

Delivering Data and Documents to fundinfo

Version 2.1.7

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1. Executive summary

This document is for Fund Houses or producers of Fund House documents. It provides guidelines on how to onboard your static data on fundinfo's system, as well as how to upload and list fund documents in PDF format on fundinfo's online web platform, www.fundinfo.com.

This document is Public (P): freely available for public use.

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2. How to list your funds on fundinfo's system

2.1 New funds or share classes

In order to have your funds or share classes listed on fundinfo's web platform, we require a static data setup in our database:

- If there is not yet an established static data transmission channel, please complete the spreadsheet with all required fund data:
https://about.fundinfo.com/media/1938/fundinfo_static_data_template_op-p-en-000005.xlsx
- Additional information is available in the hyperlinks in the headline of the xlsx file, and in the manual available at:
https://about.fundinfo.com/media/1941/fundinfo_static_data_template_value_specification_op-p-en-000006.pdf
- Please ensure that the file successfully passes our [online validator](#) before returning the file to data-team@fundinfo.com.
- You will receive feedback from our data team regarding the processing of your information.

OFST010020	OFST010010	OFST020000	OFST900019	OFST6030CH	OFST6031CH
Legal Fund Name Including Umbrella	Fund Domicile Alpha-2	ISIN	Share Class Status	Country Legal Registration - Switzerland	Country Marketing Distribution - Switzerland
ABC - DEF Fund	LU	LU0123456789	active	yes	yes

Fig. 1: Static Data spreadsheet (excerpt)

Login Register Private Investor, Switzerland en	
Overview	Documents Prices Ratings
Fund name	ISIN MR QR PR KID
ABC - DEF Fund	LU0123456789

Fig. 2: Sample for fund presentation on www.fundinfo.com

2.2 Updating existing fund data

If your funds are already listed in our database, you can request a static data export from our system at any time. Alternatively, you can retrieve an export of your current static data from <https://datahub.fundinfo.com>. This download is for visibility and reconciliation purposes.

Depending on your client set-up and the agreed channel of static data transmission, there are different options available to perform the update:

2.2.1 Data Transfer System (Data-TS):

- Once you have updated the file you manage, please ensure that it successfully passes our [online validator](#) before pushing the file onto our FTP server.
- Additional information is available here: https://about.fundinfo.com/media/1934/data_transfer_system_-data-dts-abstract_op-p-en-000004.pdf

2.2.2 Manual update:

- Please request an extract of our system by mailing to data-team@fundinfo.com.
- Update the spreadsheet, edit existing data or append new lines.
- Ensure that it successfully passes our [online validator](#) before returning the file to our data team.
- You will receive feedback from our data team regarding the processing of your update.

In case you are interested in setting up an FTP transfer for your fund data updates to increase the level of automation and to improve processing time, please do not hesitate to contact data-team@fundinfo.com.

3. How to transmit fund documents

Once the static data setup is completed, the fund documents (PDF format only) can be delivered and linked to the web platform. In order to link PDFs to your fund records, we require additional information on your document properties, i.e. **metadata**.

3.1 Delivery methods

The following three document delivery methods are available, listed in order of preference.

3.1.1 Document Transfer System (Doc-TS)

- A Doc-TS provides us with the documents (PDF) and their **metadata** in an automated process.
- It is recommended for large and/or frequent document transmissions.
- There are various options of Doc-TS via CSV, XML, FTP and others. Our Doc-TS specialists are happy to support you in choosing the best option for you.
- Specification manual: [https://about.fundinfo.com/en/support/user-guides/document_transfer_system_\(dts\)_abstract_\(op-p-en-000002\)/](https://about.fundinfo.com/en/support/user-guides/document_transfer_system_(dts)_abstract_(op-p-en-000002)/)

3.1.2 Document Upload Tool on www.fundinfo.com

- Once you are registered, we can grant access rights to upload your fund documents to our attention.
- This web-tool helps to generate **metadata**, which is transmitted along with the PDF by email.
- The documents will be processed and confirmed by doc-team@fundinfo.com.



Fig. 3: Document Upload button; appears in header after access rights are granted

3.1.3 Email transmission

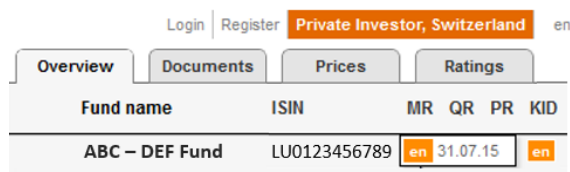
- Send your fund documents as email attachments to doc-team@fundinfo.com.
- When PDFs are provided by email, we need to be informed about the documents' PublicationCountries in the email body or subject line.
- Other required metadata can usually be extracted from the PDF content.

3.2 Document standards

- Documents must be **compliant** with relevant local authority regulations for every PDF.
- Notification is required if a document must only be published for **professional investors according to its content or its disclaimer** (applies to marketing documents only).
- Specific indication is required if a foreign fund is distributed to **qualified investors only in Switzerland** (all documents).
- PDF is the only accepted format. Other formats e.g. word, excel will be disregarded.
- Only **single PDF files**, no booklets.
- Upload of marketing documents and several legal documents (i.e. KIDs) only via Doc-TS/embedded metadata or with **ISIN codes** in PDF content/file name.
- **Legal Announcements** must be uploaded by the fund provider or accredited deputies. They cannot be uploaded or modified by fundinfo due to regulatory compliance.

4. Publication on www.fundinfo.com

If you have a Membership for publication on www.fundinfo.com, your fund documents can be published on our website. If you are not a member, but would like to become one, contact fundinfo.



Fund name	ISIN	MR	QR	PR	KID
ABC – DEF Fund	LU0123456789	en 31.07.15			en

Simplified illustration of presentation on www.fundinfo.com

Each icon  represents a PDF document:

Monthly Report (**MR**) for ISIN **LU0123456789**, in English (**en**), as of **31.07.2015**, for Private Investors, **Switzerland** (PublicationCountry).

Fig. 4: Publication of fund documents on www.fundinfo.com

5. Country/Language scope of fundinfo

fundinfo publishes documents relevant for the following fund markets and languages:

Austria	AT	German, English
Belgium	BE	French, Dutch, German, English
Switzerland	CH	German, French, Italian, English
Germany	DE	German, English
Denmark	DK	Danish, English
Spain	ES	Spanish, English
Finland	FI	Finnish, Swedish, English
France	FR	French, English
Ireland	IE	English
Italy	IT	Italian, English

Hong Kong	HK	Traditional Chinese, English
Great Britain	GB	English
Liechtenstein	LI	German, English
Luxembourg	LU	English, French, German
Netherlands	NL	Dutch, English
Norway	NO	Norwegian; English
Portugal	PT	Portuguese, English
Sweden	SE	Swedish, English
Singapore	SG	English, Chinese

Note: documents for our document dissemination service are collected for additional countries.

6. Revision History

Version	Date	Author	Description
2.1.4	30.04.2016	birgit.partin@fundinfo.com	Review and update
2.1.5	01.11.2016	birgit.partin@fundinfo.com	New layout, additional countries Ireland and Portugal
2.1.6	09.02.2017	birgit.partin@fundinfo.com	Update of Office Hours
2.1.7	12.10.2018	kamila.kaminski@fundinfo.com	Update due to go-live in DK, FI, NO and SE

7. Contact information

7.1 Operational contact information

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