

Fund Prices by Excel Interface

In order to transmit a large number of fund prices, delivery using Excel interface is possible. This work aid shows you how to publish your fund prices in Excel list in 5 steps.

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1. Step: Registration

If you are an investment company or Master-KAG and intend to publish for yourself, please register as "Veröffentlichungspflichtiger". Simply click the checkbox "You want to make a publication or deposit" on the registration form and then choose "an own". Then activate the option "Fund prices". Confirm with "OK".

Make sure that you are registered as 'sender' in order to be able to carry out publications for third parties (here: investment companies). To register as 'sender': On the registration form, click on the box "You want to make a publication or deposit" and then on the radio button "for a third party" (i.e. as custodian, depository bank, agency). Then activate the option "Fund prices". Confirm your entry with "OK". Next, select the registration type appropriate for you.

Then, enter the company address and contact person details. If you wish the password to be sent via fax or SMS, complete the corresponding fields. On the following page, choose a username for your account. Once all details on the data overview are correct, click the button 'Register now'. Your password will be sent to you via the method chosen.

2. Step: Place an order

A publication order is required to publish fund prices using the publication platform. Please contact the publisher for this. You can find a template for an "Agreement on the Publication of Investment Fund Prices in the Federal Gazette and Fondsdata" on the publication platform under "USEFUL INFORMATION – HOW TO – Fund prices".

Contact information

Bundesanzeiger Verlag GmbH
Amsterdamer Str. 192
D - 50735 Cologne

Email: fondsdata@bundesanzeiger.de

As of: May 2019

Phone: +49 (0) 221 / 9 76 68-239

3. Step: Request Excel interface

We provide you with two specially developed Excel tables in order to enable you to create all funds and prices in an Excel list for upload and to maintain your fund database. Please send an email to technik-fondsdata@rt.bundesanzeiger.de so that we can activate your Excel interface and send you your tables.

4. Step: Create excel tables to enter fund prices and maintain your fund database

4.1 Create an excel table to enter fund prices

Complete the Excel table for publishing fund prices with the corresponding details and save as per usual on your hard drive.

IMPORTANT: Please note that ALL entries are formatted as 'text', including dates and numbers. At least the mandatory fields (*) must be completed.

The excel-file must meet the following requirements:

| Excel: price upload | |
|--------------------------------|--|
| Field name | Requirement |
| ISIN* | Twelve characters, only containing upper case and numbers, no spaces, must be transferred exactly to the fund prices Excel file. |
| Currency (ISO)* | Three Latin capital letters. A list of currency abbreviations in accordance with ISO 4217 is available for download on the publication platform under 'work aids & standards -> technical standards -> interfaces'. Entries must be transferred exactly to the fund prices Excel file. |
| Offer price | Number with max. 2 digits after comma respectively point. |
| Bid price* | Number with max. 2 digits after comma respectively point. |
| NAV | Number with max. 2 digits after comma respectively point. |
| Date of pricing* | Date format: yyyy-mm-dd |
| ADDI | Number with max. 4 digits after comma respectively point. |
| ADDI date | Date format: yyyy-mm-dd Date the ADDI was calculated, can deviate from date of pricing and other dates. |
| Equity participation rate | Number with max. 4 digits after comma respectively point. |
| Share of the total fund assets | Number with max. 4 digits after comma respectively point. |

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| | |
|------------------|---|
| Real estate rate | Number with max. 4 digits after comma respectively point. |
|------------------|---|

(Fields with an asterisk (*) are mandatory fields)

4.2 Create an excel table to maintain your fund database

Complete the Excel table to maintain your fund-information with the corresponding details and save as per usual on your hard drive.

IMPORTANT: Please note that ALL entries are formatted as 'text', including dates and numbers. At least the mandatory fields (*) must be completed.

Please also observe that according to our general terms and conditions you are obliged to provide information without delay of any changes. It is sufficient to keep the fund database up to date.

The excel-file must meet the following requirements:

| Excel: maintain fund details | |
|---|---|
| Field name | Requirement |
| ISIN* | Twelve characters, only containing upper case and numbers, no spaces, must be transferred exactly to the fund prices Excel file. |
| Currency* | Three Latin capital letters. A list of currency abbreviations in accordance with ISO 4217 is available for download on the publication platform under 'work aids & standards → technical standards → interfaces'. Entries must be transferred exactly to the fund prices Excel file. |
| Fund name* | 350 characters |
| Fund name - modification date | Date format: yyyy-mm-dd |
| Share class | 350 characters |
| Share class – modification date | Date format: yyyy-mm-dd |
| Umbrella family name | 350 characters |
| Umbrella family name– modification date | Date format: yyyy-mm-dd |
| WKN | Six characters, only containing upper case and numbers, no spaces |
| WKN – modification date | Date format: yyyy-mm-dd |
| Fund name abbreviation | 50 characters |
| Fund name abbreviation– modification date | Date format: yyyy-mm-dd |
| Reference currency | Three Latin capital letters. A list of currency abbreviations in accordance with ISO 4217 is available for download on the publication platform under 'work aids & standards → technical standards → interfaces'. |
| Reference currency– modification date | Date format: yyyy-mm-dd |
| Rate pricing | Number 1, 2, 3 or 4 1 = daily 2 = weekly 3 = every 14 days 4 = monthly |

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| | |
|--|---|
| Rate pricing – modification date | Date format: yyyy-mm-dd |
| Payout currency | Three Latin capital letters. A list of currency abbreviations in accordance with ISO 4217 is available for download on the publication platform under 'work aids & standards → technical standards → interfaces'. |
| Payout currency - modification date | Date format: yyyy-mm-dd |
| Dissolved in | Date format: yyyy-mm-dd |
| Date of inception* | Date format: yyyy-mm-dd |
| End of fiscal year – day* | Date format: dd |
| End of fiscal year – month* | Date format: mm |
| End of fiscal year - modification date | Date format: yyyy-mm-dd |
| Type of revenue* | Number 1 or 2 1 = distributing 2 = accumulating |
| Type of revenue - modification date | Date format: yyyy-mm-dd |
| Inflow/ex-dividend date | Date format: yyyy-mm-dd “Ex-Tag” means “ex-dividend date”. This date belongs to distributing funds. So for a distributing fund, please enter the “ex-dividend date” in the column “Zuflusstermin/Ex-Tag* Inflow/Ex-dividend date”. Zuflusstermin“ means “date of inflow”. This date belongs to accumulating funds. So for an accumulating fund, please enter the inflow-date. |
| Country of origin | ISO 3166 |
| Country of origin - modification date | Date format: yyyy-mm-dd |
| Type of fund* | Whole number between 1 and 12: 1 = Equity 2 = Fixed Income 3 = Allocation 4 = Money market 5 = Property 6 = Guaranteed value 7 = Target value 8 = Life Cycle 9 = Hybrid 10 = Alternative 11 = Other securities funds 12 = ETF |
| Type of fund - modification date | Date format: yyyy-mm-dd |
| Investment focus* | 10.000 characters available. “Anlageschwerpunkt” means “area of investment”. There should be short entries only, like “Global”, “Emerging Markets Europe”, “Alternative Energy” and so on. |
| Investment focus - modification date | Date format: yyyy-mm-dd |
| Subscription fee (%) | Number with max. 4 digits after comma |

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| | |
|--|--|
| | respectively point. |
| Subscription fee (%) - modification date | Date format: yyyy-mm-dd |
| Exchange listing | Number 0 or 1: 1 = yes 0 = no |
| Exchange listing - modification date | Date format: yyyy-mm-dd |
| stock exchange | 350 characters |
| stock exchange - modification date | Date format: yyyy-mm-dd |
| Type of price fixing | Number 1 or 2: 1 = historic pricing 2 = forward pricing |
| Type of price fixing - modification date | Date format: yyyy-mm-dd |
| In accordance with the directive | Number 0 or 1: 1 = yes 0 = no |
| In accordance with the directive - modification date | Date format: yyyy-mm-dd |
| Fund passport available | Number 0 or 1: 1 = yes 0 = no |
| Fund passport available - modification date | Date format: yyyy-mm-dd |
| Distribution closed on | Date format: yyyy-mm-dd |
| Distribution suspended from | Date format: yyyy-mm-dd |
| Distribution suspended until | Date format: yyyy-mm-dd |
| Redemption suspended from | Date format: yyyy-mm-dd |
| Redemption suspended until | Date format: yyyy-mm-dd |
| Fused with other funds | ISIN (see ISIN) |
| Fusing date | Date format: yyyy-mm-dd |
| Investment funds | Number 1, 2, 3, 4, 5, 6 or 7 1 = OGAW 2 = Public-AIF, open 3 = Public-AIF, closed 4 = Special-AIF, open 5 = Special-AIF, closed 6 = Investment funds according to KAGB 7 = no indication |
| Investment funds – modification date | Date format: yyyy-mm-dd |
| No distribution in Germany since | Date format: yyyy-mm-dd |
| No distribution in Germany until | Date format: yyyy-mm-dd |
| ADDI Currency | Three Latin capital letters. A list of currency abbreviations in accordance with ISO 4217 is available for download on the publication platform under 'work aids & standards → technical standards → interfaces'. Entries must be transferred exactly to the fund prices Excel file. |
| ADDI Currency – modification date | Date format: yyyy-mm-dd |

(Fields with an asterisk (*) are mandatory fields)

If you would like to test if your file complies with our technical requirements, simply mail us your file for this purpose to: technik-fondsdata@rt.bundesanzeiger.de. You will soon receive our feedback.

5. Step: Transmit tables

Please note: Before first transmitting the tables, your information regarding the fund must be confirmed. Therefore login on www.publikations-plattform.de with your username and password and choose "MY DATA", then "FUND DATABASE". You will find an overview of your activated funds. Please review your information and amend or complete if necessary. Click on the "B" to confirm your details.

Fund database

For publications in the "Investment asset" or "Basis of tax assessment" areas you can create new funds once to ensure faster order processing.

Please contact the publisher if you wish to publish fund prices.

Create a new fund ▶

For fund price publications there is an investment asset master data Excel import available for you in order to maintain the data.

Excel import ▶

For fund price publications: Please verify and amend the basic fund data once (action "Edit") and then confirm this (action "Confirm"). You may only publish prices when the "B" symbol is no longer displayed in funds.

Filters: Update New Search

Number of entries:

Umbrellaname:

fund name:

ISIN:

| ISIN | Fund name | Share class | Umbrella name | Action |
|--------------|-----------------|---------------|---------------|--------|
| GR1234567899 | 3. Test-Fonds | not specified | not specified | |
| DE3434343434 | 2. Test-Fonds | not specified | not specified | |
| US0987654321 | First Fox Fonds | not specified | not specified | |

Legend: View Edit Confirm Delete

* Required fields

If there is an error-message, this is due to missing mandatory information. Please complete the missing information. In order to do this, please click below on “Cancel”.
You can then update your fund details as described in step 4.

You can also transmit the table to maintain your fund-information under “MY DATA” – FUND DATABASE”. Simply click “Excel import” and upload the table.

Note: Before transmitting the tables, please check all of your entries carefully.

For the transmission of fund prices please login on publikations-plattform.de with your username and password. Click on the button ‘Publish’. Now select the button “Publish” again.

For third parties:

Click the link “Publish fund prices” above your “Customer database”. It is no longer possible to choose a customer from “Customer database” to transmit fund prices.

The screenshot shows a web interface titled "Select customers". Below the title is a section for "Fund prices". The text in this section reads: "If you want to publish fund prices, you cannot select a customer from the database. The classification of your customers is done by entering a single ISIN in the following forms. To do this, please click on the button below." Below this text is a button labeled "Publish fund prices" with a right-pointing arrow. A red arrow from the left points to this button. Below the button is another line of text: "If you want to order a publication for another section please select a customer from the database." Below this is a search filter section with a "Filter:" label, an "Update" button, and a "New search" button. There are three input fields: "Customer number:", "Company name:", and "Mark:". At the bottom, there is a table header with columns: "Customer number:", "Name/company/institution:", "Registration number:", and "Activity:". Each column header has a small double-headed arrow icon below it.

For investment companies:

In the heading “Capital market”, choose “Fund prices” and click “OK”. Review the details and click “Forward”.

In General:

At “Transmission” choose the second option “Excel delivery” and upload your fund prices. It will be detected automatically if you are transmitting a new price or correction. After a successful import the uploaded file will appear below “Loaded file”. If an error occurs during the import process, an error message will be displayed. In this case, please check once more if your table meets all of the above mentioned requirements.

If you still experience problems, please send us the table for examination via email to technik-fondsdata@rt.bundesanzeiger.de. You will then receive feedback.

Area
Order data
Transmission
Pre-view
Date
Invoicing information
Over-view

A) Select a file from your computer*: ? Durchsuchen... Keine Datei ausgewählt.

B) Load the file in the directory stated below*: Load file

Loaded file

| File name | Size | Date | Time | Action |
|---------------------------|------|------|------|--------|
| No file has been uploaded | | | | |

Legend: ✘ Delete

* Required fields

◀ Back
Forward ▶

Please note: After upload and order confirmation there are no more changes possible. If a correction is required please transmit the whole line of your table, empty fields will overwrite earlier entries. It will be detected automatically which prices are to be corrected.

Publication

Fund prices will be published in “Fondsdata” on the fly within 15 minutes from transmission, if the transmission took place on a publication day of the Federal Gazette between 8 AM and 6 PM. Else the publication will take place from 8 am on the next publication day.

For further information please see the document “General aids for the publication of fund prices in the Federal Gazette and Fondsdata” which you will find on <https://publikations-plattform.de> under “work aids & standards” under “work tools → documentations”.