

Document Dissemination Platform User Guide for Fund Houses Summary

How to use fundinfo's Document Dissemination Platform as a
Fund House administrator

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1. Summary

fundinfo's Document Dissemination Platform is an automated fund document dissemination system used by Fund Houses to electronically distribute selected documents (Prospectus, KIIDs, reports, etc.) to Fund Distributors via email. It is typically used to deliver fund documents to smaller distributors who resell a limited number of funds.

This user guide is relevant for **Fund Houses** and describes how Fund House administrators can set up automated dissemination of fund documents to their smaller distribution partners via email. This allows distribution partners to automatically receive emails with the latest KIIDs and other fund documents within 24 hours after they are updated by the Fund House.

As long as a subscription is active, additional emails are sent when any of the subscribed fund documents are updated. The documents can be provided as a Fund House branded email containing links to fundinfo's database.

The email service for Fund House administrators requires an agreement with fundinfo and once activated may be configured directly on the web-based platform.

Note: to deliver documents to larger Fund Distributors, fundinfo's Document Dissemination service is recommended; it provides a **direct gateway feed** into a distributor's platform or applications.

2. Who uses fundinfo's Document Dissemination Platform?

Three groups of users typically use the platform:

- 1) **Fund Houses** who can use the platform to automatically disseminate their fund documents to distributors via email. This service requires an agreement between the Fund House and fundinfo.
- 2) **Fund Distributors** who can subscribe on the platform to automatically receive fund documents via email free-of-charge. They may also configure email subscriptions for their clients to keep them automatically informed about the funds they are interested in.
- 3) **Investors** who can open an account free-of-charge on the platform in order to receive documents and document updates for funds they are interested in via email.

This user guide describes how a Fund House can set up a subscription for their distributors to receive their fund documents automatically via the email service and is applicable to 1).

Current Fund Houses participating in the Document Dissemination Platform include many of the largest asset management companies in the world: BlackRock, UBS Global Asset Management, State Street Global Investors, Fidelity, Allianz Global Investors, J.P. Morgan AM, PIMCO, and many more. Participating Fund House logos are displayed on the Document Dissemination Platform homepage.

3. How to use the Document Dissemination Platform as a Fund House administrator

The first step to opening a fund house administrator account is to sign an agreement with fundinfo defining the service level agreement and the corresponding annual fee. This is usually based on two main factors:

- 1) The number of funds and sub-funds for which documents will be disseminated.
- 2) The number of countries to which documents will be disseminated.

Document dissemination service includes dissemination of the following document types: Key Investor Information Document (KID), Prospectus of Simplified Prospectus (PR), Annual Report (AR), Semi-

annual Report (SAR), Key Fact Statement (KFS, only for Hong Kong), Product Highlight Sheet (only for Singapore), and Monthly Reports (MR). PRIIPs KID will be added to this list in 2017.

[Contact fundinfo](#) for a quotation for document dissemination based on your requirements.

3.1 Setting up an administrator user account

Once an agreement with fundinfo is in place, go to the platform homepage <http://paperboy.fundinfo.com> to configure email dissemination of fund documents.

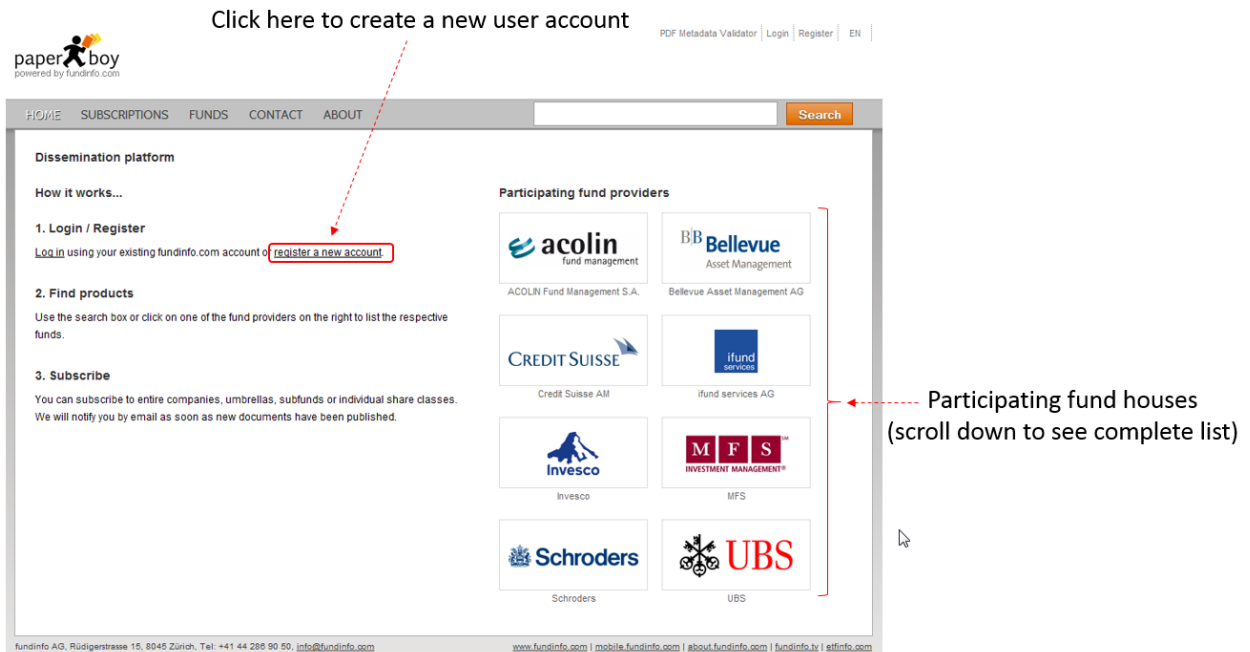


Fig. 1: Document Dissemination Platform homepage

For the complete User Guide, please contact fundinfo.

4. Contact

If you have any questions about fundinfo's Document Dissemination Platform, please contact our client support team:

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