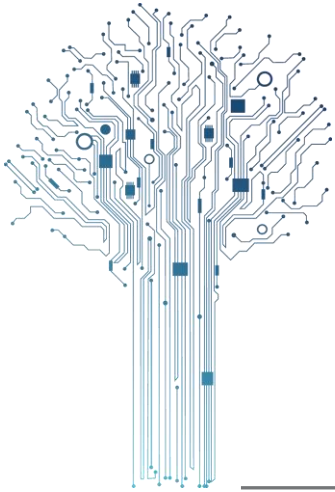




INTERNATIONAL FINANCIAL
DATA SERVICES

Important Changes To DOLR

Effective from 14 June 2016

At IFDS, protecting client data is of the utmost importance to us. Through DistributorOnline Reporting (DOLR), IFDS provides a secure location for you to download key data, essential to your operational activities.

In recent months you may have seen the deployment of additional controls and requirements for the DOLR linking process. This is part of our ongoing drive to reduce the risks associated when providing client data through this reporting medium.

We are now taking another important step to protect this data; specifically data pertaining to retail/private clients.

Important changes to DOLR

Changes explained

DOLR is a tool designed to provide timely reporting on Nominee and aggregated positions. We appreciate that occasionally (acting in the capacity of Agent) and on an exceptional basis, you may also be linked to retail client accounts and see those positions through DOLR. It is those positions that are impacted by this change.

With effect from 14 June 2016 we will be masking the content of specific fields for any accounts that are registered in the name of retail/private clients. The accounts will continue to report in DOLR meaning you will be able to identify the client from their Unitholder ID (as today). The change being made is to remove excessive personal data to ensure that the controls around access and processing of personal data are strengthened going forward.

Note:

- No DOLR fields will be removed or added
- The format and order of columns will not be changing
- This development will mask the content of specific cells only
- Only entries relating to retail/private clients will be masked
- If you have no retail/private clients linked to your recipient today, you will be unaffected by this change

Important changes to DOLR

Data fields impacted

Fields within DOLR reports are static and the list below confirms the fields where data will be masked if the entry pertains to a retail/private client (including some that will not change):

Fields to replace or mask	Explanation	Example content today	Data masking result
Unitholder Name	Entry will be replaced with 'Retail Client'	Mr I. FDS	Retail Client
2nd Unit holder name	Entry will be replaced with 'Retail Client'	Ann Example	Retail Client
National Insurance Number	Entry will be replaced with a blank	XX999999X	
Date of Birth	Entry will be replaced with a blank	01/01/01	
First Line of Address	Entry will be replaced with a blank	IFDS House	
Post Code	Entry will be replaced with a blank	SS15 5FS	
Fields that will continue to report (no change)	Explanation	Example content today	Data masking result
Transferors Name	No change	Ann Example	Ann Example
Transferor Postcode	No change	SS15 5FS	SS15 5FS
Transferee Name	No change	Mr I. FDS	Mr I. FDS
Transferee Postcode	No change	CM1 1WB	CM1 1WB
Transferee 2nd Joint Holder Name	No change	Ann Example	Ann Example

Important changes to DOLR

Action required

You do not need to take any action, these changes will be made on 14 June 2016 and reflect in your reports (if you are impacted).

If you wish to remove/de-link any retail/private clients ahead of this change, please contact DOLRreporting@ifdsgroup.co.uk with details of your recipient ID and the agent code under which the client is linked.

Should you have any questions relating to these changes, please contact DCSnotifications@ifdsgroup.co.uk.