THE FOUNDATION FOR SECURE MARKETS

#47953

TO: **ALL CLEARING MEMBERS**

DATE: **December 4, 2020**

SUBJECT: **REMINDER - AUDIT CONFIRMATION REQUESTS**

Currently, OCC receives and processes requests from external auditors on behalf of Clearing Members to confirm holdings with OCC for regulatory and financial compliance. To ensure that audit requests are responded to in a timely and efficient manner, the guidelines below will be used:

- The confirmation request should clearly state what reports are being requested and for what date/period. OCC only responds with the requested reports and does not reconcile any OCC reports.

- The confirmation request should be on firm letterhead and signed by an authorized signatory of the Clearing Member. If the request is submitted from a third party and not on the Clearing Member's letterhead, Member Services staff will require approval from an authorized signer and/or the operations manager before fulfilling a request.

- Confirmation reports will only be sent in electronic form, via email as a zipped password-protected file. If necessary (due to the size of a report), a CD-ROM can be created and mailed to the requestor. A postage paid business reply envelope or pre-paid shipping is required.

To submit an audit request or to check the status of a request, please email auditrequests@theocc.com.

If you have any questions regarding this memo, please contact Member Services Help Desk at the following numbers: 800-544-6091 or 800-621-6072. Within Canada, please call 800-424-7320. Clearing Members may also e-mail us at memberservices@theocc.com.