

fundinfo Data - value specifications and validation rules

How fundinfo validates
and processes your fund data

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Table of contents

1.	Executive summary	4
2.	fundinfo data processing model	5
2.1	Spreadsheet validation	5
2.2	Spreadsheet verification.....	5
2.3	Update of fundinfo’s database	5
3.	Static data levels	6
3.1	Level system for fund data	6
3.2	Consistency checks.....	6
3.2.1	Fund Level	7
3.2.2	Share Class Level	7
3.2.3	Listing Level	7
3.2.4	Index Structure.....	7
4.	Dynamic data concept	8
4.1	Two types of dynamic data fields	8
4.1.1	‘As of’ data.....	8
4.1.2	‘Period’ data.....	8
4.2	Consistency checks and validation requirements for dynamic data.....	9
5.	fundinfo templates	10
5.1	Static data templates	10
5.1.1	Initial Onboarding template	10
5.1.2	Static data template	10
5.1.3	PRIIP template	10
5.1.4	MiFID template.....	10
5.2	Listing level template (ETF only)	11
5.3	Dynamic data templates	11
5.3.1	Dynamic data price file (datatype ‘as of’ data)	11
5.3.2	Ex-post dynamic data file (datatype ‘period’ data).....	11
6.	Data fields specifications	12
7.	Validation rules	13
7.1	Errors and Warnings.....	13
7.2	Overview of error types	13
7.3	Classification of error types.....	14
7.3.1	Mandatory data fields missing (‘A’).....	14
7.3.2	Wrong Formatting (‘B’)	14
7.3.3	Value range (‘C’).....	15
7.3.4	Field dependency (‘D’)	15
7.3.5	Level inconsistency (‘E’)	16
7.3.6	No longer supported (‘F’)	17
8.	Errors Rules in Detail.....	17
8.1	Affected data fields	17
8.2	Validation rules implemented	17
9.	Countries of Registration (OFST6030[XX] and OFST6031[XX])	18
9.1	General approach.....	18
9.1.1	Legal Registration (OFST6030[XX]).....	18
9.1.2	Marketing Distribution (OFST6031[XX])	19
9.2	Country specific approach	19
9.2.1	Switzerland	19
9.2.2	Singapore.....	20
9.2.3	Passporting in Europe according to AIFMD	21
9.2.4	Other countries	21
10.	Dissemination Concept	22
10.1	Different Layers	22
10.1.1	Dissemination Blocker (OFST900022 and OFST900032).....	22
10.1.2	Dissemination Recipient (OFST002760).....	22
10.1.3	Share Class Lifecycle (OFST020545)/Status Of Listing (OFST062045).....	23

10.2	fundinfo's filtering.....	23
10.2.1	Dissemination.....	23
10.2.2	Publication.....	23
11.	Additional information.....	24
11.1	Purchase information.....	24
11.2	Companies.....	24
11.3	Legal Fund Names - fundinfo approach.....	24
11.4	Dependent Fields.....	25
11.5	Values not available.....	25
11.6	Addition/removal request.....	25
11.6.1	Addition of new funds/share classes/listings.....	25
11.6.2	Removal request.....	26
12.	History log of changes regarding previous versions of fundinfo's templates.....	26
13.	Revision History.....	27
13.1	Operational contact information.....	28
13.2	General contact information.....	28

1. Executive summary

fundinfo is one of the leading global electronic publication platforms for fund documents and information (e.g. prices, tax data) and is used by both professional and private investors on an international basis. To ensure a high level of quality for our fund data publication service, we regularly update our database through direct contact with our fund house partners.

This manual outlines the steps that fundinfo takes to validate and process incoming fund data sent from our fund house partners.

Conformance with the openfunds standard

The non-profit “openfunds” initiative provides an open and extensible standard that allows the automated transfer and validation of fund data. The openfunds initiative’s ultimate goal is to improve the quality and efficiency of the dissemination and interchange of fund information. Further information is available at <https://www.openfunds.org>.

As fundinfo operates a large database, which also serves as the underlying resource for most of our services, we have committed ourselves to adopt the openfunds standard in our systems. This manual, therefore, is directly related to the openfunds standard and the [field list](#) published by openfunds. We highly recommend readers to keep this in mind while working with this manual.

This document is classified as ‘Public’: freely available for public use.

Disclaimer:

The contents of this document are provided “as is”. This information may contain technical inaccuracies, typographical errors or out-of-date information and may be updated or changed without notice at any time. In no event shall fundinfo be liable for special, indirect, incidental or consequential damages resulting from or related to the use of this document.

2. fundinfo data processing model

Based on our extensive experience with managing and processing fund data for more than 1000 fund groups, we have developed a multi-layer system for importing and validating fund data.

2.1 Spreadsheet validation

Validation of a spreadsheet provided to fundinfo is essential before loading it into our system. There are several technical rules implemented to check integrity, data formatting and content. This manual provides further details regarding the validation rules implemented in fundinfo's system.

It is important to know that not all rules implemented are based on the openfunds standard; some of these have also been established by fundinfo.

This validation can be performed online by using the web based validation tool:

<https://validate.fundinfo.com/data/spreadsheet>

Once the result is positive and the file passes the validation, transmission to fundinfo can begin.

2.2 Spreadsheet verification

During processing of the data updates and modifications in our system, we inspect the changes and perform checks on data quality. The fundinfo data team performs this part of the process manually. If we find any problems, we will contact you.

2.3 Update of fundinfo's database

If validation and verification have successfully passed, all changes are recorded in our system. Your data is now ready to be integrated into the various fundinfo services.

3. Static data levels

3.1 Level system for fund data

Each static data field in fundinfo's database is classified according to a layer system. This approach is quite similar to the 'Field Level' classification of openfunds, but is used by fundinfo for data consistency checks during the validation process. fundinfo's data level classification is downscaling - each value of a higher level needs to be identical for all data fields of a lower level.

Field Level	Sample	Mandatory data fields for data consistency check	fundinfo comment
Umbrella Level	OFST005010 Umbrella	-	Level check on umbrella level currently not implemented by fundinfo; however, data on this level needs to be consistent.
Fund Level	OFST010020 Legal Fund Name Including Umbrella	OFST010020 Legal Fund Name Including Umbrella OFST010010 Fund Domicile Alpha-2	
Share Class Level	OFST020560 Share Class Launch Date	OFST020000 ISIN	Will be adapted to another method once fundinfo can handle funds without ISIN.
Listing Level	OFST002000 Marketmaker Name	OFST020000 ISIN OFST062030 Market Identifier Code OFST062010 Listing Currency	Please use 'MIC' and not 'Operating MIC' as listed on http://www.iso10383.org/ .

Table 1: Level classification

3.2 Consistency checks

fundinfo has defined certain mandatory data fields for data consistency checks. This definition is not linked to openfunds, but is based on our own internal quality assurance standards. Validation rules based on these data fields are used to prevent fundinfo importing contradictory information, e.g. different 'Custodian Bank Names' for share classes which are part of the same fund. According to our understanding, 'Custodian Bank Name' being a value on fund level, needs to be identical for all share classes of the same fund.

Therefore, please pay special attention to these mandatory data fields and ensure that these are populated in the corresponding data templates you create.

For further information regarding the different template formatting, please refer to chapter '5.1 Static data templates'.

3.2.1 Fund Level

- Each fund is represented by a unique combination of 'Legal Fund Name Including Umbrella' and 'Fund Domicile Alpha-2'.
- It is possible, therefore, to list several funds with similar 'Legal Fund Names Including Umbrella' as long as they have different 'Fund Domiciles Alpha-2'.

3.2.2 Share Class Level

- Each share class is represented by an official identifier (i.e. ISIN).
- This mandatory identifier needs to be unique and cannot be used multiple times for different share classes.
- For validation reasons, population of mandatory data fields on Fund Level is also required to map new share classes to existing funds.

3.2.3 Listing Level

- Each listing on an official stock exchange is represented by a unique combination of ISIN, 'Market Identifier Code' (MIC) and 'Listing Currency'.
- For this reason, please take care to indicate the 'Listing Currency' correctly. For example, 'GBP' and 'GBX' will be processed as two different 'Listing Currencies' and will result in the setup of two listings.
- OFST062040 'Exchange Place' has been replaced by OFST062030 'Market Identifier Code' in fundinfo's system. Please ensure to provide the correct MIC code according to www.iso10383.org.

Important:

The attributes 'Bloomberg Code Of Listing' (OFST060000) and 'Reuters Code Of Listing' (OFST060010) are unique for each listing (being defined by 'ISIN' (OFST020000), 'Market Identifier Code' (OFST062030) and 'Listing Currency' (OFST062010)).

3.2.4 Index Structure

For certain investment fund products such as Exchange Traded Funds (ETF) or Index Tracking Funds, fundinfo collects information of the index tracked by each share class. From a technical point of view, indices are not part of the data level structure, as one index can be assigned to multiple share classes/funds.

Following data fields define a unique index structure and are mandatory to assign the 'Index' to the correspondent share class:

- Index Name ([OFST023800](#))
- Index Currency ([OFST023805](#))
- Index Type ([OFST023810](#))

For indices with several local currencies, the data value of OFST023805 'Index Currency' can be empty, but the field needs to be part of the spreadsheet.

Important:

The attributes 'Bloomberg Code Of Underlying Index' (OFST023820) and 'Reuters Code Of Underlying Index' (OFST023830) are unique for each Index, being defined by OFST023800 'Index Name', OFST023805 'Index Currency' and OFST023810 'Index Type'.

4. Dynamic data concept

The approach for dynamic data is different to the one of static data, as this type of data requires a different rule set. The main characteristic of dynamic data is the ability to store and transmit periodically changing or historical values. Only the combination of 'Value' and 'Date' clearly defines a data set in the historical context.

4.1 Two types of dynamic data fields

The openfunds concept of dynamic data covers two subsets of dynamic data fields, the 'as of' data and the 'period' data. For 'as of' data, each value is linked to a 'Reference Date', whereas each value of a time period is connected to a 'Period Start Date' and 'Period End Date'.

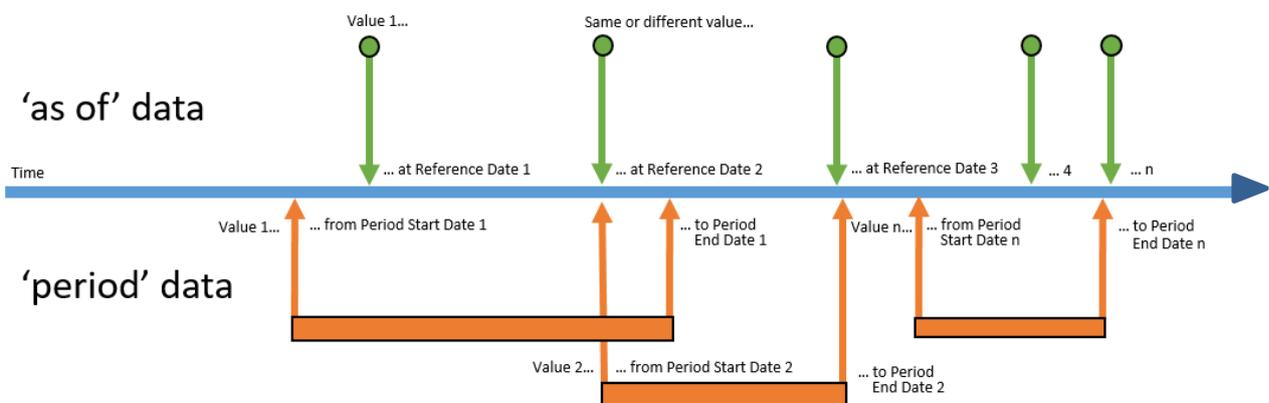


Fig. 1: 'As of' data vs. 'period' data'

Source: www.openfunds.org

4.1.1 'As of' data

- Each value clearly linked to a specific 'Reference Date'
- Interval from every second/minute to yearly or even longer
- Correction of values by sending an updated value per 'Reference Date' (overwriting of previously stored data)

4.1.2 'Period' data

- Each value has a period start and a period end date associated
- Time periods can be overlapping, but end date can not be in the future ('ex post'- data)
- Removal/correction of a value per time series by re-submitting the empty/corrected field value for this specific time period

The concept with more details is also described in openfunds' whitepaper available here:

<https://www.openfunds.org/knowledge/whitepapers/dynamic-data/>

4.2 Consistency checks and validation requirements for dynamic data

Dynamic data type	Sample	Mandatory data field checks for data consistency	fundinfo comment
'As of' data	Share Class Level: OFDY000035 Valuation NAV Fund Level: OFDY000060 AuM Fund	OFST020000 ISIN OFDY100000 General Reference Date OFST020540 Share Class Currency Additionally required, if fund level data is reported: OFST010020 Legal Fund Name Including Umbrella OFST010010 Fund Domicile Alpha-2 OFST010410 Fund Currency	OFDY100000 'General Reference Date' is used as a reference for all values per line and replaces individual reference dates per data field. To submit deletions/corrections, resubmit corrected data or empty value per Reference Date.
'Period' data	OFDY023140 Ex-post Transaction Costs As Percentage	OFST020000 ISIN <ul style="list-style-type: none"> • 'period start' AND 'period end' date NOT empty • 'period start' ≤ 'period end' date • 'period start' AND 'period end' date NOT > today 	A 'period start' and a 'period end' date must accompany each data field belonging to the 'period' data subset. To correct or delete period data, please resubmit corrected data for the corresponding time period with corrected/empty value. Due to the complexity of 'period' data, OFDY100000 General Reference Date does NOT apply for any data field requiring period start and period end date.

Table 2: Data fields used for consistency checks of dynamic data

5. fundinfo templates

Depending on your fund range and the client setup, there are different templates available, which indicate the data range we need. Please ensure to use the correct default template, according to your settings. If you are unsure which template applies to your configuration, please do not hesitate to contact us.

5.1 Static data templates

Characteristics:

- These templates are based on Share Class level - one share class per line.
- Field level types: Umbrella level, Fund level and Share Class level.
- [Flat table formatting](#) only ('narrow' table formatting is currently not supported by fundinfo's system).
- Please ensure consistency on Umbrella and Fund level while populating data in these templates.

5.1.1 Initial Onboarding template

This [template](#) is dedicated to fund houses who wish to do an initial onboarding in fundinfo's system. It only covers a small set of static data and should therefore not be used for general updates of your fund data.

https://about.fundinfo.com/media/2321/fundinfo_initial_onboarding_data_template_op-p-en-000017.xlsx

5.1.2 Static data template

The [standard fundinfo static data template](#) covers all necessary data points in scope for fundinfo's various services and is applicable for all funds:

https://about.fundinfo.com/media/1938/fundinfo_static_data_template_op-p-en-000005.xlsx

5.1.3 PRIIP template

This [template](#) contains all data fields relevant for fundinfo to submit PRIIP data. Its field relevance is based on the field tags of the [openfunds field list 1.23](#), plus some additional fields relevant for fundinfo's system.

This template is a subset of the 'static data template' and should only be used in case you do not yet work with the full static data template, to avoid overwriting or overcrossing of separate deliveries for the same data fields.

https://about.fundinfo.com/media/2236/fundinfo_priip_template_op-p-en-000015.xlsx

5.1.4 MiFID template

This [template](#) contains all data fields relevant for fundinfo to submit MiFID data. Its field relevance is based on the field tags of the [openfunds field list 1.23](#), plus some additional fields relevant for fundinfo's system.

This template is a subset of the 'static data template' and should only be used in case you do not yet work with the full static data template, to avoid overwriting or overcrossing of separate deliveries for the same data fields.

https://about.fundinfo.com/media/2237/fundinfo_mifid_template_op-p-en-000014.xlsx

5.2 Listing level template (ETF only)

Characteristics:

- This template is based on Listing level - one Listing per line.
- Field level types: Fund level, Share Class level, Listing level.
- [Flat table formatting](#) only ('narrow' table formatting is currently not supported by fundinfo's system).
- Please ensure consistency on Fund and Share Class level while populating data in this template.

For Exchange Traded Funds (ETF), we collect additional static data. This template is not replacing the static data template (pls. refer to '5.1.2 Static data template'), but is complementary, which is why ETF need to be populated in both templates (the ETF- and the standard static data template).

As this template contains also information regarding the underlying index tracked by the ETF, please keep in mind that consistency of the index structure (see '3.2.4 Index Structure') also applies.

https://about.fundinfo.com/media/1937/fundinfo_additional_etf_template_op-p-en-000007.xlsx

5.3 Dynamic data templates

Characteristics:

- These templates are based on Share Class level - one share class per line.
- Field level types: Share Class level and Fund level.
- [Flat table formatting](#) only ('narrow' table formatting is currently not supported by fundinfo's system).
- They can contain historical data or only the latest values
- Some cross-reference static data fields (OFST-field range, such as OFST020000 ISIN) are required to check consistency and load the data into our database.
- Please ensure consistency on Fund level while in the 'as of' data templates.

For dynamic data, fundinfo has released two different templates. We recommend not to merge those into one, as this is challenging to maintain in the daily process, however, from a technical perspective, a merge is possible.

5.3.1 Dynamic data price file (datatype 'as of' data)

This [template](#) should be used for the transmission of fund prices, dividends and related information. Please refer to chapter '4.2 Consistency checks and validation requirements for dynamic data' for details regarding mandatory data fields and consistency checks applied.

https://about.fundinfo.com/media/2320/fundinfo_price_file_op-p-en-000012.xlsx

5.3.2 Ex-post dynamic data file (datatype 'period' data)

This [template](#) should be used for the transmission of MiFID/PRIIP related ex-post cost information. Please refer to chapter '4.2 Consistency checks and validation requirements for dynamic data' for details regarding mandatory data fields and consistency checks applied.

https://about.fundinfo.com/media/2237/fundinfo_ex-post_dynamic_data_template_op-p-en-000016.xlsx

6. Data fields specifications

fundinfo's system has been extended to cover a majority of the data fields of the last data field list of openfunds ([version 1.23](#)). There are still a few missing, on which we are currently working; however, the amount of data fields now covered by the openfunds standard is quite impressive.

As it is rather challenging to maintain overview on all fields, fundinfo has created an Excel-file with filtering options which provides further detail on each data point currently onboarded.

https://about.fundinfo.com/media/2319/fundinfo_data_field_specifications_op-p-en-000018.xlsx

This file provides information:

- on the technical background (field level type, mandatory fields, linked fields etc.),
- if a certain field is part of a certain template version or not,
- on relevance details for some major distributors and other recipients of your fund data,
- on historical templates and changes compared to the current version.

You might want to use the group/ungroup function available in the header (“+” and “-“) and the filtering function to navigate in the file.

	A	B	C	D	N	O	P	Q	R	S	T	U	V	AB
1	 <p>fundinfo data fields - levels, templates and relevance</p> <p>Document version 4.3.0 based on the openfunds field list 1.23 last update: 2018-06-26</p> <p><i>note:</i> please click on the “+” sign on top in case some content is hidden</p> <p>m = mandatory data field in template * = recommended, as fields drives client scope and availability</p> <p>Please also refer to data value specification manual</p>			<p>Technical Background</p> <p>explains, which fields are mandatory in which template type, which ones are linked or might be expanded to cover additional countries/languages</p> <p>various templates currently in use. If you are unsure which template to use, please contact us.</p>	<p>Current Templates</p> <p>shareclass level spreadsheets (one line per share class)</p> <p>listing level</p> <p>dynamic data (incl. historical values)</p>	<p>Relevance</p> <p>provides an indication of the data requirements of distribution partners, platforms and other recipients of fundinfo's services</p>	<p>Changelog/previous versions</p> <p>details of changes compared to previous template versions in use incl. date of expiration</p>							
2														
3														
4	OFST020000	ISIN			static data template 4.3.0	static data, share class level								
5	OFST020545	Share Class Lifecycle			initial onboarding template 4.3.0	subset of static data, share class level								
6	OFST900022	Dissemination Blocker Share Class			PRIP template 4.3.0	subset of static data, share class level								
7	OFST002760	Dissemination Recipient			MIFID template 4.3.0	subset of static data, share class level								
8	OFST001000	Fund Group Name			additional ETF template 4.1.0	static data, listing level								
9	OFST010020	Legal Fund Name Including Umbrella			"post-post" Dynamic Data template 4.1.0	dynamic data template, type "static data"								
					Dynamic Data Price file 1.1.0	dynamic data template, type "no of data"								
							yes	yes	yes	yes	yes	yes		
							yes	yes	yes	yes	no	no		
							yes	yes	yes	yes	no	no		
							yes	yes	yes	yes	no	no		
							yes	yes	yes	yes	yes	yes		

7. Validation rules

fundinfo has set up validation rules to ensure consistency and integrity of all data imported into our system. These validation rules can also be used by external parties to validate their templates against fundinfo's rules to remove any potential errors populated in the templates.

7.1 Errors and Warnings

An error is a validation result, which requires immediate action on your side as it prevents the successful upload of data in our system. Please be sure to correct your data in order to pass the validation without errors.

A warning is a request to modify your template, as you are populating outdated values or data fields, which are no longer supported. Warnings will not prevent the successful loading of data in our system. However, please be sure to update your system as soon as possible, as fundinfo will cease to accept certain outdated data fields in the next coming months.

7.2 Overview of error types

There are certain types of errors, which originate from similar sources of error (e.g. missing data, wrong formatting etc.). Below, you will find a short summary regarding fundinfo's error types.

Table 2: fundinfo error types

Error Type	
	Subtype
A	Mandatory data fields missing
A1	mandatory data fields on fund level missing
A2	mandatory data fields on share class level missing
A3	mandatory data fields on listing level missing
A4	mandatory data fields on index level missing
B	Wrong formatting
B1	booleans
B2	predefined field lists
B3	date formatting
B4	identifier checks
C	Value range
C1	date indications
C2	fees, costs and figures
D	Field dependency
D1	paired fields
D2	linked fields
D3	restricted values
E	Level inconsistency
E1	fund level inconsistency
E2	share class level inconsistency
E3	listing level inconsistency
E4	index structure inconsistency
E5	identifier mismatch
F	No longer supported

This list is also available on <https://validate.fundinfo.com/Data/ErrorMessageClassification>.

7.3 Classification of error types

7.3.1 Mandatory data fields missing ('A')

when	This error occurs up if you transmit data of a certain field level without the mandatory data fields required on this level. For further information regarding error subtypes A1 to A4, please refer to chapter '0 Table 1: Level classification'.
why	You are transmitting data for a certain data field, which cannot be validated as the corresponding mandatory data fields for this level are missing in your template.
how to resolve	Please add the required data field columns in your template. If they already exist, but are empty, please ensure to complete these with data.
sample	You need to update the 'Custodian Bank Name' (OFST001400). Your template lists 'Legal Fund Name Including Umbrella' (OFST010020), 'Custodian Bank Name' and some other data fields on Fund Level. Validation will fail, as your template is missing the required 'Fund Domicile Alpha-2' (OFST010010). To solve this, please introduce this data field in your template.

7.3.2 Wrong Formatting ('B')

when	This error is one of the most frequently seen. It occurs due to formatting issues of your data in relation to:			
	booleans ('B1')	predefined field lists ('B2')	date formatting ('B3')	identifier checks ('B4')
why	A boolean simply requires 'yes' or 'no', but no other values.	Predefined field lists only accept certain text in an exactly defined spelling. Depending on the field, please take into consideration that some are case sensitive as well.	Date formatting is expected to be populated as 'YYYY-MM-DD' (year-month-day). The only exception is the Fiscal Year End (OFST010440), which requires formatting of 'MM-DD' (month-day) only.	Identifiers such as ISIN, LEI, Bloomberg Code, WKN [DE specific], Valor [CH specific] and others require a certain formatting. Some of these also have a 'check digit' or do not allow certain numbers or letters. This error also pops up if you use an invalid openfunds identifier in the headline of your template.
how to resolve	Indication of ,yes', ,no' or leave this field blank.	Check in the latest openfunds field list which values are expected for this data field. Make sure you only populate one of these, including exact spelling requirement.	Check if all date references are in the expected formatting: When using csv , use an editor software, as xls will normally change the displaying date formatting. When using xlsx , make sure to use 'cell formatting - date' or 'cell formatting - standard' (values need to be populated as 'YYYY-MM-DD').	Ensure that the formatting matches the official requirements for each identifier. Further details for each identifier are available in the openfunds field list . Please also ensure that the openfunds codes in the headline of your spreadsheet don't have any spaces (i.e. 'OFST 020000' will produce an error message).
sample	'n/a', 'none' and 'tbd' will all result in a validation error. The same applies to 'yes - pending' and other values not matching the boolean requirements.	Share Class Distribution Policy (OFST020400) is incorrectly populated as 'Accumulation' - pls. replace by using 'accumulating'.	xlsx: can produce an error, if populated as ,cell formatting - standard': OFST020560 Share Class Launch Date 	ISIN (OFST020000): 12 characters, only upper case letters; first two characters reference the fund domicile, the last character is a 'check digit'.

7.3.3 Value range ('C')

when	For certain values, fundinfo has predefined a range which should not be exceeded with the utmost probability. Keep in mind that this definition is purely made by fundinfo and might require adaptations depending on market conditions.	
	date indications ('C1')	fees, costs and figures ('C2')
why	A date information is out of a defined range, if it is too far in the future or too far in the past, given the history of the financial industry. We do not expect to be informed about data more than 30 years in advance, which is why we estimate every reporting exceeding this range as being wrong information requiring correction.	Fee information which is unusually high; this might be the simple result of a decimal error for percentage indication which is required as decimal figure. Certain data fields require unsigned integers (i.e. '1', '2', '3'), some even need to be positive. Sample: '1.2000' instead of '0.012000' will result in a fee indication of 120%. We interpret this as wrong information requiring correction.
how to resolve	Please check if all date information is within the required time frame, as listed on https://validate.fundinfo.com/Data/Identifiers for each data field. Please contact us immediately if you need to report a date which is out of this timeframe, but is correct and needs to be reported.	Please check if all fee and cost information is within the required value range, as listed on https://validate.fundinfo.com/Data/Identifiers for each data field. Please contact us immediately if you need to report data which is out of this value range, but is correct and requires transmission.
sample	'Share Class Launch Date' (OFST020560) 2816-02-01. We do not expect to be informed about a launch 800 years in the future - please correct accordingly.	Very high 'TER including Performance Fee' (OFST452120) of 90% ('0.90000') is reported. Most probably this is a decimal error which requires correction to 9% ('0.09000').

7.3.4 Field dependency ('D')

when	This error is linked to a logical reporting of several data fields which transmit information linked to each other. Although the formatting and data in each field would pass validation if checked alone, in relation to another field the data is inconsistent, incomplete or contradictory.		
	paired fields ('D1')	linked fields ('D2')	restricted values ('D3')
why	Two fields are collected as a 'pair', which means that information contained in one field cannot be stored without the corresponding data contained in the other field. The information is reported either for both data fields, or for neither of them. Another type of paired fields are value comparisons; e.g. OFST452010 'Management Fee Maximum' can not be less, but must be equal or greater than OFST452000 'Management Fee Applied'.	Logical relation between two fields; i.e. one field indicates if data in the second one can be expected or not. Usual relationship of boolean 'Has XXX' and reported text field for value 'XXX'. If 'Has XXX' is set to 'no', 'XXX' needs to be empty to avoid contradiction. Please keep in mind that data input such as 'none', 'N/A' etc. is also handled as a value indication and results in a validation error.	Depending on a value reported in one field, there is only a limited selection for reporting in another field. This applies usually for information collected on different levels of detail. Keep in mind that the lower granularity information usually can be reported without the higher granularity one, but not the inverse. Another sample are dependencies according to fund type, fund domicile or other local specifications, e.g. certain values of 'Home Country Legal Type Of Fund' (OFST160150) can only apply if the fund domicile is Switzerland. For all other countries, values required are different.
how to resolve	Make sure that you only populate data in: a) both fields or b) in none of these fields One value does not validate without the other one.	Make sure to understand the logic of these linked fields. Do not report contradictory information; perform a consistency check if all 'Has XXX = no' do populate an empty field for 'XXX'.	Make sure to understand the dependency of these fields. Perform consistency checks to ensure that you never report higher granularity fields without a corresponding value in the lower granularity field.
sample	Reporting of 'Ongoing Charges Date' (OFST452220) without value of 'Ongoing Charges' (OFST452200) will fail; as well as the inverse.	Reporting of 'Has Swap = no' (OFST011100) and population of a company's name for 'Swap Counterparty Name' (OFST011110) is contradictory. If there is none, you cannot indicate any company. One of these two data fields contains an error.	'Replication Methodology Second Level' (OFST010901) cannot be reported without indication of 'Replication Methodology First Level' (OFST010900), as the second level information provides a more detailed specification of the value reported in first level.

7.3.5 Level inconsistency ('E')

when	<p>This error type reports inconsistencies within a certain data level and is also very frequently seen. If you report data in the 'static data template', which is on share class level, all data populated on fund level must be consistent within one fund. If you use the 'listing level template', all data on a higher level (fund level, share class level) needs to be consistent within its own level (fund/share class).</p>																						
why	<p>fund level inconsistency ('E1') Consistency check is performed on fund level, by using the mandatory data fields on fund level (please refer to chapter 3.2.1 '<i>Fund Level</i>' for further details).</p> <p>This error typically pops up in templates reporting data on fund- and share class level in the same file.</p>	<p>share class level inconsistency ('E2') Consistency check is performed on share class level by using the mandatory data fields on share class level (please refer to chapter 3.2.2 '<i>Share Class Level</i>' for further details).</p> <p>This error typically pops up in spreadsheets which are reporting the same share class in more than one line (i.e. 'listing level spreadsheet').</p>	<p>listing level inconsistency ('E3') Consistency check is performed on listing level by using the mandatory data fields on listing level (please refer to chapter 3.2.3 '<i>Listing Level</i>' for further details).</p>	<p>index structure inconsistency ('E4') Consistency check on index information is using the mandatory index data fields, related to the share class information (please refer to chapter 3.2.4 '<i>Index Structure</i>' for further details).</p>	<p>identifier mismatch ('E5') This error appears if you are populating inconsistent identifiers within the spreadsheet. Identifiers, which are unique on share class level, need to be reported identically in each line referencing this share class. The same applies to other levels such as fund level and listing level.</p> <p>This error can apply in all sorts of spreadsheets.</p>																		
how to resolve	<p>Ensure that data on fund level is populated with identical values throughout all lines used for data reporting of this fund.</p>	<p>Ensure that data on share class level is populated with identical values throughout all lines used for data reporting of this share class.</p>	<p>Ensure that data on listing level is populated with identical values throughout all lines used for data reporting of this listing.</p> <p>Note: Can be avoided by not populating unique listing information twice.</p>	<p>Ensure that data on index level is populated with identical values throughout all lines used for data reporting of this index. As index information is on share class level, please make sure to populate identical information in all lines referring to the very same share class.</p>	<p>Please make sure that there is no 'overcrossing' of identifiers within the spreadsheet.</p>																		
sample	<p>Different spelling of values on fund level cause this error.</p> <p>One sample - same applies on share class level:</p> <table border="1" data-bbox="360 1803 571 1946"> <tr> <td>OFST010020</td> <td>OFST001000</td> </tr> <tr> <td>Legal Fund Name</td> <td>Fund Group Name</td> </tr> <tr> <td>Including Umbrella</td> <td>Name</td> </tr> <tr> <td>Top of Class</td> <td>ifund services aG.</td> </tr> <tr> <td>Top of Class</td> <td>ifund services AG</td> </tr> </table>	OFST010020	OFST001000	Legal Fund Name	Fund Group Name	Including Umbrella	Name	Top of Class	ifund services aG.	Top of Class	ifund services AG	<p>Different 'Share Class Launch Dates' for the same share class within a template on 'listing level' cause this error.</p>			<p>The same WKN is reported twice. Either Valor/ISIN are incorrect in the spreadsheet, or WKN is duplicated by error.</p> <table border="1" data-bbox="1214 1832 1423 1946"> <tr> <td>OFST020015</td> <td>OFST020000</td> </tr> <tr> <td>WKN</td> <td>ISIN</td> </tr> <tr> <td>A0Q3UL</td> <td>LU0341812252</td> </tr> <tr> <td>A0Q3UL</td> <td>LU0198419011</td> </tr> </table>	OFST020015	OFST020000	WKN	ISIN	A0Q3UL	LU0341812252	A0Q3UL	LU0198419011
OFST010020	OFST001000																						
Legal Fund Name	Fund Group Name																						
Including Umbrella	Name																						
Top of Class	ifund services aG.																						
Top of Class	ifund services AG																						
OFST020015	OFST020000																						
WKN	ISIN																						
A0Q3UL	LU0341812252																						
A0Q3UL	LU0198419011																						

7.3.6 No longer supported ('F')

when	This error occurs if you use outdated data fields which are no longer supported by openfunds and which have been shut down by fundinfo. It is also reported in case you transmit data (i.e. 'Exchange Place' OFST062040), which is ignored as fundinfo's system is capturing the MIC ('Market Identifier Code' OFST062030) only.
why	fundinfo is unable to consume the data you have transmitted, as the collection of this data field has ceased. The error indicates that data for this data field is not stored in fundinfo's system anymore.
how to resolve	Please ensure to replace this data field/value by using the corresponding actual data field. Please refer to the latest openfunds field list for further details.
sample	You are using an outdated data field, which does not exist anymore in fundinfo's system. Please replace by the new data fields corresponding to this information.

8. Errors Rules in Detail

8.1 Affected data fields

fundinfo is constantly improving the validation error rules. You will find the current list of validation error rules here:

<https://validate.fundinfo.com/Data/ErrorTypeClassification>

By scrolling down the website, the list provides an overview on the error names, types, descriptions and affected data fields.

8.2 Validation rules implemented

Rules implemented per data point are outlined here:

<https://validate.fundinfo.com/Data/Identifiers>

Please be aware that this list is constantly under review to improve data quality and error checking results and might change without prior written notice.

9. Countries of Registration (OFST6030[XX] and OFST6031[XX])

9.1 General approach

As the countries of legal registration and marketing distribution are essential not only for the publication of your fund range on fundinfo, but also for the dissemination of data and documents to various distribution partners and business partners, it is very important to understand the matrix of combinations and their impact on availability/visibility.

Please contact us if you have questions, or are unsure how to reflect your fund registration correctly.

		Marketing Distribution OFST6031[XX]		
		yes	res	no
Legal Registration OFST6030[XX]		marketing to all investors (retail and professional)	marketing distribution to professional investors only	no marketing distribution in this jurisdiction
yes	legally registered in one country, no restrictions	[yes/yes]	[yes/res]	[yes/no]*
res	legally registered in one country, restriction to certain investors only	-	[res/res]	[res/no]*
no	no legal registration in this country	-	[no/res]**	[no/no]*

* no publication on www.fundinfo.com, document transmission only for 'non-public' documents of clients using fundinfo's document dissemination service

** limited document dissemination/publication only for CH professional investors, which are qualifying as 'Qualified Investor'

 possible combination

 impossible combination

 only applicable for non-CH domiciled funds, which are distributed to qualified investors in Switzerland as defined in the Swiss Federal Act on Collective Investment Schemes (www.admin.ch)

fundinfo always requires values for both data points (OFST6030[XX] and OFST6031[XX]). Therefore, please ensure that you populate information for each country by reflecting data in both columns with the appropriate information.

9.1.1 Legal Registration (OFST6030[XX])

The 'Legal Registration' column per country reflects whether the ISIN is registered in this country from a legal perspective. Only if the **financial market authority** of the specific country (e.g. FINMA, MAS etc.) has approved the legal registration can fundinfo set up the respective registration in its system.

- **'yes'** - this fund/share class is registered by the local financial authority for retail investors without restriction to a certain audience (i.e. institutional investors).
- **'res'** - the approval of this fund/share class has been restricted by the local financial authority to a certain audience (i.e. institutional investors)
'res' also applies for funds passported in Europe to professional investors according to the **AIFMD directive**.
- **'no'** - this fund/share class is not registered nor approved by the local financial authority of this country.

9.1.2 Marketing Distribution (OFST6031[XX])

'Marketing Distribution' is an additional filter regarding the availability by country. By restricting access to certain share classes to a limited audience only ('res') or no audience at all ('no'), you can provide detailed instructions that support your marketing intentions per country. Please keep in mind that with the exception of Switzerland, you cannot instruct fundinfo to publish a share class without the corresponding underlying legal registration. Hence, please ensure to avoid 'impossible combinations' (see graphic above).

- **'yes'** - this share class can be made available to all investors, including retail ones. Channels for data and document transmission are open.
- **'res'** - access to this share class should be restricted to a certain audience only (i.e. professional investors). Depending on the recipient's settings, channels for data and document transmission filter these share classes.
- **'no'** - instruction to set visibility of this share class in the corresponding country to zero. If the fund/ share class is not registered in this country, this is the correct option to choose (exception of Switzerland see above). No dissemination of 'public' documents, but only for 'non-public' documents of clients using fundinfo's dissemination service 'paperboy'.

9.2 Country specific approach

There are certain countries or fund types which have a specific rule set regarding the combinations of 'Legal Registration' and 'Marketing Distribution'. Please find some details below, but keep in mind that this list does not provide any legal advice, as it is solely reflecting fundinfo's view and might be incorrect or incomplete.

If you require specific information regarding registration status of your fund range, please contact your legal department.

9.2.1 Switzerland

According to fundinfo's understanding, there are different legal approval types for funds registered with the Swiss local authority, FINMA. Differentiation is made by the funds' domicile being non-Swiss ('foreign') or Swiss:

Fund Domicile	Registration Status	Legal Registration OFST6030CH	Marketing Distribution OFST6031CH
Swiss domiciled	Registered with FINMA		yes
	a) for non-qualified investors	yes	res no
	b) for qualified investors	res	res no
Foreign domiciled	Registered with FINMA		yes
	distribution to non-qualified investors <i>(Country Representative CH and Country Paying Agent CH mandatory)</i>	yes	res no
	Not registered with FINMA		
	distribution to qualified investors only <i>(Country Representative CH and Country Paying Agent CH mandatory)</i>	no	res

Please note that for foreign funds registered/distributed in Switzerland, the indication of following data is mandatory:

- Has Country Representative - Switzerland (OFST6100CH)
- Country Representative Name - Switzerland (OFST6102CH)
- Has Country Paying Agent - Switzerland (OFST6105CH)
- Country Paying Agent Name - Switzerland (OFST6107CH)

Please ensure to list the representative's name in accordance to the official spelling of FINMA (<https://www.finma.ch/en/~media/finma/dokumente/bewilligungstraeger/pdf/flvervt.pdf?la=en>).

Keep in mind that approval and representation are on fund level, even if not all share classes are distributed/marketed in Switzerland.

9.2.2 Singapore

According to the Monetary Authority of Singapore (MAS), there are different approval types in Singapore. Similar to Switzerland, there is a differentiation between Singapore constituted schemes and schemes constituted outside Singapore.

Fund Domicile	Registration Status	Legal Registration OFST6030SG	Marketing Distribution OFST6031SG
Schemes constituted in Singapore	Authorized Schemes		yes
	Offer to retail investors	yes	res no
	Restricted Singapore Schemes		
	Offer to accredited investors & other relevant persons	res	res no
Schemes constituted outside Singapore	Recognized Schemes		yes
	Offer to retail investors	yes	res no
	Restricted foreign schemes		
	Offer to accredited investors & other relevant persons	res	res

Keep in mind that approval can be on share class level, which is why one fund can have both registration types.

Further details are available in the 'CIS Practitioner Guide revised 6 June 2018' available at <http://www.mas.gov.sg/Regulations-and-Financial-Stability/Regulations-Guidance-and-Licensing/Securities-Futures-and-Funds-Management/CIS-Related.aspx>

Direct link to pdf:

<http://www.mas.gov.sg/~media/MAS/Regulations%20and%20Financial%20Stability/Regulations%20Guidance%20and%20Licensing/Securities%20Futures%20and%20Fund%20Management/Regulations%20Guidance%20and%20Licensing/CIS%20Related/CIS%20Practitioner%20Guide%20revised%206%20Jun%202018.pdf>

9.2.3 Passporting in Europe according to AIFMD

In Europe, there are non-UCIT funds which are regulated by the Directive 2011/61/EU on Alternative Investment Fund Managers (AIFMD). These AIF (Alternative Investment Funds) can be distributed in the European Union (EU) by designated AIFM (Alternative Investment Fund Managers).

Legal text of Directive 2011/61/EU is available here:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011L0061:EN:HTML>

If the AIF is not marketed in a certain EU country to retail investors, but passported for marketing to professional investors, please indicate this as following:

- 'Legal Registration' = 'res'
- 'Marketing Distribution' = 'res' or 'no'

9.2.4 Other countries

There are further countries such as Italy, Liechtenstein, Denmark etc., which have different approval types. Please always follow the same pattern:

- Legal approval/registration for all investors: 'Legal Registration' = 'yes'
- Legal approval for restricted audience/certain investors only: 'Legal Registration' = 'res'
- Set 'Marketing Distribution' equally to 'Legal Registration'. If you want to reduce visibility, you can narrow the filtering by choosing the appropriate 'res' or 'no' value.

For all countries, keep in mind to avoid invalid combinations (such as 'Legal registration' = 'no'/'Marketing Distribution' = 'yes').

If a registration approval is pending, please populate 'no' until you receive approval confirmation from the local authority.

10. Dissemination Concept

fundinfo's concept for distribution and publication of your fund data and documents consists of a multi-layer system. You can instruct 'full availability', 'restricted availability' and 'blocked for publication and dissemination', which means that there is no availability at all ('Dissemination Blocker' = "on").

10.1 Different Layers

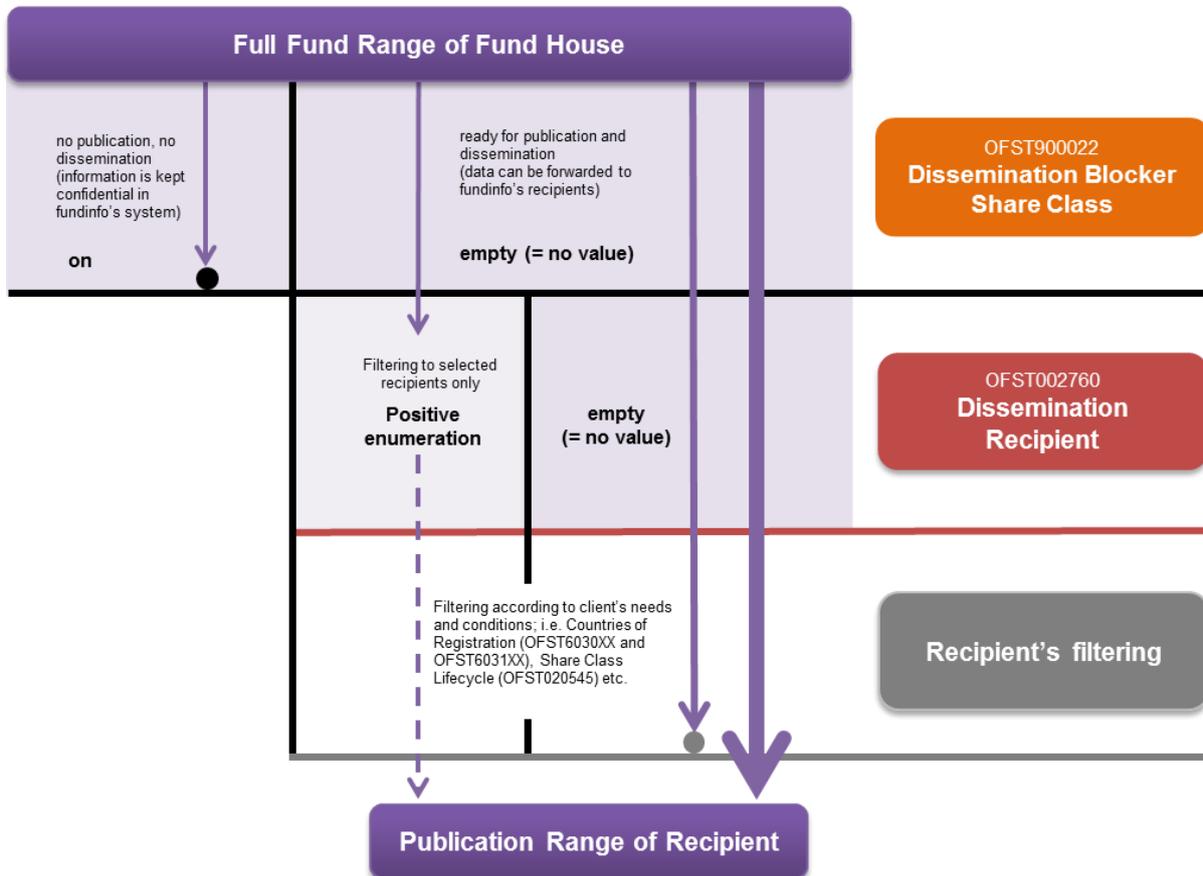


Fig. 1: Dissemination Concept - three different layers

10.1.1 Dissemination Blocker (OFST900022 and OFST900032)

The 'Dissemination Blocker' fields on share class- and listing level are designed to provide a clear instruction to fundinfo how to handle information regarding your products. Per default, they are empty, which means that your fund data is ready for dissemination and publication.

When using the value "on" in the data fields of 'Dissemination Blocker Share Class' ([OFST900022](#)) or 'Dissemination Blocker Listing' ([OFST900032](#)), you instruct fundinfo to keep all information regarding this share class/listing confidential in fundinfo's system. There is no availability for any external service (e.g. no data- or document dissemination).

10.1.2 Dissemination Recipient (OFST002760)

All clients using fundinfo's dissemination service can restrict availability of share classes (and their corresponding documents) to specific recipients only, by using a unique four digit alphanumeric code 'Dissemination Recipient' ([OFST002760](#)). Per default, this data field is empty, which indicates 'no filtering'.

10.1.3 Share Class Lifecycle (OFST020545)/Status Of Listing (OFST062045)

As complementary information, additional data fields ‘Share Class Life Cycle’ ([OFST020545](#)) and ‘Status of Listing’ ([OFST062045](#)) provide important visibility instruction for recipients of your fund data. Depending on the recipient’s criteria, ‘projected’, ‘terminated’ or ‘dormant’ share classes might apply on client’s side when using fundinfo’s static data.

Please also refer to the openfunds white paper ‘Share Class Lifecycle’ for additional information: <https://www.openfunds.org/knowledge/whitepapers/lifecycle/>.

10.2 fundinfo’s filtering

10.2.1 Dissemination

fundinfo disseminates data and documents for **all share classes not blocked** by the ‘Dissemination Blocker Share Class’ ([OFST900022](#))/‘Dissemination Blocker Listing’ ([OFST900032](#)).

10.2.2 Publication

Publication on www.fundinfo.com and its affiliate websites is restricted by an additional filter, the ‘Share Class Life Cycle’ ([OFST020545](#)):

- All share classes being ‘projected’ or ‘terminated’ are not published (red colouring below)
- All other cycle values (e.g. ‘active’, ‘dormant’ etc.) are ready for publication (yellow, green and blue colouring).

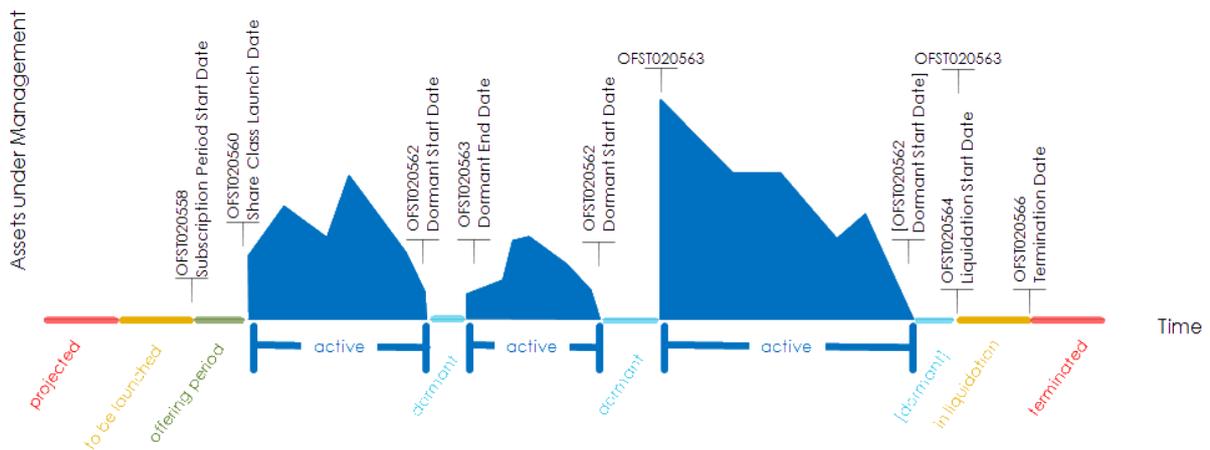


Fig. 2: Share Class Life Cycle ([openfunds whitepaper](#))

- Listing information is filtered by using the different values of ‘Status Of Listing’ ([OFST062045](#)): publication only in case ‘Status Of Listing’ is ‘active’.

11. Additional information

This chapter provides additional information related to various data fields and guidelines for the most frequent update requests.

11.1 Purchase information

fundinfo is currently covering most of the purchase data fields openfunds knows. As the relation between certain data fields might be complex, below grid can be useful to understand the logic of 'Subscription Category' ([OFST400200](#)) with its related data fields.

Subscription Category OFST400200	Minimal Initial Subscription		Currency Of Subscription OFST400240	Minimal Subsequent Subscription	
	In Shares OFST400220	In Amount OFST400230		In Shares OFST400250	In Amount OFST400260
shares	✓	x	x	✓	x
amount	x	✓	✓	x	✓
shares and amount	✓	✓	✓	✓	✓

11.2 Companies

Please indicate the company's name, as officially registered. Company names should not include any personal names, nor any addresses, telephone numbers or email addresses. As defined by openfunds, there are data fields requesting one company's name only, others allow multiple entries, separated by pipe "|". Please consult the field definition in the openfunds [field list](#) for further information related to each specific data point.

11.3 Legal Fund Names - fundinfo approach

On one hand, the importance of fund names is based on the clear identification of each fund from a legal perspective, On the other hand, it is also driven by marketing goals to attract potential investors.

If there is a fund structure with one or multiple subfunds (i.e. an Umbrella Fund or a Trust structure), there is sometimes a certain level of confusion if and when the umbrella's or trust's name is part of 'Legal Fund Name Only' ([OFST010110](#)) and 'Legal Fund Name Including Umbrella' ([OFST010020](#)). To avoid double-listing of the umbrella's or trust's name, even if it is part of the subfund's name in the prospectus or in other legal documents, fundinfo recommends to use the below specifications.

General naming convention for fund names	Fund structure	Umbrella OFST010110	Legal Fund Name Only OFST010110	Legal Fund Name Including Umbrella OFST010020	fundinfo comment
<ul style="list-style-type: none"> As stated in legal documents No abbreviations Fund Names need to be identical for all share classes of the same subfund Share Class specific information is <u>not</u> part of the fund names 	'stand-alone' fund	x empty (= no value)	✓ e.g. 'ABC Fund'	✓ e.g. 'ABC Fund'	If there is no umbrella available, please leave OFST010110 empty.
	fund structure with one or multiple subfunds (i.e. Umbrella structure)	✓ e.g. 'XY SICAV'	✓ e.g. 'ABC Fund'	✓ e.g. 'XY SICAV - ABC Fund'	Do not use 'XY SICAV - XY SICAV ABC Fund', but remove the double-listing of the structure's name in 'Legal Fund Name Including Umbrella' (OFST010020). Use 'XY SICAV - ABC Fund' instead.

Please also refer to the openfunds white paper 'Fund Names' for additional information:

<https://www.openfunds.org/knowledge/whitepapers/fundnames/>.

11.4 Dependent Fields

The content of dependent fields is connected to each other. Therefore, it needs to be updated simultaneously to avoid stale or contradictory information in fundinfo's database.

One typical example is the dependency of fields populating the fund name. Whenever there is an update of the fund name required, following data fields need to be revised:

- 'Legal Fund Name Including Umbrella' (OFST010020)
- 'Legal Fund Name Only' (OFST010110)
- 'Full Share Class Name' (OFST020060)
- 'Investment Objective' (OFST010300) and all related multi-language fields (OFST010300(xx))

Keep in mind that the above is only an example and that there are other linked fields which also require simultaneous update/revision.

For further details regarding field typology, fundinfo recommends to read the openfunds White Paper 'Field Typology' at <https://www.openfunds.org/knowledge/whitepapers/fieldtypology/>.

11.5 Values not available

Empty data fields in a spreadsheet indicate that the fund house does not provide the information for a certain data field. There are several options why this information is not populated in the template. For further details, please consult the openfunds White Paper 'The Ambiguity of Empty Fields' available at <https://www.openfunds.org/knowledge/whitepapers/empty/>.

In case **mandatory data** used by fundinfo for consistency checks is missing, fundinfo will not be able to process the data template. Hence, make sure to provide all mandatory data fields in each transmission (see also chapters '3.2 Consistency checks' for static data and '4.2 Consistency checks and validation requirements for dynamic data').

If data is not available or should not be disclosed, do **not use any placeholders** such as 'N/A', 'N.A.', 'na', 'unknown', but leave the fields empty.

fundinfo will **remove all values currently listed** in its system when importing a template populating empty data fields. For 'Legal Registration (OFST6030[XX])' and 'Marketing Distribution (OFST6031[XX])', all empty fields are interpreted as 'no'.

To avoid any deletion of a value fundinfo's database, openfunds recommends to use the command "[IGNORE]" instead of a value (without quotation marks, but including square brackets. All capital letters).

11.6 Addition/removal request

11.6.1 Addition of new funds/share classes/listings

- Add a new line into the spreadsheet and complete all requested information.
- A valid ISIN code is mandatory - no dummies or placeholders can be accepted.
- All pending registrations or registration approvals in the future are to be considered as 'no registration' in the respective country.
- In case you intend a publication/dissemination of this fund/share class, ensure to leave 'Dissemination Blocker Share Class' ([OFST900022](#)) empty (= no value) and indicate the correct information in 'Share Class Life Cycle' ([OFST020545](#)).
- The same approach applies for the addition of new listings of ETF (Exchange Traded Funds): add a new line for this new listing and indicate the correct values for 'Dissemination Blocker Listing' ([OFST900032](#)) and 'Status of Listing' ([OFST062045](#)).

11.6.2 Removal request

- To instruct fundinfo to keep information regarding share classes/listings confidential, do not delete the record in the spreadsheet, but indicate “on” in the data fields ‘Dissemination Blocker Share Class’ ([OFST900022](#)) and/or ‘Dissemination Blocker Listing’ ([OFST900032](#)).
- Please refer to chapter 10 ‘Dissemination Concept’ for further details on how to work with the multi-layer filtering.

12. History log of changes regarding previous versions of fundinfo’s templates

The changelog of previous template versions and changes is available in the data field specification https://about.fundinfo.com/media/2319/fundinfo_data_field_specifications_op-p-en-000018.xlsx

13. Revision History

Version	Date	Author	Description
previous versions until 2.5	05.02.2016	Wiktoria Kir Birgit Partin	Continuous update of value descriptions in the 'ReadMe' tabs of the xls templates.
3.0.0	08.04.2016	Philippe Kull Birgit Partin	Initial version derived from former 'ReadMe' tabs of the xls templates.
3.0.1	21.04.2016	Birgit Partin	Replacement of URL for static data default templates to link to fundinfo's new website http://about.fundinfo.com . Addition of one Acolin specific data field 'As Of Date' (OFST900800) in chapter 8.
3.1.0	01.06.2016	Birgit Partin	Update of manual to reflect fundinfo's system release according to openfunds 1.0 (draft) field list
3.2.0	30.06.2016	Birgit Partin	Update of manual to reflect openfunds standard 1.00 FINAL Correction of identifier for 'UK Reporting Status Valid From' (OFST809020) Correction of field level for purchase data points OFST405051, OFST405510, OFST420551 and OFST425550 (previously Level Type 'F', now 'S')
3.2.1	02.07.2016	Birgit Partin	Recall of correction of field level for purchase data points OFST405051, OFST405510, OFST420551 and OFST425550 (back to Level Type 'F') to ensure 100% match with openfunds standard 1.0 [FINAL]
3.2.2	15.09.2016	Birgit Partin	Introduction of URL for field descriptions for fundinfo/Acolin internal fields (OFST900019, OFST900119, OFST900800, OFST900810)
3.2.3	29.01.2017	Birgit Partin	Extension of error description for B4 errors Updated URL to website for MIC codes Introduction of spreadsheet versions including 'Life Cycle' and 'Dissemination Blocker' fields. New data fields: OFST020545, OFST062045, OFST900022, OFST900032, OFST900802 Change of level for OFST405051, OFST405510, OFST420551 and OFST425550: previously fund-level, now share class level New chapter 'Dissemination Concept'

3.2.4	09.02.2017	Birgit Partin	Update after release of new spreadsheet versions Change of Office Hours
3.2.5	23.02.2017	Birgit Partin	Update of URL to openfunds whitepaper 'Share Class Lifecycle'
3.3.0	21.12.2017	Birgit Partin	General review and clean-up Dynamic data chapter included Addition of various template versions Removal of current field list table, reference to external file for details Removal of chapter related to migration rules of 'Share Class Status' (OFST900019) and 'Listing Status' (OFST900119)
3.3.1	06.02.2018	Birgit Partin	Update of references to openfunds field list 1.22
3.3.2	26.06.2018	Birgit Partin	Update of references to openfunds field list 1.23 Extension of error description of D1 'paired fields' Updated link to Singapore 'CIS Practitioner Guide revised 6 June 2018'

Contact information

13.1 Operational contact information

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Birgit Partin, Head of Operations

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13.2 General contact information

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For Fund Distributors: businesssupport@fundinfo.com