

**SUPPORTING STATEMENT**  
**For the Paperwork Reduction Act Information Collection Submission**  
**Rule 17Ac2-2 and Form TA-2**  
**[OMB No. 3235-0337]**

**A. JUSTIFICATION**

**1. Necessity of Information Collection**

As a result of the paperwork crisis that occurred in the late 1960s, during which the number of securities transactions exceeded the securities industry's capacity to process those transactions, Congress enacted the Securities Acts Amendments of 1975.<sup>1</sup> In order to establish a national system for the prompt and accurate clearance and settlement of securities transactions, Congress provided for a scheme of regulation with respect to the business of being a transfer agent. Those amendments to the Securities Exchange Act of 1934 (“Exchange Act”) require transfer agents to meet minimum standards, as established by the Commission, in furtherance of the purposes of the Exchange Act and generally, to protect investors.

Transfer agents play an integral role in the national system for the clearance and settlement of securities transactions. Transfer agents cancel certificates presented for transfer, issue new certificates to the transferee and record the change of record ownership of securities on the issuer’s securityholder records. They also prepare, maintain, and certify securityholder records, disburse dividend and interest payments and mail security-owner communications such as proxy material and annual reports to shareholders.

To the extent transfer agents fail to perform their activities promptly, accurately, and safely, the entire clearance, settlement and transfer process suffers. Moreover, substandard performance by transfer agents can affect the accuracy of an issuer's securityholder records and interrupt the channels of communication between issuers and securityholders. Thus, substandard performance by transfer agents can adversely affect issuers, broker-dealers, banks, other financial intermediaries, the investing public, and the securities markets.

Pursuant to Section 17A(d)(3)(B) of the Exchange Act, the Commission is afforded broad regulatory authority to make rules and enforce compliance in the securities processing area. In the past, the Commission used Form TA-1 as the singular registration device for transfer agents. However, on the basis of several years of experience in the regulation and examination of transfer agents, the Commission determined that a one-time registration application, irrespective of its breadth, does not provide the Commission with sufficient information on an ongoing basis about the transfer agent community. Therefore, the Commission adopted Rule 17Ac2-2, which requires all transfer agents, regardless of their appropriate regulatory agency, to file an annual report of their business activities on Form TA-2.

---

<sup>1</sup> Pub. L. No. 94-29, 89 Stat. 97 (June 4, 1975).

## **2. Purpose and Use of Information Collection**

The information is required to effectively regulate transfer agents. The information is used to fully understand the business conducted by a transfer agent, to evaluate compliance, and to inform Commission transfer agent policymaking.

## **3. Consideration Given to Information Technology**

Rule 17Ac2-2 and Form TA-2 is electronically filed using the Commission's Electronic Data Gathering, Analysis and Retrieval (EDGAR) system.

## **4. Duplication**

Rule 17Ac2-2 does not impose duplicative reporting obligations on transfer agents registered with other appropriate regulatory agencies ("ARA") (i.e., the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, and the Office of the Comptroller of the Currency). Regulation H, Section 208.31 (12 CFR 208.31) of the Board of Governors of the Federal Reserve System imposes Rule 17Ac2-2, among other rules, on state member bank transfer agents. Office of the Comptroller of the Currency rule §9.20 (12 CFR 9.20) imposes Rule 17Ac2-2, among other rules, upon the domestic activities of registered national bank transfer agents. As a result, Form TA-2 is filed only with the Commission.

## **5. Effect on Small Entities**

The rule does not disproportionately affect small entities. Registered transfer agents that received fewer than 1,000 items for transfer in the reporting period for Form TA-2 and did not maintain master securityholder files for more than 1,000 individual securityholder accounts as of the end of the reporting period are only required to fill out questions 1 through 5, question 11, and the signature section of the form. In addition, transfer agents that engaged a service company to perform all transfer agent functions during the reporting period are only required to fill out questions 1 through 3 and the signature section of the form. The form was designed to be minimally burdensome while obtaining the necessary information. In addition, the Commission can grant an exemption from electronic filing for those transfer agents for whom it would be an undue burden or expense.

## **6. Consequences of Not Conducting Collection**

Rule 17Ac2-2 requires transfer agents to file Form TA-2 on an annual basis. If the information were not reported or reported less frequently, the Commission would have little visibility into the current status of registered transfer agents, making appropriate regulation and oversight less efficient.

**7. Inconsistencies with Guidelines in 5 CFR 1320.5(d)(2)**

There are no special circumstances. This collection is consistent with the guidelines in 5 CFR 1320.5(d)(2).

**8. Consultations Outside the Agency**

The required Federal Register notice with a 60-day comment period soliciting comments on this collection of information was published. No public comments were received.

**9. Payment or Gift**

There were no payments or gifts to respondents.

**10. Confidentiality**

Completed transfer agent annual reports are public information, and therefore, not confidential.

**11. Sensitive Questions**

The information collection collects basic elements of PII including name, job title, and telephone number that is covered by the EDGAR PIA. No information of a sensitive nature, including social security numbers, will be required under this collection of information. Additionally, the agency has determined that the information collection does not constitute a system of record for purposes of the Privacy Act. Information is not retrieved by a personal identifier.

**12. Information Collection Burden**

The amount of time needed to comply with the requirements of amended Rule 17Ac2-2 and Form TA-2 varies. Of the total 315 registered transfer agents, approximately 9.2% (or 29 registrants) would be required to complete only questions 1 through 3 and the signature section of amended Form TA-2, which the Commission estimates would take each registrant approximately 30 minutes, for a total burden of approximately 15 hours ( $29 \times .5 \text{ hours} = 14.5$  rounded up to 15). Approximately 26.5% of registrants (or 84 registrants) would be required to answer questions 1 through 5, question 11 and the signature section, which the Commission estimates would take approximately 1 hour and 30 minutes, for a total burden of approximately 126 hours ( $84 \times 1.5 \text{ hours}$ ). Approximately 64.2% of the registrants (or 203 registrants) would be required to complete the entire Form TA-2, which the Commission estimates would take approximately 6 hours, for a total burden of approximately 1,218 hours ( $203 \times 6 \text{ hours}$ ). The aggregate annual burden on all 315 registered transfer agents is thus approximately 1,359 hours ( $15 \text{ hours} + 126 \text{ hours} + 1,218 \text{ hours}$ ) and the average annual burden per transfer agent is approximately 4.314 hours ( $1,359 \div 315$ ).

Of the approximately 1,359 hours spent annually to comply with Rule 17Ac2-2, the Commission staff estimates that:

- Forty percent (543.4 hours) are spent by operations staff at an estimated hourly wage of \$152, for a total of \$82,596.8 per year (543.4 hours x \$152 per hour = \$82,596.8 per year);<sup>1</sup>
- Forty percent (543.4 hours) are spent by compliance staff at an estimated hourly wage of \$344, for a total of \$186,929.6 per year (543.4 hours x \$344 per hour = \$186,929.6 per year);<sup>2</sup>
- Twenty percent (271.7 hours) are spent by attorneys at an estimated hourly wage of \$462, for a total of \$125,525.4 per year (271.7 hours x \$462 per hour = \$125,525.4 per year).<sup>3</sup>

Therefore, the aggregate annual internal cost of compliance for the 315 registered transfer agents is approximately \$395,051.8 (\$82,596.8 + \$186,929.6 + \$125,525.4 = \$395,051.8).

#### SUMMARY OF TIME BURDEN

| <b>Burden Type</b> | <b>Number of Respondents</b> | <b>Number of Annual Responses Per Respondent</b> | <b>Average Time Per Response (Hours)</b> | <b>Total Annual Burden (Hours)</b> |
|--------------------|------------------------------|--------------------------------------------------|------------------------------------------|------------------------------------|
| Reporting          | 315                          | 1                                                | 4.314                                    | 1,359                              |

### 13. Costs to Respondents

Not applicable.

a. It is not anticipated that respondents will incur any capital and start-up costs to comply with the rule and form requirements.

---

<sup>1</sup> The estimated hourly wages used in this analysis were derived from reports prepared by the Securities Industry and Financial Markets Association. *See* Securities Industry and Financial Markets Association, Office Salaries in the Securities Industry – 2022 (2022), modified to account for an 1800-hour work year and multiplied by 5.35 to account for bonuses, firm size, employee benefits and overhead.

<sup>2</sup> The estimated hourly wages used in this analysis were derived from reports prepared by the Securities Industry and Financial Markets Association. *See* Securities Industry and Financial Markets Association, Office Salaries in the Securities Industry – 2022 (2022), modified to account for an 1800-hour work year and multiplied by 5.35 to account for bonuses, firm size, employee benefits and overhead.

<sup>3</sup> The estimated hourly wages used in this analysis were derived from reports prepared by the Securities Industry and Financial Markets Association. *See* Securities Industry and Financial Markets Association, Office Salaries in the Securities Industry – 2022 (2022), modified to account for an 1800-hour work year and multiplied by 5.35 to account for bonuses, firm size, employee benefits and overhead.

b. It is not anticipated that respondents will incur any additional operational or maintenance costs (other than provided for in Item number 12 above) to comply with the rule and form requirements.

**14. Costs to Federal Government**

None. The reports filed by respondents are filed on the Commission's existing EDGAR system and any review is done by existing staff as part of the staff's regular duties.

**15. Changes in Burden**

The estimated total annual hour burden decreased from approximately 1,553 hours to approximately 1,359 hours because the number of registered transfer agents decreased from 362 to 315.

**16. Information Collection Planned for Statistical Purposes**

Not applicable. The information will not be used for statistical purposes.

**17. Approval to Omit OMB Expiration Date**

We request authorization to omit the expiration date on the electronic version of the form. Including the expiration date on the electronic version of the form will result in increased costs, because the need to make changes to the form may not follow the application's scheduled version release dates. The OMB control number will be displayed.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

This collection complies with the requirements in 5 CFR 1320.9.

**B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection does not involve statistical methods.