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**AFG/AF2i standard questionnaire**

**COLLECTIVE SCHEME**

**November 2018**

|  |  |
| --- | --- |
| **Fund name** |  |
| **Share class** (if relevant) |  |
| **Management company** |  |
| **Sales contact** |  |
| **Title** |  |
| Email |  |
| Telephone number |  |
| Fax |  |
| Address |  |
| Website |  |

|  |  |
| --- | --- |
| Asset management company delegated financial management (or advisory) |  |

# I – Fund / strategy identity card

1. Fund’s main characteristics:

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset class** |  | **Types of shares** |  |
| **Geographical area / sector** |  | **Legal form** |  |
| **Specific theme** |  | **UCITS**  **or AIF type?** |  |
| **Benchmark index** |  | **Regulator** |  |
| **Inception date** |  | **Centralising agent** |  |
| **Total fund AUM in EUR (specify date)** |  | **Custodian** |  |
| **Total strategy AUM in EUR ( specify date)** |  |  |  |
| **Accounting currency** |  | **Fund administrator** |  |
| **Manager by delegation** |  |  |  |
| **Portfolio manager’s name** |  | **Auditor/CAC** |  |
| **Starting date of managing this fund** |  |  |  |
| **Back-up manager**  (if applicable) |  |  |  |

1. Characteristics of the presented share class(es):

|  |  |  |  |
| --- | --- | --- | --- |
| **Currency** |  | **ISIN**  **of the fund / presented share class** |  |
| **Currency hedging** |  | **Bloomberg ticker [[1]](#footnote-1)**  **of the fund / presented share class** |  |
| **Accumulation / distribution** | C, D, C/D | **GIIN[[2]](#footnote-2) code** |  |
| **Countries where registered for sale** |  | **RIC[[3]](#footnote-3)(Thomson Reuters) code of the presented share class** |  |
| **Available on trading platforms? If yes, which?** |  |  |  |

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| --- | --- |
| *Management fees (at fund closing date indicated in the KIID)* | |
| **Fund closing date indicated in the KIID** |  |
| **Maximum fixed fees** |  |
| **Performance fee?** | Yes/No |
| *Calculation method (High Water Mark, Frequency, ….):* |  |
| **Calculation formula** |  |
| **Ongoing charges** | % |
| **Performance fees** |  |

|  |  |
| --- | --- |
| *Order management* | |
| **NAV** | Daily, etc? |
| **Decimal points** |  |
| **Entry fees** | % |
| **Redemption fees** | % |
| **Subscription method** | Known / unknown NAV |
| **Minimum amount**  **Initial subscription** |  |
| **Minimum amount**  **subsequent subscription** |  |
| **Swing pricing?** |  |
| **Settlement (day)** |  |
| **Cut-off time** | e.g.: D 12.00 midday (CET) at centralising agent |
| **Redemption notice period** |  |

* Are the fund’s transactions subject to turnover fees? If yes, specify the modalities.

1. Management fees

Complete the list of portfolio’s fees according to MIF regulation requirements.

* One-off fees
* On-going charges
* Transaction fees
* Performance fees
* Research fees

Fees are expressed in % and in amount.

|  |  |  |
| --- | --- | --- |
| **Type of fees** | **Fees and expenses** | |
| **One-off fees** | Entry fees acquired to the fund |  |
| Exit fees acquired to the fund |  |
| Real entry fees non acquired to the fund |  |
| Real exit fees non acquired to the fund |  |
| **On-going charges** | Financial management fees |  |
| Administrative fees (Auditor, Custodian, Administrator, Compliance officer, etc.). Specify by item.  For custodian, provide in appendix a detailed fee schedule. |  |
| Indirect fees / cost incurred |  |
| Other costs (benchmark, rating, proxy voting, other data, customised or uncustomised benchmarks etc.) Specify by item |  |
| Rebates received, if allowed |  |
| **Transaction fees** | Explicit fees (brokerage, taxes, currency, etc.) |  |
| Commission A/V (Management company) |  |
| Commission A/V (Custodian) |  |
| Mark-up (New PRIIPS method) |  |
| **Performance related fees** | Specify the method used |  |
| **Research fees** | Who pays? |  |
| **TER (specify if VAT included or excluded)** |  |  |

1. Product governance

Provide fund’s classification according to the five criteria of the product governance defined by MiFID 2 directive.

|  |  |  |  |
| --- | --- | --- | --- |
| **Check or complete cells accordingly.** | | **Field** | **Fund name** |
| Investor type | | Non-professional |  |
| Professional |  |
| Eligible counterparty |  |
| Knowledge and/or experience | | Basic investor |  |
| Informed investor |  |
| Advanced investor |  |
| Ability to bear losses | | No capital loss |  |
| Limited capital loss |  |
| Limit on capital loss |  |
| No capital guarantee |  |
| Loss beyond capital |  |
| Client objectives and needs | Return profile | Preservation |  |
| Growth |  |
| Income |  |
| Hedging (If structured products) |  |
| Option or leverage return profile (if structured products) |  |
| Other (ESG, *solidaire*) |  |
| Investment horizon –Type | Recommended minimum investment period |  |
| Or maturity date |  |
|  | Specific investment need |  |
| Risk tolerance | | SRRI |  |
| SRI |  |
| low/ medium / high (if non fund products) |  |

1. Detailed portfolio’s characteristics:

|  |  |  |  |
| --- | --- | --- | --- |
| **Turnover ratio:**  *(AMF Formula)\** | | **Holdings number in portfolio:** | |
| **N-1** |  |  |  |
| **N-2** |  |  |  |
| **N-3** |  |  |  |

\* AMF calculation formula: [((Bought + sold) – (subscriptions + redemptions)) / fund’s average net assets]

# II - AUM

1. What is the AUM of the fund? Track record. How well does the fund represent the strategy (breakdown of strategy AUM)?
2. Maximum capacity: What is the maximum AUM that you envisage for the fund and/or strategy? Specify the method used to estimate this amount.
3. Present the breakdown of the fund’s AUM by client type. Specify the date.

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| --- | --- |
| **Investor type** | **% AUM** |
| Corporates |  |
| Multi-managers |  |
| Institutions (insurance, pension funds, foundations, associations, sovereign funds) |  |
| Distribution and networks / financial advisors / private and retail banks / platforms |  |
| Others (specify: e.g. internal mandates) |  |

1. What percentage of the fund’s AUM/ Strategy AUM is held by the five largest clients?
2. Specify the amount of subscriptions and redemptions of the fund.

|  |  |  |
| --- | --- | --- |
|  | **Subscriptions** | **Redemptions** |
| **N-1** |  |  |
| **N-2** |  |  |
| **N-3** |  |  |

# III - Fund management team

1. Describe the fund management team and its organisation. Where is the team based?
2. Specify the experience of the management team:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role (lead manager, back-up…)** | **Experience in number of years** | | |
| **In the position** | **In the company** | **In the industry** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Attach relevant CVs (managers involved in the fund management, head of the team, CIO in charge of the strategy/ asset class). Indicate any significant changes that have taken place within the fund management team over the past 5 years.
2. Appraisal and remuneration methods for analysts and fund managers.
3. Present any synergies with other investment teams within the management company.
4. Present the list of portfolios under the responsibilities of the fund manager/fund management team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of funds (UCITS, FIA, mandate, open-ended, dedicated)** | **Portfolio name** | **Strategy type** | **AUM** |
|  |  |  |  |
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# IV – Research

1. Describe the research teams involved in the management of the fund (organisation, experience, responsibilities). Provide CVs for the heads of relevant research and analysis teams.
2. Describe the research process relevant to this fund (evaluation criteria for countries, sectors, securities, implemented analysis methods, tools etc.).
3. Specify the research sources (internal/external) and tools used. Internal research capacity? Investment universe covered by internal research? Use of consultants?
4. Explain the interactions between the research team and fund management team.

# V – Investment process and portfolio construction

1. Present the philosophy, investment style and sources of added value in the management of the fund.
2. Specify the fund’s performance objective.
3. Specify the investment and risk framework of the portfolio.
4. Present the fund’s investment universe along with the instruments used, particularly the use of derivatives (use of leverage, if applicable).
5. Describe the investment process and portfolio construction. According to the fund’s investment process, explain, if applicable:
   * Decision making:
     + The role of any investment committees
     + Analysts’ role and responsibilities
     + Fund manager’s role, responsibility and autonomy
   * The buy and sell discipline (e.g. stop loss)
   * Currency and hedging policy.
   * SRI methodology and ESG considerations
6. Describe the tools and models used. Specify which are internal / external, who are the users, and how they are used (systematically / from time to time).
7. Specify the tools for portfolio and performance analysis.
8. Describe your policy for managing liquidity.
9. Use of securities lending/borrowing, repos/reverse repos: do you use such transactions? If yes, how do you manage collateral and the financial contribution to the fund?
10. Identify any significant changes to the strategy’s investment process over recent years. (changes of benchmark, strategy, process or investment guidelines).
11. Present the fund management’s strengths and competitive advantages.
12. Specify market configurations that would be favourable / unfavourable to the investment style, i.e. configurations under which the fund would outperform / underperform the benchmark.
13. Explain the approach to decision making: role, responsibility, autonomy of the manager and of any investment committees within the asset management company. What decisions are left to the fund managers? to the analysts? to the CIO or other level?

# VI – Trade execution

1. Describe the organisation and systems for order execution and trading (commentated scheme with tools, scope, teams, flows content description).
2. Outline your best execution and fair allocation policies.

# VII – Risk management and control

Monitoring investment constraints

1. How do you ensure pre-trade and post-trade compliance (regarding statutory, regulatory, internal and client guidelines)?
2. Present your escalation procedure.

Monitoring risks associated with the fund

1. Indicate the main risks associated with the fund.
2. Explain risk monitoring (including liquidity risk) and indicators used by:
   * The fund management team;
   * The risk department.
   * Describe the liquidity of the portfolio specifying the methodology applied:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| %  of the portfolio that can be liquidated | Within 1 day | Within 3 days | Within one week | … | … |
|  |  |  |  |  | 100% |

1. Briefly describe the tools used.
2. Specify how often the portfolios are reviewed by the risk managers.
3. Provide details of the interactions between risk managers and portfolio managers (e.g. Risk committee).

# VIII – Fund valuation procedure

1. Name of the administrator.
2. Present main principles of your valuation policy by indicating if possible, price sources, any use of models, and handling of illiquid securities, different valuation methods for instruments held in portfolio (on and off balance sheet).
3. Present the main principles of your liquidity management policy and specify if mechanisms such as gates, swing prices or any other mechanism are used for regulating subscriptions and redemptions in the fund (soft and hard close, back up lines).
4. List of appendices to provide:

* Prospectus of the fund / SICAV and KIID of the fund / presented share class.
* Three last monthly reports of the presented share class.

1. Bloomberg ticker: unique symbol that publicly identifies a security – equity, bond, futures etc.) made of letters and numbers, and specific to Bloomberg news terminals (source: Financedemarche.fr). [↑](#footnote-ref-1)
2. GIIN: « GIIN » or « Global Intermediary Identification Number » is a number assigned by the US tax authorities (within the framework of the FATCA law). [↑](#footnote-ref-2)
3. RIC: Acronym for Reuters Instruments Code. The RIC uniquely identifies every security in the Reuters system. [↑](#footnote-ref-3)