

## **CORPORATE ACTION INSTRUCTIONS FOR ALCOA (AA) NAME CHANGE TO ARCONIC (ARNC) AND SPINOFF OF NEW ALCOA (AA)**

Alcoa Inc. completed its separation into two separate companies. The original Alcoa Inc (AA) became Arconic Inc. (ARNC) and then Arconic Inc. (ARNC) spun off the new Alcoa Corporation (AA). On November 1<sup>st</sup> 2016, the new Alcoa Corporation (AA) shares will begin to trade in a regular way on the New York Stock Exchange. Shareholders of the original Alcoa Corporation (now Arconic Inc) will receive one share of the new Alcoa Corporation for every three shares of the original Alcoa Inc.



### **Important**

The information provided may be different from that of your custodian, which can affect share and cost basis reconciliation. Your custodian may update position and cost basis information at a later date. As a result, you may see differences in cost basis data between this document and your custodian for a period of time. Contact your custodian for details.



### **Online**

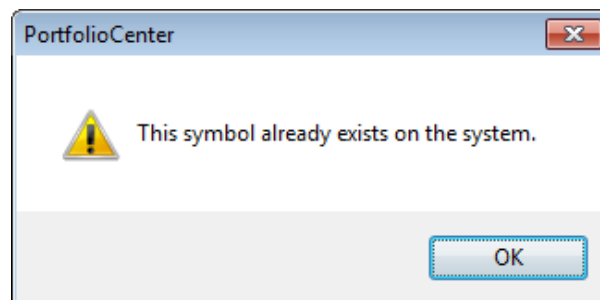
For more information regarding this action, please see:

[Press Release](#)

## **ADDITIONAL INFORMATION AND/OR STEPS**

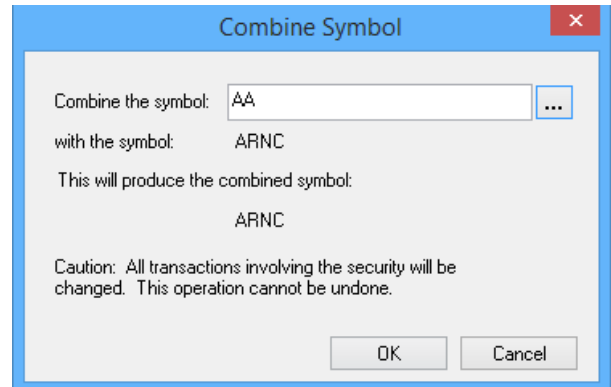
The following steps deal with classifying Alcoa Inc. and Alcoa Corporation under the correct ticker symbols. The steps to define the new symbol and update mapping should be followed as soon as the new security (**ARNC**) is defined, even if no other steps are taken to handle this corporate action.

- 1 In PortfolioCenter, click on the Securities tab. Under the Equities category, click the **New** button and define the new symbol for Arconic Inc. shares with the Symbol "**ARNC**" and the Description "**Arconic Inc.**" If you receive the error "this symbol already exists on the system," continue to Step 2. If you successfully defined the new symbol, go back to the Securities tab and press F5 on your keyboard to refresh your screen. Continue to Step 2.



- 2 On the Securities tab, under the Equities category, find the new symbol for Arconic Inc. shares, **ARNC**, and click to highlight it.

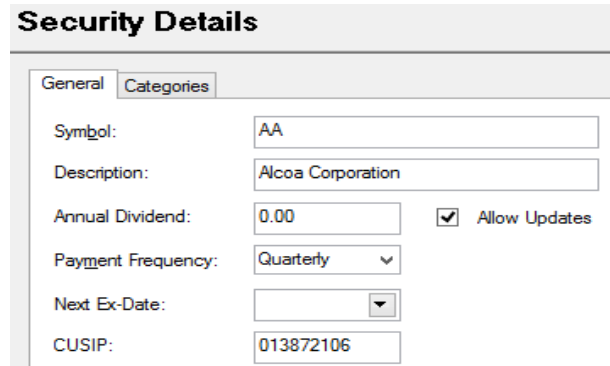
- Click on the Combine button at the bottom of the screen. When the “Combine Symbol” window opens, browse for the old symbol for Alcoa Inc. shares, **AA**, select it, and click OK. *Make sure you have made a backup of your PortfolioCenter Database before starting the symbol combine.* Click OK to finish combining the two symbols. The result should be one combined symbol: **ARNC**.



- On the Securities tab, click the **New** button. In the New Security (Equity) Window define the New Alcoa shares with the following details:

- Symbol: **AA**
- Description: **Alcoa Corporation**
- CUSIP: **013872106**

Click **Save** to save the changes, then click **Close** to close the Security Details.

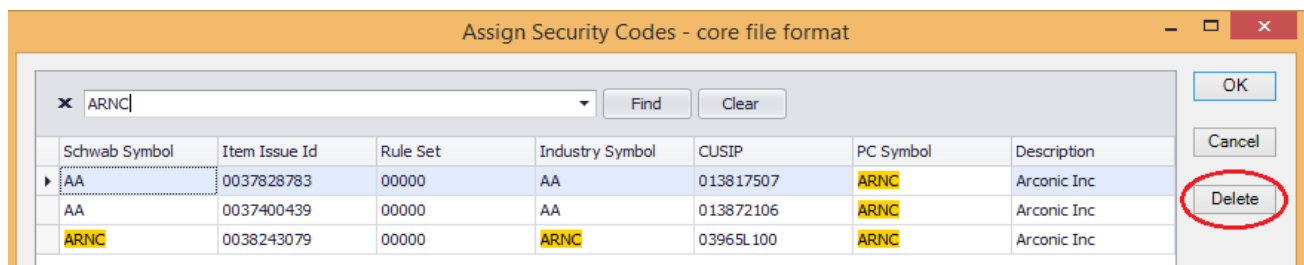


- Any pricing between 11/1/2016 and the date you process this corporate action will need to be manually entered or corrected for Arconic Corporation (**ARNC**). Alcoa Corporation (**AA**) pricing should be validated for accuracy as well.

- To review security prices, go to the Securities tab and highlight the security in question, then click the History button.
- To correct any erroneous pricing, click in the Price column for the date in question, update the price, then click the **Save** button to keep any changes.

To enter any missing price dates, click the New button, enter the date and closing price, then click OK.

- Go to the Interfaces tab, select your broker/dealer, then click Settings in the lower left hand corner.
- In the Interface Settings window, select the Paths and Assignments tab, then click Security Codes in the lower left hand corner.
- Press CTRL+F on your keyboard and search for **ARNC** in the PC Symbol column. Select a row containing the symbol **ARNC**, then click Delete on the right to remove the row. Repeat for all rows referencing **ARNC** or **AA**. See the example below.



## SPIN OFF WIZARD DETAILS

The table below contains the details you need to enter into the PortfolioCenter® Spin off Wizard.



### Important

Block all interface transactions related to this Corporate Action before running the PortfolioCenter® Spin off Wizard. For more information on identifying these transactions in your interface files, see [Identifying Corporate Action Transactions in Interface Data](#).

FIELD NAME	DATA FOR THIS ACTIVITY
Spin off Date	11/1/2016
Security Type	Equities
Parent Company Symbol	ARNC
Parent Company Price Per Share	\$28.72
New Company Security Type	Equities
New Company Symbol	AA
Percent of Cost Allocated	0.00 (Unknown)
Allocate Value the Same as Cost Basis	Unchecked
New Company Price per Share	\$22.10
Share Distribution Ratio	0.333333
Conversion Price for Cash in Lieu For Fractional Shares	\$0.00 (Unknown)

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