

VI: CERTIFICATION

The fingerprint enrollment process must be completed in order to use Communication functions for New Pool Processing in GinnieNET (see Maintenance).

FINAL CERTIFICATIONS

In order to electronically Final Certify a pool through GinnieNET on the Web, the pool must have been initially certified through GinnieNET and issued on or after May 1, 1998.

The pool must not have been transferred prior to Final Certification; except for an immediate issuance transfer transaction, where the pool is transferred immediately after the pool is issued.

The Issuer must retrieve the schedule of Pooled Mortgages from the GinnieNET On the Web network, complete the Final Certification and electronically resubmit the pool back to the network. Issuers and document Custodians will be required to maintain a copy of the Schedule of Pooled Mortgages with the completed Final Certification.

To Final Certify a pool, the original pool record must be retrieved from the Network by the Issuer with a status of Certified before Mortgage Details data can be viewed or edited. Once the Issuer views or edit the pool(s) it can be transmitted to the Custodian for Final Certification.

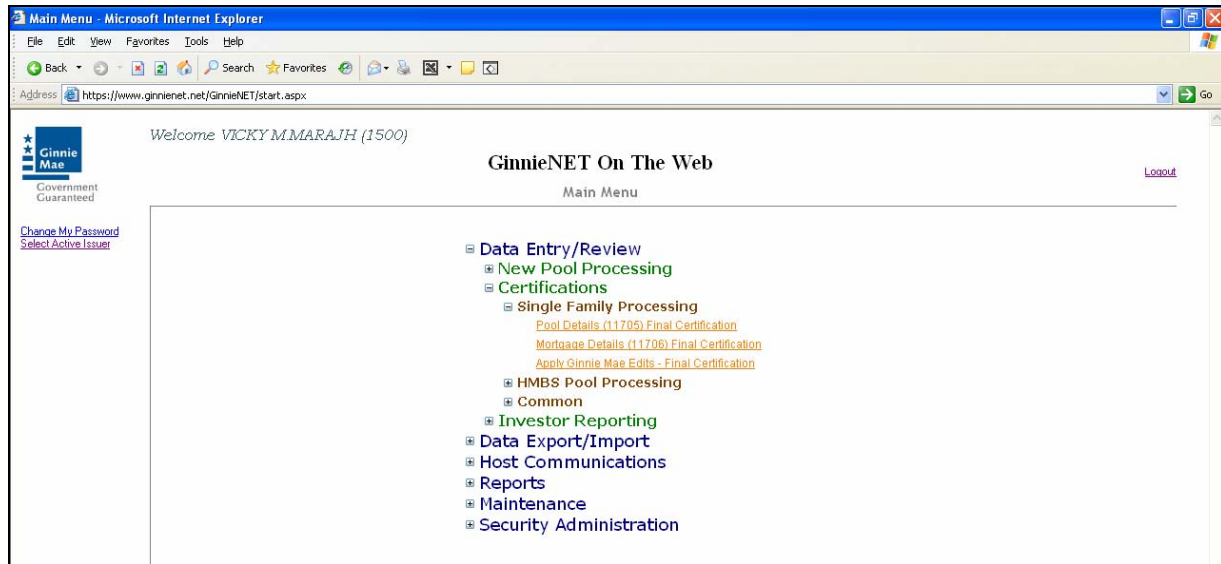
POOL DETAILS

The Pool Details menu provides access to pool, mortgage, subscriber, and summary information.

To access Pool Detail functions:



1. Select from the **DATA ENTRY/REVIEW** menu.



2. Select one of the four options below from the Process pull-down menu.

- *Pool Details*
Used for reviewing pool details.
- *Mortgage Details*
Used for reviewing individual mortgage records.
- *Apply Ginnie Mae Edits – Final Certification*
A pool is not available for transmission to the Network until it passes all Ginnie Mae edits.

POOL DETAILS (11705)

LOCATING RECORDS

The pool number is the key identifier for locating records. The pool number is part of the Final Certification File Transmission Number (FC-FTN) digits 11 through 19 counting in from the left and Issuer/Custodian Transfer Recertification (RCI/RCC FTN), digits 11 through 19 counting in from the left.



Search Form Elements

Field Name	Description
Pool#	Pool Number is entered by user.
Issue Type	User selects Issue Type from dropdown box.
Pool Type	User selects Pool Type from dropdown box.
Custodian#	User selects Custodian# from dropdown box.
Issuer Date	User selects Issuer Date from dropdown box.
Transfer Status	User selects Transfer Status from dropdown box.

Pool Details (11705) record

1. In the Search Page, enter enough information to identify the record(s) you want to locate.

Select the Search command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.

POOL DETAIL INFORMATION

FINAL CERTIFICATION - FC-FTN (Final Certification File Transmission Number), FC-FRN (Final Certification File Rejection Number). It also displays Outstanding Aggregate Amount (OAA), Rates, Dates, Term, and Total Number of Loans.

Locate a pool record as described in Locating Records. A pool detail screen is shown below.

Pool Details (11705) Final Certification

Pool#: 621666 Issue Type: M Pool Type: SF

FC FTN: [] FC FCN: [] Description: [] Signed By: [] Title: [] Issuer ID/Name: 1500 EQUIBANK N.A. Custodian ID/Name: 000411 Mortgage Interest Rate: 6.000 to 6.000 Security Rate: 5.750 Security Change Date: [] OAA: \$391,140.00 Amortization Method: CD Term: 30

Edit Status: Not Passed Transfer Status: Deleted Loans #: 4 Issue Date: 11/01/2007 Maturity Date: 10/20/2037 Initial Pay Date: 12/20/2007 Unpaid Balance Date: 11/01/2007 Pool Tax ID: [] Security Rate Margin: 0.000 Settlement Date: 11/19/2007 Subservicer #: [] Transfer-Issuer ID: []

PS&I Acct#ID: 45987131153 011000951 T&I Acct#ID: 64671385746 011000951 More

PS&I Total:	\$2,347.41	UPB Total:	\$391,140.25
FHA Quantity:	4	FHA Amount:	\$391,140.25
VA Quantity:	0	VA Amount:	\$0.00
RHS Quantity:	0	RHS Amount:	\$0.00
PIH Quantity:	0	PIH Amount:	\$0.00

Highest UPB: \$149,701.82 Short Term UPB: \$0.00 Short Term Maturities: \$0.00 Latest Pay Date: 10/1/2037 Number of Participants: 1 Weighted Average Interest Rate: 6.000 Total Position: \$391,140

Add/edit/View Form Elements

Edit Pool Details (11705) record

For any new pools processed as Immediate Issuance with Transfer Pools, the Transfer Issuers are required to identify and enter their Document Custodian's Identification Number. The Transfer Issuer will enter their Document Custodian Identification Number at time of acceptance of the Transfer Pool.

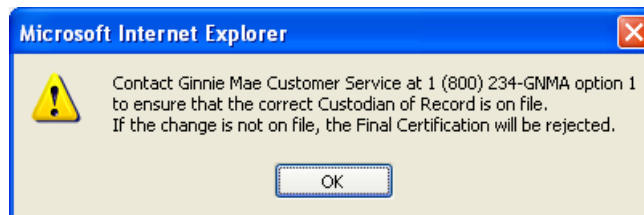
Issuers and their Document Custodians will be able to retrieve and certify pools for final certification via GinnieNET for pools that were affected by an Issuer transfer (Transfer of Issuer Responsibility) or Issuer Merger.

Changing a Document Custodian

1. Select the **Edit** button to edit the record.

2. Select the drop-down arrow to change the Custodian ID.

3. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.
4. After the record is saved the following message is generated.



5. Select OK to continue.



MORTGAGE DETAILS (11706)

Search Form Elements

Field Name	Description
Pool #	The Pool Number is entered by the user.
Issue Type	User selects a Issue Type from the list of Available Issue Types.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Mort Type	User selects a Mort Type from the list of Available Mort Types.
Mortgage Number	Mortgage Number is entered by the user.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By Default , the Transfer Status is Not Selected .
Issue Date	By Default , the Issue Date is the first of the current month . If Pool Number is not entered , then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. Required* .

**Required Field - only on some conditions -- See Description for Issue Date*

How To: Search/Add A Mortgage Record

1. In the Search Page, enter enough information to identify the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, Mort Type enter Mortgage Number, select Transfer Status, Issue Date. Issue Date has to be selected when Pool Number is not entered. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.
2. Select the Search command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, GinnieNET will switch the view to Search Results Page only when the Search returns multiple records. If only one record is returned, GinnieNET will switch the view to Details Page directly.
3. Select the New command button to add a Mortgage Record. GinnieNET will open the Data Entry Page.

MORTGAGE DETAIL INFORMATION

Individual mortgage records include detailed loan and payment date information. On the Mortgage Detail screen a loan(s) can be viewed and edited.

EDIT A MORTGAGE RECORD

1. Select the **Edit** button to edit the record and to make changes.

The screenshot shows the 'Mortgage Details (11706) Final Certification' page in a Microsoft Internet Explorer browser. The page title is 'GinnieNET On The Web'. The user is logged in as 'WADE GAYLE (1500)'. The page contains a form for editing mortgage details. The form includes the following fields and values:

Pool#	021666	Issue Type	M	Pool Type	SF	Status	Not Passed	Certified
Issue Date	11/01/2007	Sec Rate	5.750	Mort Message				
Qty FHA	4	VA	0	RHS	0	PIR	0	
Amt FHA	\$391,140.25	VA	\$0.00	RHS	\$0.00	PIR	\$0.00	
Amort Method	CD	Mortgage MH Type/OP plan	FHA					
Number	071010018648066	Interest Rate	6.000					
P&I	\$489.87	Mortgage Margin						
OPB	\$01,707.00	First Pay Date	11/01/2007					
UPB	\$81,826.67	Last Pay Date	10/01/2037					
Unsch. Prin. Curtail		Case#	005017320050703					
Mortgagor Name	wade	OEM Annual Increase		%				
Property Address	k 9 brisias del mar	MIN						
City	guayama	MOMYIN						
State	PR	Zip Code	00784					
		Ex. Code						

2. Select the **Save** button to Save the record or **Cancel** to discard the edits.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply selecting the **Search Results Page** link on the top right corner of the page.
2. You can select **Return to Search** link to do a new search.

APPLY GINNIE MAE EDITS – FINAL CERTIFICATION

Ginnie Mae edits must be passed before a pool can be posted to the Network. This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements. If there are errors, individual records must be corrected and Ginnie Mae edits must be applied again.

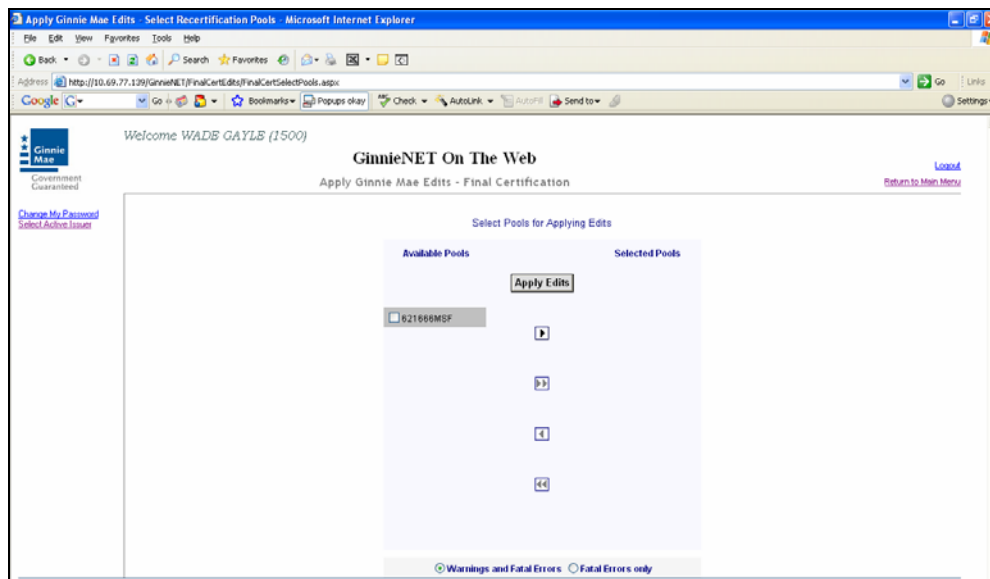
A pool is not available for transmission to the Network until it passes all Ginnie Mae edits.

The system will apply the Ginnie Mae Edits to the selected pool. A pool level edit and a mortgage level edit will be performed.

1. From the Main Menu, select Certifications, Single-Family Pool Details, Apply Ginnie Mae Edits.



2. The following screen is displayed.



3. Select on a pool and use the arrow at the right of the Pool Number field to choose a pool number or use the double arrow to select all Available pools shown.

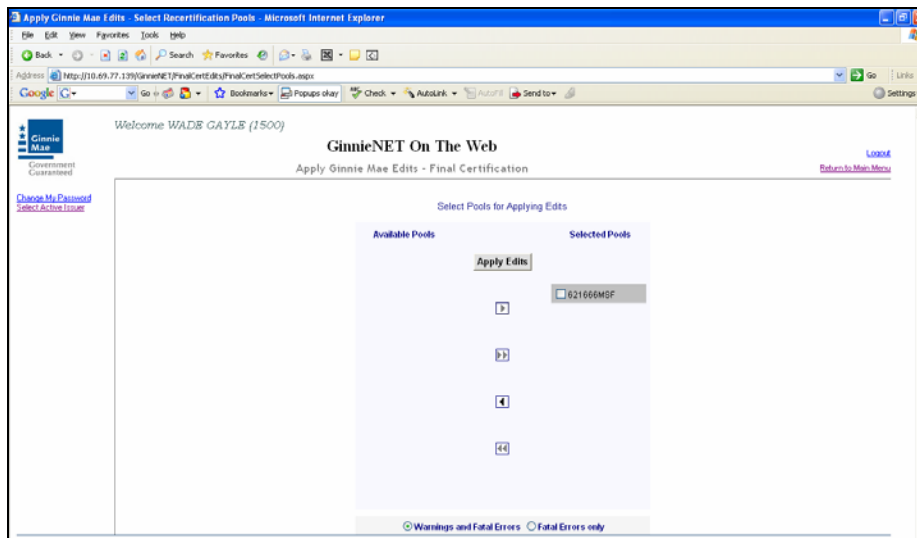
- The system displays both Warning (tolerance) messages and Fatal Error messages or you can view Fatal Errors only. A pool will not be transmitted to the network with any outstanding fatal errors.



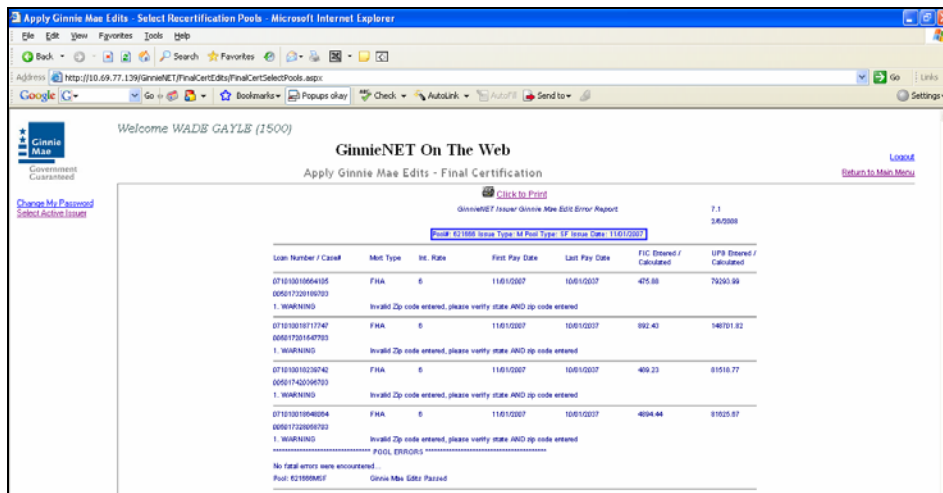
Warning: Indicates whether the Fixed Installment Control (FIC) or Unpaid Principal Balance (UPB) amounts are within the Ginnie Mae tolerance range.

Fatal: Data is outside the Ginnie Mae tolerance range. Fatal Errors must be researched and corrected. A pool will not transmit with a Fatal Error.

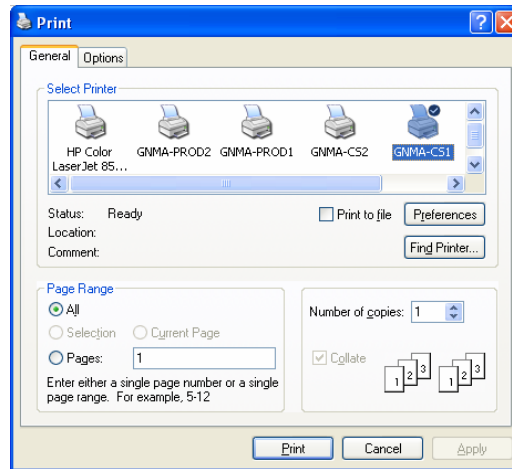
- Select on **APPLY EDITS** after selecting the pool(s).



- The system will generate the Ginnie Mae Edit Error Report and present it in a preview window after the Error Summary screens have been closed.



7. If you select the **PRINT** option button, the system allows you to select your printer and the report will be sent to the selected printer. A summary of errors found at each of the pool and mortgage levels will be presented on the system generated Error Summary report.

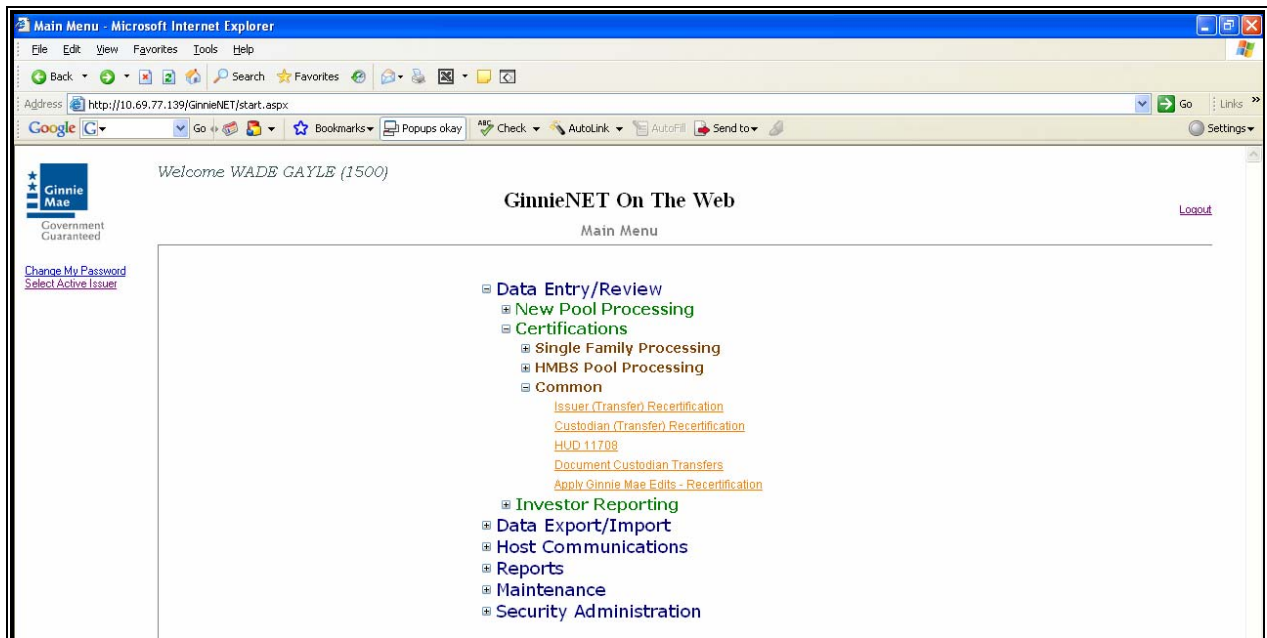


8. The pool must pass the Apply Ginnie Mae Edits before transmitting the pool.

ISSUER (TRANSFER) RECERTIFICATION

Recertifications submitted using **GinneNET** would be submitted at a pool level. Ginnie Mae will no longer require the submission of the Schedule of Pooled Mortgages to Ginnie Mae’s Pool Processing Agent for pools recertified through **GinnieNET on the Web**. However, Issuers and document Custodians will continue to be required to maintain a copy of the Recertification, including the Schedule of Pooled Mortgages with the completed certification.

Recertification - RCI-FCN (Recertification Issuer Final Certification File Transmission Number), RCC-FCN (Recertification Custodian Final Certification File Certification Number), RCI-FRN (Recertification Issuer Final Rejection File Transmission Number) or RCC-FRN (Recertification Custodian Final Rejection File Certification Number). It also displays Outstanding Aggregate Amount (OAA), Rates, Dates, Term, and Total Number of Loans.



Search Form Elements

Field Name	Description
Pool #	The Pool Number is entered by the user.
Issue Type	User selects a Issue Type from the list of Available Issue Types.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer Number	The Issuer Number (ID) is automatically retrieved that is associated with the logged-in user (Issuer). System generated.
Custodian #	User selects a Custodian # from the list of Available Custodians..
Recertification Date	If Pool Number is entered , then the Recertification Date will not be included in the search criteria.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

How To: Search/Add A Issuer (Transfer) Recertification Record

1. In the Search Page, enter enough information to identify the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, Custodian#, enter Recertification Date, Transfer Status. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to view.
2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, GinnieNET will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, GinnieNET will switch the view to Details Page directly.**
3. Select the **New** command button to **add** a Issuer Recertification Record. GinnieNET will open the **Data Entry Page.**



ISSUER (TRANSFER) RECERTIFICATION

Recertifications submitted using **GinneNET** would be submitted at a pool level. Ginnie Mae will no longer require the submission of the Schedule of Pooled Mortgages to Ginnie Mae’s Pool Processing Agent for pools recertified through **Ginnie NET**. However, Issuers and document Custodians will continue to be required to maintain a copy of the Recertication including the Schedule of Pooled Mortgages with the completed certification.

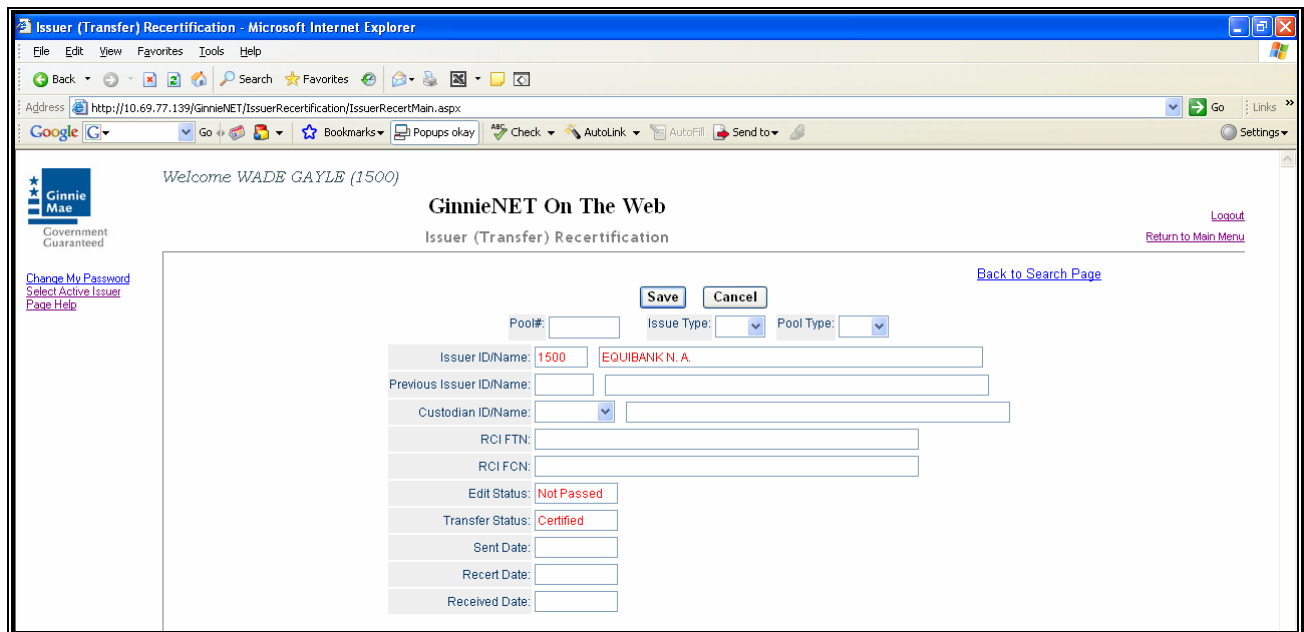
Restrictions:

- ***Issuers can Add/Edit Records ONLY when the Transfer Status is "Certified" or "Rejected".***

Glossary

- RCI-FCN (Recertification Issuer Final Certification File Transmission Number)
- RCC-FCN (Recertification Custodian Final Certification File Certification Number)
- RCI-FRN (Recertification Issuer Final Rejection File Transmission Number)
- RCC-FRN (Recertification Custodian Final Rejection File Certification Number).

The information below must be entered on the GinnieNET Issuer (Transfer) Recertification Page. The fields are listed in the order that they appear on the screen.



Data Entry/View Form Elements

Field Name	Description
Pool #	The Recertification Pool Number is a unique, six-digit number between 000001. and 999999. Pool Number is Required.
Issue Type	The valid Issue Types for Issuer Recertification are X,C,M,Y. Issue Type is Required
Pool Type	The valid pool types for Issuer recertification are AF,AQ,AR,AS,AT,AX,BD,CL,CS,FB,FL,FS,FT,GA,GD,GP,GT,LM,LS,MH,PN,PL,QL,RL,RX,SF,SL,SN,TL,XL. Required.
Issuer ID/Name	The four-digit number assigned to that Issuer and legal name of the Issuer. System generated by GinnieNET based on software initialization.
Previous Issuer ID	The four-digit number of the previous Issuer. The Previous Issuer ID is Required .
Previous Issuer Name	The legal name of the Previous Issuer. The name is retrieved by the system from the Issuer Record based on the previous Issuer ID after the record is saved.
Custodian ID	The Custodian ID is a six-digit number chosen from the drop down list by selecting the down-button. The drop down list contains all the eligible custodian ID's Required
Custodian Name	The legal name of the Document Custodian. The name is retrieved by the system from the Custodian Record based on the Custodian ID.
File Transmission Number (RCI FTN)	When transmitting a pool record, GinnieNET creates and appends a 32-character FTN prior to sending the pool to the GinnieNET Network. This number is used to identify the pool on the network, and by the Custodian to retrieve the pool off the network. A unique FTN is created for each pool. This field is system generated during transmission of pool data, which is performed in the GinnieNET Communications function. See Chapter Glossary of Terms - File Transmission Number for more information.
File Transmission Number)	After Custodian Certify or reject the pool GinnieNET creates and appends a 32-character FTN
Edit Status	Edit Status of the pool. Default value is Not Passed. System generated.
Transfer Status	Transfer Status of the pool. Default value is Certified. System generated.
Sent Date	This field will be updated when the data is sent on the network.

Field Name	Description
Recert Date	The recertification date field is updated through GinnieNET.
Received Date	This field will be updated when the Custodian receives the data on the network.

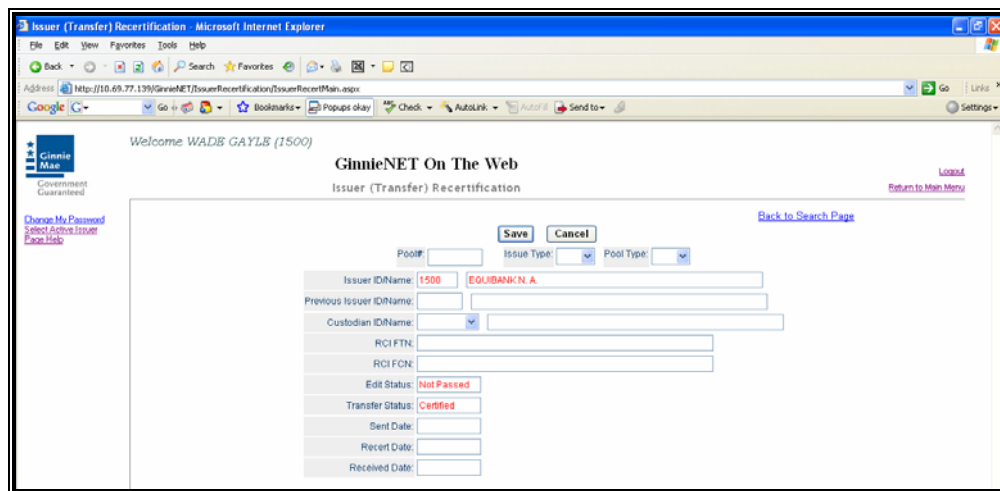
Data entry Tips:

1. Use the Tab key to move between fields. Helpful messages will assist in the navigation through the GinnieNET fields.
2. If you enter data that is incorrectly formatted or inconsistent with values in other fields, the system will alert you to the problem and will often suggest an appropriate solution.
3. These "error" messages will not stop you from updating the record on the screen. If the data is correct, you will be able to **Save** right away.

Adding a Recertification Record

1. Select the **New** command button to **add** a **Pool** Record. GinnieNET will open the **Data Entry Page**.

Issuer (Transfer) Recertification



2. Enter a six-digit Pool Number to begin the process.

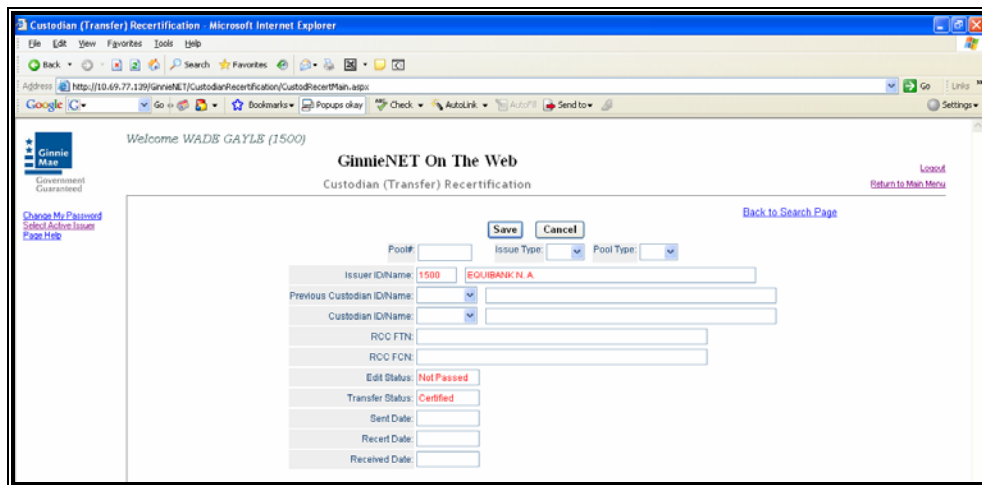
Enter Issue Type for Pools from the dropdown list box. The input cursor will skip to the **Pool Type** field when you "fill up" the six digits of the Pool Number.

3. Enter the Previous Issuer ID and the system will generate the Issuer name when the record is saved.
4. Use the drop down arrow to select the Custodian ID.
5. Select the **Save** button to Save the record or **Cancel** to discard the edits.
6. *When a record is saved the following message is displayed: **Saved Successfully!***



Custodian (Transfer) Recertification

1. Select the **New** command button to **add** a **Pool Record**. GinnieNET will open the **Data Entry Page**.



2. Enter a six-digit Pool Number to begin the process.
3. Use the drop down arrow to select the Custodian ID.

Enter Issue Type for Pools from the dropdown list box. The input cursor will skip to the **Pool Type** field when you "fill up" the six digits of the Pool Number.

Enter the Previous Custodian ID, the current Custodian ID and the system will generate the Custodian name when the record is saved.

4. Select the **Save** button to Save the record or **Cancel** to discard the edits.

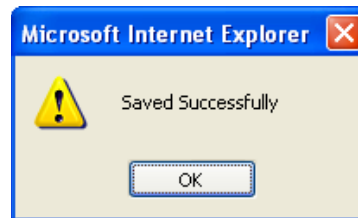
5. When a record is saved the following message is displayed: **Saved Successfully!**



6. Ginnie Mae edits must be passed before a pool can be transmitted to the Network.
7. Select Apply Ginnie Mae Edits/Recertification.

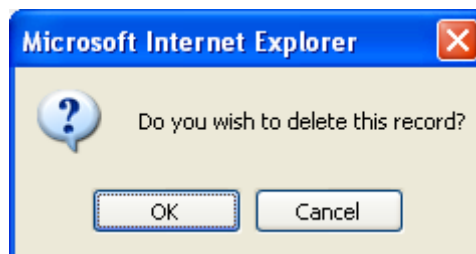
Editing A Recertification Record

1. Select the **Edit** button to edit the record and to make changes.
2. Select the **Save** button to Save the record or **Cancel** to discard the edits.
3. When a record is saved the following message is displayed: **Saved Successfully!**



Deleting A Recertification Record

1. In the view form, select the **Delete** command button will open confirm box with following message.



2. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply selecting the **Search Results Page link** on the top right corner of the page.
2. You can select **Return to Search link** to do a new search.
3. Select **OK** or Press **ENTER**.
4. The system will apply the Ginnie Mae Edits to the selected pool. A pool level edit will be performed.

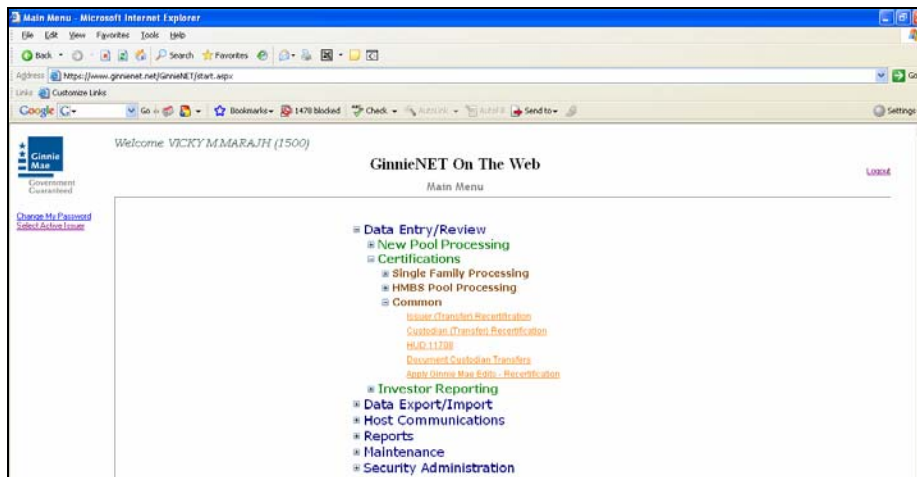
APPLY GINNIE MAE EDITS – RECERTIFICATION

Ginnie Mae edits must be passed before a pool can be posted to the Network. This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements. If there are errors, individual records must be corrected and Ginnie Mae edits must be applied again.

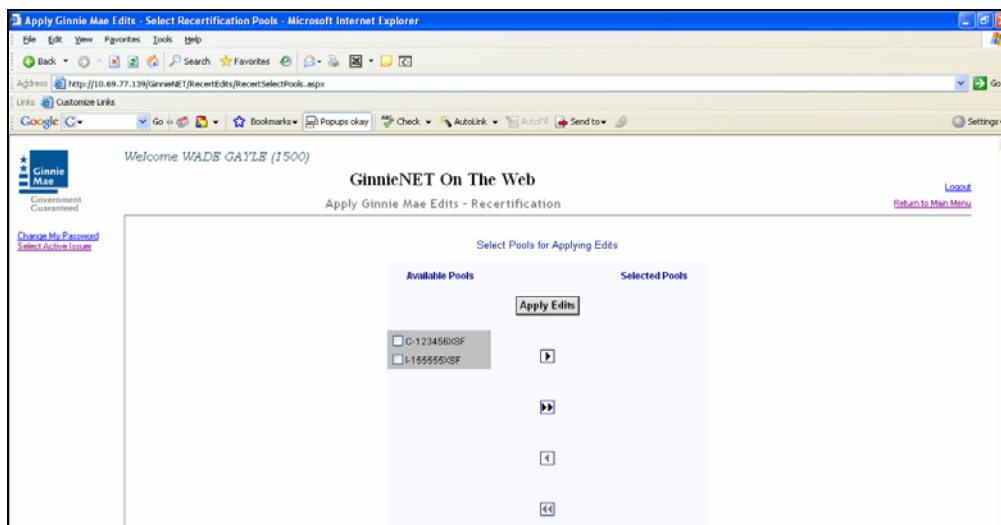
A pool is not available for transmission to the Network until it passes all Ginnie Mae edits.

The system will apply the Ginnie Mae Edits to the selected pool. A pool level edit and a mortgage level edit will be performed.

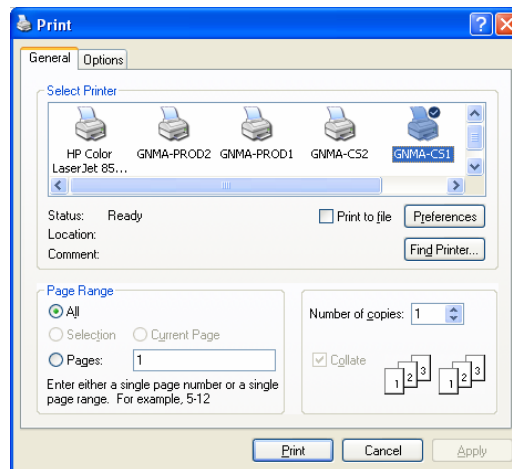
1. From the Main Menu, select Certifications, Common and Apply Ginnie Mae Edits – Recertification.



2. The following screen is displayed.



3. Select a pool and use the arrow at the right of the Pool Number field to choose a **pool**



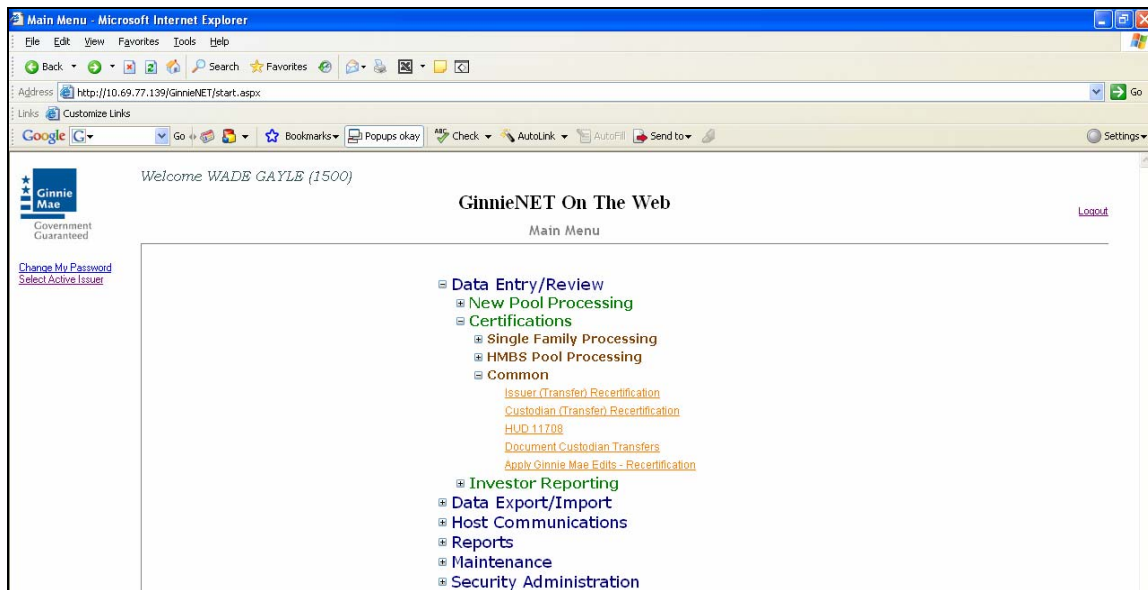
10. The pool must pass the Apply Ginnie Mae Edits before transmitting the pool.

HUD 11708 REQUEST FOR RELEASE OF DOCUMENTS

GinnieNET On the Web gives users the ability to receive and view the following Investor report:

- HUD 11708

Using the electronic transmission feature in GinnieNET on the Web these forms can be downloaded on the Custodian's PC and the electronic transmission affixed to the file at the time of transmission.



FORM HUD 11708 – The form HUD 11708 - Request for Release of Documents, lists the following reasons, the Issuer is requesting the release of loan documents by release reason codes:

1. Mortgage paid in full;
2. Repurchase of Delinquent Loan;
3. Foreclosure – With Claim Payment;
4. Loss Mitigation;
5. Substitution; and
6. Other.

An executed form HUD 11708 can be transmitted through GinnieNET On the Web to the document Custodian.

Search Form Elements

Field Name	Description
Pool#	Pool# is entered by the user.
Loan#	Loan# is entered by the user.
Custodian#	Custodian# is selected by the user.
Request Date	Request Date is selected by the user.

HUD 11708 - (Document Release Form) record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. You have to enter Report Month or year. For Report type Both option is selected.
2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.**

HUD 11708 - (Document Release Form) Help

The form HUD 11708 - Request for Release of Documents, lists the following reasons, the Issuer is requesting the release of loan documents by release reason codes:

1. Mortgage paid in full;
2. Repurchase of Delinquent Loan;
3. Foreclosure – With Claim Payment;
4. Loss Mitigation;
5. Substitution; and
6. Other.

An executed form HUD 11708 can be transmitted through GinnieNET on the web to the document Custodian.

Adding a HUD 11708 record

1. Select the New command button to **add** a Record. GinnieNET will open the **Data Entry Page**.

This page allows the Issuer to Add/Edit/Delete/View HUD 11708 (Document Release Form).

Add/edit/View Form Elements

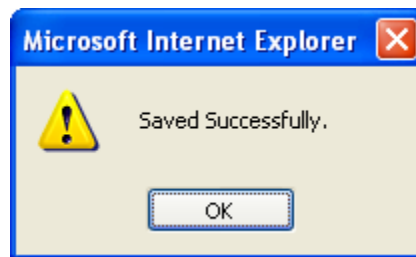
Field Name	Description
Custodian ID	Custodian ID is taken from the HUD11708 detail record.*
Custodian Name	Custodian Name is taken from the HUD11708 detail record.*
Status	Status is taken from the HUD11708 detail record.
Mortgagor Name	Mortgagor Name is taken from the HUD11708 detail record.
Mortgagor Address	Mortgagor Address is taken from the HUD11708 detail record.
Mortgagor City	Mortgagor City is taken from the HUD11708 detail record.
Mortgagor State	Mortgagor State is taken from the HUD11708 detail record.
Mortgagor Zip Code	Mortgagor Zip Code is taken from the HUD11708 detail record.
Date Prepared by Issuer	Date Prepared by Issuer is taken from the HUD11708 detail record.*
Commitment/Pool Number	Commitment/Pool Number is taken from the HUD11708 detail record.*

Field Name	Description
FHA/VA/RHS Number	FHA/VA/RHS Number is taken from the HUD11708 detail record.
Issuer Loan Number	Issuer Loan Number is taken from the HUD11708 detail record.*
Settlement Expected Return Date	Settlement Expected Return Date is taken from the HUD11708 detail record.
Reason Number	Reason Number is taken from the HUD11708 detail record.*
Reason Text	Reason Text is taken from the HUD11708 detail record.
Issuer Name	Issuer Name is System Generated.
Issuer ID Number	Issuer ID Number is System Generated.
Document Release Date	Document Release Date is System Generated.
Document Return Date	Document Return Date is System Generated.

***Required Field**

2. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

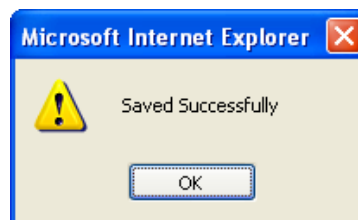
3. Select Ok to confirm your request.



4. **Pool#, Loan#, Prepared Date and Issuer#** cannot be same for more than one record. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

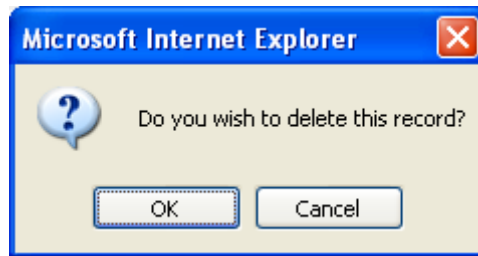
Editing A HUD 11708 Record

4. Select the **Edit** button to edit the record and to make changes.
5. Select the **Save** button to Save the record or **Cancel** to discard the edits.
6. *When a record is saved the following message is displayed: **Saved Successfully!***



Deleting A HUD 11708 Record

3. In the view form, select **Delete** command button will open confirm box with following message.



4. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

Getting To Search/Search Results Page

1. To navigate to **Search Results Page**, select the **Back to Search Results** link on the top right corner of the page.

To perform a new search, select on **Back to Search Page** link.

DOCUMENT CUSTODIAL TRANSFER

Effective October 1, 2002, Ginnie Mae mandated that all Document Custodian Transfer Requests be submitted via GinnieNET on the Web.

The revised options for a Document Custodian Transfer Request are as follows:

➤ Complete Document Custodian Transfer Request

An Issuer will select this option to execute a Complete Transfer of its Ginnie Mae portfolio from one document Custodian to another document Custodian. The Issuer is required to submit a pool list. All existing pools/loan packages on Ginnie Mae's system (file) for that Issuer number will be transferred to the new document Custodian identification number. Recertifications for all transferred pools are due 12 months from the effective date of transfer.

➤ 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. Recertifications for all transferred pools are due 12 months from the effective date of transfer.

➤ Complete Document Custodian Merger Request

An Issuer will select this option to execute a Complete Merger Related Transfer of its Ginnie Mae portfolio when a transfer is within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). The Issuer is required to submit a pool list. All existing pools/loan packages on Ginnie Mae's system (file) for that Issuer number will be transferred to the new document Custodian identification number. Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.

➤ Partial Document Custodian Merger Request

An Issuer will select this option to execute a Partial Merger Related Transfer of pools/loan packages of its Ginnie Portfolio when a transfer is 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.

DOCUMENT CUSTODIAL TRANSFER

Search Form Elements

Field Name	Description
New Custodian	User selects the New Custodian from the List of Available New Custodians.
Transfer Type	User selects the Transfer Type from the List of Available Transfer Types.
Transfer Date Month/Year	By Default , the Transfer's Date Month and Year are the current month and the current year . User selects a Month from the list of Available Months and a Year from the list of Available Years.
Regulating Authority	User selects the Regulating Authority from the List of Available Regulating Authorities.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Statuses.

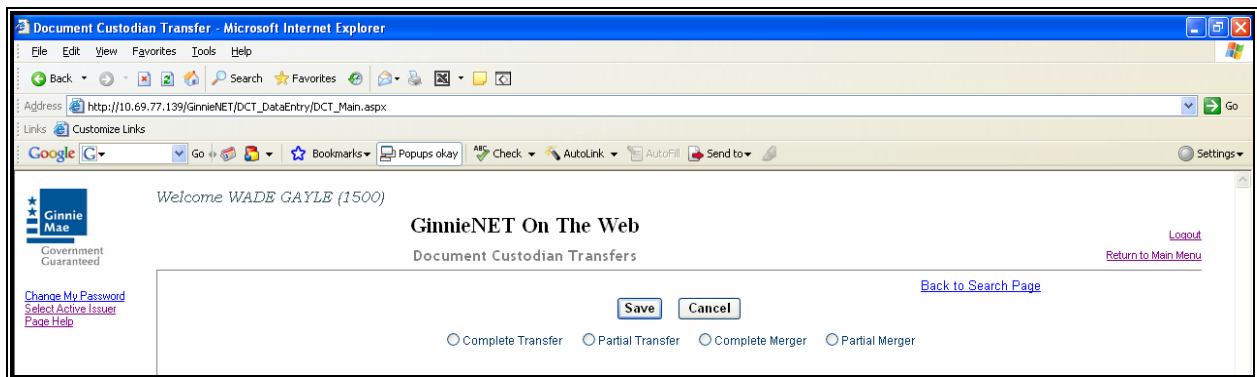
How To: Search/Add A Transfer/Merger Record

1. In the Search Page, enter enough information to identify the record(s) you want to locate. You can select New Custodian, Transfer Type, Transfer Date Month/Year, Regulating Authority, Transfer Status. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to view.
2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, GinnieNET will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, GinnieNET will switch the view to Details Page directly.**
3. Select the **New** command button to **add** a **Transfer/Merger** Record. GinnieNET will open the **Data Entry Page**.

RESTRICTIONS:

- **Issuers can Edit Records ONLY when the Transfer Status is "New" or "Updated" or "Rejected" or "Deleted".**
- **Custodians can Only View Records. For them this page is Read-Only.**

1. Only the **NEW** Button allows user to choose between a partial and complete transfer/merger.
2. User must choose among **Complete Transfer, Partial Transfer, Complete Merger or Partial Merger.**



- a. Document Custodian Mergers, could be either a Complete Transfer or a Partial Transfer.
 - b. For Complete Document Custodian Transfers or Merger, the Issuer is required to submit a completed pool list.
 - c. For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list for the previous Custodian(s) and existing Custodian(s).
 - d. The Issuer should enter an Effective Date of Transfer as a business day of the month at least three days past the current date and not more than six months past the current date. The Issuer is required to enter this date.
 - e. For Partial document Custodian Transfers and Mergers, the pool list will be validated by the Pool Processing Agent. Pools will be transferred based on this list. If there are any discrepancies with pool numbers (pool number not found, pool number does not belong to the Issuer, inactive pool), the pool in question would be rejected in oppose to the entire request being rejected. The rejected pools would be identified on the GinnieNET confirmation, which is currently faxed to Issuer.
3. Notification of approval or rejection of the request is sent out by the GinnieNET network to the previous document custodian.

Note: The Issuer is responsible to resubmit the 2 rejected pools (if necessary) as a separate transfer request.

4. A **Complete Transfer or Merger** requires each User to fill the **New Custodian, Date of Transfer, Reg. Authority** and the **Custodians Compensation for Services**. You may use the **Drop Down menus** to fill certain fields on this window. Once that has been added, you are required to list the previous Custodian with the accompanying pools.
5. The pools may be imported or key entered directly into the application.
6. To activate the pool list for previous/existing Custodian select on the previous/existing Custodian.

Note: The Issuer is responsible to resubmit the 2 rejected pools (if necessary) as a separate transfer request.

9. A **Complete Transfer or Merger** requires each User to fill the **New Custodian, Date of Transfer, Reg. Authority** and the **Custodians Compensation for Services**. You may use the **Drop Down menus** to fill certain fields on this window. Once that has been added, you are required to list the previous Custodian with the accompanying pools.
10. The pools may be imported or key entered directly into the application.
11. To activate the pool list for previous/existing Custodian select on the previous/existing Custodian.
12. Enter the Pool number and select **Add** button next to the Pool Number window.
13. Select on the **Save/Update** button to complete record.

EXAMPLE: 400 pools are requested to be transferred for a Partial Document Custodian Transfer, 2 pools do not belong to the Issuer, the 398 pools are processed and the 2 pools are rejected and identified as rejects on the confirmation.