

**BIC CERTIFICATION ADDENDUM**  
**FOR**  
**DEPOSITORY INSTITUTIONS THAT IMAGE AND SEND**  
**ORIGINAL PAPER COLLATERAL DOCUMENTATION TO RIM**

Institution Name: \_\_\_\_\_ ABA: \_\_\_\_\_

*Prior to completing this form, verify if an updated version is available at the following link: [http://www.newyorkfed.org/banking/collateral\\_pledging\\_forms.html](http://www.newyorkfed.org/banking/collateral_pledging_forms.html). If needed, contact the Discount Window at [Discount.Collateral@ny.frb.org](mailto:Discount.Collateral@ny.frb.org) for a Microsoft Word version of this form. Handwritten certifications will not be accepted.*

**A. PLEASE ANSWER THE FOLLOWING QUESTIONS AND ATTACH ADDITIONAL PAGES AS NECESSARY.**

**1.** Describe how original paper documents are stored prior to imaging.

- Describe the physical storage facility of RIM.
- Describe how the documents are protected from loss, fire, theft, and other dangers.
- Indicate how frequently the original documents are retrieved or moved?
- If original documents are not retrieved, describe checks to ensure that documents continue to be in place at the RIM.

**2.** Describe the imaging process.

- Describe how documents are imaged (who, what technology, etc.)
- Explain how and how often the accuracy and completeness of the imaging process is tested.
- Describe any problems this testing has uncovered and corrective measures, if any, taken.
- Describe how the ability to alter or delete imaged documents is controlled and how any such alterations or deletions are tracked.

**3.** Describe the storage of and access to imaged documents.

- Describe how image documents can be accessed.
- Describe any contingency arrangements for imaged document access.

**4.** Describe how matured or sold loans are released from the pledge.

- Describe how soon matured or sold loans are removed from the RIM and from the imaging system; whether there is a lag between the time the loans are removed from the RIM and the time the loans are released from the pledge.

**AUTHORIZATION**

**PLEASE HAVE THE AUDITOR AND APPROPRIATE OFFICIALS OF YOUR INSTITUTION REVIEW AND SIGN THIS FORM.**

I have reviewed the above responses to the Borrower-in-Custody Certification and attest that the responses are accurate.

\_\_\_\_\_  
Authorized Signature\*                      Title                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature\*                      Title                      Date

\_\_\_\_\_  
Print Name

\*Authorized individuals listed on the Borrowing Resolution (line 2) or the Official OC-10 Authorization List as a pledgor.

I certify that I am in receipt of, and have reviewed the Federal Reserve Bank of New York's Borrower-In-Custody of Collateral Program Guidelines and Operating Circular 10. Further, I attest that all relevant internal policies and procedures have been reviewed and examined for Borrower-In-Custody program conformance and confirm this institution to be in compliance.

\_\_\_\_\_  
Authorized Signature                      Title                      Date

\_\_\_\_\_  
Print Name

Please indicate your institution's audit cycle:  12 months     18 months     Other \_\_\_\_\_

I am an \_\_\_internal auditor \_\_\_external auditor \_\_\_responsible director\*

\*The director must not be directly responsible for discount window borrowing or collateral pledging.

**BIC CERTIFICATION ADDENDUM SUBMISSION**

**E-mail**

Send a signed copy of the BIC Certification Addendum form together with your BIC Certification form and all attachments to the following e-mail address: [Discount.Collateral@ny.frb.org](mailto:Discount.Collateral@ny.frb.org). Please indicate one of the following applicable subject lines: **Annual BIC Certification Form** or **New Applicant BIC Certification Form**. The FRBNY encourages institutions to register for FRSecure to send any information pertaining to pledged or proposed pledge collateral. To register for FRSecure, go to the following link: <https://SecureEmail.FederalReserve.com>