

# **Freemium Portfolio - CREATION GUIDE**

# **Objective and table of contents**

This document is intended to Asset Managers who wish to participate to 'Same Level Playing Field' performance tables in a Freemium mode.

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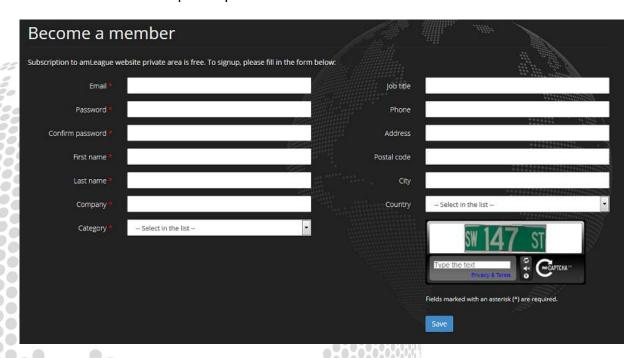


#### 1. Create an account

- Go to amLeague https-certified website: <a href="https://www.am-league.com">https://www.am-league.com</a>
- Click on "member access" in the header menu and create an account



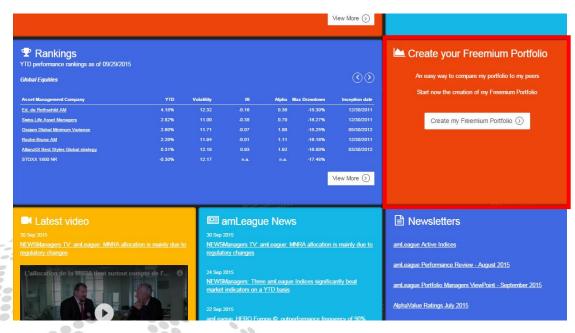
- A window opens: please fill in the form



Enter the Captcha code and save your form



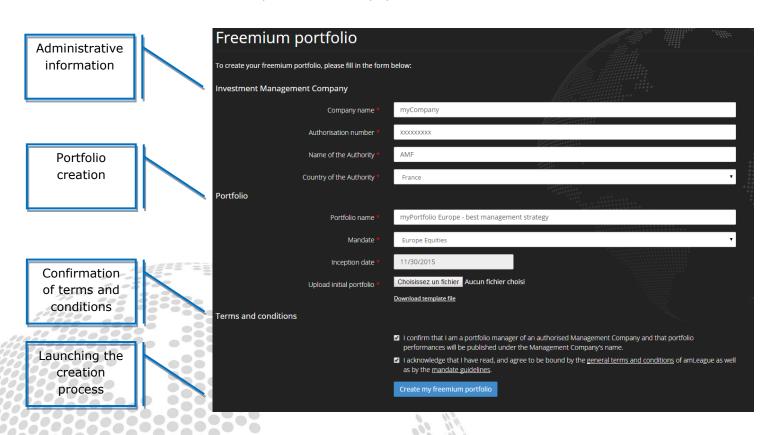
Once your account is activated, click on the 'Create a Freemium Portfolio' box in the home page of our website.





### 2. Create a freemium portfolio

The creation of a Freemium portfolio is a 4 steps process



#### 2.1. Administrative information

Only authorized management companies are allowed to create portfolios on amLeague trading platform. Therefore, you are asked to enter

- The name of your company
- Its authorization code: the code delivered by its Regulator authorizing the company to manage financial portfolios
- Name of the Authority or Regulator (eg. SEC for USA, AMF for France, ...)
- The country of the Regulator

# Please note:

amLeague will check that your company is registered with an Authority regulating the asset management activity before publishing the performance of your portfolio on its website.



#### 2.2. Initial portfolio

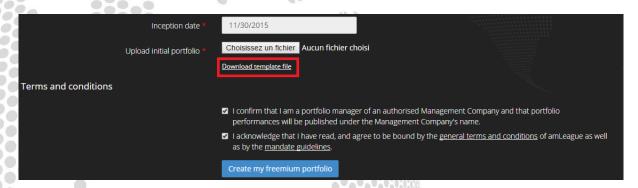
Give a name to your portfolio: this is the name that will appear in the Rankings section on www.am-league.com. It can be your company name or a more detailed name.

Choose the universe in which you want to manage your portfolio:

- Euro Equities
- Europe Equities
- Europe SRI Equities
- Global Equities
- Global Low Carbon (to come soon)
- Multi Asset Class

Fix the inception date of your portfolio, ie. the day your portfolio will be valorized for the first time with close price. You can select any date but for comparison purposes, amLeague usually suggests to set the inception date as the last open day of a month. You can upload a portfolio today and ask for a first valuation on a future date.

Finally, download the Excel template file to create your initial portfolio.



Register the Excel file on your computer and start to fill your initial portfolio:

- select or copy/paste an ISIN in the B column and all information will be automatically completed.
- Set the weight on the security in the F column. The total weight must fit with the mandate guidelines (for instance 98% to 100% for Euro or Global equities mandates, 0% to 100% for Multi Asset Class mandate).



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1 2 3 4 5	<b>am</b> League					
6	Buy or Sell	Isin	Instrument	Stock Exchange	Currency	
7	BUY	IT0003153415	SNAM RETE GAS	Mercado Continuo Italiano	EUR	33.00%
8	BUY	AT0000A18XM4	AMS AG	SIX Swiss Exchang	CHF	33.00%
9		BE0003764785	KERMANS & VAN HAAREN	NYSE EuroNext Brussels	EUR	33.00%
10	BUY	BE0003565737 BE0003593044				
11	BUY	BE0003739530				
12	BUY	BE0003764785 BE0003793107				
13		BE0003797140				
14	BUY	BE0003810273 BE0003826436				
15	BUY	DEUUU3826436				
16	BUY					
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Once ready, register this file on your computer and upload it via the interface.

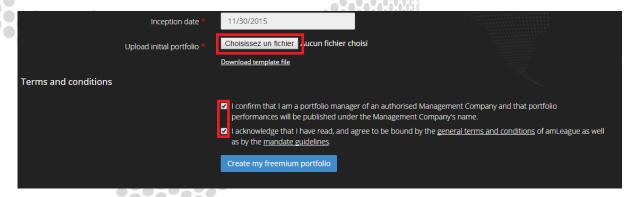
#### Please note:

This portfolio will be valorized for the first time at the inception date you selected and will be published on <a href="www.am-league.com">www.am-league.com</a> as soon as the verification process of you company is satisfactory.

# 2.3. Terms and conditions

Check the boxes after having read carefully the general terms and conditions as well as the guidelines of the mandate to which your portfolio pertains.

Note that the guidelines are also published on amLeague website and on amLeague Trading Platform.





# Please note:

Your portfolio's performances along with other performance indicators will be published under your Company's name or the name you gave to the portfolio with your name beside. **Once created, any administrative change should be addressed in writing to support@am-league.com**.

# 2.4. Launching the Freemium portfolio creation process

By clicking on 'Create my freemium portfolio', all the information will be sent to our platform. You will immediately receive an e-mail confirming your registration with 2 documents attached:

- your contract
- your access card to log on amLeague Trading Platform



Dear

Congratulations! Your freemium portfolio Low Carbon Super Performance (aml9552) has been created successfully.

Please find attached your contract and your access card to log on the trading platform: https://trading.am-league.com

Please note that your portfolio will start at 11/30/2015 and that it will only be published on <a href="www.am-league.com">www.am-league.com</a> after usual checks on your Company agreement.

amLeague team www.am-league.com

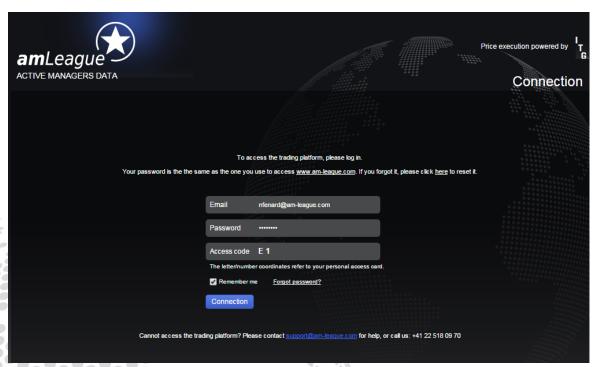
From Inception date +1, you can start managing your portfolio through amLeague Trading platform



## 3. Managing your freemium portfolio

The access card sent in the email is used to secure the access to your portfolio on amLeague Trading Platform.

- Go to amLeague https-certified website: <a href="mailto:trading.am-league.com">trading.am-league.com</a>



- Enter your credentials and access the platform:

The Trading Platform Userguide (available on the website) details the different steps to manage your portfolio(s).

If you encounter problems with the website or the trading platform, please contact amLeague hotline:

• E-mail: <u>support@am-league.com</u>, copy <u>nfenard@am-league.com</u>

Phone: +41 (0)22 518 09 70 from 9:00 (CET) to 18:00 (CET)