

Document Transfer System DTS Abstract

Overview of document transfer options to fundinfo

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1. Executive summary

This document describes several options of transferring electronic fund documents automatically from the fund house's document repository to fundinfo. "Automatic transfer" covers not only submission or download of the physical document (PDF file), but also transmission of all necessary information to categorise and publish the document correctly on www.fundinfo.com and its associate platforms.

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2. Metadata

Each document needs to be categorised before it can be published and displayed on the platform www.fundinfo.com. Metadata covers this necessary information and can be stored or delivered in different ways.

The following metadata information is **required for each document** provided by the fund house (or document producer) for programmatic categorization and import into fundinfo's document repository.

Document Type	Marketing or legal document – fact sheet, annual report, etc.
Publication Country	Countries in which the document can be published
Language	Language of the document's content
Share Class	Umbrellas, (sub)funds or share classes the document refers to
Constraint (optional)	E.g. document is suitable for professional investors only
Dissemination Recipient (optional)	4-digit code which allows to send a document only to one or several specific recipients
Record Date	"As of" date of the document (printed within the content)
Modification Date	Last modification date of the document (date of last content changes). Very important for fundinfo to determine if a document needs to be updated on the platform

Table 1: Required metadata

3. Overview of possible DTS delivery methods

Since PDF documents published on www.fundinfo.com are stored on fundinfo's servers, fundinfo needs to know when a new document version is available. If PDF documents are delivered via FTP upload, this is easy to determine by the document submission timestamp.

If document feeds (XML, CSV) are used, a data point called 'ModificationDate' needs to provide information about the last modification of a PDF document and/or its metadata in order to determine if a document record needs to be downloaded and updated on fundinfo's side.

3.1.1 Delivery of PDFs containing metadata

If the fund house or document producer is able to integrate metadata directly into the PDF according to our metadata specifications, fundinfo is able to receive these documents on its FTP server.

All documents delivered need to include metadata according to fundinfo's PDF metadata specifications.

The fund house will be given access to the fundinfo FTP server with an individual username and password. If a document producer is delivering documents for multiple fund houses, fundinfo will prepare separate subfolders for each fund house.

3.2 Delivery of PDFs without metadata

If a fund house is not able to integrate metadata in the PDF, there are other possibilities to send the document and the necessary information to fundinfo:

3.2.1 XML or CSV Feed

Transferring documents via an XML or CSV feed is a very efficient solution. It is easy to implement if the fund house is already using web-links for its documents. By choosing this option, the fund house is creating an XML or CSV file containing metadata and URLs to PDF documents.

Important notice: the URLs must not be hidden behind any disclaimer. To check integrity of your links, please visit <https://validate.fundinfo.com/Document/UrlAddress>.

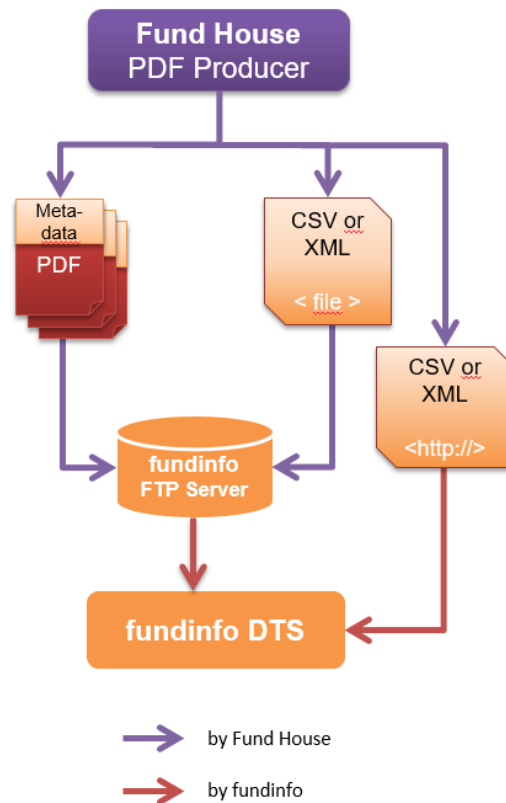


Fig. 1: Overview of possible delivery methods

3.2.2 Two delivery options for feed files

A fund house can either push the feed file to the fundinfo FTP server or provide an http:// link, which is leading to the XML or CSV feed. In both cases, fundinfo connects the provided feed file to the DTS interface.

As with the PDF document URLs, any link to an XML or CSV feed has to directly lead to the file, without any disclaimers or other by-passes.

4. Technical specification and validations

Complete technical specifications of fundinfo's Document Transfer System DTS can be found here: https://about.fundinfo.com/media/1932/document_transfer_system_-_dts_-_technical_specification_op-p-000003.pdf.

Please also use the various validation tools to verify your files at <https://validate.fundinfo.com>.

5. Revision History

Version	Date	Author	Description
2.1.3	15.04.2016	birgit.partin@fundinfo.com	Update of document
2.1.4	01.11.2016	birgit.partin@fundinfo.com	New layout, removal of email delivery options
2.1.5	09.02.2017	birgit.partin@fundinfo.com	Update of Office Hours

6. Contact information

6.1 Operational contact information

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