

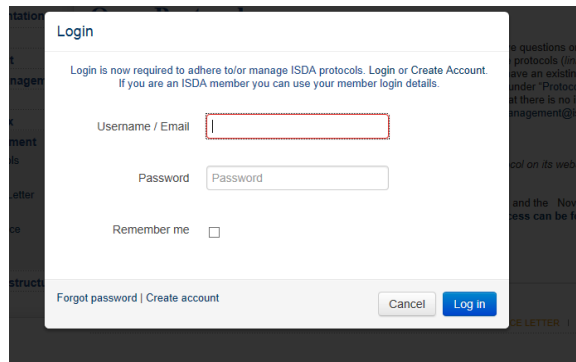
ISDA 2025 Notices Hub Protocol

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

- 1) Visit www.isda.org. Go to “[Protocols](#)” which is located under the “Services” section. Locate **ISDA 2025 Notices Hub 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.

NOTE: For pre-adherence you will receive a link (included in the letter from Scott O’Malia to market participants dated June 12, 2025 on the [ISDA Notices Hub webpage](#)) that takes you directly to the ISDA 2025 Notices Hub Protocol. You will NOT be able to access it from the isda.org website as this protocol is not yet public. Once pre-adherence ends, you will be able to access using the steps outlined above.

- 2) **Login:** You will be asked to login – if you are an ISDA member and have an ISDA member login or if you have previously created an account on ISDA.org, 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 to generate an adherence letter. Below is a screenshot of the form and the following is a description of the information you will be asked to provide when adhering. Before you start, you’ll want to have the following details ready:

- i) your adhering party’s full legal name (including correct punctuation), a valid and associated LEI (Legal Entity Identifier)
- ii) your Ultimate Parent full legal name and LEI (if applicable)
- iii) which adherence method you intend to use (Single Entity Adherence or Investment Manager on behalf of all funds, certain identified funds or all funds excluding certain identified funds)
- iv) whether you’re also adhering on behalf of non-agent executed clients (Option 1 or Option 2)
- v) the name and email of the designated super-user who will act as the point person for S&P to help onboard

1. Contact Details

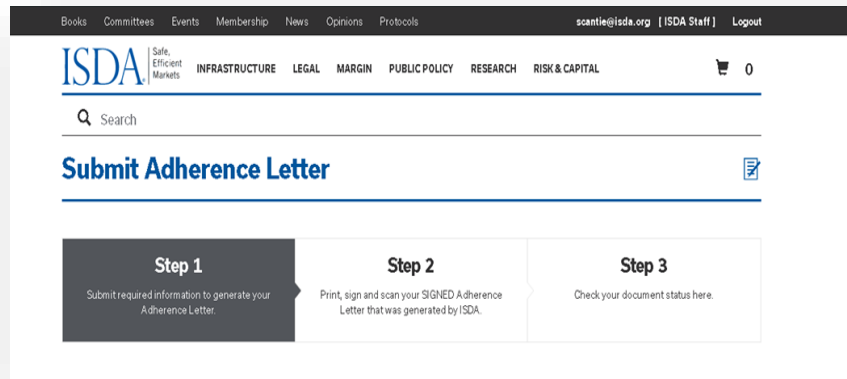
2. Point of Contact

3. Adhering Organization Logo (Constitutes Letterhead)

4. Elections

5. Adherence Type

6. Authorized Signatory



(A) **Contact Details:** The general contact details will not be made publicly available on ISDA’s website -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.

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

- (B) **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 upload a signed letter, and also when your letter has been reviewed and accepted by ISDA and it is on the website.
- (C) **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.
- (D) **Elections and Superuser:** Under the "Elections" section we ask for two pieces of information: (i) Ultimate Parent information – this section is optional so you can choose "I don't have an ultimate parent" or "I have an ultimate parent". If you choose the latter, you will be asked for the Entity name and LEI. The LEI will be verified using the GLEIF database so your LEI must be valid or you will not be able to proceed.

We also ask for (ii) Super User name and email address. Please put the first and last name of the super user and email address. S&P will use this information to set you up on Notices Hub.

4. Elections

The Ultimate Parent information will be used by S&P Global to associate your submission with your existing Institution on Counterparty Manager within their ecosystem. If no association is found, the S&P Global Support Team will be in touch to create the appropriate Institution setup.

- I don't have an ultimate parent.
 I have an ultimate parent.

Super User

Contact details for a single super user must be provided in order to adhere to this protocol. The designated super user will be contacted by S&P to onboard to Notices Hub. This information will not be public on the ISDA website or shared with any other adherent and you can update super user information and other assigned permissions anytime on Notices Hub.

Super-user Name *

Super-user Email *

Previous

Next

(E) **Adherence Type:** You have four options from the dropdown, as shown below.

5. 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.
- 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. When you choose this option, you do not have to specify the funds on the Agency Adherence Module on ISDA Amend at the time of adherence or as new funds are added to umbrella agreements post-adherence. If you have Non-Agent Executed Agreement Clients, you will select Option 2 and specify them on the Agency Adherence Module. Otherwise, your adherence letter is complete once the letter has been submitted.
 - (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. An adhering party that uses this dropdown will need to identify these funds on the Agency Adherence Module on ISDA Amend along with any Non-Agent Executed Agreement Clients that are being included in the adherence.
 - (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.** An adhering party that uses this dropdown will need to identify any excluded funds

on the Agency Adherence Module on ISDA Amend along with any Non-Agent Executed Agreement Clients that are being included in the adherence.

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>. ISDA verifies the LEI so if you receive an error message, you should check the entity name and LEI you have entered for accuracy.

(F) **Authorized Signatory:** This is someone who has signing authority for the organization. Note that ISDA requires an email address for this person individually.

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

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

(G) **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:

(A) **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.

(B) **Submit Another Letter:** This creates a new blank form and you can enter information for this or any other protocol.


(C) 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.

(D) Preview Adherence Letter: You can preview the letter and print it.

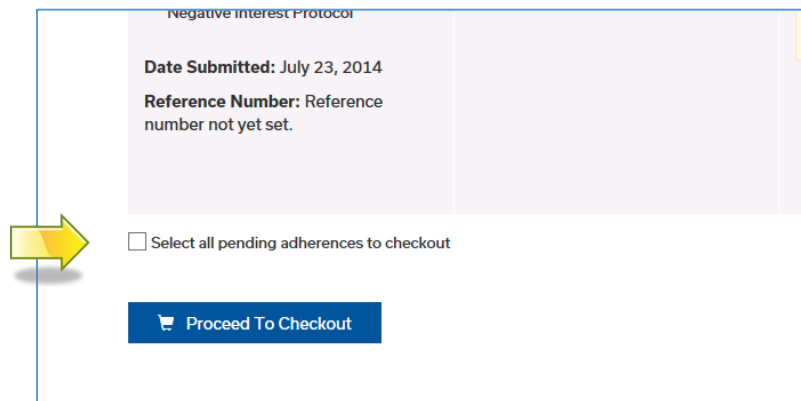
(E) Delete Adherence: You can delete the letter.

Select the protocol(s) you want to checkout below:



Unpaid & Pending Paid & Awaiting Upload Accepted & Published

<input type="checkbox"/>	Protocol Selected	Adhering Organization	Price	Date	Adherence Letter
<input type="checkbox"/>	ISDA 2025 Notices Hub Protocol (PR_2025_01)	International Swaps and Derivatives Association, Inc.	Price: \$0	June 12, 2025	    

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



- 6) **Checkout Page:** You will be NOT be asked for a credit card number as this protocol is FREE to all adherents.
- 7) **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](#)”.
- 8) **Print Letter(s):** Print the letter(s) which need to be signed by the authorized signatory or you can use an electronic signature.
- 9) **Upload/Check Adherence Letter:** Upload the signed letters below using the “browse” button to locate each one.

Protocol Info	Status	Upload Scanned Letter (.pdf format)	Adherence Letter
ISDA 2025 Notices Hub Protocol (PR_2025_01) Last Updated: June 12, 2025 Order Number: 257102 Adhering Organization: International Swaps and Derivatives Association, Inc.	Paid and Letter Pending	<input type="button" value="Choose File"/> No file chosen Please make sure you have selected the correct, signed copy before uploading.	Adherence Letter ID: 1143034  



10) 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.

11) 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 ****