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## 

BORROWER-IN-CUSTODY (BIC) PROGRAM

Third-Party Custodian Certification for Certificates of Title

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| **THIRD-PARTY CUSTODIAN INFORMATION** | | | |
| Legal Name of Custodian |  | | |
| Phone Number |  | | |
| Mailing address |  | | |
| **Location of Certificates of Title (if different than address listed above):** | | | |
| Physical Address |  | | |
| Phone Number |  | | |
| Mailing address |  | | |
| **Main Contact:** | | | |
| Name |  | Title |  |
| Email address |  | Phone Number |  |
| **Secondary Contact:** | | | |
| Name |  | Title |  |
| Email address |  | Phone Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part i: arrangement information** | | | | |
| 1. Have the appropriate employees at your organization been informed of the terms agreed to in the [Appx 5 Form of Agreement for Third-Party Custodian to Hold Collateral](https://www.frbdiscountwindow.org/-/media/Documents/OC10_docs/OC10-Appx5_Third_Party_Custodian_Agreement.pdf?sc_lang=en&hash=33BDAEED2096DD6AEBACE31126D00C78) for the institutions listed on **Attachment 1?** | Yes | | | No |
| If no, provide additional detail: | | | | |
| 1. How does your organization monitor access and removal of the Certificates of Title from the area where they are held? | | | | |
| 1. How are pending Certificates of Title monitored and tracked? | | | | |
| 1. Describe the physical storage facility where the Certificates of Title are held. How will the collateral be protected against potential hazards, fire, loss, or unintended destruction? | | | | |
| 1. Will the Certificates of Title remain in the location listed above for the next twelve months? | Yes | | | No |
| If not, how and when will this be communicated to your clients? | | | | |
| 1. Does your organization have procedures regarding access and safekeeping of Certificates of Title on behalf of your clients?   If no, describe why: | Yes | | | No |
| 1. Does your organization regularly review and/or test your procedures and processes? | | | | |
| Yes, provide the results of the review/test: | | | | |
| No, describe why: | | | | |
| 1. Within the last 12 months, has your company merged with another company?  Yes  No   If so, what is the name of the surviving company? \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 1. Within the last 12 months, has your company been acquired by another company?  Yes  No   If so, what is the name of the company that acquired your company? \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Part II: Controls and contingency – electronic CertificateS of Title Only** | | | | |
| 1. Is the server managed by and housed in your organization? | Yes | | | No |
| If no, provide name of the third-party organization and location of the third-party data center: | | | | |
| 1. Are there backup server(s) located offsite? | Yes | | No | |
| 1. How frequently are your records backed up? | | | | |
| 1. Describe controls in place to ensure integrity of the Certificates of Title in electronic form: | | | | |
| 1. If there is an issue with the Certificates of Title your organization holds on behalf of the Institutions listed in Attachment 1, is this communicated to your affected clients?   If not, describe why: | | | | |
| **PART III: CERTIFICATION** | | | | |
| I, the undersigned, certify that I am an authorized representative for **(Insert Legal Name of Custodian)**.  I further certify that I have reviewed the above responses, and that the responses are true, accurate, and in compliance with all the terms and conditions of the [Appx 5 Form of Agreement for Third-Party Custodian to Hold Collateral](https://www.frbdiscountwindow.org/-/media/Documents/OC10_docs/OC10-Appx5_Third_Party_Custodian_Agreement.pdf?sc_lang=en&hash=33BDAEED2096DD6AEBACE31126D00C78) executed by **(Insert Legal Name of Custodian)** and delivered to the Federal Reserve Bank of San Francisco. | | | | |
| **Authorized Signature(s):** | | **Date:** | | | |
| **Print Name and Title:** | | | | | |
| **PLEASE RETURN THIS COMPLETED AND SIGNED CERTIFICATION TO:**  [**sf.crmcco@sf.frb.org**](mailto:sf.crmcco@sf.frb.org) | | | | | |

**PLEASE DO NOT SHARE THIS ATTACHMENT WITH YOUR VENDORS**

**ATTACHMENT 1:**

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| **The following is a list of financial instutitons currenty utilizing the services of the custodian, as named IN pART I. pLEASE ADD OR DELETE additional ROWS AS NECESSARY.** | | | | |
| Date of the List: |  | | | |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
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| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
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| Institution Name: |  | | ABA Number: |  |
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| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |
| Institution Name: |  | | ABA Number: |  |
| Type of Certificates of Title: | Hard Copy: | Electronic: | | Both: |