Guide for providing managed fund data on the Disclose Register
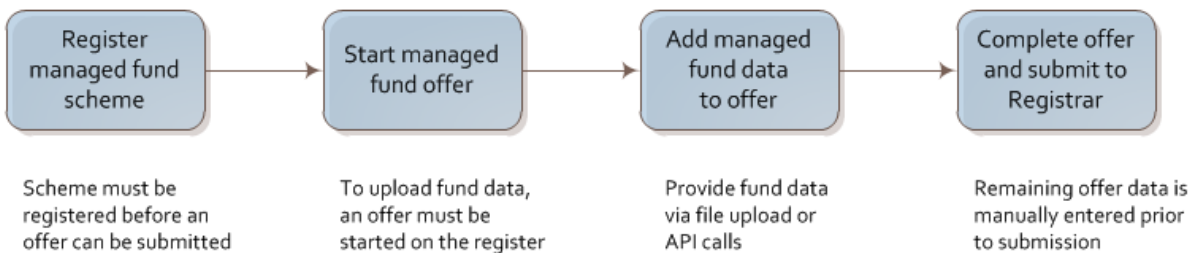
February 2019 v1.3

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1. Introduction

The Financial Markets Conduct Act 2013 (FMC Act) and Financial Markets Conduct Regulations 2014 (FMC Regs) aim to promote the confident and informed participation of businesses, investors, and consumers in the financial markets, and to facilitate the development of fair, efficient, and transparent financial markets.

The FMC Regs require fund managers to produce quarterly fund updates (and annual fund updates for managed fund offers in a restricted scheme).

This guide is for managers of managed funds and clarifies how fund data should be prepared and uploaded to the Disclose Register.   It outlines the options for delivery of data, file formats and data requirements.

High-level process for registering managed fund offers

Register managed fund scheme	Start managed fund offer	Add managed fund data to offer	Complete offer and submit to Registrar
Scheme must be registered before an offer can be submitted	To upload fund data, an offer must be started on the register	Provide fund data via file upload or API calls	Remaining offer data is manually entered prior to submission

Contact the Disclose Register team

If you have any questions about the processes outlined in this guide, please contact the Disclose Register team:

- Phone **0508 377 746** (international callers **+64 3 962 6162)**
- Email **info.disclose@companies.govt.nz**

Contact Financial Markets Authority

If you have any questions about interpretation of the FMC Regs, please contact the Financial Markets Authority:

- Website **www.fma.govt.nz**
- Phone **0800 434 567**

2. Options for providing managed fund data

There are two ways to provide managed fund data at registration and for regular compliance events:

Uploading data into the register

Data is uploaded per fund into the Disclose Register using standard templates. The general funds data is populated into fields, and the fund returns and full portfolio holdings files are displayed as uploaded documents.

Using Application Programming Interfaces (APIs) (web services)

Application Programming Interfaces (APIs) (web services) are technical interfaces that allow your system to talk directly to the Disclose Register and send and retrieve information automatically.

If you're interested in using APIs, please visit API Explorer for information including help and support.

Download managed fund data templates from the Disclose Register website

3. Data formatting requirements

There are three templates for your managed fund data. We provide the templates in either CSV or Excel (XLSX) formats.

The templates are:

1. General fund data template (containing data required under cls 53(1)(a) to (i) Sch 4 FMC Regs)
   [XLSX 40KB] or [CSV 4KB]
2. Fund return data template (containing data required under cl 53(1)(k) Sch 4 FMC Regs).
   [XLSX 141KB] or [CSV 1KB]
3. Full portfolio holdings data template (containing data required under cl 53(1)(j) Sch 4 FMC Regs).
   [XLSX 197KB] or [CSV 1KB]

Important:

The format and version of your CSV or XLSX data file must match exactly the templates on our website, and your data must comply with certain data rules as defined in section 4. If you enter data that isn't compliant, or alter the template in any way, you'll get validation errors when you try to upload the template.

Using the templates:

You can:	You can't:
Extend the number of decimal points from 2 to 4 for these fields if you wish: • Actual investment mix %. • Top ten investments - % of fund net assets. • Full portfolio holdings – % of fund net assets. • Weekly fund returns %.	• Delete unused cells or rows. • Add cells, columns or rows. • Add additional tabs to the templates. • Reconfigure the order of information in the templates.
Add notes outside the defined cells. Notes won't be transposed into the register for the general funds template.	Add commas to *Number of investors*. The register will format with commas.
	Remove defaulted currency code (NZD) even when not providing a fund value.

General data conventions:

Data types	Description
Dollar values	Enter data as a number without a dollar sign – e.g. enter 10.00 not $10.
Percentages	Enter data as percentage – e.g. if the required value is 5.00% enter 5.0 rather than 0.05. For percentage values less than 1%, ensure you provide a leading zero before the decimal e.g. enter '0.1' rather than '.1'
5-year returns	For funds younger than five years, the 5-year return data should be submitted as NULL not 0.00%
Country code	This must conform to ISO country code standard ISO 3166-1 alpha2.
Currency code	This must conform to ISO currency code standard ISO 4217.
Maori macrons	Māori macrons can't be saved in a CSV file. Anyone wanting to specifically use macrons will need to import from an XLSX file, otherwise use standard letters in your CSV file.

Other help available on the Disclose Register website

- Refer to the Key Legislative References guide for more information about the register entry fields for managed funds and the key legislative references relating to those fields.

4. Description of data in templates

These tables are a guide only; please ensure you provide all data required for your fund according to the legislation.

General note:

- A **fund** number will only be allocated after the offer has been accepted by the Registrar of Financial Service Providers. Leave the fund number field empty if adding a new fund.

General fund data template

Note:

- Data previously provided must be supplied again on each update, even where values haven't changed.

Row	Description	Format required	Can the field be null?	Check
GENERAL FUND DETAILS				
2	Offer name	Text	No	Offer name is for ease of identification only. It is not used for verification of data and will not be updated.
	Offer number	Text	No	Offer number as issued by the Disclose Register including the 'OFR' prefix.
3	Fund name	Text	No	Specify the fund name as required for the fund.
	Fund number	Text	Yes - for new funds No - for existing funds on the register	Required entry unless this is data for a new fund. Fund number as issued by the Disclose Register including the 'FND' prefix.
4	Period disclosure applies, if applicable	Date	No	Format dd/mm/yyyy.
5	Fund classification	Text	No	Must exactly match one of these options: • Single asset class - Cash and cash equivalents • Single asset class - New Zealand fixed interest • Single asset class - International fixed interest • Single asset class - Australasian equities • Single asset class - International equities • Single asset class - Property • Single asset class - Other

				• Multi-asset class • Stage of a life cycle option
6	Risk indicator		No	Must fall within range 1 to 7.
7	Fund description	Text	No	Maximum 1,000 characters.
8	Total value of fund as at the last fund update	Number	Yes	
9	Currency of fund value	Text		Defaults to NZD. Must exactly match the currency code for standard ISO 4217.
10	Number of investors as at the last fund update	Number	Yes	
11	Date fund started	Date	Yes	Format dd/mm/yyyy.
FUND PERFORMANCE				
14	Market index description	Text	Yes	
15	Past year return (%) - net of annual fund charges and tax	Number	Yes	
16	Past year return (%) - net of annual fund charges and gross of tax	Number	Yes	
17	Market index past year return (%) - no deductions for charges and tax	Number	Yes	
18	Average 5 year return (%) - net deductions for charges and tax	Number	Yes	
19	Average 5 year return (%) - net of annual fund charges and gross of tax	Number	Yes	
20	Market index 5 year return (%) - no deductions for charges and tax	Number	Yes	
21	Return since fund started (%) - net of annual fund charges and tax	Number	Yes	
22	Market index return since fund started (%)	Number	Yes	
ANNUAL PAST PERFORMANCE				
25 - 34	Annual return period end date	Date	Yes	Format dd/mm/yyyy. For 31 March year end.
	Average annual return (%)	Number	Yes	
	Market index annual return (%)	Number	Yes	
FEES				
37	Total annual fund charge (%)	Number	No	
38	Manager's basic fee (%)	Number	No	
39	Total performance-based fees (%)	Number	No	
40	Other management and administration charges (%)	Number	No	
41	Performance fees (Yes/No)	Text	No	Must exactly be Yes or No.

42	Contribution fee calculation - %	Number	Yes	
43	Contribution fee calculation – other	Text	Yes	Maximum 1,000 characters.
44	Withdrawal fee calculation - %	Number	Yes	
45	Withdrawal fee calculation – other	Text	Yes	Maximum 1,000 characters.
46	Total amount of other charges ($)	Number	No	
47	Currency for total amount of other charges	Text		Defaults to NZD. Must exactly match the currency code for standard ISO 4217.
48	Individual action charges (Yes/No)	Text	No	Must exactly be Yes or No.
49	Synthetic total expense ratio	Number	Yes	
ACTUAL INVESTMENT MIX				
52	Cash and cash equivalents	Number	Yes	
53	New Zealand fixed interest	Number	Yes	
54	International fixed interest	Number	Yes	
55	Australasian equities	Number	Yes	
56	International equities	Number	Yes	
57	Listed property	Number	Yes	
58	Unlisted property	Number	Yes	
59	Commodities	Number	Yes	
60	Other	Number	Yes	
61	Unknown	Number	Yes	
TARGET INVESTMENT MIX				
64	Cash and cash equivalents	Text	Yes	
65	New Zealand fixed interest	Text	Yes	
66	International fixed interest	Text	Yes	
67	Australasian equities	Text	Yes	
68	International equities	Text	Yes	[FMA prefer that a number is entered].
69	Listed property	Text	Yes	
70	Unlisted property	Text	Yes	
71	Commodities	Text	Yes	
72	Other	Text	Yes	
TOP 10 INVESTMENTS				[If data provided, only credit rating may be null]
76 – 85	Asset name	Text	Yes	Maximum 1,000 characters.
	% of fund net assets	Number	Yes	
	Type	Text	Yes	Must exactly match one of the following: • Cash and cash equivalents • New Zealand fixed interest

				- International fixed interest - Australasian equities - International equities - Listed property - Unlisted property - Commodities - Diversified fund - Other
	Country	Text	Yes	Must exactly match the country code for standard ISO 3166-1 alpha2.
	Credit rating	Text	Yes	
86	Total value of top 10 assets	Number		[Spreadsheet will automatically calculate this].
ASSET LIQUIDITY AND DEBT RATIOS				
89	Asset liquidity ratio	Number	No	
90	Debt ratio	Number	No	
KEY PERSONNEL				At least one person must be provided.
94+	Name	Text	No	Maximum 500 characters.
	Current position	Text	No	Maximum 500 characters.
	[Time in current position] Years	Number	No	Whole number only.
	[Time in current position] Months	Number	No	Whole number only.
	Previous position	Text	Yes	Maximum 500 characters.
	[Time in previous position] Years	Number	Yes	Whole number only.
	[Time in previous position] Months	Number	Yes	Whole number only.

Fund return data template

Note:

- You may not need to provide fund return data. If this is the case, there is no need to submit an 'empty' return (see regulation 12 FMC Regs)

Row	Description	Format required	Can the field be null?	Check
FUND RETURNS				
2	Offer name	Text	No	Offer name is for ease of identification. It is not used for verification of data.
	Offer number	Text	No	Offer number as issued by the Disclose Register, including the 'OFR' prefix.
3	Fund name	Text	No	Fund name is for ease of identification only. It is not used for verification of data.
	Fund number	Text	Yes - for new funds No - for existing funds on the register	Required entry once the fund is registered. Fund number as issued by the Disclose Register, including the 'FND' prefix.
4	Period disclosure applies	Date	No	When filing compliance, this is the compliance period, not the filing date. Format dd/mm/yyyy.
6 +	Date	Date	No	Date of return. Format dd/mm/yyyy.
	Fund return %	Number	No	Provide the value of the fund return for the date specified. Negative values are allowed. Default of 2dp, but may be provided up to 4dp.

Full portfolio holdings data template

Note:

- You may not need to provide full portfolio holdings data. If this is the case, there is no need to submit an 'empty' return (see regulation 12 FMC Regs)

Row	Description	Format required	Can the field be null?	Check
FULL PORTFOLIO HOLDINGS				
2	Offer name	Text	No	Offer name is for ease of identification only. It is not used for verification of data.
	Offer number	Text	No	Offer number as issued by the Disclose Register, including the 'OFR' prefix.
3	Fund name	Text	No	Fund name is for ease of identification only. It is not used for verification of data.
	Fund number	Text	Yes - for new funds No - for existing funds on the register	Required entry once the fund is registered. Fund number as issued by the Disclose Register, including the 'FND' prefix.
4	Period disclosure applies	Date	No	When filing compliance, this is the compliance period, not the filing date. Date format dd/mm/yyyy.
6 +	Asset name	Text	No	Provide the name of the asset. Maximum 1,000 characters.
	% of fund net assets	Number	No	Provide the value of the asset as a percentage of the specified fund's net asset value. Negative values are allowed. Default of 2dp, but may be provided up to 4dp.
	Security code	Text	Yes	Where applicable, the asset's security identification number, ticker symbol or exchange code. Maximum 1,000 characters.