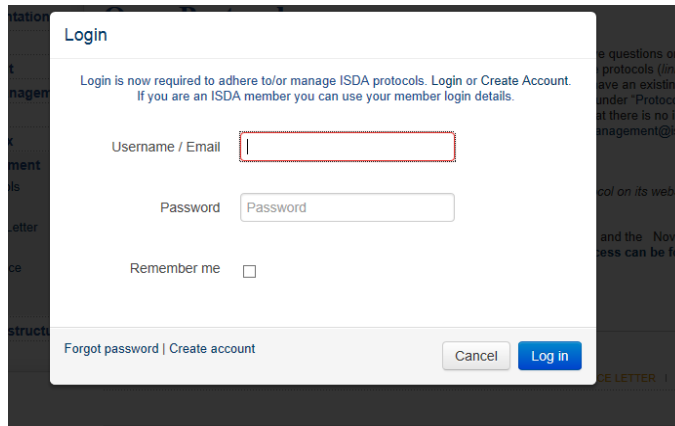


# ISDA 2021 SBS Top-Up Protocol

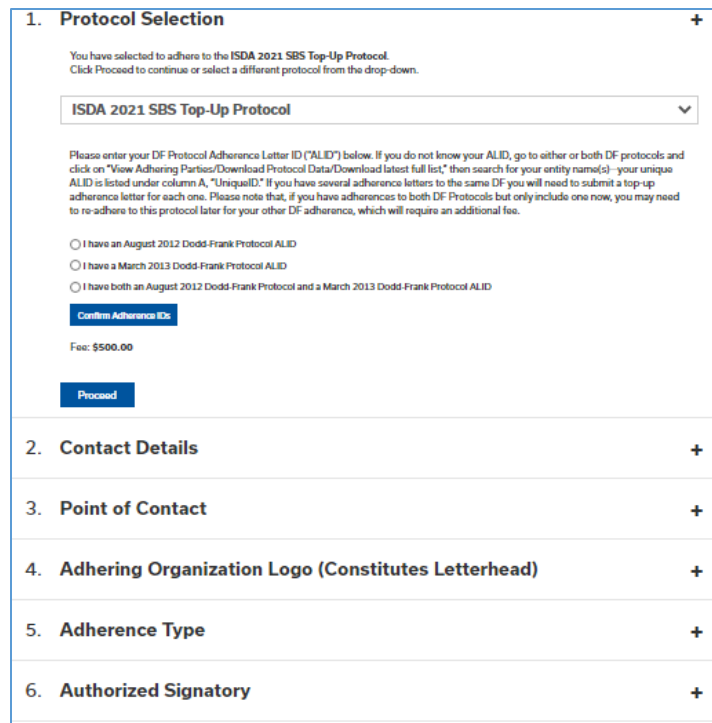
## How to Adhere: Step-by-Step instructions for an adhering party

- 1) Visit [www.isda.org](http://www.isda.org). Go to the “[Protocols](#)” at the top middle of the screen. Locate **ISDA 2021 SBS Top-Up 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 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.



The screenshot shows a 'Login' modal window. At the top, it says 'Login' and 'Login is now required to adhere to/or manage ISDA protocols. Login or Create Account. If you are an ISDA member you can use your member login details.' Below this are two input fields: 'Username / Email' and 'Password'. There is a 'Remember me' checkbox. At the bottom left, there are links for 'Forgot password' and 'Create account'. At the bottom right, there are 'Cancel' and 'Log in' buttons.

- 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.



The screenshot shows a multi-step adherence form. The first step is '1. Protocol Selection'. It states: 'You have selected to adhere to the ISDA 2021 SBS Top-Up Protocol. Click Proceed to continue or select a different protocol from the drop-down.' A dropdown menu shows 'ISDA 2021 SBS Top-Up Protocol'. Below this is a paragraph of instructions: 'Please enter your DF Protocol Adherence Letter ID ("ALID") below. If you do not know your ALID, go to either or both DF protocols and click on "View Adhering Parties"/Download Protocol Data/Download latest full list, then search for your entity name(s) - your unique ALID is listed under column A, "UniquedID." If you have several adherence letters to the same DF you will need to submit a top-up adherence letter for each one. Please note that, if you have adherences to both DF Protocols but only include one now, you may need to re-adhere to this protocol later for your other DF adherence, which will require an additional fee.' There are three radio button options: 'I have an August 2012 Dodd-Frank Protocol ALID', 'I have a March 2013 Dodd-Frank Protocol ALID', and 'I have both an August 2012 Dodd-Frank Protocol and a March 2013 Dodd-Frank Protocol ALID'. Below these is a 'Confirm Adherence IDS' button, followed by 'Fee: \$500.00' and a 'Proceed' button. The rest of the form is collapsed, showing steps 2 through 6: '2. Contact Details', '3. Point of Contact', '4. Adhering Organization Logo (Constitutes Letterhead)', '5. Adherence Type', and '6. Authorized Signatory'.

1. **Protocol Selection:** Please ensure you have selected “ISDA 2021 SBS Top-Up Protocol”.

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

**Step 2**  
Sign and upload Adherence Letter that was generated by ISDA.

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

### 1. Protocol Selection

You have selected to adhere to the ISDA 2021 SBS Top-Up Protocol.  
Click Proceed to continue or select a different protocol from the drop-down.

ISDA 2021 SBS Top-Up Protocol

Please enter your DF Protocol Adherence Letter ID (“ALID”) below. If you do not know your ALID, go to either or both DF protocols and click on “View Adhering Parties/Download Protocol Data/Download latest full list,” then search for your entity name(s)—your unique ALID is listed under column A, “UniqueID.” If you have several adherence letters to the same DF you will need to submit a top-up adherence letter for each one. Please note that, if you have adherences to both DF Protocols but only include one now, you may need to re-adhere to this protocol later for your other DF adherence, which will require an additional fee.

I have an August 2012 Dodd-Frank Protocol ALID

I have a March 2013 Dodd-Frank Protocol ALID

I have both an August 2012 Dodd-Frank Protocol and a March 2013 Dodd-Frank Protocol ALID

**Confirm Adherence IDs**

Fee: \$500.00

**Proceed**

2. When you choose which DF protocol you are topping up, enter your DF adherence letter ID (“ALID”) in the appropriate section provided. If you do not know your ALID, go to either or both DF protocols and click on “View Adhering Parties/Download Protocol Data/Download latest full list,” then search for your entity name(s)—your unique ALID is listed under column A, “UniqueID.” The Prefix is already provided on the form – eg. ‘PR\_2012\_01\_’ so you just need to enter the numbers at the end eg. “14356”. If you have several adherence letters to the same DF you will need to submit a top-up adherence letter for each one. Please note that, if you have adherences to both DF Protocols but only include one now, you may need to re-adhere to this protocol later for your other DF adherence, which will require an additional fee. Click “Confirm Adherence IDs” and the system will verify the ALID exists. If you get an error, please check the ALID on the original DF full list to confirm you are entering the correct number.
3. **Contact Details:** Please note that the contact details 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 &amp; 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"/>

4. **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
5. **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.
6. **Adherence Type:** When you entered your ALID outlined in 2 above, the system pulls in the adherence type that you had selected for the DF adherence letter(s) you are topping up. If you entered an LEI for your original DF adherence letter(s) this will also be populated but if you did not enter an LEI number then you will be asked to enter one for this protocol. An LEI is a "Legal Entity Identifier". Additional information is available at <https://www.leiroc.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. If you do not see any errors and wish to proceed click "I confirm that I verified the organization name and identifier above".
7. **Covered SBS Entity Election:** Only if your adherence is a "Single Reference Entity" adherence you will need to answer an additional question relating to "Covered SBS Entity Election". You have three options:
  - i) I am a "Covered SBS Entity" for purposes of Appendices 1 and 2 of the protocol which means I am an adhering party that has designated myself as a "Covered SBS Entity" in my adherence letter for purposes of this Protocol and Appendix 1 and Appendix 2 attached thereto.

- ii) I am a “Covered SBS Entity” for purposes of Appendix 2 only which means I am an adhering party that has designated myself as a “Covered SBS Entity” in my adherence letter for purposes of this Protocol Appendix 2 attached thereto.
  - iii) I am not a “Covered SBS Entity” – which means I am an adhering party that has not designated myself as a “Covered SBS Entity” in my adherence letter for purposes of this Protocol.
8. **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 publicly 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

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

Preview

Submit

9. 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.

Unpaid & Pending		Paid & Not Accepted	Paid & Accepted
Choose Protocol	Adhering Organization	Status & Price	Adherence Letter
<input type="checkbox"/> ISDA 2021 SBS Top-Up Protocol (PR_2021_01) <b>Adherence Submitted:</b> February 22, 2021	International Swaps and Derivatives Association, Inc.	<b>Price:</b> \$500 Not Paid and Letter Pending	<input type="button" value="Edit Adherence Letter"/> <input type="button" value="Submit Another Letter"/> <input type="button" value="Duplicate Letter"/> <input type="button" value="Preview Adherence Letter"/> <input type="button" value="Delete Adherence"/>

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



- 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) **Sign Letter(s):** The letter(s) need to be signed by the authorized signatory (we do not require a ‘wet ink’ signature).
- 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 2021 SBS Top-Up Protocol (PR_2021_01) <b>Last Updated:</b> February 22, 2021 <b>Adhering Organization:</b> International Swaps and Derivatives Association, Inc.	Paid and Letter Pending	Upload Scan letter (.pdf format) <input type="button" value="Choose File"/> No file chosen 	Adherence Letter ID: 121664 <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 on business days 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) \*\*