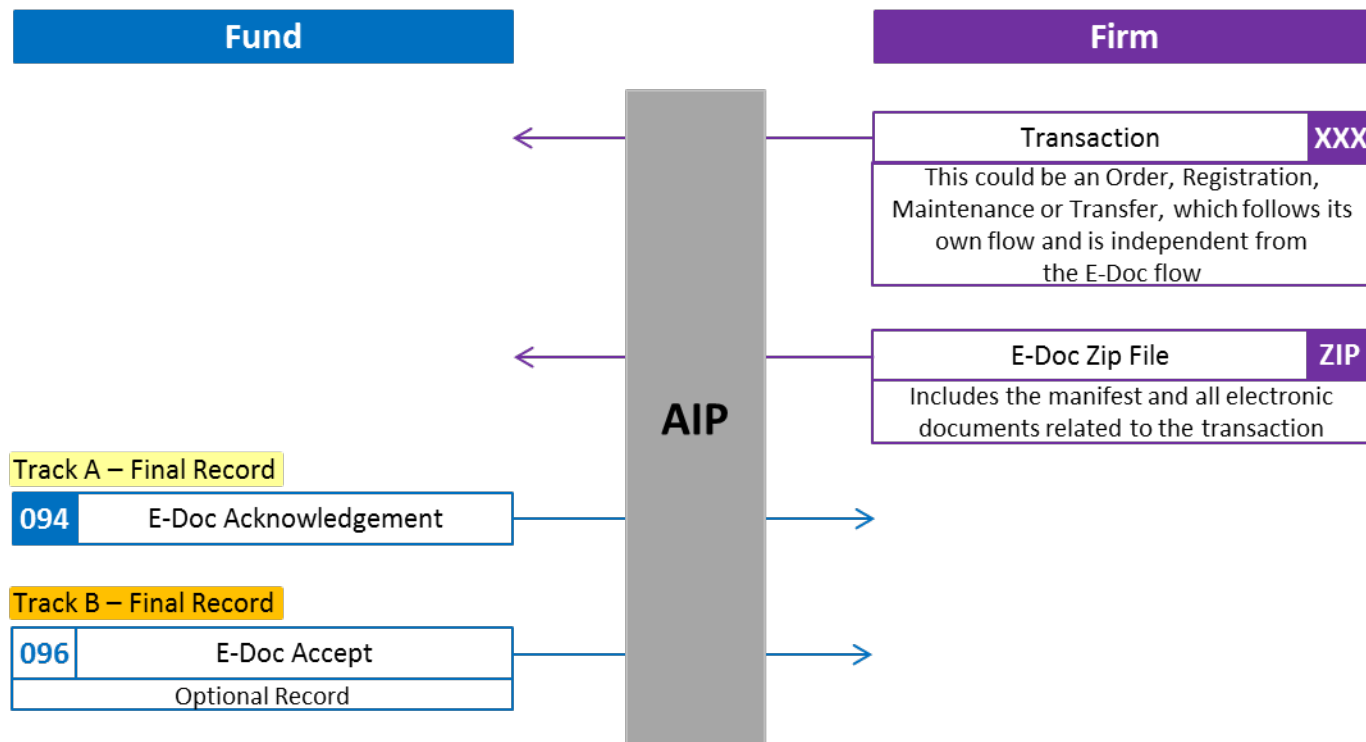


ALTERNATIVE INVESTMENT PRODUCTS TRANSACTION FLOW

ELECTRONIC DOCUMENT FLOW

SUCCESSFUL TRACKS

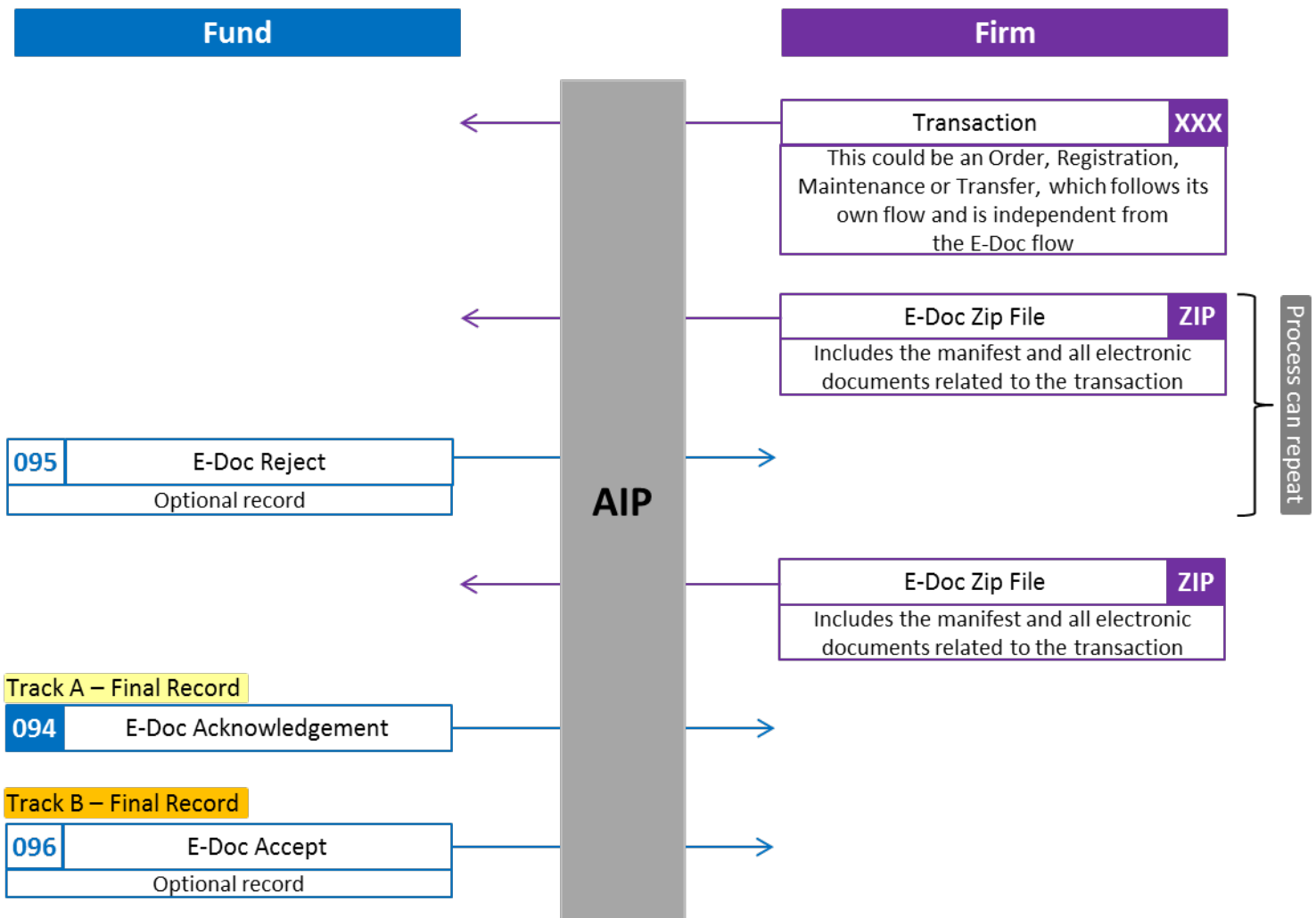


There are two successful 'tracks' for E-Doc statuses

- Track A: The Fund will Acknowledge the E-Doc indicating it was received but will not Accept the E-Doc
 - Only an 094 = E-Doc Acknowledgement record will be sent
- Track B: The Fund will Acknowledge and then Accept the E-Doc
 - The 094 = E-Doc Acknowledgement is required to be submitted before and must be the most recent record for an 096 = E-Doc Accepted by Fund record to be submitted successfully
 - Once an 096 = E-Doc Accepted by Fund record has been submitted successfully, no other E-Doc records will be accepted

ELECTRONIC DOCUMENT FLOW

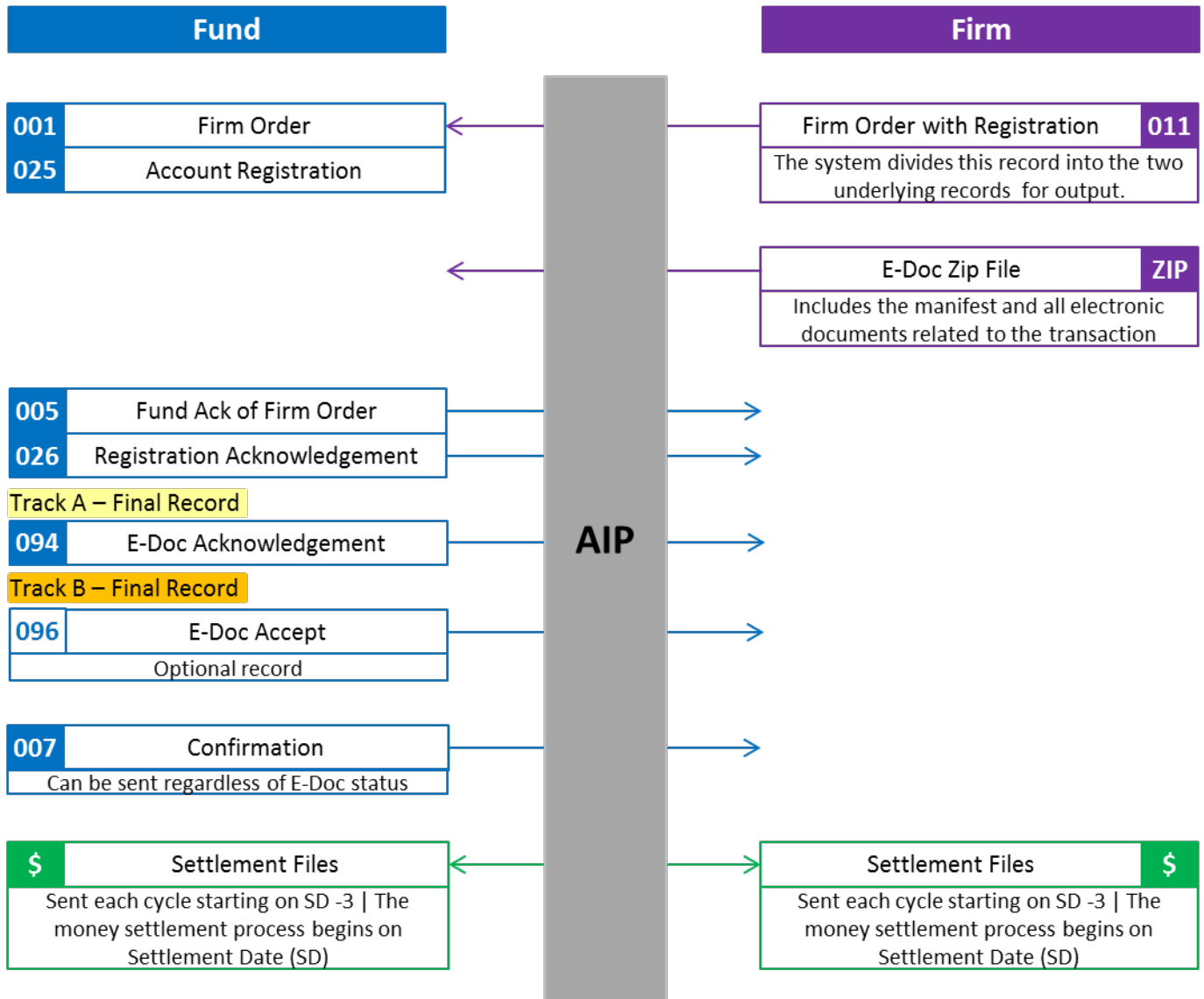
REJECT – RESUBMIT



Note: The 094 = E-Doc Acknowledgement by Fund and 095 = E-Doc Reject by Fund can be submitted in any order and there is no limit on how many times this can occur

ELECTRONIC DOCUMENT FLOW

ORDER WITH REGISTRATION – SUCCESSFUL



Note: Rejects, Corrections and Exits for the transaction related to the E-Doc are all supported as part of the normal transaction flow and are not impacted by E-Doc status

E-DOC DETAILS

Zip File & Manifest

- The Zip file must contain at least two files
 - 1 manifest.mro / manifest.csv
 - 1-5 PDFs and/or TIFs
- The record type for the E-Doc Manifest is 777 with all fields being required
- The file name of the manifest in the Zip file must be: manifest.mro or manifest.csv
 - The file name is not case sensitive
- If 6 or more PDFs/TIFs are included within a Zip file, it will be rejected
- The AIP system will validate the PDFs/TIFs based upon the file extensions only
- The *Number of Documents* field must match the number of documents included within the Zip file excluding the manifest.mro / manifest.csv field
- The *Control Number* is the key that relates the E-Doc(s) to the corresponding transaction along with the *Electronic Document Control Number Identifier*, which indicates the record type the Manifest *Control Number* is related to
 - 1 = Order or Order with Registration
 - 2 = Account Transfer
 - 3 = Account Registration
 - 4 = Account Maintenance
- AIP will validate the *Control Number* on the Manifest matches an 'active' Order or Account Transfer; if it does not match, the E-Doc will be rejected
- AIP will validate the *Control Number* on the Manifest matches an 'acknowledged' Account Registration or Account Maintenance; if it does not match, the E-Doc will be rejected
- For Orders and Account Transfers, the E-Doc Manifest will be 'rejected' if the most recent record is a (007 – Confirmation) or (207 - Confirmation of Account Transfer) and the *Version Number* of the Manifest is greater than 1
- 50MB is the maximum size for the Zip file

E-Doc and Related Transaction Sequence

- The transaction related to the Zip file must be submitted prior to the Zip file, e.g., an Order should be submitted before the Zip file
- Transactions related to the E-Doc, such as an Order, have a status independent of the E-Doc and can complete its lifecycle even if the E-Doc is rejected or was not submitted

Electronic Documentation Records (094, 095 and 096)

- For all Electronic Documentation records, the AIP system must have successfully received a 777 = E-Doc Manifest first
- Funds can send the Electronic Documentation records to AIP in the same file as other records (Orders, Positions, etc.) or in separate files
- Electronic Documentation records will not be accepted if the related:
 - Order or Account Transfer (Process Flow Indicator = 1) transaction is complete in the AIP database
 - Account Registration is rejected
 - (027 – Registration Reject)
 - Account Maintenance is rejected
 - (058 – Maintenance Reject)
 - Account Transfer is rejected
 - (203 – Fund Reject of Account Transfer)
- Once the related transaction (Order or Transfer) is Confirmed or is in its final status (096 – E-Doc Accepted by Fund), the E-Doc cannot be rejected; however, for applicable transactions/statuses, an Exit can be sent for the Order or Transfer and the related E-Doc will no longer be valid

Set-up & Configuration

- The new E-Doc transmission functionality will be supported via ‘mainframe’ only; it is not currently supported via AIW or the AIP Web Platform
- Participants must be set-up at DTCC to allow submission and receipt of E-Docs
 - Both the Firm and Fund must be setup in File Type Blocking Group 3 = Documentation
 - If the E-Doc Zip file is submitted by a Service Bureau, it must also be setup in File Type Blocking Group 3 = Documentation

Files & Schedule

| Name | Production | PSE | Contents | Schedule |
|---|------------|----------|---|--|
| AIP E-Doc Zip Input | 05385 | 45385 | manifest.mro or manifest.csv PDFs and/or TIFs | Can be submitted anytime the AIP system is available |
| AIP E-Doc Zip Output (including Zip rejects back to Fund) | 02532918 | 02982918 | manifest.mro or manifest.csv PDFs and/or TIFs | Follows the regular output processing schedule |
| Electronic Documentation Record Input | 05376 | 45376 | 094 = E-Doc Ack 095 = E-Doc Reject 096 = E-Doc Accept | Can be submitted anytime the AIP system is available |
| Electronic Documentation Record Output | 02530046 | 02980046 | 094 = E-Doc Ack 095 = E-Doc Reject 096 = E-Doc Accept | Follows the regular output processing schedule |

- Each Zip input file must be transmitted separately
- Each Zip output file will be transmitted separately

Cancellation

- Firm or Fund cancellation of the Electronic Document isn't supported – the E-Doc will no longer be valid if the related transaction is cancelled; no notification of E-Doc invalidation will be provided

Settlement, Billing and Reminders

- E-Doc records have no relationship to money settlement – any settlement is driven by the transaction related to the E-Doc and can settle regardless of the E-Doc status
- There are no reminders for E-Doc records
- There is no cost for E-Doc records – billing is only invoiced for the transaction related to the E-Doc