully complete the process (it might be a typo, incomplete form or similar). The status below will change from “Pending” to “Rejected” and you will be given instructions on how to correct.

*ISDA will endeavor to review your submitted letter within a few hours of your submission but this will depend on volume and number of protocols open.*



10. **Email Notification:** Once your letter has been accepted you will receive an automated email indicating this. It will also provide you with a link to ISDA Amend so that you can continue to this part of the process directly:



11. The link in the above email takes you to the Markit website where you can sign up for ISDA Amend, a joint service by Markit and ISDA.

