Document Custodian Transfer Requests - GinnieNET
DOCUMENT CUSTODIAN TRANSFER REQUESTS

- Types of Document Custodian Transfer Requests (GinnieNET)
- Overview of Document Custodian Transfer Requests Process
- Quick Tips
OVERVIEW

• All Document Custodian Transfer Requests are submitted via GinnieNET.
• Four types of Document Custodian Transfer Requests:
  1) Complete Document Custodian Transfer
  2) Partial Document Custodian Transfer
  3) Complete Document Custodian Merger
  4) Partial Document Custodian Merger
• Complete and Partial Transfer Requests
  o Recertification of transferred pools are due 12 months of the effective date of transfer.
• Complete and Partial Merger Requests –
  o Do not require a new recertification of the affected transferred pools, the status of the pool pre-merger will remain the same.
• Important: Once Issuer submits the Transfer Request the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.
DOCUMENT CUSTODIAN TRANSFER REQUESTS

QUICK TIPS

✓ For Complete Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list.

✓ For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed list of the pools being transferred; as well as the pool listing(s) for Existing Document Custodian(s).

✓ The Issuer should enter a Effective Date of Transfer as a business day of the month at least three (3) days past the current date and not more that six months past the current date.

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

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

Pool listing may be imported or key entered directly into GinnieNET.

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Section 6.8 Documents Custodian Transfer, Page 89
Pool Transfer System

• Pool Transfers
POOL TRANSFER SYSTEM

- Types of Pool Transfers
- Overview of Issuer Transfer Process on PTS
# TYPES OF POOL TRANSFERS

<table>
<thead>
<tr>
<th>Pool Transfer Type</th>
<th>Purpose of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Pool</td>
<td>The Selling Issuer transfers pools to another Issuer by mutual agreement.</td>
</tr>
<tr>
<td>Related Pool Party</td>
<td>The Selling Issuer transfers pools to another Issuer by mutual agreement. Issuers are related.</td>
</tr>
<tr>
<td>Merger</td>
<td>The Selling Issuer transfers all pools to a related Issuer due to internal reasons in a business merger. The Merging Issuer initiates the process.</td>
</tr>
</tbody>
</table>

Pool Transfer System for Issuers
Pool Transfer Overview, Page 2
PTS provides an automated means for the Issuer to do the following:

- Initiate and update pool transfer request information
- Import and update pool numbers being transferred
- View and receive the associated approval documentation
- Approve or reject pool transfer requests from the Selling Issuer
- Access and view reports
- Confirm associated transfer fees
1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.

2. Then look for **PTS** under **Applications**.

3. Select **POOL TRANSFER**.
The Pool Transfer System Quick Reference Card provides procedures and necessary information to:

• Request Pool Transfer Screen
• Request New Transfer
• Access Submission Center
• View Status / Accept Pool Transfers
• Run Reports
QUESTIONS & ANSWERS

Q&A
Resources
RESOURCES

MANUALS, QRCs, FAQs

Pool Transfer System Quick Reference Card

GinnieNET Single Family File Layout

GinnieNET On The Web Issuer Single Family Training Guide

Pool Transfer System for Issuers