



Instructions for Pledging Collateral from a Third Party Subsidiary or Affiliate

The following steps will assist in your institution to prepare for pledging from third party structures to the FHLBNY. This can be accomplished through the execution of an Affiliate Pledge Agreement. The documents and forms listed below will assist the FHLBNY to review the third party structure and prepare the necessary agreements for execution.

1. Please provide scanned copies through email (or to the secure SFTP server) of the following from the subsidiary documents:
 - Certificate of Incorporation***
 - Certificate of Amendment to Certificate of Incorporation (if applicable)***
 - By Laws***
 - Filing Receipt***
 - Prospectus
 - Offering Memorandum
 - Certificate of Approval
 - Transfer/Conveyance Document (if applicable)***

**Required document*

2. Please complete the following **required** forms from the links provided.
 - When pledging mortgage assets from a subsidiary or affiliate, please complete a Pledge Questionnaire: [\[COL-125\]](#) (*form will automatically send from your email*).
 - Affiliate Questionnaire: [\[COL-130\]](#)
 - Schedule of Customer Affiliate Structures: [\[COL-131\]](#)
 - Revised Affiliate Representations and Warranties: [\[COL-101\]](#)
 - UCC-1 Filing: [\[COL-139\]](#)
 - Net Equity Worksheet: [\[COL-133\]](#)

3. If there is an intermediary involved, please provide:
 - [For Intermediary] Certificate of Incorporation (if applicable)
 - [For Intermediary] By Laws (if applicable)
 - [For Intermediary] Filing Receipt (if applicable)

4. If securities will be pledged from a third party structure, the FHLBNY will establish an accommodation account for each third party entity once the Affiliate Pledge Agreement is completed. It is at that point the FHLBNY will request the letter requesting the setup of an Accommodations Account. To complete this step, see **Instructions for Establishing an Accommodations Account** in [\[COL-152\]](#)

How to send this information

Electronically:

- **Please complete both electronic forms. Complete by entering name and title as the electronic signature.** Save each document. Email documents to CollateralDocs@fhlbny.com. *Please reference your institution's name and member number in the subject line and filename.*
- **Or send document using your existing [SFTP connection to the FHLBNY](#).** *Please reference your institution's name and member number in the filename.*

Or through Postal Mail:

- **Mail completed and original signed documents (including edited copies) to:**

ATTN: COLLATERAL DOCUMENTS/CIS
Federal Home Loan Bank of New York
70 Hudson Street, 7th Floor
Jersey City, NJ 07302

Please direct all questions regarding the pledging of third party collateral to the following individuals:

Tisa Surat, AVP, Collateral Initiatives & Support Manager at (201) 356-1058

Juan Carlos Esala, Collateral Initiatives and Support Specialist at (201) 356-1073