



Form 99SCO (*Securities Operations Certificate of Incumbency & Secretary Certificate*) Instructions

Form 99SCO (the “Form”) must be completed, signed, notarized, and submitted to Freddie Mac, along with a copy of the Governing Document referenced in Paragraph 1 of the Form. For any questions or comments about completing or submitting the Form, contact counterparty_authorization@freddiemac.com.

1. General:

- Please consult your legal counsel when completing the Form.
- Entering certain information on the Form will automatically populate fields elsewhere in the Form.
- Capitalized terms used but not defined in these Instructions have the meanings given to them in the Form.

2. Opening Paragraph:

- Enter the full name of the corporate secretary or assistant corporate secretary executing the Form.
- Enter the Organization’s complete legal name, organizational type and jurisdiction of organization.
- Select the appropriate title from the dropdown for the person executing the Form.

3. Exhibit A:

- The Governing Document should identify either (i) the names of the Authorized Employees or (ii) the titles or positions that are authorized and empowered to take the actions set forth in paragraph 2 of the Form.

4. Exhibit B:

- Enter the name, position or title, telephone number and e-mail address of each Authorized Employee, and (a) have each such Authorized Employee sign where indicated below the caption “Signature” or (b) include a copy or representation of his or her original handwritten signature.
- Please identify at least three Authorized Employees. An authentication callback is performed on fund transfer instruction setups and modifications prior to initiating fund transfers.
- For more than 10 Authorized Employees, submit one or more copies of Exhibit B, indicating on each Exhibit B that it is part of a series, such as “Page 1 of 2.”

5. Execution:

- The Form must be signed by the Organization’s corporate secretary or assistant corporate secretary, who has been specifically designated as such by the Organization’s Governing Body.
- Indicate the name of the signer of the Form, the Organization’s legal name and the date on which the Form is signed.
- The Form may be signed in ink or by Electronic Signature.
- Only an Electronic Signature that is appended to the Form in the signer’s handwriting by means of an electronic stylus or an electronic image of the signer’s handwritten ink signature on paper is acceptable, as such signatures will be used for comparison with signatures on subsequently provided funding instructions.
- Generic digitized, font-based Electronic Signatures generated by electronic signing platforms are **NOT** acceptable.

6. Notarization:

- Type or print the name of the jurisdiction and county in which the Form is notarized.
- Type or print the date on which the signer executes or acknowledges executing the Form before the Notary Public.
- Type or print the full name of the signer and the Organization’s legal name.
- The Notary Public must sign and then type or print their full name, commission expiration date, and registration/commission number, and place their notary seal and/or stamp, if required, on the Form.
- The Notary Public may change the notary acknowledgment language to the extent required to comply with applicable law.

7. Submission: Email the executed and notarized Form with Exhibits A and B as a PDF to: counterparty_authorization@freddiemac.com. Please retain a copy for your records.



Form 99SCO

Securities Operations Certificate of Incumbency & Secretary Certificate

I, _____, [Name] do hereby certify to the Federal Home Loan Mortgage Corporation (“Freddie Mac”) that, with respect to _____, [Organization’s Legal Name] a _____ [Organization Type] organized and existing under the laws of _____, [Jurisdiction] (the “Organization”), I am the duly appointed and acting DROPDOWN: [Assistant Secretary][Secretary] of the Organization, and I further certify as follows:

1. Attached as Exhibit A hereto is a true and correct copy of either (A) resolutions (or excerpts therefrom) of the board of directors or other similar governing body of the Organization (the “Governing Body”) or (B) by-laws (or excerpts therefrom) of the Organization, in each case relating to the subject matter set forth in paragraph 2 below (the “Governing Document”). The Governing Document (i) has been duly adopted, (ii) has not been rescinded, amended, or otherwise modified since the date of its adoption and (iii) is in full force and effect on the date hereof.
2. Each employee identified on Exhibit B (an “Authorized Employee”) is a duly qualified and appointed or elected officer of the Organization, each holding the position or title set forth opposite their name, and each is duly authorized and empowered, individually and singularly, pursuant to the Governing Document to: (a) establish, provide, and modify fund transfer or Automated Clearing House instructions for the transfer of funds in connection with the purchase or exchange of mortgage related securities (“Fund Transfer Instructions”), (b) execute such Fund Transfer Instructions, and execute and deliver any and all instruments, documents, agreements, forms and other Records required by Freddie Mac to effectuate such Fund Transfer Instructions and take any actions deemed necessary or appropriate in connection therewith, by affixing their true, genuine and accurate handwritten signature to such Records (including Electronic Records) or affixing or logically associating their Electronic Signature with such Records, and (c) deliver such duly signed Records to Freddie Mac.
3. The specimen signature set forth across from each Authorized Employee’s name and position or title in Exhibit B is the true, genuine and accurate handwritten signature of such Authorized Employee or is an Electronic copy or representation of each such Authorized Employee’s handwritten signature, in each instance as generally captured in government-issued identification credentials.
4. The information set forth in this certificate is true, complete and accurate, and Freddie Mac may conclusively rely upon this Certificate, the Governing Document, and any other Record attached hereto or logically associated herewith that is delivered to Freddie Mac until the Organization delivers a certificate that Freddie Mac accepts as a replacement.
5. All actions described herein taken by any Authorized Employee on behalf of the Organization are hereby ratified, approved and confirmed.

The terms “Electronic,” “Electronic Record,” “Electronic Signature” and “Record” are defined in and under the Electronic Signatures in Global and National Commerce Act or the Uniform Electronic Signatures Act in effect in the Organization’s jurisdiction, as applicable.

IN WITNESS WHEREOF, as of [Date], the undersigned has executed this certificate, not in an individual capacity, but solely on behalf of the Organization.

Name: _____ Organization's Legal Name: _____
(Please Print) Title: _____

Signature: _____ Date: _____

Notary Acknowledgment

State of _____)

County of _____)

The foregoing instrument was acknowledged before me, a Notary Public, on this ____ day of _____, 20 __,

by _____, _____ of _____.
(Signer's Full Name) (Signer's Title) (Type Organization's Complete Legal Name)

Notary Public Signature: _____

Notary Public Printed Name: _____

(NOTARY SEAL)

*Please shade in raised notary seal
for visibility with pencil or crayon*

Commission Expires: ____ / ____ / ____

Notary Public State Registration Number: _____

Exhibit A – Governing Document

Exhibit B – Incumbency Information

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	

Name:	Position/Title:	Signature:
Telephone:	E-mail Address:	