

Secure Distributor Portal: SETTLEMENT OUTSTANDING REPORT



Purpose of the report

A consolidated view across all participating management companies, for trades that fall outside of the expected settlement period, specifying the reason for the delay.

Key fields

Which columns state the information you need to settle a trade:

Columns A-F: Account information for the relating outstanding trade

Columns K-AC: Trade information

Reasons for delayed trade settlement:

Transaction	Description	Cause
Repurchase / Redemption	Monies due to you	Outstanding form of renunciation
Sale / Subscription	Monies to be paid to you	Outstanding registration details
		Outstanding payment from you
Switch	Switch from one fund to another	Outstanding form of renunciation
		Outstanding registration details

How to get the most from this report...



1. Open the Settlement outstanding report and apply a Filter.
2. Filter Column A to the relevant Management Company.
3. Filter by Column E/F (unit holder/designation) if known.
4. If point 3 is not known, filter by consideration (Column U) or Total Units (AC)
5. Check Column G and J for outstanding reason

Hints & Tips

Coverall forms remove the requirement for FoR and Registration documents. Management Company specific forms can be located at <https://distributorportal.co.uk/documents-guides/coverall-form> A FoR template is available from:

<https://distributorportal.co.uk/documents-guides/ss-c-instruction-templates>

Payment should be made to the subscription bank details, listed under each Fund Group at:

<https://distributorportal.co.uk/fund-groups>