INTERNAL

### **CIS** research

FUNDS XIS



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#### 1. Background

The purpose of this document is to outline the steps that need to be completed to ensure CIS research accurately on Highwire.

### 2. Updating CIS details in Highwire.

- 1. Take the ISINCCY identifier for the fund whose CIS details you need to update and search for it in the **Manual Data Management** section in Highwire.
- 2. To access this, go to Setting -> Manual Data Management -> Securities.

Settings / Manual Data Management / Securities											
Show report											
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- 3. Click the edit button.
- 4. The sections of the security master that you need to update for CIS research are:
  - a. Asset Manual Classification
  - b. CIS
  - c. Country
  - d. Approval
- 5. In **Asset Manual Classification** you need to update the field **Asset Class**, as this relates to the underlying asset class that the fund invests into.
- 6. In **CIS** you need to update the following fields:
  - a. CIS Type
  - b. Redemption Frequency
  - c. Is ETF
  - d. Is\_EU\_UCITS
  - e. Is\_UCITS Equivalent
  - f. Is open ended
  - g. Max Investment in Other CIS
  - h. Is\_UCITS
  - i. Is\_NURS Equivalent
  - j. Is Regulated
- 7. In the section **Country** you need to update the Country of Economic Exposure code.
- 8. Finally in the **Approval** section, you need to include the link to prospectus website you have used to research the CIS.
- 9. All information that these to be populated is information that can be obtained from a fund's prospectus.

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### 3. Highwire Reports

A full breakdown of the CIS invested into held across your portfolios can be found by going to the Unity X module in Highwire and selecting the Holding Analysis module.

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Holdings Analysis	Annet Rak	Counterparty Risk	Chriyit

Within Holding Analysis, select the Funds tab. Within the Funds tab there are two reports that you can review:

- E4.1. Holdings Funds Invested into Summary
- E4.2. Holdings Funds invested into Detail.

#### E4.1. Holdings – Funds invested into Summary.

These reports will provide a high-level overview of the funds invested into across your portfolios.

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#### E4.2. Holdings – Funds invested into Detail.

This report will provide all the relevant information for CIS and closed ended funds invested into across your portfolios.

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