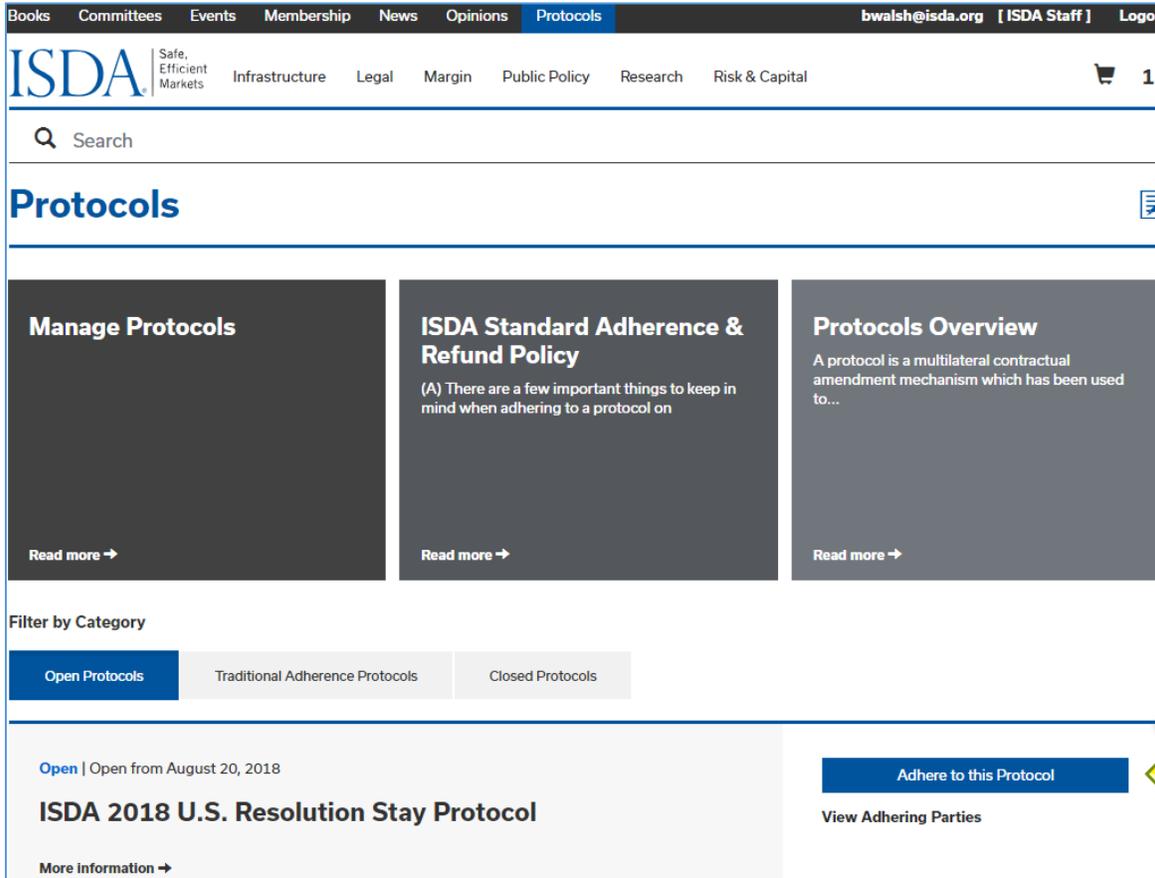


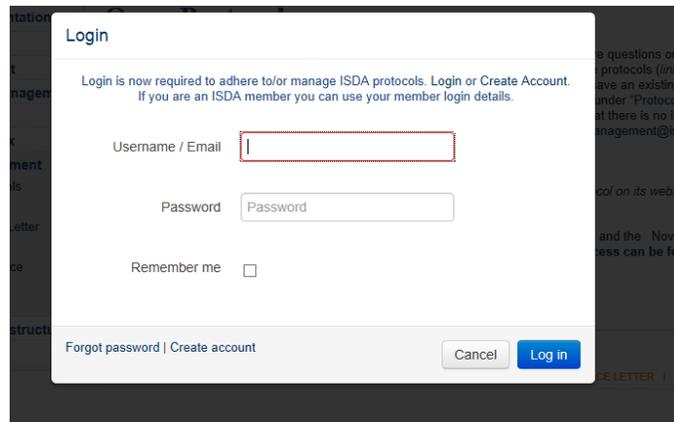
# 2018 U.S. Resolution Stay Protocol

## How to Adhere: Step-by-Step instructions for an adhering party

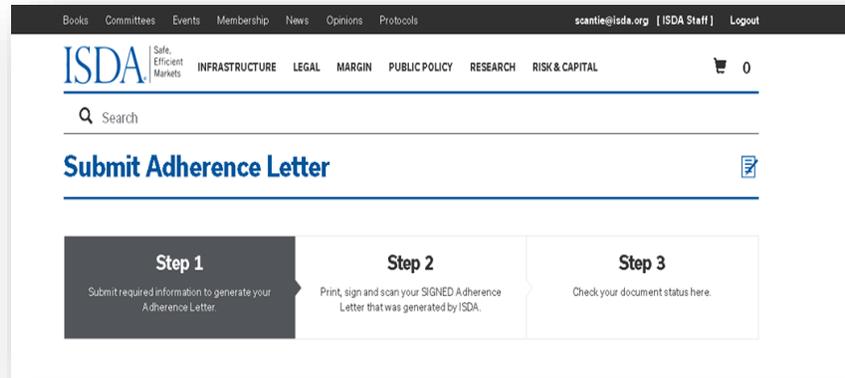
- 1) Visit [www.isda.org](http://www.isda.org). Go to the “[Protocols](#)” at the top middle of the screen. Locate ISDA 2018 U.S. Resolution Stay Protocol. To the right of the protocol, is a blue button, which reads, “**Adhere to this Protocol**”. ISDA has many protocols so please make sure you are adhering to the correct one.



- 2) **Login:** You will be asked to login – if you are an ISDA member and have an ISDA member login, please use those details. If not, please create an account. Each time you adhere to a protocol you will be asked to sign in using these details.



- 3) **Submit Adherence Letter:** Form of adherence contains the information we need for each adhering party in order to generate an adherence letter. Below is a screenshot of the form and under is a description of the information we ask.



1. **Protocol Selection:** Please ensure you have selected “ISDA 2018 U.S. Resolution Stay Protocol”.

<b>1. Protocol Selection</b> <span style="float: right;">+</span>
<p>You have selected to adhere to the <b>ISDA 2018 U.S. Resolution Stay Protocol</b>. Click Proceed to continue or select a different protocol from the drop-down.</p> <p>ISDA 2018 U.S. Resolution Stay Protocol <span style="float: right;">▼</span></p> <p>Fee: \$500.00</p> <p><a href="#">Proceed</a></p>
<b>2. Contact Details</b> <span style="float: right;">+</span>
<b>3. Point of Contact</b> <span style="float: right;">+</span>
<b>4. Adhering Organization Logo (Constitutes Letterhead)</b> <span style="float: right;">+</span>
<b>5. Elections</b> <span style="float: right;">+</span>
<b>6. Adherence Type</b> <span style="float: right;">+</span>
<b>7. Authorized Signatory</b> <span style="float: right;">+</span>
<input type="checkbox"/> Agree with <a href="#">terms of services and conditions</a>

2. **Contact Details:** Please note that adherents to this protocol are required to provide an “official” contact email that will be publicly available with adherence information for the relevant entity on ISDA’s website. The general contact details here are separate and will not be made publically

available on ISDA’s website, however they will appear on the adherence letter that needs to be signed (but will be redacted in the adherence letter publicly available on the ISDA website). The system automatically populates the contact details of the person who has logged in. If you wish to enter different contact details please check the box “Clear Contact Details” and enter new details.

## 2. Contact Details -

Please note that adherents to this protocol are required to provide an “official” contact email that will be publicly available with adherence information for the relevant entity on ISDA’s website. The general contact details here are separate and will not be made publicly available. However, these details will appear in the Adherence Letter.

<p><b>First Name *</b></p> <input type="text" value="Breda"/>	<p><b>Last Name *</b></p> <input type="text" value="Walsh"/>
<p><b>Title *</b></p> <input type="text" value="Director, Protocols, Project Management &amp; IP Compliance"/>	<p><b>Company Name *</b></p> <input type="text" value="International Swaps and Derivatives Association, Inc."/>
<p><b>Email *</b></p> <input type="text" value="bwalsh@isda.org"/>	<p><b>Phone *</b></p> <input type="text" value="(212) 901-6000"/>
<p><b>Street Address *</b></p> <input type="text" value="10 East 53 Street"/>	<p><b>Fax</b></p> <input type="text"/>
<p><b>Street Address 2</b></p> <input type="text" value="9th Floor"/>	<p><b>City *</b></p> <input type="text" value="New York"/>
<p><b>Zip *</b></p> <input type="text" value="10020"/>	<p><b>Country *</b></p> <input type="text" value="United States"/>
<p><b>State</b></p> <input type="text" value="New York"/>	

3. **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. Please note that adherents to this protocol are required to provide an “official” contact email that will be publicly available with adherence information for the relevant entity on ISDA’s website. The point of contact details here are separate and will not be made publically available on ISDA’s website
4. **Adhering Organization Logo:** Adherence letters generally have the company’s logo on the top of the letter – we ask you to upload your institution’s logo in this section so that it can be used to generate your adherence letter. If you do not have a logo, you do not need to upload anything.
5. **Elections:** This section asks you questions specific to the 2018 U.S. Resolutions Stay Protocol, specifically:
  - i) Is the adherent to this protocol a Regulated Entity? We are asking if the adhering party to this protocol is a Regulated Entity (as defined in the ISDA 2018 U.S. Resolution Stay Protocol).
  - ii) Identify Ultimate Parent: This information is required for Regulated Entities but optional for other adherents.
    - (1) Ultimate Parent Name: Name of the adherent’s ultimate parent. Information about the ultimate parent is required for regulated entities, but optional for other adherents.
    - (2) Ultimate Parent LEI: An LEI is a “Legal Entity Identifier”. Additional information is available at <https://www.lei.org/lei/how.htm>. If the adherent’s ultimate parent has an LEI, you select “LEI for Ultimate Parent” and enter the information. ISDA verifies the

LEI so if you receive an error message, you should check the entity name and LEI you have entered for accuracy. If you do not see any errors and wish to proceed click “I confirm that I verified the organization name and identifier above”.

- (3) If the adherent’s ultimate parent does not have an LEI, you select “Ultimate Parent does not have an LEI” and you choose another identifier from the options given. ISDA does not verify the accuracy of non-LEI identifiers. If you select “Other” you will need to enter the type of identifier and the identifier.

- iii) Protocol Contact Email: This is the “official” contact email for this protocol and it will be made publically available with adherence information for the relevant entity on ISDA’s website. Many people choose to enter a generic email address such as [operations@isda.org](mailto:operations@isda.org) so that if someone is no longer with the company the email address does not need to be updated.

## 5. Elections

Is the adherent to this protocol a Regulated Entity? \*

Yes

No

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### Identify Ultimate Parent

Information about the ultimate parent company is required for regulated entities, but optional for other adherents.

Ultimate Parent Name \*

Ultimate Parent LEI \*

An LEI is a "legal entity identifier." Additional information is available at <https://www.lei.org/lei/how.htm>.

Select Entity Identifier Type ▼

Ultimate Parent Identifier \*

I confirm that I verified the organization name and identifier above

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### Protocol Contact Email

Please note that this is the "official" contact email for this protocol and it will be made publicly available with adherence information for the relevant entity on ISDA's website.

Contact Email Address \*      Contact Name

6. **Adherence Type:** You have four options from the dropdown, as shown below. Note that if you are a Regulated Entity, you will only be able to select Single Entity Adherence. If you are not a Regulated Entity, you will be able to select any of the four options.

## 6. Adherence Type

Select Adherence Type \*

Single Entity Adherence ▼

Select

Single Entity Adherence

Investment/Asset Manager or Other Agent on Behalf of All Funds, Accounts or other Principals that it Represents

Investment/Asset Manager or Other Agent on Behalf of Certain Identified Funds, Accounts or other Principals that it Represents

Investment/Asset Manager or Other Agent on Behalf of All Funds, Accounts or other Principals that it Represents Except Certain Funds, Accounts or other Principals Identified as Excluded

- i) Single Reference Entity. If you are adhering on behalf of your firm only. Note: if you are adhering in this manner you do not need to provide further information via a third party provider such as, but not limited to, ISDA Amend.
- ii) Three choices for Investment/Asset Managers and other Agents:
  - (1) Investment/Asset Manager or Other Agent on Behalf of All Funds, Accounts or other Principals that it represents. This option is used when you want to adhere all the funds, accounts or principals you represent. Note: if you are adhering in this manner you do not need to provide further information via a third party provider such as, but not limited to, ISDA Amend.
  - (2) Investment/Asset Manager or Other Agent on Behalf of Certain Identified Funds, Accounts or other Principals that it Represents. This option is used if you want to adhere specific funds to this protocol. Note: if you are adhering in this manner you do need to provide further information via a third party provider such as, but not limited to, ISDA Amend.
  - (3) Investment/Asset Manager or Other Agent on Behalf of All Funds, Accounts or other Principals that it Represents Except Certain Funds, Accounts or other Principals Identified as Excluded. This option is used if you want to adhere all the funds, accounts or other principals you represent except specific funds. Note: if you are adhering in this manner you do need to provide further information via a third party provider such as, but not limited to, ISDA Amend.
- iii) You must enter the Organization Name and LEI or other identifier. An LEI is a “Legal Entity Identifier”. Additional information is available at <https://www.lei.org/lei/how.htm>. If the adherent has an LEI, you select “LEI for Adherent” and enter the information. ISDA verifies the LEI so if you receive an error message, you should check the entity name and LEI you have entered for accuracy. If you do not see any errors and wish to proceed click “I confirm that I verified the organization name and identifier above”.
- iv) If the adherent does not have an LEI, you select “Adherent does not have an LEI” and you choose another identifier from the options given. ISDA does not verify the accuracy of non-LEI identifiers. If you select “Other” you will need to enter the type of identifier and the identifier.

## 6. Adherence Type

Select Adherence Type \*

Single Entity Adherence

Organization Name \*

LEI \*

Select Entity Identifier Type

Identifier \*

I confirm that I verified the organization name and identifier above

Previous Next

7. **Authorized Signatory:** This is someone who has signing authority for the organization. Note that ISDA requires an email address for this person individually. This is separate from the “official” contact provided above and will not be made publically available on ISDA’s website.

## 7. Authorized Signatory

( Authorized firm or institution signature as it appears on the signature line of your letter ):

Name\* Title\*

Email\*

This email will not be publicly disclosed

[Add Another Authorized Signature](#)

Previous

Agree with [terms of services and conditions](#)

Preview Submit

8. Agree with terms of services and conditions: These are ISDA’s standard terms and conditions for all protocols.

- 4) **Submit the form:** This generates the conformed copy of the letter which will be emailed to the point of contact on the form. You will also be able to print the letter on the subsequent screen. **Note that you have not yet adhered at this point. Please follow the remaining steps below.**

- 5) **Manage Protocol Page:** select the protocol you want to checkout under the “Choose Protocol” column. You can also:
- 1. Edit Adherence Letter:** If you wish to make a change to the form you can go back in and edit the information on the form.
  - 2. Submit Another Letter:** This creates a new blank form and you can enter information for this or any other protocol.
  - 3. Duplicate Letter:** You can create a duplicate of the letter you just created. This create another letter with the same elections except the “Adherence Type” and “Authorized Signatory” information is not filled out.
  - 4. Preview Adherence Letter:** You can preview the letter and print it.
  - 5. Delete Adherence:** You can delete the letter.

**Step 1**  
Submit required information to generate your Adherence Letter.

**Step 2**  
Print, sign and scan your SIGNED Adherence Letter that was generated by ISDA.

**Step 3**  
Check your document status here.

Unpaid & Pending | Paid & Not Accepted | Paid & Accepted

Choose Protocol	Adhering Organization	Status & Price	Adherence Letter
<input type="checkbox"/> ISDA 2018 U.S. Resolution Stay Protocol Date Submitted: August 20, 2018 Reference Number: Reference number not yet set.	ISDA	Price: \$500 Not Paid and Letter Pending	<a href="#">Edit Adherence Letter</a> <a href="#">Submit Another Letter</a> <a href="#">Duplicate Letter</a> <a href="#">Preview Adherence Letter</a> <a href="#">Delete Adherence</a>

Scroll to the end of the page and choose “Proceed to Checkout”

Negative Interest Protocol

**Date Submitted:** July 23, 2014

**Reference Number:** Reference number not yet set.

Select all pending adherences to checkout

[Proceed To Checkout](#)

6) **Checkout Page:** You will be asked for a credit card number for payment. **NOTE: You cannot proceed with adherence without making the payment. If you are having problems making the payment, please contact [protocolmanagement@isda.org](mailto:protocolmanagement@isda.org).**

i) **TIER 1 AND TIER 2:** ISDA offers pricing for multiple entity corporate and fund groups. Where a corporate or a fund group has 25 – 100 entities that adhere to a protocol, they can adhere for a flat fee of \$12,500 (“Tier 1”). Where 100 or more entities from a group adhere, they can do so for a flat fee of \$25,000 (“Tier 2”). If you qualify for this pricing please contact protocol [protocolmanagement@isda.org](mailto:protocolmanagement@isda.org) for further details on how to make the payment and submit your adherence letters.

**Looking up your Order:** If at any point you close out of the process you can go back in and pick up where you left off by clicking on “[Manage Protocols](#)”.

7) **Print Letter(s):** Print the letter(s) which need to be signed by the authorized signatory.

8) **Upload/Check Adherence Letter:** Upload the signed letters below using the “browse” button to locate each one.

Unpaid & Pending		Paid & Not Accepted		Paid & Accepted	
Protocol Info		Status	Upload		Adherence Letter
ISDA 2018 U.S. Resolution Stay Protocol Date Submitted: August 20, 2018 Reference Number: A7C19F723A130CB18B60B5E1BE868CF7 Adhering Organization: ISDA		Paid and Letter Pending	Upload Scan letter (.pdf format) <input type="button" value="Choose File"/> No file chosen 		Adherence Letter ID: 94166 <input type="button" value="Edit Adherence Letter"/> <input type="button" value="Print Adherence Letter"/>

9) **Next, ISDA will review your letter(s):**

- a) If there are no issues, the adherence letter(s) will be “Accepted” in our system and this action will automatically upload your adherence letter to the ISDA website under “List of Adhering Parties” to the relevant protocol. Your adherence letter will also be available for viewing (but note that the contact details you provided above will be redacted). You will receive a system generated email (at the email you provided under “Point of Contact”) the moment this action takes place. The status of “Pending” shown below will change to “Accepted”.
- b) 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 24 hours of your submission but this will depend on volume and number of protocols open. The closer you leave it to any protocol adherence deadline the longer it will take to review.*

10) **Email Notification:** Once your letter(s) has been accepted you will receive an automated email (at the email you provided under “Point of Contact”) indicating this.

\*\* If you have any additional questions contact: [PROTOCOLMANAGEMENT@ISDA.ORG](mailto:PROTOCOLMANAGEMENT@ISDA.ORG) \*\*