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| <b>A#:</b>        | <b>8575</b>  |
| <b>P&amp;S:</b>   | <b>8150</b>  |
| <b>Date:</b>      | <b>June 26, 2018 – Revision October 4, 2018</b>  |
| <b>To:</b>        | <b>ALL AIP MEMBERS</b>   |
| <b>From:</b>      | <b>WEALTH MANAGEMENT SERVICES – ALTERNATIVE INVESTMENT PRODUCT SERVICES</b>                                      |
| <b>Attention:</b> | <b>ALTERNATIVE INVESTMENT RELATIONS<br/>ALTERNATIVE INVESTMENT OPERATIONS<br/>ALTERNATIVE INVESTMENT CUSTODY</b> |
| <b>Subject:</b>   | <b>AIP ELECTRONIC DOCUMENTATION FUNCTIONALITY &amp; ADDITIONAL INDUSTRY ENHANCEMENTS - 2018</b>                  |

Effective **Friday, November 16, 2018** National Securities Clearing Corporation (NSCC) will implement enhancements to the Alternative Investment Product Services (“AIP”) into Production. AIP is scheduled to migrate the new coding and fields into Production on Thursday, November 15, 2018 **after** the 7:00pm (ET) End of Day Processing Cycle.

AIP will provide the ability to transmit subscription documents that are associated with electronic Orders. This functionality will assist in the adoption of the AIP application, which will enable the transmission of underlying documents to support Order Processing for individual investors. A zip file will contain the documentation along with a ‘manifest’ that associates the documents to the control number of the transaction. The Electronic document functionality will also be used to support Account Transfers, Account Registrations and Account Maintenance via AIP.

Based upon the feedback from the Redemption Subcommittee Group, AIP will be enhancing the Partial Redemption functionality to allow either the ‘Money Amount’ or ‘Share Quantity’ field to be populated on the Order.

Below is a comprehensive description of the enhancements that will be incorporated in both PSE Releases. There was a Security General Profile requirement that was omitted from the September 13, 2018 migration in PSE, therefore AIP will migrate this requirement on October 4, 2018 after the 7pm (ET) EOD cycle.

The AIP Industry Enhancement Document and Data Dictionary 16.0 will be updated to reflect the new requirement in the Security General Profile and the E-Doc Manifest Section. The revised document will be posted to the AIP website on Wednesday, October 3<sup>rd</sup>, 2018. A link will be provided to the Updated Industry Enhancement Document and Data Dictionary 16.0 that will include a ‘revision tab’ that outlines all changes that were added **after** the original PSE migration of September 13, 2018.

**1<sup>st</sup> revision dated October 4, 2018. The following relevant revisions are highlighted in green. Please see the updated AIP Industry Document that was revised on October 4, 2018 for details.**

Non-Confidential

## AIP Enhancement Summary

(Mainframe, Web and Portal Users)

### 1. Security General Enhancements

- Relax field and allow the Fund to update the following fields
    - Security Identifier
    - Share Class
  - Change condition on the Percent of POP 1-10 from 'optional conditional' to 'optional'
    - Percent of POP 1-10
  - Add new field names and values to an 'optional' field
    - Qualified Plan Initial Minimum
    - This field should be 16 bytes in length
    - This field are optional
    - 99999999999999.99
  - Add new field names and values to an 'optional' field
    - Qualified Plan Subsequent Minimum
    - This field should be 16 bytes in length
    - This field are optional
    - 99999999999999.99
  - Rename and add a new value and description to the existing Fund Status Indicator field
    - 1 = Closed Fund will be renamed to reflect
      - 1 = Frozen Fund
- Add new value and description to the existing Fund Status Indicator field
- 2 = Inactive Fund

The group has clearly defined each value, therefore DTCC will accept and/or reject the records based upon the values transmitted.

0 = Active Fund is defined as allowing all record types into this fund

1 = Frozen fund is defined as this fund status should only be used before a fund liquidation

- Transfer re-registrations and Account Maintenances will not be accepted into this fund
- Post Trade Reporting records will still be accepted into this fund
  - 052 – Position
  - 050 – Activity & Distribution
  - 060 - Valuation

2 = Inactive Fund is defined as the fund is liquidated, merged or shut down with no investors

- No record types will be accepted

- Rename the existing 'Closed Fund Disposition Indicator' field and add a new value and description
  - Closed Fund Disposition Indicator will be rename to reflect
    - Inactive Fund Disposition Indicator

Add new value and description to the renamed Inactive Fund Disposition Indicator field

- 2 = Insolvent

**New Requirement Added For the Inactive Fund Disposition Indicator**

- **Existing Validation Rule** – Required if the Fund Status Indicator = 1 – Frozen Fund
- **New Validation Rule** – Required if the Fund Status Indicator = 2 – Inactive Fund

- Add new E-Doc field, values and descriptions to an existing 'filler' space
  - Electronic Document Subscription/Purchase Indicator
    - 0 = No
    - 1 = Yes
  
  - Subscription/Purchase Document Format Indicator
    - 1 = Original
    - 2 = Copy
    - Optional Conditional Field
    - Required if Electronic Document Subscription/Purchase Indicator is (0 = No)
  
  - Electronic Document Redemption/Tender Indicator
    - 0 = No
    - 1 = Yes
  
  - Redemption/Tender Document Format Indicator
    - 1 = Original
    - 2 = Copy
    - Optional Conditional Field
    - Required if Electronic Document Redemption/Tender Indicator is (0 = No)
  
  - Electronic Document Transfer Indicator
    - 0 = No
    - 1 = Yes
  
  - Transfer Document Format Indicator
    - 1 = Original
    - 2 = Copy
    - Optional Conditional Field
    - Required if Electronic Document Transfer Indicator is (0 = No)
  
  - Electronic Document Account Registration Indicator
    - 0 = No
    - 1 = Yes

- Account Registration Document Format Indicator
  - 1 = Original
  - 2 = Copy
  - Optional Conditional Field
  - Required if Electronic Document Account Registration Indicator is (0 = No)
  
- Electronic Document Account Maintenance Indicator
  - 0 = No
  - 1 = Yes
  
- Account Maintenance Document Format Indicator
  - 1 = Original
  - 2 = Copy
  - Optional Conditional Field
  - Required if Electronic Document Account Maintenance Indicator is (0 = No)

## 2. Electronic Documentation Acknowledgement/Rejected By Fund/Accepted By Fund

### The following changes will be made on the existing Documentation Record

- 090 – Firm Documentation – Will be removed from record type
- 091 – Documentation Acknowledgement by Firm – Will be removed from record type
- 092 – Documentation Reject by Firm – Will be removed from record type
- 093 –Fund Documentation - Will be removed from record type
- Originator Type B = Broker – Will be removed from record
- Documentation Description - Will be removed from record
  - Changed to 'Filler'
- Documentation Acceptance Status - Will be removed from record
- Rename and Add new value and description to the renamed new Fund Reject Indicator
  - Existing Field – Fund/Firm Reject Indicator
    - Optional Conditional field
    - Required for Record Type = 092 or 095
      - 1 = Rejected by Firm/Fund
  - New Field – Fund Reject Indicator
    - Optional Conditional field
    - Required for Record Type = 095
      - 1 = Rejected by Fund
      - 2 = Rejected by Fund Reject Description
      - 3 = Rejected by Fund AND Fund Reject Description
- Rename and Add new value and description to the renamed new Fund Reject Reason Code 1
  - Existing Field – Fund/Firm Reject Reason Code 1
    - Optional Conditional field
    - Required for Record Type = 092 or 095
  - New Field – Fund Reject Reason Code 1
    - Optional Conditional field
    - Required for Record Type = 095, if Fund Reject Indicator is the following:
      - 1 = Rejected by Fund
      - 3 = Rejected by Fund AND Fund Reject Description

- Rename and Add new value and description to the renamed new Fund Reject Reason Code 2-4
  - Existing Field – Fund/Firm Reject Reason Code 2-4
    - Optional field
  - New Field – Fund Reject Reason Code 2-4
    - Optional field
  
- Add a 50 byte ‘filler’ space for future usage towards the bottom of the record
  
- Add a new Fund Reject Description Free Form Text Field
  - Optional Conditional Field
  - Required for Record Type = 095, if Fund Reject Indicator is the following:
    - 2 = Rejected by Fund Reject Description
    - 3 = Rejected by Fund AND Fund Reject Description
  - The Fund Reject Description Free Form Text Field will be separated by a pipe sign (|) to identify where the next line should start. EXAMPLE: Signature is Missing on Page 75|No Selling Agreement On File|Fund Account Number Not Found
  - Special Characters are allowed
  
- Rename the existing ‘Documentation Record Types’
  - 094 - Documentation Acknowledgement by Fund will be rename to reflect
    - 094 – Electronic Documentation Acknowledgement by Fund
  
- Rename the existing ‘Documentation Record Types’
  - 095 - Documentation Acknowledgement by Fund will be rename to reflect
    - 095 – Electronic Documentation Rejected by Fund
  
- Rename the existing ‘Documentation Record Types’
  - 096 - Documentation Accepted by Fund will be rename to reflect
    - 096– Electronic Documentation Accepted by Fund
  
- Rename and Add new value and description to the renamed Initial Documentation Status Indicator
  - Existing Description - 1 = Attached (via Paper Flow)
    - Renamed : 1 = Document Sent Via AIP
  - Existing Description - 2 = Not Attached
    - Renamed: 2 = Document Not Sent
  - Add New Description and Value - 3 = Document Sent Outside AIP

### 3. Order Enhancements

- Rename the existing 'Documentation Status Indicator' field and add a new value and description
  - Documentation Status Indicator will be rename to reflect
    - Initial Documentation Status Indicator
- Rename and Add new value and description to the renamed Initial Documentation Status Indicator
  - Existing Description - 1 = Attached (via Paper Flow)
    - Renamed : 1 = Document Sent Via AIP
  - Existing Description - 2 = Not Attached
    - Renamed: 2 = Document Not Sent
  - Add New Description and Value - 3 = Document Sent Outside AIP
  
- Relax the validation edit on the existing 'Money Amount' field
  - Existing Validation Rule – Transaction Code (03) – Partial Redemption Request is NOT allowed
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request is allowed, if the Share Quantity field is NOT provided
  - If both the Money Amount and Share Quantity fields are provided, AIP will reject the Order
  
- Relax the validation edit on the existing 'Share Quantity' field
  - Existing Validation Rule – Required for Transaction Code (03) – Partial Redemption
  - Existing Validation Rule - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request will become required, if the Money Amount field is NOT Provided
  - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  - If both the Share Quantity and Money Amount fields are provided, AIP will reject the Order

## 4. Order w/Registration Enhancements

- Rename the existing 'Documentation Status Indicator' field and add a new value and description
  - Documentation Status Indicator will be rename to reflect
    - Initial Documentation Status Indicator
- Rename and Add new value and description to the renamed Initial Documentation Status Indicator
  - Existing Description - 1 = Attached (via Paper Flow)
    - Renamed : 1 = Document Sent Via AIP
  - Existing Description - 2 = Not Attached
    - Renamed: 2 = Document Not Sent
  - Add New Description and Value - 3 = Document Sent Outside AIP
- Relax the validation edit on the existing 'Money Amount' field
  - Existing Validation Rule – Transaction Code (03) – Partial Redemption Request is NOT allowed
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request is allowed, if the Share Quantity field is NOT provided
  - If both the Money Amount and Share Quantity fields are provided, AIP will reject the Order
- Relax the validation edit on the existing 'Share Quantity' field
  - Existing Validation Rule – Required for Transaction Code (03) – Partial Redemption
  - Existing Validation Rule - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request will become required, if the Money Amount field is NOT Provided
  - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  - If both the Share Quantity and Money Amount fields are provided, AIP will reject the Order



## 5. Order Confirmation/Correction Enhancements

- Relax the validation edit on the existing 'Money Amount' field
  - Existing Validation Rule – Transaction Code (03) – Partial Redemption Request is NOT allowed
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request is allowed, if the Share Quantity field is NOT provided
  - If both the Money Amount and Share Quantity fields are provided, AIP will reject the Order
- Relax the validation edit on the existing 'Share Quantity' field
  - Existing Validation Rule – Required for Transaction Code (03) – Partial Redemption
  - Existing Validation Rule - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  - New Validation Rule – Transaction Code (03) – Partial Redemption Request will become required, if the Money Amount field is NOT Provided
  - Zeros are not allowed for Transaction Code (03 – Partial Redemption Request)
  - If both the Share Quantity and Money Amount fields are provided, AIP will reject the Order

## 6. Order Acknowledgment/Reject/Exit Enhancements

- Change the existing 'Documentation Status Indicator' field to 'filler'

## 7. Account Registration/Maintenance Enhancements

- Rename the existing 'Documentation Status Indicator' field and add a new value and description
    - Documentation Status Indicator will be rename to reflect
      - Initial Documentation Status Indicator
- Rename and Add new value and description to the renamed Initial Documentation Status Indicator
- Existing Description - 1 = Attached (via Paper Flow)
    - Renamed : 1 = Document Sent Via AIP
  - Existing Description - 2 = Not Attached
    - Renamed: 2 = Document Not Sent
  - Add New Description and Value - 3 = Document Sent Outside AIP

## 8. Account Registration-Maintenance Acknowledgement-Rejects/Activity

### Acknowledgement-Rejects

- Change the existing 'Documentation Status Indicator' field to 'filler'

## 9. Payment Record

- Change the existing 'Settlement Date' field to 'filler'
- Rename the existing 'Documentation Status Indicator' field and add a new value and description
  - Documentation Status Indicator will be rename to reflect

- Initial Documentation Status Indicator

Rename and Add new value and description to the renamed Initial Documentation Status Indicator

- Existing Description - 1 = Attached (via Paper Flow)
  - Renamed : 1 = Document Sent Via AIP
- Existing Description - 2 = Not Attached
  - Renamed: 2 = Document Not Sent
- Add New Description and Value - 3 = Document Sent Outside AIP

## 10. Payment Acknowledgement Record

- Change the existing 'Settlement Date' field to 'filler'
- Rename the existing 'Documentation Status Indicator' field and add a new value and description
  - Documentation Status Indicator will be rename to reflect

- Initial Documentation Status Indicator

Rename and Add new value and description to the renamed Initial Documentation Status Indicator

- Existing Description - 1 = Attached (via Paper Flow)
  - Renamed : 1 = Document Sent Via AIP
- Existing Description - 2 = Not Attached
  - Renamed: 2 = Document Not Sent
- Add New Description and Value - 3 = Document Sent Outside AIP

## 11. Electronic Document Manifest Record – NEW

The new manifest must be included in the zip file with the E-Docs its related and an existing control number must be in our AIP database.

- Add new E-Doc Manifest fields, values and descriptions
  - Record Length
  - Originator Type
  - Firm Number
  - Fund Number
  - Record Type
  - Control Number
  - Version Number
  - Reject Remediation
  - Number of Documents
  - NSCC Reject Indicator
  - NSCC Reject Reason Code 1
  - NSCC Reject Reason Code 2
  - NSCC Reject Reason Code 3
  - NSCC Reject Reason Code 4

**Please Note:** Below are the new DataTrak & AutoRoute ID's that was created for the Electronic Documentation functionality transmitted through mainframe

### DataTrak / AutoRoute Numbers

#### Datatrak:

| Description         | Production ID | User Test (PSE) ID |
|---------------------|---------------|--------------------|
| AIP E-Doc Zip Input | 05385         | 45385              |

#### AutoRoute:

| Description      | Production ID | User Test (PSE) ID |
|------------------|---------------|--------------------|
| AIP E-Doc Output | 02532918      | 02982918           |

## 12. Valuation Enhancements

- Funds Will Have the Ability to Report Up To 3 Values And Valuation Methods
- Existing Effective Date field will become Filler
- Existing Reporting Currency NAV field will become Filler
- Add New Value Correction Indicator; will be Optional (position 182) with an indicators of Space = No Value Correction/Original Value or 1 = Value Correction
- Valuation Method will be renamed to Primary Valuation Method
- Add new Primary Value field will be required
- Add new Primary Value Effective Date will be required
- Add new Secondary Valuation Method field. This field will be Optional Conditional, however it will become required if Secondary Value field is populated - Otherwise this field is not allowed
- Add new Secondary Value field. This field will be Optional Conditional, however it will become Optional if Primary Value is populated - Otherwise this field is not allowed
- Add new Secondary Value Effective Date field. This field will be Optional Conditional, however it will become required if Secondary Value field is populated.
- Add new Tertiary Valuation Method field. This field will be Optional Conditional, however it will become required if Tertiary Value field is populated – Otherwise this field is not allowed
- Add new Tertiary Value field. This field will be Optional Conditional, however it will become required if Secondary Value field is populated - Otherwise this field is not allowed
- Add new Tertiary Value Effective Date field. This field will be Optional Conditional, however it will become required if Tertiary Value field is populated – Otherwise this field is not allowed
- Rename the existing Valuation Method from 'Public Offering Price' to the following:
  - 07 = Commission Based POP
- Rename the existing Valuation Method from 'N/A' to the following:
  - 08 = Fee Based POP

### 13. AIP Daily Count Report Enhancements

#### New Functionality to the support a Date Range Calendar

Request to add new functionality to the AIP Daily Record Count Report, so that it includes a date range calendar, rather than selecting a particular day. The Report should reflect the details of all the days selected on the report.

#### Existing AIP Daily Count Report

**Alternative Investment Products** DTCC

Logout

AIP Menu > AIP Daily Record Count Report

### AIP Daily Record Count Report

Participant Number \* All  Process Date 06/08/2017

https://portal.dtcc.or...

June  2017

| Sun | Mon | Tue | Wed | Thr | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

**AIP Daily Record Count Report** – A Report that captures both side of the transaction count for the (Submitter and Recipient). This report will help reconcile the participant’s monthly billing invoice to ensure they are being billed for each transaction correctly.

All members can have access to this report for their organization via their designated Super Access Coordinator.

**EXAMPLE**

- 00009921 – Fund - Test
- 00009920 – Broker - Test

AIP Menu > AIP Daily Record Count Report

**AIP Daily Record Count Report**

Participant Number \*  Process Date

**AIP Daily Record Count Report**

---

Participant Number : 00009919 Participant Name : AIP TEST-DST/REIT  
Total : 4

4 rows found, displaying all rows.

| Record Type               | Total Transactions |
|---------------------------|--------------------|
| 060-Valuation             | 1                  |
| 061-Security General      | 1                  |
| 062-Security Announcement | 1                  |
| 063-Security Contact      | 1                  |

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Participant Number : 00009920 Participant Name : TEST REIT  
Total : 4

4 rows found, displaying all rows.

| Record Type               | Total Transactions |
|---------------------------|--------------------|
| 060-Valuation             | 1                  |
| 061-Security General      | 1                  |
| 062-Security Announcement | 1                  |
| 063-Security Contact      | 1                  |

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Participant Number : 00009921 Participant Name : TEST LLC  
Total : 11

4 rows found, displaying all rows.

| Record Type               | Total Transactions |
|---------------------------|--------------------|
| 060-Valuation             | 2                  |
| 061-Security General      | 3                  |
| 062-Security Announcement | 3                  |
| 063-Security Contact      | 3                  |

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## **14. AIP Web Platform (AIU) Enhancements**

### **AIP Web Platform Enhancement**

Currently the funds are unable to create future dated Security Announcements for different offering periods via the web. AIP will be enhanced to allow the Funds to update a 'future dated' Security Announcement, via the AIU Participant Web Screens.

## **Testing**

Effective Friday, **October 5, 2018** participants can begin testing these AIP Enhancements in the first AIP cycle of the day at 9:00am (ET).

**Participants are encouraged to test and must contact AIP Product Management before testing begins for proper setup in the PSE region. AIP Product Management should be contacted at least three (3) days prior to testing.**

## **Documentation**

The updated AIP Industry Document & Data Dictionary 16.0 (Record Layouts) will be available on October 3, 2018 on DTCC's Wealth Management Services website located under the PSE Enhancements Section of the AIP website <http://www.dtcc.com/aip>. In addition, all impacted records, fields and values are highlighted in 'red' in Data Dictionary 16.0 for your review.

The record and field format information provided within this Important Notice is for informational purposes only and does not constitute the final Record Layouts. NSCC reserves the right to make additional changes to the Record Layouts prior to implementation.

Questions and comments regarding this Important Notice may be directed to Michelle McLean at 212-855-2443.

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