



GLOSSARY OF TERMS: **USER SUMMARY**



This document provides a glossary of terms used in the **USER SUMMARY** for investors and their advisers.

INTRODUCTION

The **CTI** provides the new industry standard for institutional investment cost information. The CTI templates and tools are a framework for investors to receive detailed, consistent and standardised cost and charges information from asset managers. This information can be used to help assess the value for many of investments.

The **USER SUMMARY** provides a summary of the more detailed data included in the templates so that key information is easy to see. Investors can expect cost information presented in a standard format, irrespective of asset class, asset manager or mandate structure (e.g. pooled/segregated). The **USER SUMMARY** can also be used to aggregate the information from several **ACCOUNT TEMPLATES** in different ways, such as by asset class or by asset manager.

The **USER SUMMARY** also contains additional information including asset values, sales, purchases and performance figures.

HOW INFORMATION IS PROVIDED

The **USER SUMMARY** aggregates detailed, underlying cost data which has been compiled in standard format **ACCOUNT TEMPLATES** by your asset manager.

The cost categories within the **ACCOUNT TEMPLATE** populate fields in the **USER SUMMARY**. You can construct the **USER SUMMARY** relating to your assets either:

- ▶ Independently. By asking your asset manager to complete the relevant **ACCOUNT TEMPLATE** and to use that information to populate the fields in the **USER SUMMARY**.
- ▶ By using a third party, such as an adviser or information provider, to collect the data from all your asset managers and to aggregate the responses into one (or more, depending on the degree of aggregation required) **USER SUMMARY**.

HOW INFORMATION IS PROVIDED

The following table provides definitions of the fields within the **USER SUMMARY**. It also provides illustrative examples of the kind of content you can expect to see.

Section No.	Item name	Definition	Reference	Example
1	ACCOUNT INFORMATION	Section heading: general information identifying the relevant investment account.		
	Client/Investor	The name of the investor to which the account template relates.	02010	XYZ Pension Scheme
	Portfolio issuer	The name of the asset manager or the pooled fund provider.	00040	XYZ Portfolio Name
	Portfolio	For generic pooled fund reports: the name and share class of the pooled fund. For a segregated mandate: the name applied by the investor.	00030	UK Equity Fund, Share Class IV
	Report period	The start and end dates to which the monetary data provided in the template relates.	00050 - 00060	01 01 1900
	Currency of report	The currency in which monetary data is provided.	00070	GBP
	Average value of client holding	The average of the monetary values of the client holdings at the Start Asset Value and End Asset Value of the reporting period.	02020	9800000

Section No.	Item name	Definition	Reference	Example
2	PORTFOLIO INVESTMENT ACTIVITY	Section heading: for information collected about the Portfolio investment activity and is included to give context to costs collected.		
	Start asset value	The sum of the values of all assets and liabilities, including cash and accruals, at the start date provided in the <i>Period Report</i> .	08110	9800000
	End asset value	The sum of the values of all assets and liabilities including cash and accruals at the end date provided in the <i>Report Period</i> .	08120	9800000
	Purchases	The total consideration paid by the Client for the purchase of assets during the <i>Report Period</i> .	08130	9800000
	Sales	The total consideration received by the <i>Client/Investor</i> from the sale of assets during the <i>Report Period</i> .	8140	9800000
IMPLIED OVERALL INVESTMENT GAIN / PERFORMANCE (%)		The implied percentage return of the <i>Client/Investor's</i> assets based on the change in asset value over the Report Period, net of the purchase and sales activity.		0.09%
3	PORTFOLIO TRANSACTION COSTS	Total costs incurred by the investment manager as a result of trading activity over the <i>Report Period</i> . This includes explicit costs such as transaction taxes and brokerage commissions, as well as implicit and indirect costs.	03010	9800000
GROSS RETURN %		The return on investments less portfolio transaction costs which may be based on the Global Investment Performance Standards (GIPS) definition (p34 of the 2010 Standards).	08010	0.09%

Section No.	Item name	Definition	Reference	Example
4	ONGOING CHARGES	<p>All on-going costs and charges related to the management of the financial product that are deducted from the value of the financial instrument during the investment in the financial instrument.</p> <p>OR</p> <p>All on-going costs and charges related to the management of the account that are deducted by the provider from the value of the account during the reporting period, to pay the provider or third-parties.</p>	04010	
4.1	Investment Management	The fee paid by the client to the investment manager for the management of the assets. This can be separately invoiced or paid through the Net Asset Value (NAV) of the fund.	04100	9800000
4.2	Administration	A set of activities carried out in the running of an investment account or financial product, which can be either segregated or pooled (e.g. a mutual fund, unit trust, pension fund or other collective investment scheme). Set-up/ take-on costs relate to the activities involved in creating a new account.	04200	9800000
4.3	Governance, Regulation & Compliance	The cost of governance to ensure regulatory compliance, among other factors.	04300	9800000
4.4	Distribution, Communications and Client Service	Fees for intermediaries involved in sales and taking on new investors.	04400	9800000
5	TOTAL INCIDENTAL COSTS	This includes performance related fees that may be payable by the client to the investment manager.	05010	9800000

Section No.	Item name	Definition	Reference	Example
NET RETURN %		The return net of ongoing charges, incidental costs and one-off costs which may be based on the Global Investment Performance Standards (GIPS) definition (p35 of the 2010 Standards).	08020	0.09%
6	TOTAL ONE-OFF COSTS	All costs and charges paid to the investment firm at the beginning or end of the investment services provided. OR All entry and exit costs and charges paid during the <i>Report Period</i> .	02030 + 02040	9800000
7	TOTAL PROPERTY EXPENSES	Total expenditure related to real estate assets and indirect property expenses		9800000
8	TOTAL LENDING AND BORROWING COSTS	Total of all lending and borrowing costs.		9800000
9	OTHER SERVICE CHARGES	Any costs and charges which are related to ancillary services but are not included in the costs mentioned above. OR Any costs and charges which are related to ancillary services which the client enters into directly with the third-party service provider concerned.	8140	9800000
CLIENT RETURN %				0.09%

SPACE FOR NOTES

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FURTHER INFORMATION AND GUIDANCE

Further information and guidance can be found on the CTI website. You are able to access:

- ▶ **USER SUMMARY** PDF
- ▶ **USER SUMMARY** Excel
- ▶ **ACCOUNT TEMPLATE** ‘machine readable’ Excel
- ▶ **ACCOUNT TEMPLATE** PDF
- ▶ **ACCOUNT TEMPLATE** Excel
- ▶ **PRIVATE MARKETS TEMPLATE** PDF
- ▶ **PRIVATE MARKETS TEMPLATE** Excel
- ▶ **FIDUCIARY MANAGEMENT TEMPLATE** PDF
- ▶ **FIDUCIARY MANAGEMENT TEMPLATE** Excel
- ▶ **LIABILITY DRIVEN INVESTMENT TEMPLATE** Excel
- ▶ Investor’s ‘How to’ Guide
- ▶ Investor’s Glossary of Terms
- ▶ Investor’s Private Equity Glossary of Terms
- ▶ FAQs

You will also find web-links to other organisations and other useful information.

FEEDBACK

The CTI relies on your feedback to improve and update guidance, templates and other tools.

If you have any feedback or questions, please contact:
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