

Steps Needed to Manually Convert Putnam Account Numbers

Warning: Failure to follow these steps, especially not processing your DST FAN mail files in a timely manner, will result in duplicate Putnam accounts and positions being created in CDS or SmartOffice after Monday, August 13, 2007. Also, after changing the Putnam account numbers to the new convention you cannot retrieve any old Putnam data files from DST FAN Mail's My File History as this may result in the old accounts and positions being recreated in CDS or SmartOffice.

1) Acquiring the Putnam account number cross reference spreadsheet document

Acquire the Putnam account number cross reference document from Putnam by going to the Putnam Advisor website (www.putnam.com/advisor/). If you have never been to the Putnam Advisor website you will need to request an ID to login.

If you need an ID do this step now! To request a Putnam login ID to receive the account conversion file you will need to send a letter of instruction on firm letter head requesting a back office ID for the Putnam Financial Advisor web site. It will need to be signed by a VP or above. You can fax the request to 617-760-9609.

Once you login go to the Putnam Advisor Web site click on the Accounts tab then click on the Account Cross Reference tab (last tab on the right) and follow the instructions on the screen. If you have any problems doing this part call Putnam at 1-800-362-6061.

There may be several versions of the account cross reference document available up to and including 8/11/2007 so as to include any new Putnam accounts opened during this timeframe. Make sure you use the most complete and accurate version of the Putnam document for the manual conversion.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Putnam Financial Advisor website. The address bar shows <https://www.putnam.com/advisor/>. The website header includes the Putnam Investments logo and the text 'FINANCIALADVISOR'. A navigation menu is visible with tabs for Home, Products, Accounts, Sales Opportunities, Education, News and Commentary, Tools, and About Putnam. Below the menu, there are links for Mutual Funds, Client Reporting, Allstate, Hartford, Individual & Small Business(K), and Account Cross Reference. The main content area is titled 'Request a Putnam/DST account number cross-reference file' and includes a 'PRINT' button. The text explains that Putnam can provide a file listing current and new account numbers, to be provided in late July. It asks the user to provide or confirm their e-mail address and click the submit button. A 'SUBMIT' button is visible next to the e-mail address input field. At the bottom of the page, there is a copyright notice: '© 1998-2007, Putnam Retail Management' and the Putnam Investments logo. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:21 PM.

2) Processing your DST FAN Mail Putnam files that contain the old account numbers:

The last DST FAN Mail Putnam files that will contain the old account numbers will be available from DST FAN Mail Saturday August 11 for any Putnam account activity (Buys, Sell, Dividends, etc.) that occurred on or before Friday, August 10, 2007.

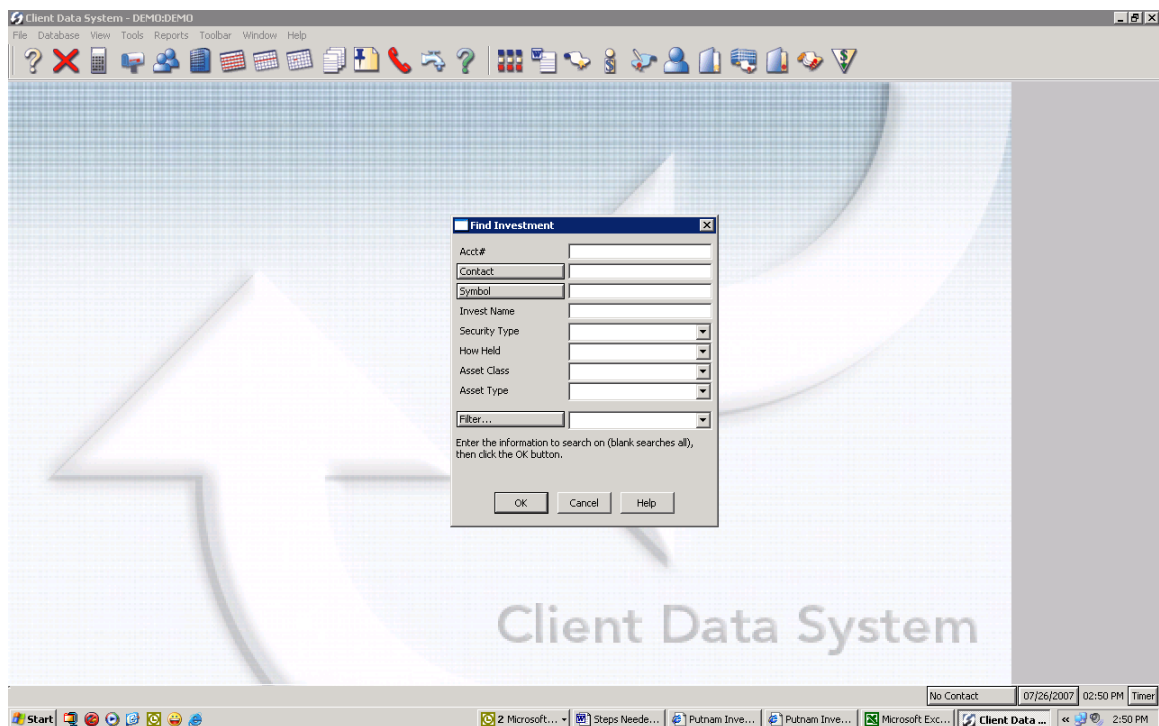
It is imperative that you retrieve all of your DST data and process it before Tuesday, August 14, 2007 as any Putnam account activity starting Monday August 13, 2007 will contain the new account numbers and will appear in files available on Tuesday, August 14, 2007

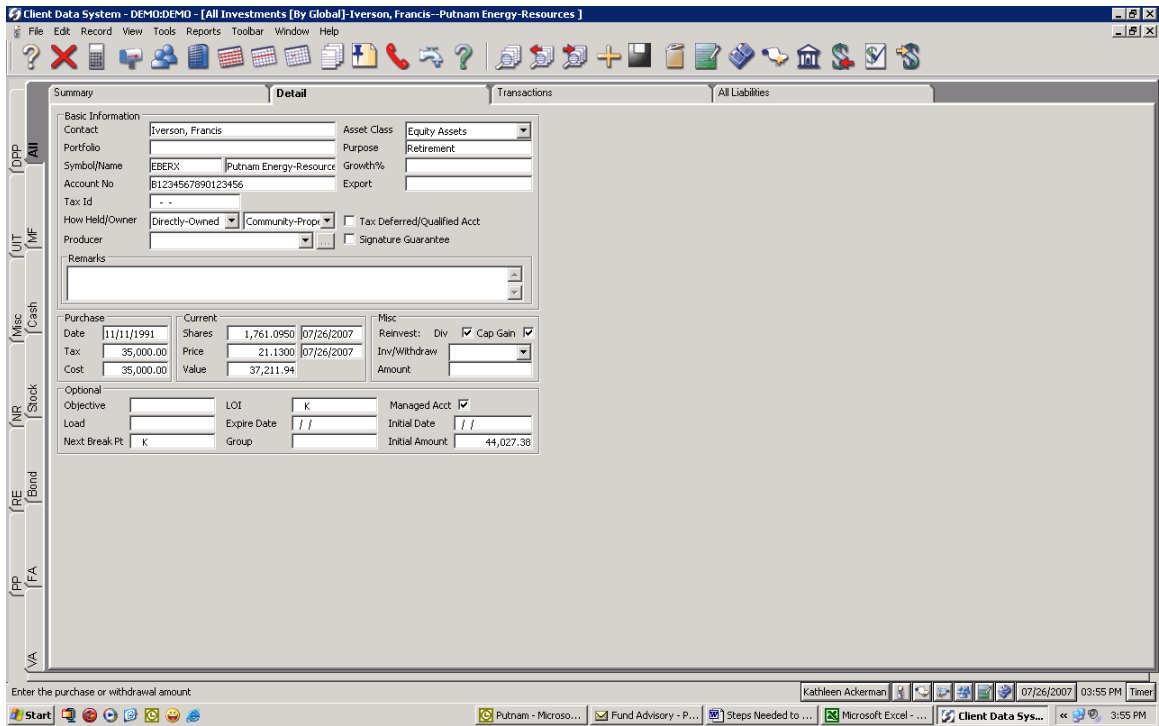
3) Changing the old Putnam account numbers to the new account number convention

After successfully processing all of your data from DST by Monday August 13, 2007 now go back into CDS or SmartOffice and search and replace all of your Putnam account numbers using the Putnam cross reference spreadsheet document. The old Putnam account number should be located in column B of the spreadsheet and the new Putnam account number should be located in column D.

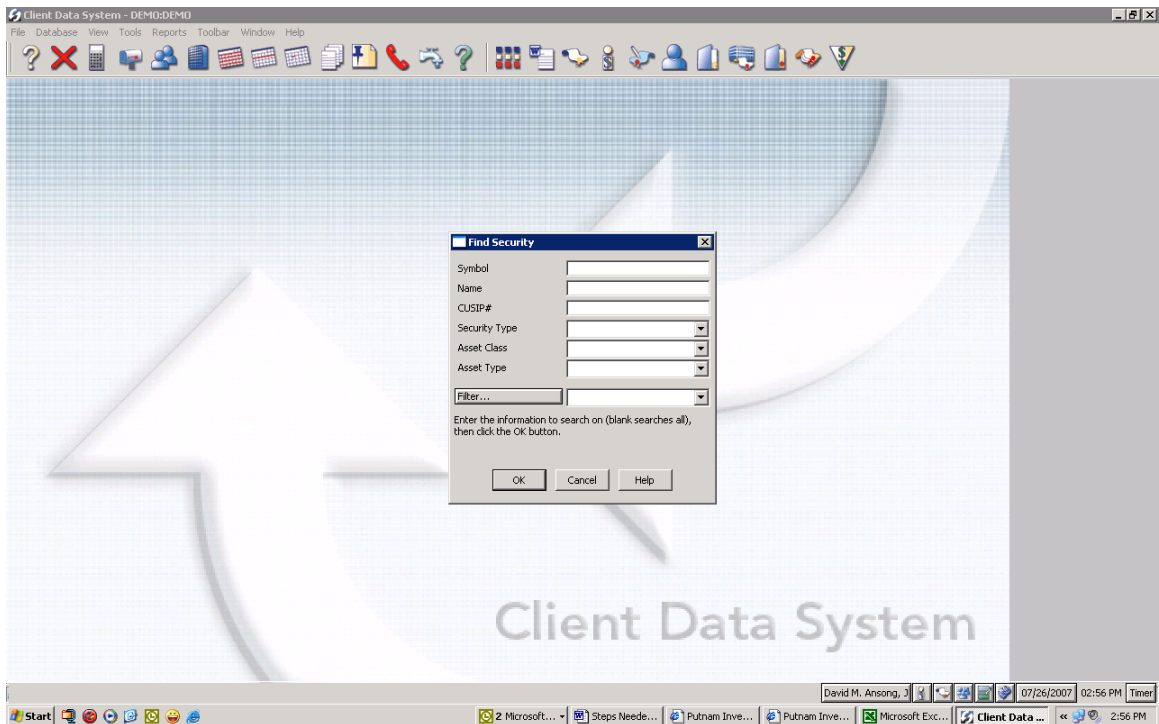
For CDS for Windows users (any version):

Option 1: Use the Global Investment Search dialog box and type in the old account number in the **Acct#** field to find all positions with that account number. Go to the **Detail** tab for each position and enter the new account number in the **Account No** field and save the record. Repeat the process until all of the relevant accounts have been changed.





Option2: Use the **Find Security** search dialog box and list your Putnam mutual funds.



Then go to the **Positions** tab for each Putnam security to see a list of Putnam positions linked to this security.

Double click on the position rows until the **Detail** tab for the position appears. Enter the new account number in the **Account No** field and save the record. Close the record and this should return you

to the **Position** list. Double click on the next position and repeat the process until all of the account numbers have been changed to the new account number convention.

Repeat the above process for all Putnam funds until all of the relevant account positions have been changed.

The screenshot shows a software window titled "Client Data System - DEMO:DEMO - [Mutual Funds Positions (Putnam Energy-Resources) (3)]". The window contains a table with the following data:

Contact	Invest Name	Acct#	Purchase	Shares	Cost	Value
<input type="checkbox"/> Ackerman, Marianne	Putnam Energy-Resources	A1234567890123456	08/08/1989	750.0000	6,000.00	15,847.50
<input type="checkbox"/> Iverson, Francis	Putnam Energy-Resources	B1234567890123456	11/11/1991	1,761.0950	35,000.00	37,211.94
<input type="checkbox"/> Ackerman, Kathleen	Putnam Energy-Resources	C1234567890123456	08/08/1988	750.0000	11,250.00	15,847.50
Total				3,261.0950	52,250.00	68,906.94

The table is part of a larger application window with a menu bar (File, Record, View, Tools, Toolbar, Window, Help) and a toolbar. The window also has a sidebar with navigation options like FA, All, VA, MF, Cash, DPP, Stocks, UIT, Bonds, and Misc. The taskbar at the bottom shows the Start button, several open applications (Microsoft Outlook, Steps Needed to..., Internet Explorer, Microsoft Excel, Client Data Sys...), and the system clock (07/26/2007 03:45 PM).

Please call E-Z Data tech support at 626-585-3515 if you have any questions regarding the above process.