

## Guide to adhering to the 2020 ISDA IBOR Fallbacks Protocol

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The ISDA 2020 IBOR Fallbacks Protocol is open for adherence as of October 23<sup>rd</sup>, 2020. The process should take approximately 30 minutes by following these steps.

Please note that every entity that is a party to an ISDA Master Agreement must complete a separate adherence.

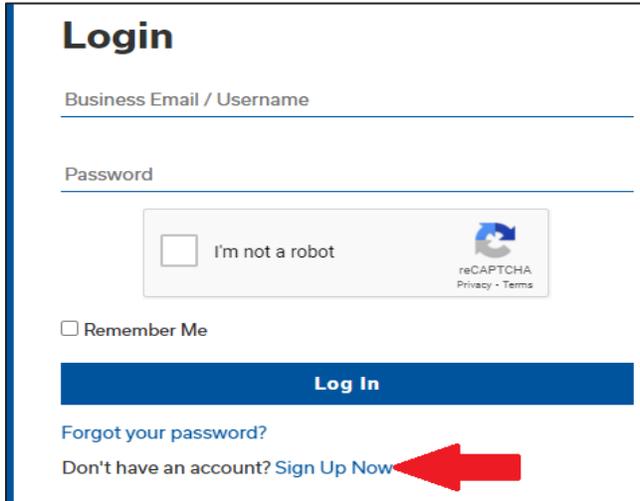
**To successfully adhere to the ISDA IBOR Fallbacks Protocol please complete all steps (#1 – #14) below:**

**1: Go to ISDA's website to begin: [ISDA IBOR Fallbacks Protocol](#)**

**2. Select the ISDA 2020 IBOR Fallbacks Protocol and click Adhere to this Protocol.**

<p>Open   Open from October 23, 2020</p> <h3>ISDA 2020 IBOR Fallbacks Protocol</h3> <p>This protocol enables parties to Protocol Covered Documents to amend the terms of each such Protocol Covered Document to (i) in respect of a Protocol Covered Document which incorporates, or references a rate as defined in, a Covered ISDA Definitions Booklet, include in the terms of such Protocol Covered Document either the terms of or a particular defined term included in Supplements to the 2006 ISDA Definitions, and (ii) in respect of a Protocol Covered Document which otherwise references a Relevant IBOR, include in the terms of such Protocol Covered Document new fallbacks for that Relevant IBOR.</p>	<p>Adhere to this Protocol</p> <p>View Adhering Parties </p>
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**3. You will be required to set up an account if you do not already have one.**



**Login**

Business Email / Username

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

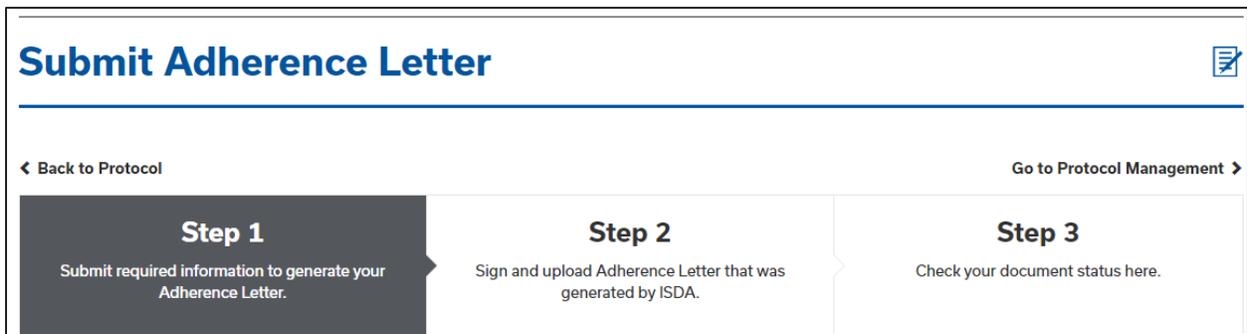
Remember Me

**Log In**

[Forgot your password?](#)

Don't have an account? [Sign Up Now](#) 

**4. Once you are logged in, proceed to submit adherence letter.**



**Submit Adherence Letter** 

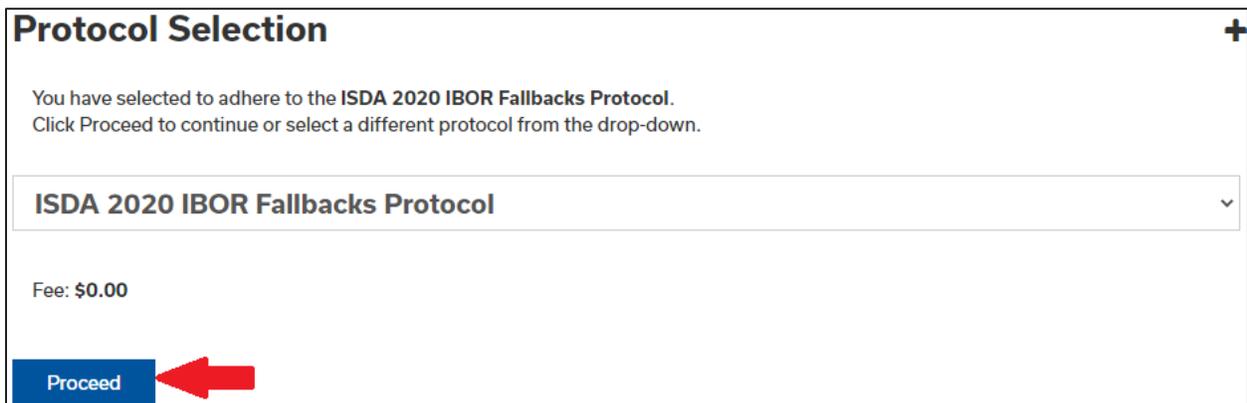
[← Back to Protocol](#) [Go to Protocol Management →](#)

**Step 1**  
Submit required information to generate your Adherence Letter.

**Step 2**  
Sign and upload Adherence Letter that was generated by ISDA.

**Step 3**  
Check your document status here.

**5. Under Protocol Selection, the ISDA 2020 IBOR Fallbacks Protocol should be pre-populated. Click Proceed.**



**Protocol Selection** 

You have selected to adhere to the **ISDA 2020 IBOR Fallbacks Protocol**.  
Click Proceed to continue or select a different protocol from the drop-down.

**ISDA 2020 IBOR Fallbacks Protocol** 

Fee: \$0.00

**Proceed** 

**6. You will then enter the contact details for the adhering entity. Only the fields with an asterisk are required.**

### Contact Details -

(As it will appear in the Adherence Letter) ⓘ

First Name *	<input type="text" value="Jane"/>	Last Name *	<input type="text" value="Smith"/>
Title *	<input type="text" value="Managing Member"/>	Company Name *	<input type="text" value="ABC Investments, LLC"/>
Email *	<input type="text" value="jane.smith@abcinvestmentsllc.com"/>	Phone *	<input type="text" value="(303) 555-1234"/>
Street Address *	<input type="text" value="9876 First Avenue"/>	Fax	<input type="text"/>
Street Address 2	<input type="text"/>	City *	<input type="text" value="Anytown"/>
Zip *	<input type="text" value="54321"/>	Country *	<input type="text" value="United States"/>
		State	<input type="text" value="CO"/>

[✕ Clear Contact Details](#)

7. Enter the contact to receive notices about this protocol. Click “same as above” to populate the information included in Step 6.

### Point of Contact

(recipient of status updates from ISDA - note: your contact details will not display on the ISDA website ):

Same as above 

Name \*

Email \*  Phone \*

8. You may opt to include your organization’s letterhead, but this is not required.

### Adhering Organization Logo (Constitutes Letterhead)

No file chosen

Upload organization's logo in an image format. E.g. jpeg, png, gif

(If you do not have a logo, please skip this step. )

9. Under Adherence Type, select Single Entity Adherence. **It is very important that the “Organization Name” match the name of the party to the ISDA.**



You will also need to input your legal entity identifier “LEI” that was obtained before you entered into a swap transaction.

You can look this number up here: [LEI lookup](#). If the name of the organization and LEI do not match exactly, you will get an error message and be unable to proceed. However, if the status of the LEI is listed as “lapsed”, it is not necessary to renew in order to proceed.

Adherence Type	
Select Adherence Type*	
Single Entity Adherence	
Organization Name*	Pre-LEI/LEI
ABC Investors, LLC 	1234ABCS1234ABCD1234 
To proceed please verify LEI and organization.	Identifier unverified (no organization match).

When you see a green check mark, you will know that everything has been input correctly. Click the box at the bottom and move to the next step.

### Adherence Type

Select Adherence Type\*

Single Entity Adherence

Organization Name\*  ✓  
Organization match (GLEIF).

Pre-LEI/LEI  ✓  
Valid

I verify that I have reviewed all funds and LEIs above. 

9. Add the information for the individual who is authorized to sign the adherence letter on behalf of the entity.

### Authorized Signatory

( Authorized firm or institution signature as it appears on the signature line of your letter ):

Name\*

Title\*

Email\*   
This email will not be publicly disclosed

10. Click the box to agree with the terms and conditions. If the Submit button is gray, then go back to ensure all required fields are completed. Once they are you can click on Submit to finalize.

Agree with [terms of services and conditions](#)

Preview Submit

If the Submit button is not blue, please click it and then scroll back up to see which sections of the form are missing information. If you still cannot proceed, please view [our list](#) of the most common reasons why you could not submit. Thank you!

11. On the next page, you will see your submission listed as Unpaid & Pending. Click the box beside the ISDA 2020 IBOR Fallbacks Protocol to checkout. As a reminder, before January 25, 2021 there is no cost for adhering to this protocol.

Unpaid & Pending Paid & Not Accepted

Choose Protocol

ISDA 2020 IBOR Fallbacks Protocol

Adherence Submitted: October 24, 2020

12. On the next page you will select Submit to finalize your submission. **This is not the last step.**

13. You will receive an email from [ProtocolManagement@ISDA.org](mailto:ProtocolManagement@ISDA.org) confirming receipt of your adherence letter and containing instructions on how to finalize

the process. **You must print, sign, and upload that letter here: [Protocol Management](#).** It will then show as Paid & Accepted.



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Your adherence letter for the ISDA 2020 IBOR Fallbacks Protocol has been accepted!

Your Adherence ID is 1234456

You can find this adherence in your Protocol Management section at <https://www.isda.org/protocols/manage> and under the Adhering Parties list for the ISDA 2020 IBOR Fallbacks Protocol

*Note: Some agents may need to go to ISDA Amend to finish the adherence process. Please refer to the ISDA 2020 IBOR Fallbacks Protocol FAQs for further details.*  **(this is not applicable for your adherence)**

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**14. Please send a copy of the signed adherence letter to your Relationship Manager at Washington Trust upon completion.**