

## MAIN ACCOUNT TEMPLATE

## ACCOUNT LEVEL TEMPLATE v.1.0.

1. ACCOUNT INFORMATION				
Client name	Portfolio identifier			
Average value of client holding	Period of report	Start:	End:	
Portfolio issuer name	Currency of report			
Portfolio name / share class				

## 2. PORTFOLIO INVESTMENT ACTIVITY

	Total	%	Listed equities	Debt instruments	Pooled funds	Exchange traded derivatives	OTC derivatives	FX contracts	Cash instruments	Physical assets	Private markets	Other instruments
Start asset value												
End asset value												
Purchases												
Sales												
Inflows												
Outflows												

3. PORTFOLIO TRANSA	CTION COSTS					
Explicit transaction costs						
Transaction taxes						
Broker commissions						
Transaction related services						
Other explicit costs						
3.2 Implicit transaction costs						
3.3 Indirect transaction costs						
3.4 Less: Anti- dilution offset						
Total transaction costs						

4. ONGOING CHARGES	
4.1 Fund and investment management	
Invoiced fees (inc.VAT)	
Fees and charges paid through NAV	
Investment advisers fees paid through NAV	
Payments for research (RPA) through NAV	
Less management fee rebates	
Indirect fees and charges	
4.2 Administration	
Investment administration	
Custody / depository fees	
Payments for research (RPA)	
Collateral management fees	
Facility fees e.g. prime brokerage	
Other administration charges	
4.3 Governance, regulation and compliance	
Audit costs	
Legal and professional fees	
Engagement and voting fees	
Performance measurement	
Risk monitoring	
Tax advice and structuring costs	
Other governance and compliance charges	
4.4 Distribution, communications and client service	
Distribution costs	
Communication material	
Other distribution charges	
Total ongoing charges figure	
5. INCIDENTAL COSTS	
Performance fees invoiced	
Performance fees paid through NAV	
Carried interest charged	
Total incident costs	

5. LENDING AND BORROWING COSTS						
Stock lending fees not retained (see below)						
Stock borrowing fees						
Interest on borrowing						
Borrowing and arrangement fees						
Total lending and borrowing costs						

7. PROPERTY EXPENSES		
Property management fees		
Property leasing costs		
Property maintenance and repairs		
Property utilities and service charges		
Property void costs		
Property insurance costs		
Property valuation fees		
Property failed transaction costs		
Indirect property expenses		
Other property expenses		
Total property expenses		

8. ONE-OFF COSTS		
Entry costs		
Exit costs		
Client FX costs		
Total one-off costs		

PERFORMANCE INFORMATION
GROSS RETURN (%)
NET RETURN (%)

10. STOCK LENDING		
Value of stock on loan		
Total stock lending revenue		
Revenue retained by portfolio		
Revenue paid to custodian		
Revenue paid to manager		
Revenue paid to lending agent		

## SPACE FOR NOTES

TRANSACTION COSTS	PERFORMANCE FEES	PERFORMANCE INFORMATION	GENERAL NOTES

This document is an open-source tool which is free to download and use. The content has been carefully developed and tested with industry experts, but it does not constitute advice. The CTI accepts no liability for the document or its contents.