Document Custodian Transfer Requests Pooling Processes and Systems Training

March 23, 2023









AGENDA

- 3 | Introduction
- **4 | Overview Document Custodian Transfer Requests**
- **5 | Accessing Ginnie***NET* Via MyGinnieMae
- **6 | Document Custodian Request**
- 7 | Document Custodian Transfer Screen
- 10 | Quick Tips
- 11 | Resources & Support



DOCUMENT CUSTODIAN TRANSFER REQUEST - PRESENTERS

PRESENTER

Wade Gayle, Bank of New York Mellon



PRESENTATION ASSISTANTS

Touhid Ali, Bank of New York Mellon



OVERVIEW - DOCUMENT CUSTODIAN TRANSFER REQUESTS

All Document Custodian Transfer Requests are submitted via GinnieNET. Below are the Document Custodian Transfer Types Available to Ginnie Mae Issuers



Complete and Partial Document Custodian Transfer Request

An Issuer will select this option to execute a Partial Transfer of pools/loan packages for its Ginnie Mae portfolio from an old document Custodian to the new document Custodian. A pool list must be attached with this request and only the pools identified will be transferred to the new document Custodian identified. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Recertification for all transferred pools are due twelve (12) months from the effective date of transfer.



Complete and Partial Document Custodian Merger

An Issuer will select this option to execute a Partial Merger-Related Transfer of pools/loan packages of its Ginnie Mae Portfolio when a transfer if within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). A pool list must be attached with this request and only the pools identified (on the pool list) will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.



Import File

The import file must consist of **only the 6-digit pool number** (456789, or CD3456), the Issue Type and Pool Type are not needed. The import file should be developed as a **flat file**, a csv or excel file will not import successfully in Ginnie*NET*.

*Once an Issuer submits the Transfer Request, the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.

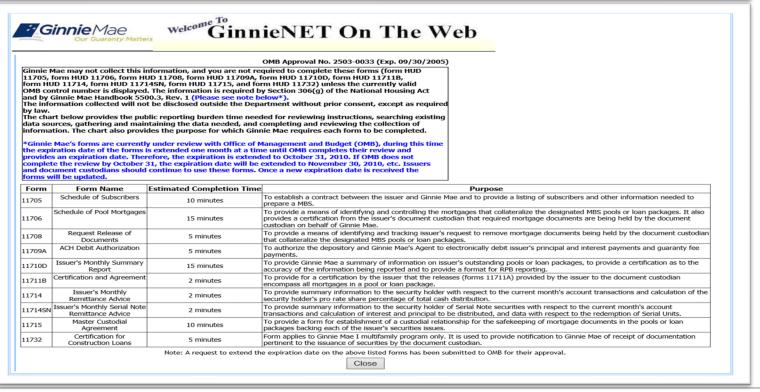


Accessing Ginnie NET via MyGinnie Mae

Below is an example of what Issuers will see when logging into GinnieNET through the MyGinnieMae Portal.



- From any screen in the MyGinnieMae portal, select the **Tools** dropdown at the top of the screen.
- 2. Then navigate to **Ginnie***NET* under **Other Applications.**



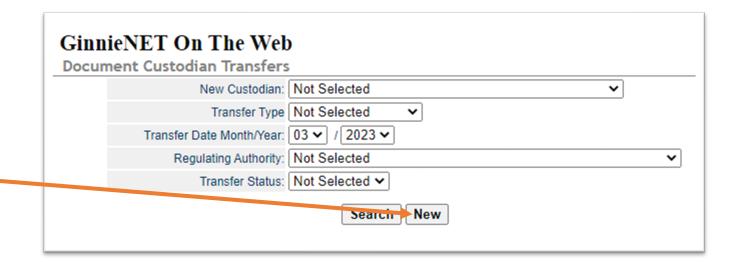


BEGINNING THE DOCUMENT CUSTODIAN REQUEST

Below are instructions for Issuers to navigate to the Document Custodian Transfer Request screen.

GINNIENET MAIN MENU

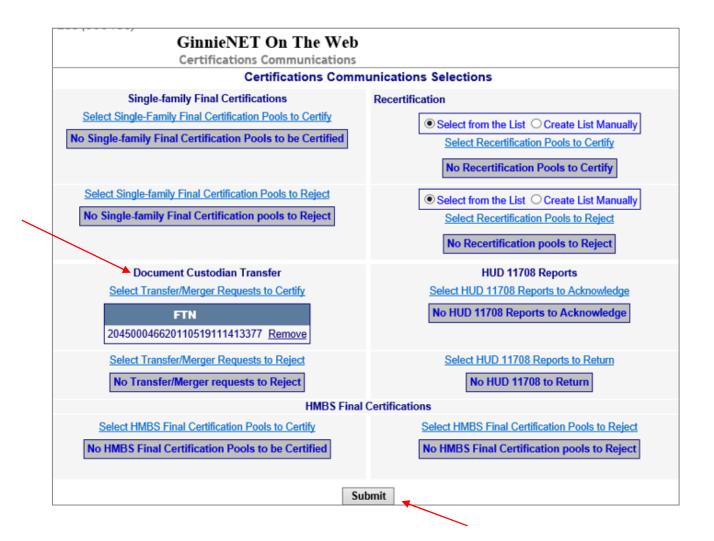






DOCUMENT CUSTODIAN TRANSFER SCREEN

GinnieNET Host Communications screen for Document Custodians





QUICK TIPS

Tips for Document Custodian Transfers or Mergers

Issuers should keep the following requirements in mind while preparing partial Document Custodian transfers

Issuers with Existing Document Custodian(s)

Are required to **submit a completed list of the pools being transferred**, as well as the pool listing(s) for Existing Document Custodian(s).

Effective Date of Transfer

The Issuer should enter an Effective Date of Transfer as a business day of the month at least 3 days past the current date and not more than 6 months past the current date.

Pools Transferred with Pending Final Certification

If a pool is transferred with a Final Certification pending, that certification will close out both open Final Certification and Pending Recertification from the recent transfer when the new Issuer completes the pending Final Certification.

Approvals and Rejections

An e-Notification of approval or rejection is **sent to the Issuer and new Document Custodian.**

Partial Document Custodian Requests

Issuer should ensure all necessary documentation is forwarded to the new Document Custodian before the Partial Document Custodian Request is performed in Ginnie NET. The new Document Custodian should not certify any transmission unless they have received all appropriate pool documentation.

Pool Listings

Pool listing may be imported, or key entered directly into Ginnie NET.



RESOURCES & SUPPORT

USER GUIDES

MyGinnieMae Organization Administrator Guide
https://www.ginniemae.gov/issuers/issuer_training/Documents/mgm_orgadmin_userguide_102018.pdf

GinnieNET User Guide
https://www.ginniemae.gov/issuers/Pages/GinnieNETTrainingGuides.aspx



Ginnie Mae Customer Support

1-833-466-2435, option 1



Support Mailboxes

ginniemae1@bnymellon.com

