PENSIONS
MYNDIGHETEN

User Manual for Focus

Fund communication system

Version 15

2024-11-26

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1 Overview and general information

1.1 What is Focus?

Focus is a web based communication system between The Swedish Pensions Agency (Pensionsmyndigheten) and the fund managers. Focus is used for two purposes; daily when reporting the fund unit prices and dealing with fund trade and also for reporting fund information which is presented at www.pensionsmyndigheten.se.

1.2 Background

According to the co-operation agreement and the General terms and conditions signed by the fund management company and the Swedish Pensions Agency fund data must be reported to the Swedish Pensions Agency. The reporting is to be done in the system Focus. In Focus you will find links to the documents "Directions co-op agreement" and "General Terms and conditions". Please notice that reporting of some information done after deadline set by the Swedish Pensions Agency will render in punishment fees.

What is reported in Focus will be presented on the Swedish Pensions Agency's web page, www.pensionsmyndigheten.se and in the yearly fund catalogue. The information is used by the pension savers for their investment decisions within the Premium Pension.

The user manual gives knowledge about how to use the Fund communication system Focus. It contains:

- Contact information
- Information about how to log in
- Time schedules
- Explanations regarding the information requested
- Step-by-step instructions
- Pictures
- Backup routines
- Appendices for file formats

1.3 The content in the manual

1) Part 1 consists of general information which applies both for fund trading and for fund information.
2) Part 2 consist of instructions for daily registration concerning fund trade.
3) Part 3 consists of instructions regarding registration of fund information. Please notice that information regarding the fund management company must be sent to fund_information@pensionsmyndigheten.se (concerns only altered web address, altered phone number or change of the fund company´s investment philosophy.)
4) The appendices describe the file format for daily reporting of NAV, statement of holdings, historical adjusted NAV and how to report fund fees quarterly and yearly.

1.4 Contact for questions

Questions regarding **fund trade:**
Contact administrators
Telephone: +46 10- 454 23 10
Fax: + 46 8-658 13 30
E-mail: fundadmin@pensionsmyndigheten.se

Questions regarding **fund information:**
Contact fund relation manager
E-mail: fund_information@pensionsmyndigheten.se

1.5 Log in to Focus

Focus is usually open for login on Swedish business days from CET 8:00 a.m. to 9:00 p.m.

To get access to Focus, please log in via this link

https://focus.pensionsmyndigheten.se

To log in you need a SecurID token. Please log in using your user identity and passcode and click on Log in (See separate SecuriID manual). After thirty minutes of inactivity you will be logged out from Focus.

Please observe that you need separate SecurID tokens in order to log in to Focus Fund trade and to Focus Fund info.

1.6 Change of person responsible for the SecurID token

If the fund management company with which the Swedish Pensions Agency has a co-operation agreement wishes to make a change of person who is responsible for the SecurID token the Swedish Pensions Agency must be informed of this. A form for this change must be ordered via e-mail to fundadmin@pensionsmyndigheten.se.

1.7 Time schedule reporting fund trade

The daily schedule for a fund manager using Focus will be:

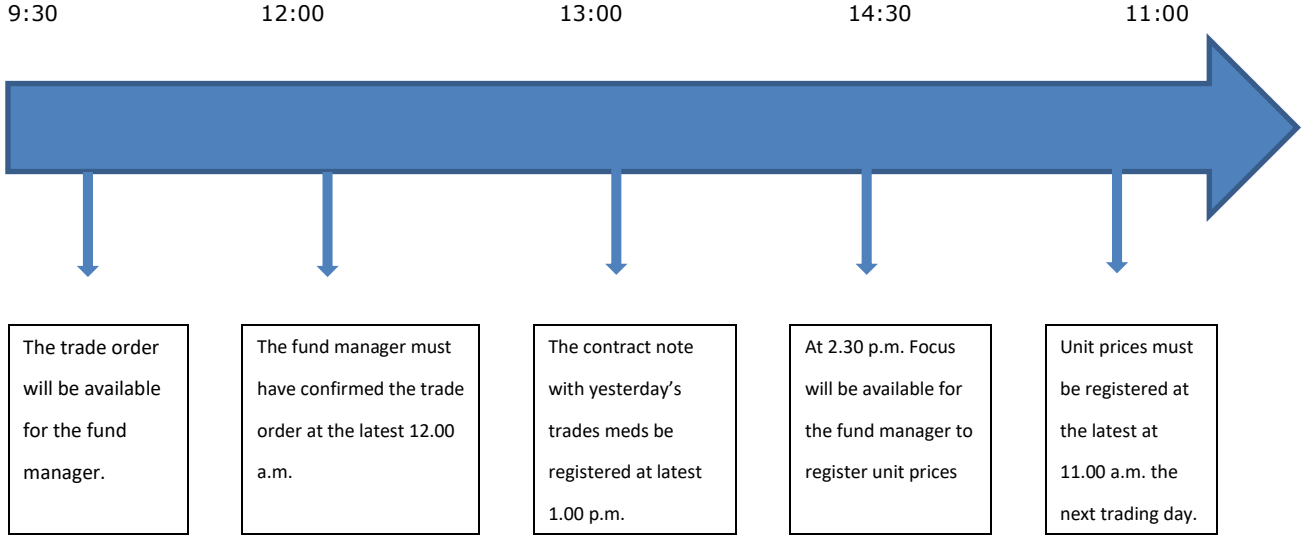
- 9.30 a.m. – The trade order will be displayed for the respective fund manager with that day's buy and sell orders. If there is no trade for one day, the fund manager will receive a message saying there is no trade today.

- 12.00 a.m. – Is the deadline for the fund manager to confirm the receipt of either the trade order or the information about no trade.

- 1.00 p.m. – The contract note regarding the previous trading day's business has to be filled in by 1.00 p.m. at the latest. This contract note is sent to The Swedish Pensions Agency's main system, where it is matched towards The Swedish Pensions Agency's trade order.

- 2.30 p.m. – The fund manager can start registering the unit prices. When the fund manager has given the unit prices, The Swedish Pensions Agency will check them. This activity must be done before 11.00 a.m. following bank day.

Time schedule of activities in Focus.



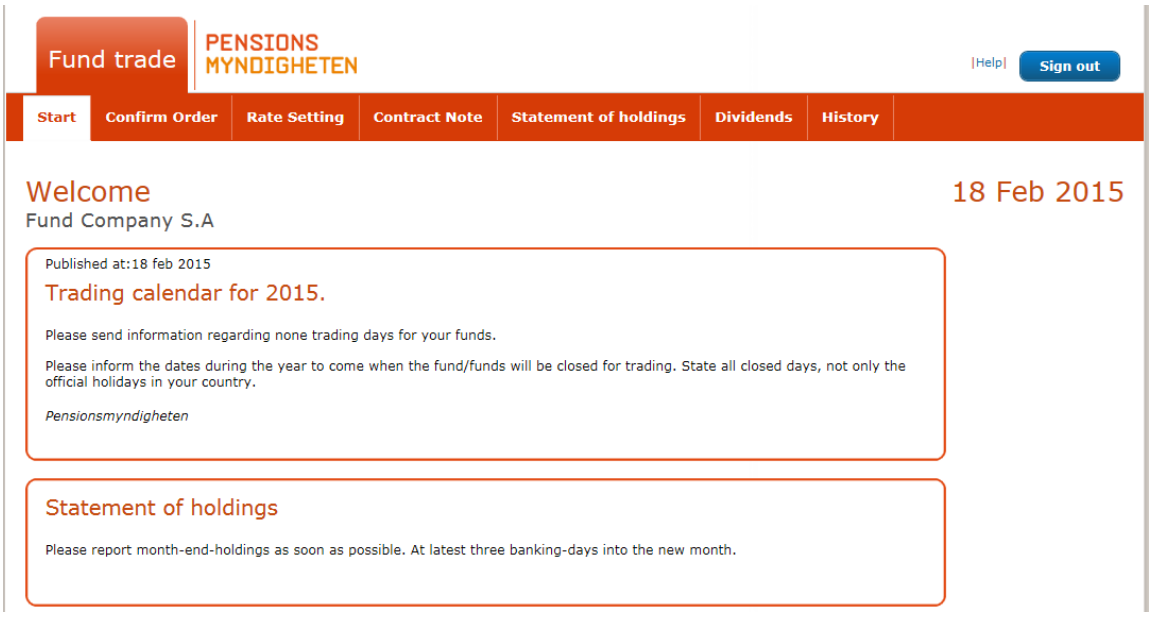
When you have logged in with the SecurID, the first page in Focus will be shown. On the first page you will find tabs to different views in Focus. If The Swedish Pensions Agency has an important message for the fund managers, it will be shown on the first page after you have logged in. It could, for example, be if the night batch produced errors.

1.8 Time schedule for reporting of fund information

Frequency	Data
Initially	Historical adjusted NAV
Initially and when changes have been made	Target group Aim with investment Text describing the fund's investment strategy, short term Text describing the fund's investment strategy, long term Text describing which type of securities the fund invests in Text describing other information of importance Fund Manager´s name Fund Manager has managed the fund since year Number of securities in the fund Total Net Assets (MSEK), past year Turnover, past year Ten largest holdings Portfolio composition Sustainability information
Yearly, at latest Jan 20th	Turnover, previous year Total net assets, previous year Fund fees Sustainability information
Quarterly, at latest 20th of Jan, Apr, Jul and Oct	Ten largest holdings Portfolio composition Fund fees (Fund of funds and performance fee based funds)

2 Fund trade

2.1 Menu Overview



Start page for the fund manager with the Focus Menu.

2.1.1 Explanations of headlines

Start: Messages from The Swedish Pensions Agency will be shown. Also you find the status for the functions accessibility and contact information.

Confirm order: Today's trade order is shown. This is also where you confirm the receipt of the trade order between 9.30 a.m. and 12.00.

Rate setting: This is where you set the unit prices for your funds every day between 2.30 p.m. - 9.00 p.m. and 8.00 a.m. -11.00 a.m.

Contract note: This is where you register your contract notes before 1.00 p.m. the day after the transaction. The trades for the business day are shown after 2.00 p.m.

Statement of holdings: This is where you register your statement of holdings by the end of every month and also when a fund is to be closed.

Dividends: This is where you register your dividends in the funds registered in our system.

History: On this tab you can find historical orders and contract notes.

Help: On this tab there are links to several manuals in Swedish and English. You can also find a detailed description about how to upload unit prices and statement of holdings. (Appendix 1) File format specification: Fund Price and Appendix 2) File Format specification: Statement of

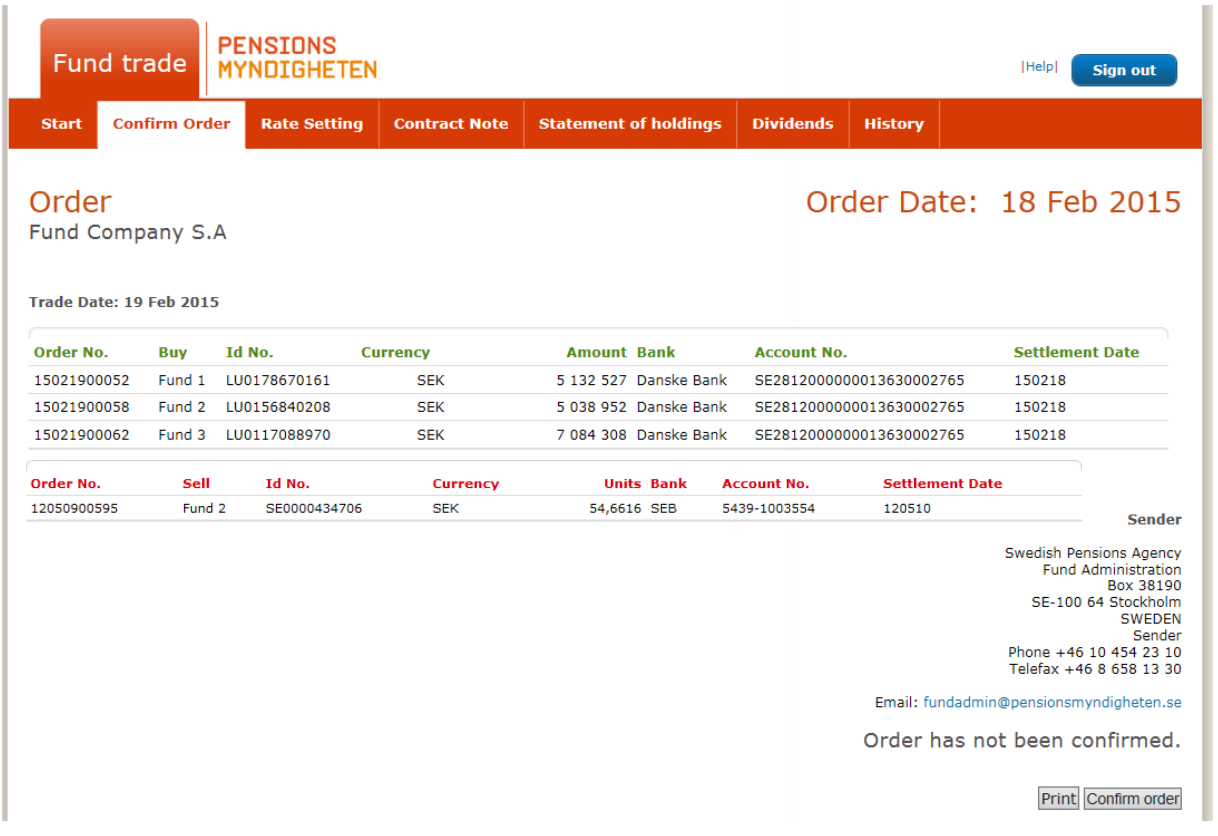
holdings.)

When you want to exit Focus, click on **Logout** and you will be forwarded to the log in page.

2.2 Description of the functions for fund trade

2.2.1 Confirm order

On the tab **Confirm order** The Swedish Pensions Agency's trade order for the day will be displayed. This tab is available after 9.30 a.m. As soon as you have registered the trade order, click on **Confirm order**.



The tab Confirm trade order.

In the header you will find the name of the fund manager which is logged in together with fax number. Please contact fundadmin@pensionsmyndigheten.se if we have the wrong fax number to you. There will also be information about the order date and trade date. (NAV-date).

On the web page there are eight (8) columns with specific information about each fund. The page is divided between buy and sell orders. The funds that The Swedish Pensions Agency wants to buy units in are placed first and these are followed by the funds in which The Swedish Pensions Agency wants to sell units. The Swedish Pensions Agency's trade rules states that the agency buys units expressed in the denominated currency (e.g. buy for 5 132 527 SEK). The Swedish Pensions Agency sells units expressed as a number of units (e.g. sell 54,6616 units). Swedish Pensions Agency uses the comma as decimal separator.

2.2.1.1 Explanations of headlines

Order No: A unique order number is created for every trade order in The Swedish Pensions Agency's internal systems.

Buy / Sell: This column displays the fund's name for the trade.

Id No: This column displays the ISIN for the traded fund.

Currency: The denominated currency for the fund according to ISO code standard.

Amount: The amount in the denominated currency for which The Swedish Pensions Agency wants to buy units.

Units: The number of units The Swedish Pensions Agency wants to sell.

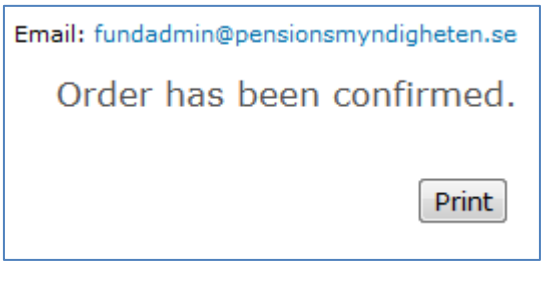
Bank: The name of the bank or the SWIFT address to which the money is sent. With buy orders it is the bank of the fund manager, and for sell orders it is the bank of The Swedish Pensions Agency.

Account No: The account number to which the money is sent. With buy orders it is the fund's account number, with sell orders it is the account number of The Swedish Pensions Agency.

Settlement Date: The settlement date for the trade order in the format YYMMDD.

2.2.1.2 Confirm trade order

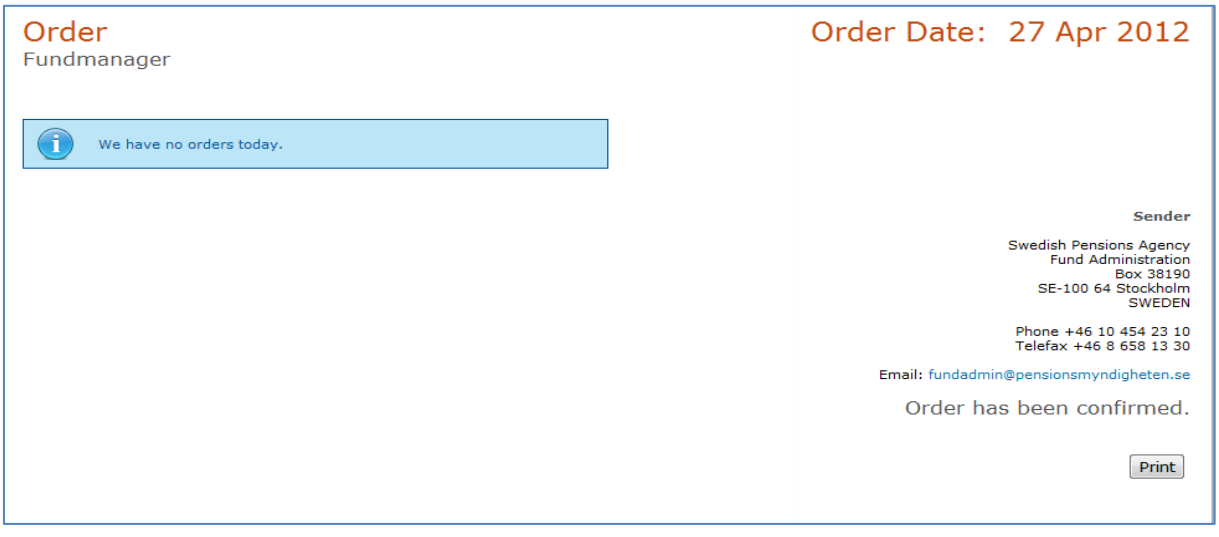
The Swedish Pensions Agency needs to know that the fund manager has received the trade order. To confirm the receipt, there is a function called **Confirm.** As soon as you have registered the trade order, click on **Confirm order**. The trade order will be marked as confirmed. If you like to have a print-out of the confirmation, press **Print.**



Dialogue box Order is confirmed.

2.2.1.3 *No trade order*

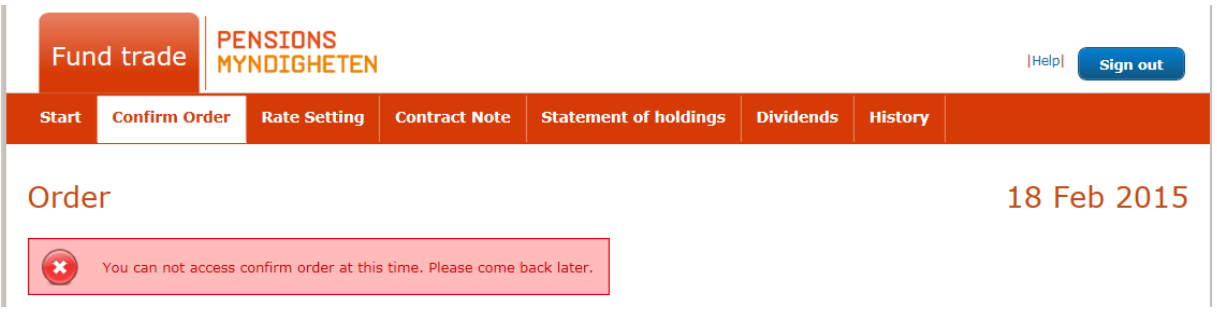
If there is no trade at all, The Swedish Pensions Agency will send a message that there is no trade today. This message also needs to be confirmed so that The Swedish Pensions Agency knows about your receipt of the message. Click **Confirm order.**



Message when there is no trade registered for a fund manager

2.2.1.4 *The system's accessibility concerning trade order*

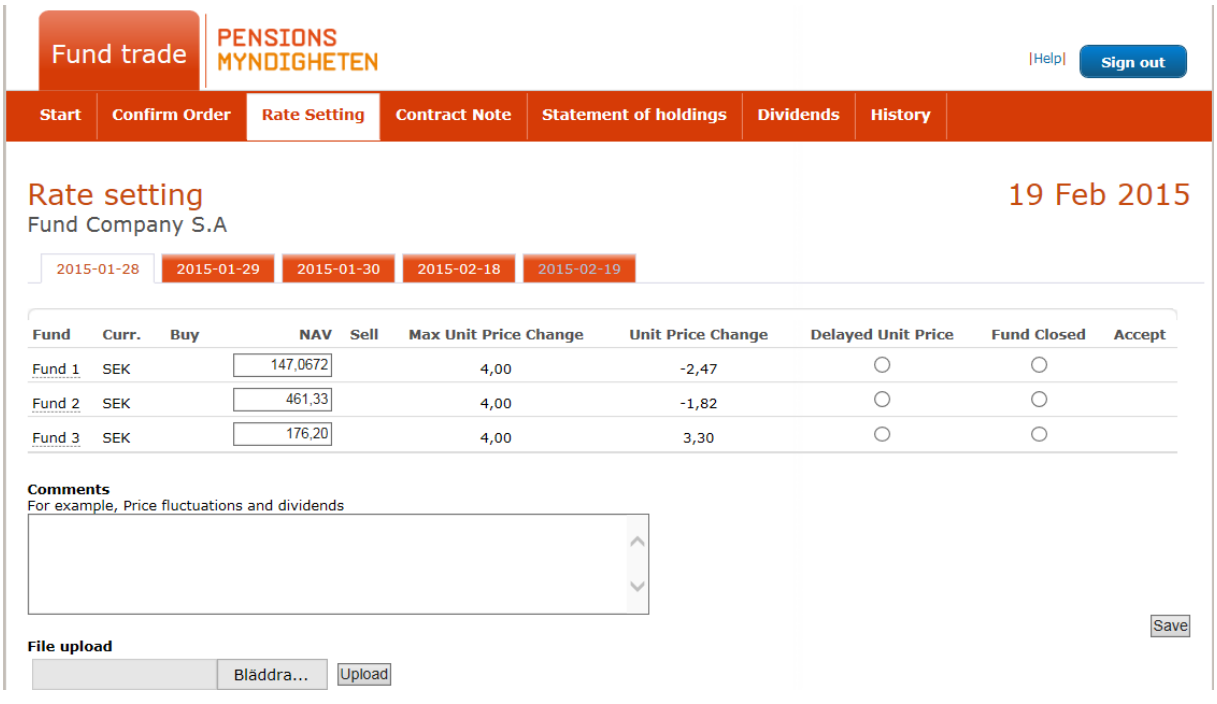
Focus is available for the fund manager from 8:00 a.m. But the trade order is not available until 9.30 a.m. If you are trying to enter the **Confirm order** tab before 9.30 a.m. following message stating that Confirm order is closed will appear.



Message that Confirm Order is not available yet.

2.2.2 Rate setting

On the tab **Rate setting** unit prices are registered either manually or from file. On this tab, any modification of unit prices can be made if it should be discovered that incorrect unit prices have been registered. These modifications can be done until 11.00 a.m. the following day.

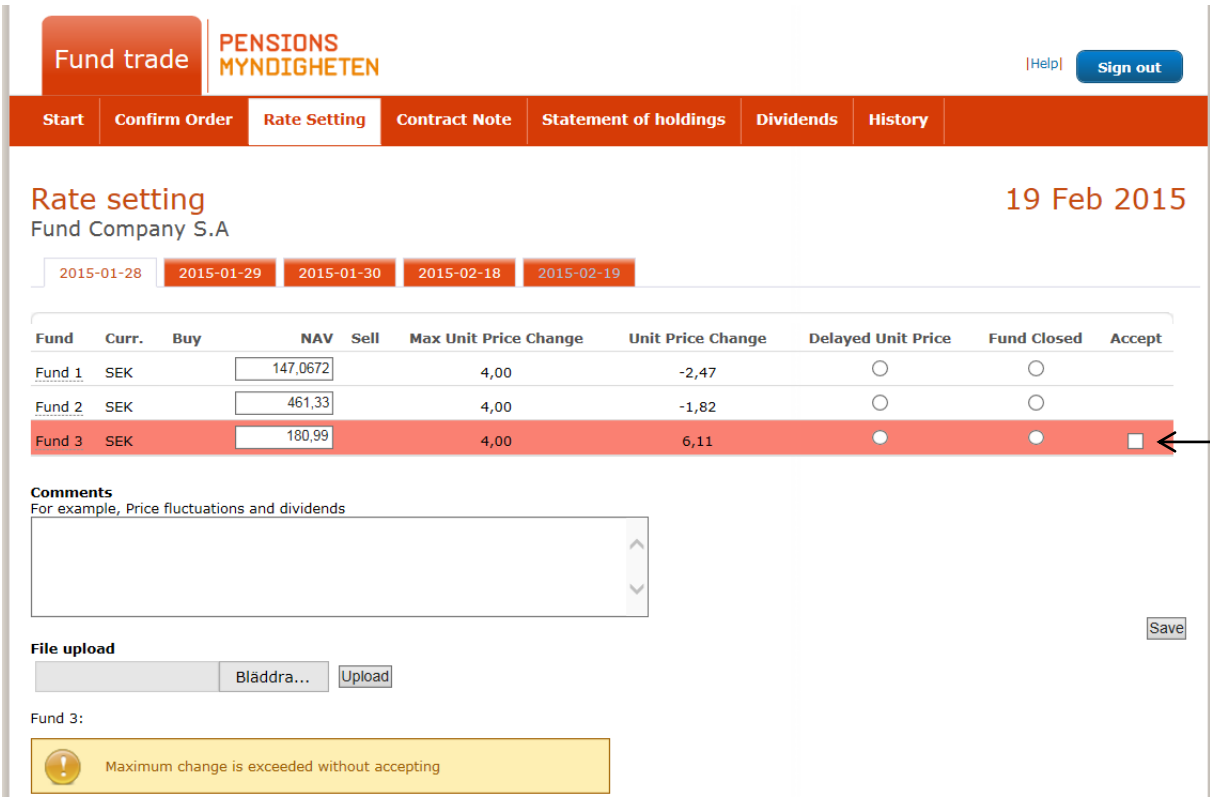


Register Fund unit prices before today's prices have been registered.

After registering the unit prices, click **Save**. The unit prices will be saved in the database.

When you click on Save, a check will be performed by calculating the change in per cent of the unit price. The result of the check will be displayed in the column **Unit Price Change.** The check compares the maximum deviation of the unit price fluctuation over two trade days. If any deviation is found, a specific approval of the deviation will be needed.

If a unit price has exceeded the maximum deviation the column **Unit Price Change** will be marked in red and a checkbox must be filled in, in order to save the unit price in the database and send it to The Swedish Pensions Agency. If the fund manager does not accept the unit price marked in red, it will not be possible to forward the unit prices to The Swedish Pensions Agency and the fund will automatically be marked with **Delayed Unit Price.**



Rate setting after registration when a fund has deviated from the maximum deviation.

An example of a change in unit price:
Last known unit price was Fund 1=128,80 and Fund 2=155,50
Today's' registration with Fund 1=135,12 and Fund 2=150,05

Fund	**NAV**	**change %**
Fund 1	135,12	4,68
Fund 2	150,05	-3,63

This suggests that the unit price for Fund 1 increased by 4,68 %. The unit price for Fund 2 has on the other hand decreased by 3,63 %.

2.2.2.1 Explanations of headlines

Fund: The fund's name. If one puts the cursor on the name the Fund ISIN appears.

Curr.: The denominated currency for the fund according to ISO code standard.

Buy: If it is a spread fund, you register the buy rate for the fund here.

NAV: The NAV rate for the fund is registered here.

Sell: If it is a spread fund, you register the sell rate for the fund here.

Max Unit Price: The Maximum value a unit price can fluctuate between two (2) days without having to be specifically accepted. Stated in per cent (%).

Unit Price Change: The actual deviation between today's unit price and the last known unit price. For a NAV fund a percentage change is shown while a Spread fund has two changes, one for buy and one for sell. These values is shown as absolute values in percent.

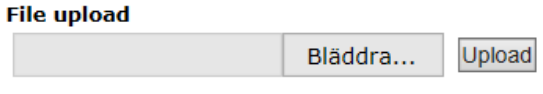
Delayed Unit Price: Delayed NAV calculating. If you can't calculate today's unit price, but believe that you could do so at the next trading date, this box should be marked. The box should also be marked when you are uncertain about the unit price. The Swedish Pensions Agency would rather have a fund marked with "Delayed Unit Price" than having an incorrect unit price registered.

Fund Closed: Fund Closed. If you can't calculate the unit price for a trade day, the fund should be marked with **Fund Closed**.

Accept: If a unit price deviates from the maximum allowed fluctuation (Max unit price change), you must accept the fluctuation by marking this box before sending it to The Swedish Pensions Agency. If acceptance is not made, the fund will be marked with "Delayed Unit Price" in The Swedish Pensions Agency's system.

2.2.2.2 Rate setting from file

The unit prices can be uploaded from a file to the Focus system. A manual describing the file format is found in Appendix 1 in the **Help tab/File format description for fund price submission.** Even if the unit prices are uploaded from a file, they will still have to be accepted according to the normal routine (i.e. max unit price change) before being sent to The Swedish Pensions Agency. When you have logged into Focus, choose the tab **Rate Setting.**



To retrieve the unit prices you have prepared, click on Browse (Bläddra in Swedish)... A standard dialog box enabling browsing of the file system is displayed. Choose the file you want to use and **Upload** it. When the prices have been uploaded, click **Save** and **Send.**

After registering the unit prices from file the unit prices will be saved in the database of The Swedish Pensions Agency. A check of the deviation calculated as a percentage will be performed just as when unit prices are registered manually. The result of the check will be displayed in the column **Unit Price Change**. If a unit price has exceeded the maximum deviation, the result of the check will be marked in red and a checkbox must be filled in in the box **Accept**, in order to save the unit price in the database and send it to The Swedish Pensions Agency. If the checkbox is not filled in, it will not be possible to forward the unit prices to The Swedish

Pensions Agency and the fund will automatically be marked with **Delayed Unit Price**.

View **Appendix 1** to see how a file to register a price file looks like.

2.2.2.3 Several dates to be priced/ "Slow reporting" funds

In those cases where a fund has been marked with **Delayed Unit Price** the previous day, there will be several pricing dates; one per tab with the earliest date displayed first. When prices have been reported for one day they must be **saved** before continuing to the following day. To change to an earlier pricing date, click on the date tab. Funds reporting unit prices on a later date, so-called "slow funds", will receive a message indicating the need to report for more than one day. When you have reported for all days the button **Send** will be available in the view.

The tab Rate setting for several dates.

2.2.2.4 Delayed Unit Price

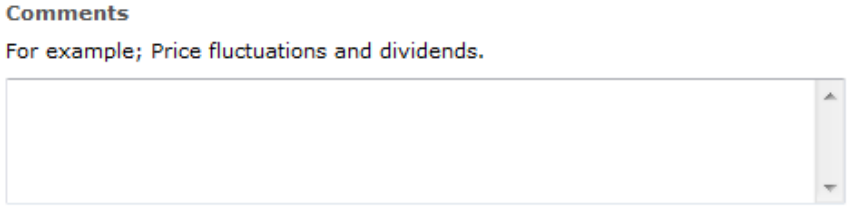
Focus does not allow you to mark both a **Delayed Unit Price** for an earlier date and a unit price for the following date! If unit prices are registered for several dates and the first date is marked with a **Delayed Unit Price**, it will automatically lead to the following dates also being marked with the same status.

2.2.2.5 Fund closed

If a fund is closed for trading you should mark the fund as **closed**. It's not possible to mark the fund as closed and at the same time register a NAV price. If the fund is closed for trading, mark the Fund closed and do not register a NAV price.

2.2.2.6 Comments

In the box **Comments**, you can write comments regarding the pricing for the particular date, if the fund is closed or information about dividends. These comments will be available for The Swedish Pensions Agency together with the unit prices.

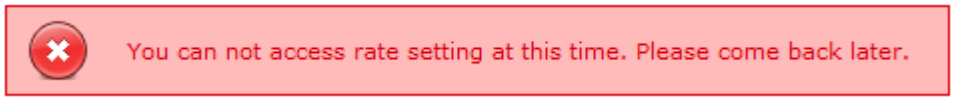


2.2.2.7 Change registered unit prices

If the reported prices need to be updated you have to contact Swedish Pensions Agency at fundadmin@pensionsmyndigheten.se, and they will open up the **Rate setting** tab for you.

2.2.2.8 The system's accessibility concerning rate setting

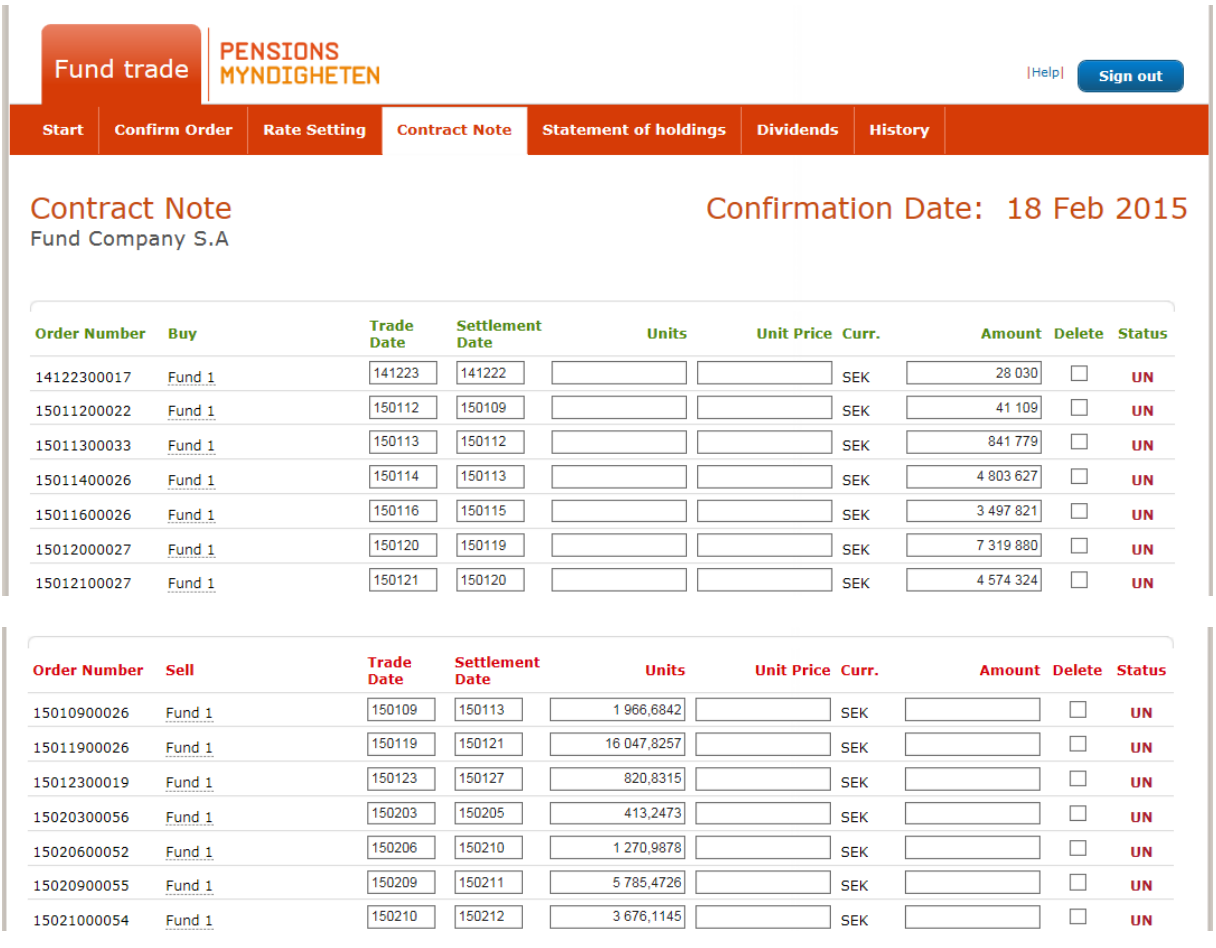
When pricing, Focus is available to the fund manager at 2.30 p.m. If you log in to Focus before 2.30 p.m., you will receive a message informing you that unit pricing can't be started yet.



Message that unit pricing can't be started yet.

2.2.3 Contract Note

This is the tab **Contract note** where outstanding contract notes are registered.



The tab Contract Note.

The information displayed on the view **Contract Note** contains the trade orders that you have not yet issued a contract note for. Following information need to be registered:

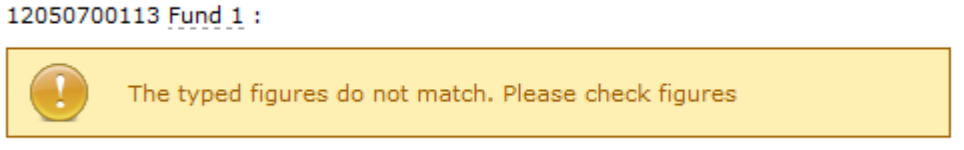
- if a **buy** order, the number of units a buy order generated and unit price
- if a **sell** order, the amount a sell order generated and unit price.

If some of the information should be incorrect, all the data can be changed except the order

number, fund and currency. After registering all the information (and/or/cancelled rows), please click on **Save**. A check will now be performed on the data entered. The check consists of the following:

- the date of the trade date.
- that all fields that require marking have been duly filled in.
- that Unit price* no. of shares is equal with the given amount

Should a Focus check reveal that something is not correct, Focus will say that **"The typed figures do not match. Please check the figures"**. When you have checked the figures and saved, the button **Send** will appear and the contract note can then be transferred to The Swedish Pensions Agency.



If the information is correct and saved you can click on **Send**. Once the contract note has been sent to The Swedish Pensions Agency it will not be possible to change it.

2.2.3.1 Explanations of headlines

Order No: A unique order number is created for each trade order. Those order numbers that are displayed on the contract note can't be changed.

Buy / Sell: The field contains the official name of the fund. If you place the cursor on the name, the official ID/ISIN-number for the fund will be shown.

Trade date: The date The Swedish Pensions Agency sent the trade order to the fund manager in the format YYMMDD.

Settlement date: The settlement date for the trade order in the format YYMMDD.

Units: The number of units that The Swedish Pensions Agency has sold. This number will have to be filled in if it is a buy order whereas for a sell order, the amount will already be filled in.

Unit Price: The unit price for the traded fund.

Curr.: The denomination currency of the fund.

Amount: The amount The Swedish Pensions Agency has bought. This amount need to be filled in if it is a sell order whereas for a buy order, the amount will already be filled in.

Delete: Check the box if you want to delete the row.

Status: Indicates the Status **SE**(Sent), **SA**(Saved),**DE** (Deleted) and **UN**(Unregistered).

2.2.3.2 Cancelation of contract note

It is possible to cancel an order line, which is not carried out by some reason. Should this occur, no contract note is issued. Mark the **Delete** box and no contract note to the Pensions Agency will be created. It remains in the view as cancelled after you have pressed saved, but disappears from the system the next day.

2.2.4 Statement of holdings

On the view Statement of holdings you will report our Statement of holdings in the funds at the end of every month. It can be done manually of by file.

The tab Statement of holdings.

2.2.4.1 Explanations of headlines

Fund: The name of the fund

Holding date: Last calendar day of the month.

Holdings , shares: Number of shares held by The Swedish Pensions Agency.

NAV: The nav price that the fund had at the holding date.

Assets under Management: AuM should be reported in the currency of our share class and AuM should include all share classes in the fund.

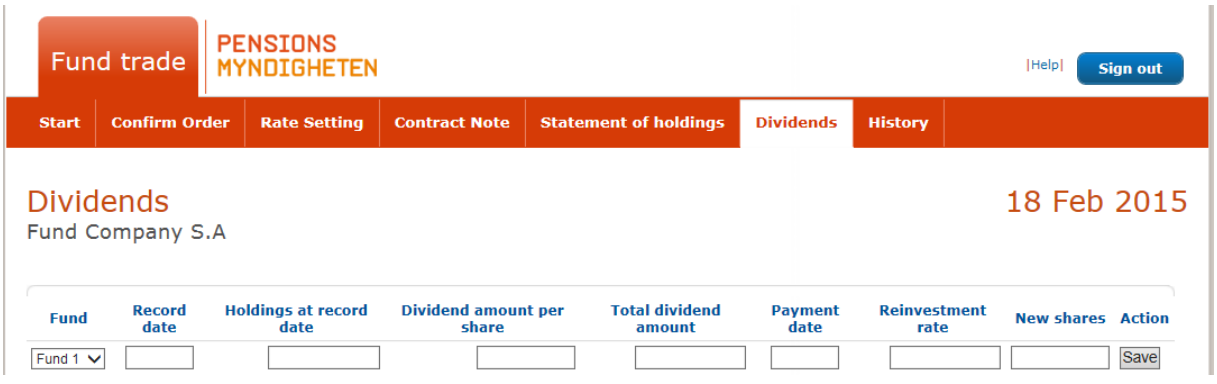
2.2.4.2 Statement of holdings from file

A manual describing the file format is found in Appendix 2. To retrieve the unit prices you have prepared, click on Browse (Bläddra in Swedish)... A standard dialog box enabling browsing of the file system is displayed**.** Choose the file you want to use. Open it and click **Upload.** When you have uploaded the file click on **Save** and then **Send.**

View **Appendix 2** to see how a file to register Statement of holdings looks like.

2.2.5 Register Dividends

On the view **Dividends** you register your dividends.



The tab Dividends.

On this view you can register all dividends you have had. All the fields need to be filled in in order to send the information. Choose fund in the drop-down menu under the headline **Fund**, fill in all fields and **Save**. If you have more than one dividend a new row will appear, choose the new fund in the drop-down men and register the data as in previous fund. If you have registered wrong data you can change it before you click **Send**. Place the cursor in the field you want to change and it will be activated again. When all dividends is registered click **Send**.

2.2.5.1 Explanations of headlines

Fund: Choose the fund that has had a dividend.

Record date: Record date for the dividend. It shows the holdings of shares for The Swedish Pensions Agency before the dividend and which the dividend is based on. Record date is the date before the X-day.

Holdings at record date: Holdings of shares for The Swedish Pensions Agency at record date, and which is entitled to the dividend.

Dividend amount per share: Dividend amount per share in the currency note.

Total dividend amount: Total dividend amount in the currency note.

Payment date: Payment day is usually 1 day or a few days after the record date. The dividend will be place on our account this day.

Reinvestment rate: The new price per share.

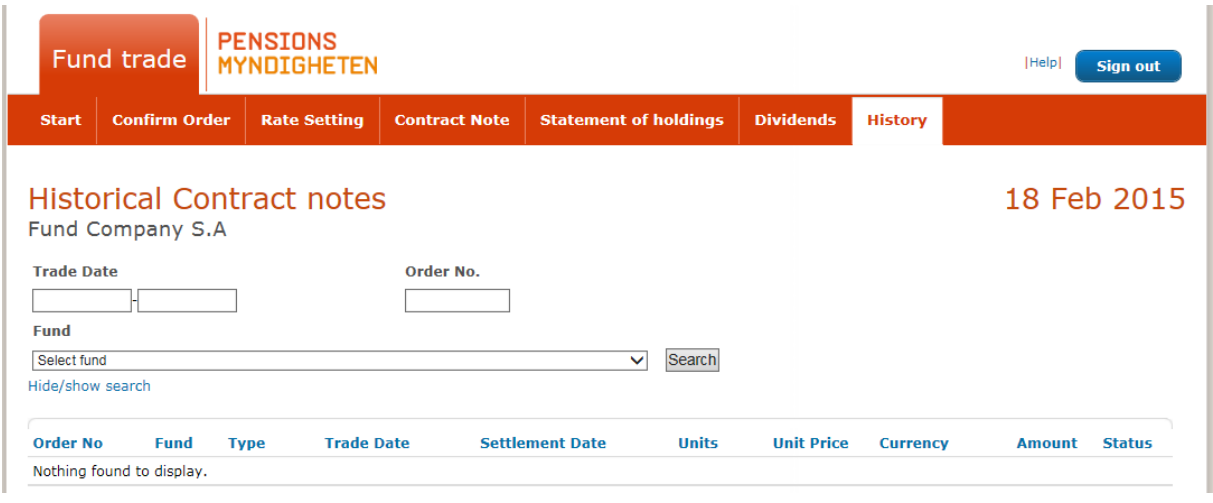
New shares: Number of new shares reinvested for the dividend amount.

2.2.6 History

On the view History you can find historical orders and contract notes

2.2.6.1 Historical Contract notes

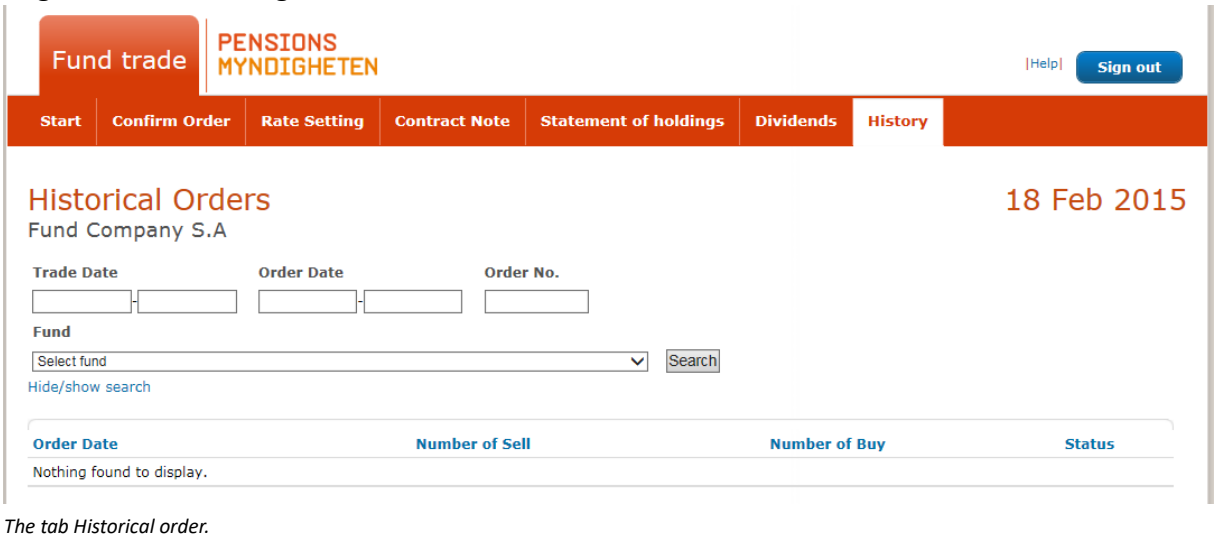
Register the date range and click **Search.**



The tab Historical Contract note.

2.2.6.2 Historical orders

Register the date range and click **Search.**



The tab Historical order.

2.3 Backup routines

In case of technical problem in The Swedish Pensions Agency's computer systems, backup routines have been established. If there are technical problems, an information message will be displayed in Focus after log in. This message will state what actions need to be taken. Should the Focus web server not work will The Swedish Pensions Agency try to reach you by e-mail. If your computer equipment does not allow a log in, The Swedish Pensions Agency should immediately be notified of this situation.

2.3.1.1 Fund trade

In case of technical problem in The Swedish Pensions Agency's computer systems we will usually not send you any orders that day, we will send new orders the following day instead. It will be just one accumulated order the following day, not two.

In some cases The Swedish Pensions Agency can send you order by fax. You must confirm that you have received this order.

2.3.1.2 Contract note

If Focus can't display the view on which to register a contract note, please contact The Swedish Pensions Agency and send the contract notes by e-mail or fax and also register the contract notes in Focus when the system works again.

2.3.1.3 Register unit prices

If Focus can't display the view on which to register the unit price, please contact The Swedish Pensions Agency and send the unit prices by e-mail or fax and also register the unit prices in Focus when the system works again.

2.4 Routines - Summary

2.4.1 Fund Trade

In order to confirm the receipt of a trade order:

1. Click on the tab **Confirm order** on the first page. You will be transferred to the trade order.
2. Click on **Confirm** to confirm that the order has been received. The trade order will now be registered as received at The Swedish Pensions Agency.
3. Click on **Go to start page** and then on **Logout** to **log out**.

2.4.2 Rate setting

2.4.2.1 Register unit prices

In order to register unit prices:

1. Click on the tab **Rate setting** on the first page. You will be transferred to the page where the unit prices are registered.
2. Register the unit prices in the field NAV or the Buy and Sell field.
3. Click on **Save**. The change in per cent is now calculated.
4. If a unit price exceeds the maximum deviation, the row is marked in red. If you want to accept the unit price, mark the checkbox **Accept** for the fund that has exceeded the deviation. Please note that the checkbox must be marked, as otherwise the unit price will not be stored in the database. State a reason for the deviations in the comment box. If you like to change the price, click on **Modify Prices** and register the new price.
5. In order to save click **Save.**
6. In order to deliver the prices click **Send**.

2.4.2.2 To change given unit prices

In order to change registered unit prices:

1. If the reported prices shall be updated you have to contact Swedish Pensions Agency at fundadmin@pensionsmyndigheten.se, and we will open up the rate setting site for you.
2. The fund administration opens the **Rate setting** view and give you a notice about this.
3. Register the unit prices in the field NAV or the Buy and Sell field.
4. If a unit price exceeds the maximum deviation, the row is marked in red. If you want to accept the unit price, mark the checkbox Accept for the fund that has exceeded the deviation. Please note that the checkbox must be marked, as otherwise the unit price will not be stored in the database.
5. In order to save click **Save** and after that to deliver click **Send.**

2.4.2.3 Upload unit prices from file

In order to register unit prices from file:

1. View Appendix 1 to see how a file looks like.
2. Click on the tab **Rate setting** on the first page. You will be transferred to the page where the unit prices are registered.
3. Click on Bläddra (swedish for Search). Mark the file you want to upload and click on

U**pload**.

4. Click on **Save** unit prices.
5. If a unit price exceeds the maximum deviation, the row is marked in red. If you want to accept the unit price, mark the checkbox Accept for the fund that has exceeded the deviation. Please note that the checkbox must be marked, as otherwise the unit price will not be stored in the database.
6. In order to save click Save and to deliver click Send.

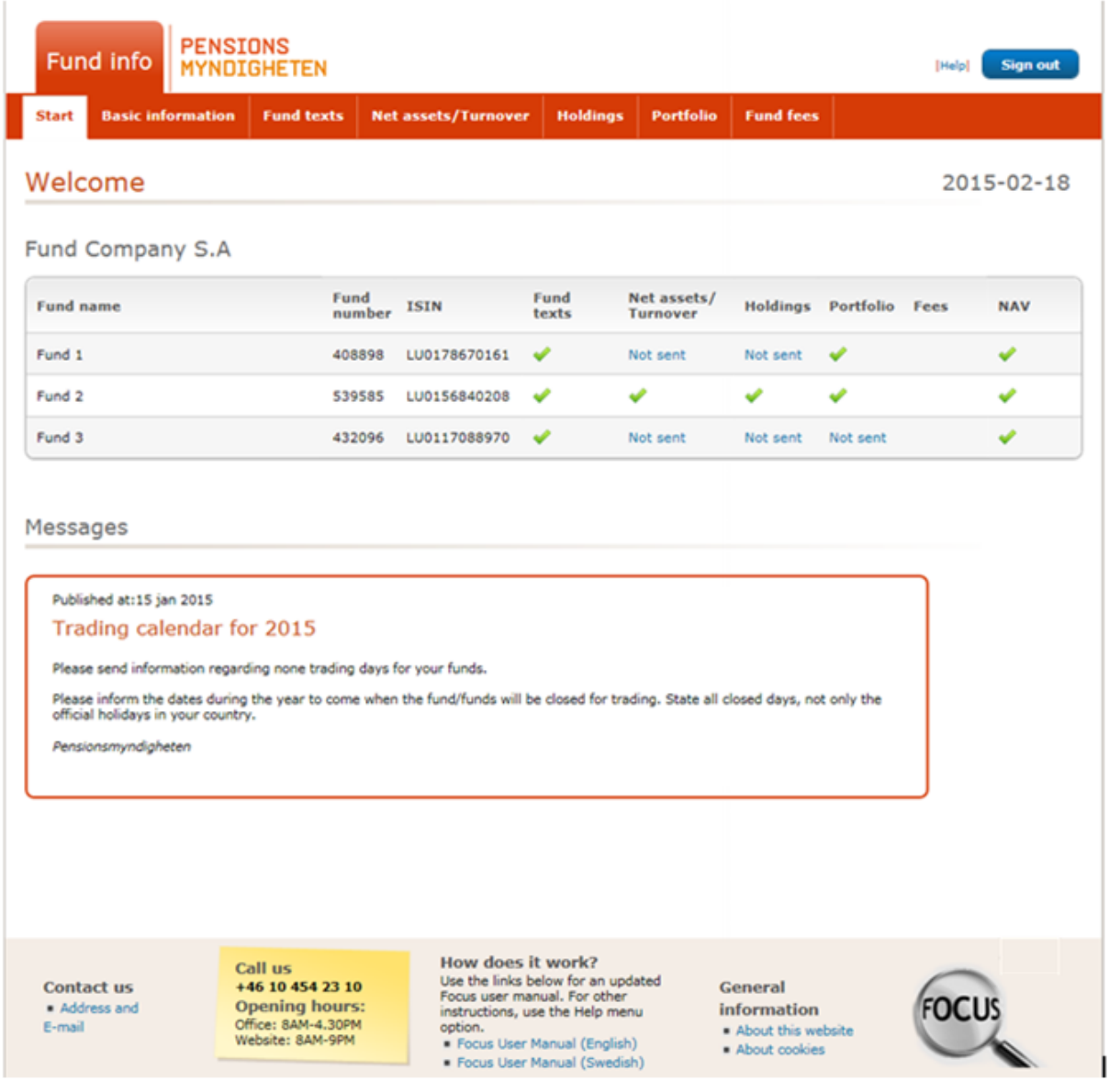
2.4.3 Send a contract note

In order to submit a contract note:

1. Click on the tab **Contract Note** on the start page. You will now be transferred to the page with the contract note.
2. Please check the information already existing in the view.
3. Register the number of units for each buy order in the field **Units** and also the unit price for the trade. Repeat this for all funds.
4. Register the amount for each sell order in the field **Amount** and also the unit price for the trade. Repeat this for all funds.
5. Click on **Save Data**. The data is now stored in the database and at the same time, a check that all fields have been registered is performed.
6. Should anything be incorrect, Focus will state that **"The typed figures do not match. Please check the figures".** Please change the incorrect information and click again on **Save Data**.
7. When everything is correct, the button **Send** will be shown. When you click **Send** the contract note will be sent to The Swedish Pensions Agency.
8. To log out, click on Back to menu and then on **Logout**.

3 Fund information

3.1 Menu overview Fund information



The Start page of Focus Fund info.

3.1.1 Explanation of headlines

Start: On this view there is an overview of the funds connected to a specific SecurID token. The overview shows in what status the delivery of reporting is in regard to what is decided by the Swedish Pensions Agency.

Basic information: On this page it is shown how the fund is set up in our system. This view is also used for the uploading of historical adjusted NAV when the fund is newly registered in our system.

Fund texts: On this page you register texts describing the fund.

Total net asset and turnover: On this page you register the total net asset in the fund and the fund´s turnover.

Portfolio composition: On this page you register the fund´s portfolio composition.

Holdings: On this page you register the fund´s ten largest holdings and it´s average amount of securities.

Sustainability information: On this page you will need to enter information around the funds sustainable investing. If the fund is an article 6,8 or 9 fund according to SFDR. Links to the funds page on hallbarhetsprofilen.se (contact swesif@swesif.org if you want to add your fund there) and to the funds pre-contractual disclosure document (RTS). We also ask for exclusions on products and services, these fields are being used as a filter function on the fund search page.

Fund fees: This is where fund fees are to be registered quarterly and yearly.

Help: Here you will find links to the Focus manual in both Swedish and English. The manual include file format for uploading unit prices, Statement of Holdings and Historical Adjusted NAV prices and underlying fund fees (Appendix 3, File Format specification: Historical adjusted NAV and Appendix 4, File Format specification: Fund fees)

Contact: On this view you find contact information to the Swedish Pensions Agency.

To log out, click **Sign out**. You will then return to the log in page.

3.2 Description of the functions for fund information

3.2.1 Overview on registration

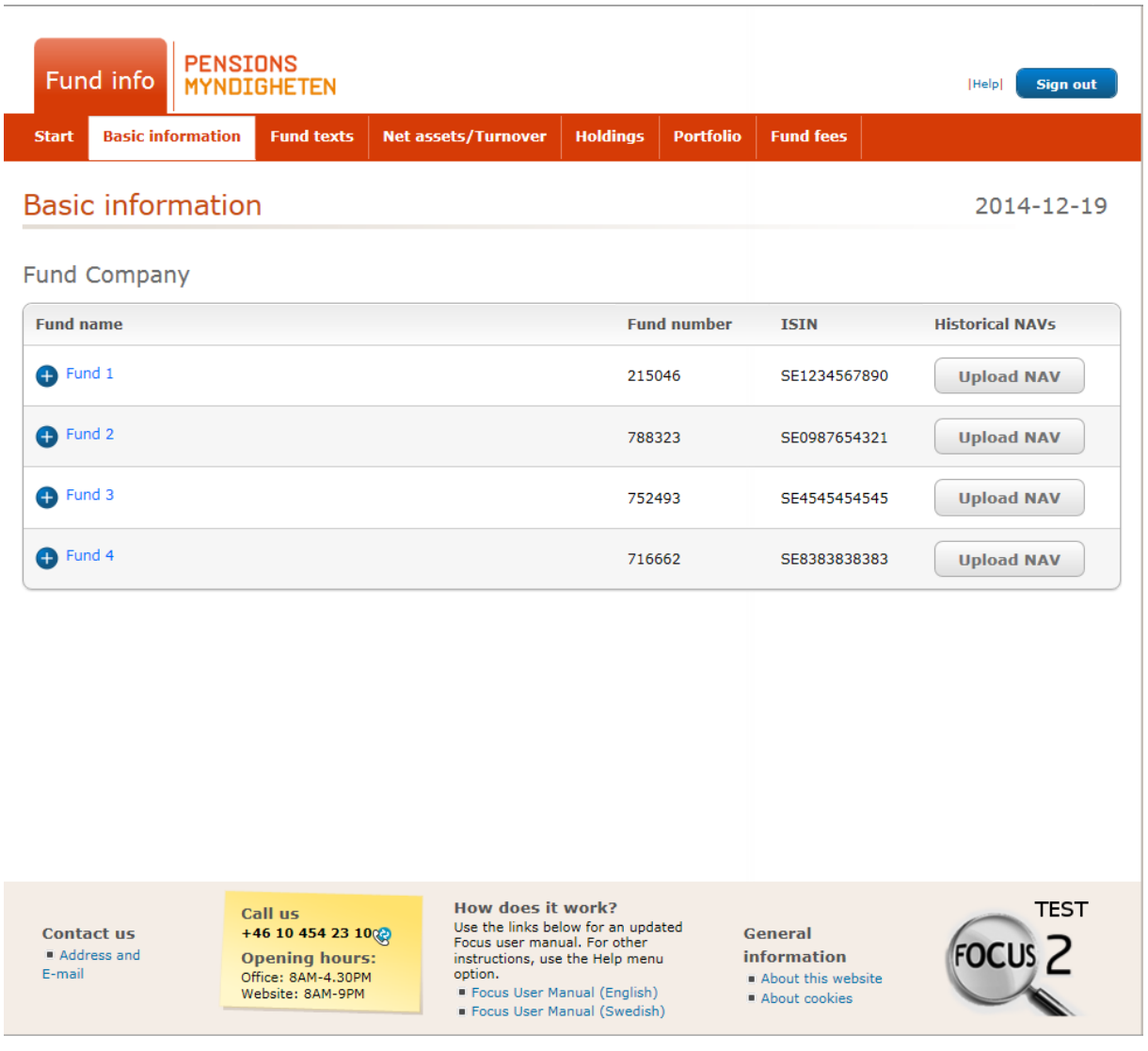
On the Start view you have an overview of all the funds connected to the SecurID token for fund information. You can also see what status the reporting of fund information has. Status is shown in regard to the deadline for reporting set by the Swedish Pensions Agency in the General Terms and Conditions. Different statuses are:

- Green marking (information has been delivered). The date shows when the information was sent in.
- Green marking if fund is started within the present quarter.
- Not sent (information has not been updated and delivered).
- On each view (except the Start) you can see when the last reporting was sent.

3.2.2 How the fund is set up in the system

In order to see how the fund is set up in the Swedish Pensions Agency´s trading system you click on the view Basic Information. The information shown here originally comes from the form Enrolment of fund filled in and sent in by the fund management company in order to get

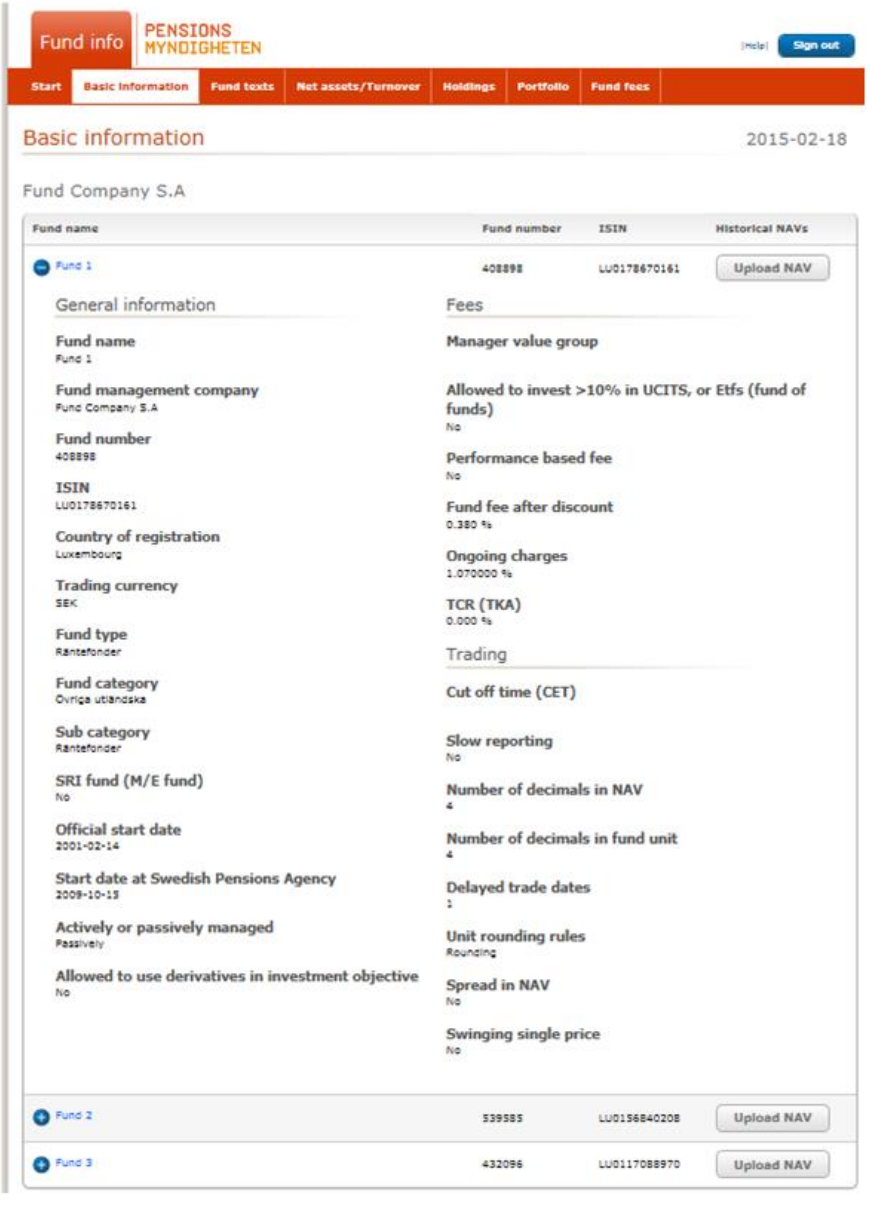
the fund registered in the system.



The tab Basic information.

To choose one fund please click on . To fold the fund please click on

You can have all the funds expanded at the same time.

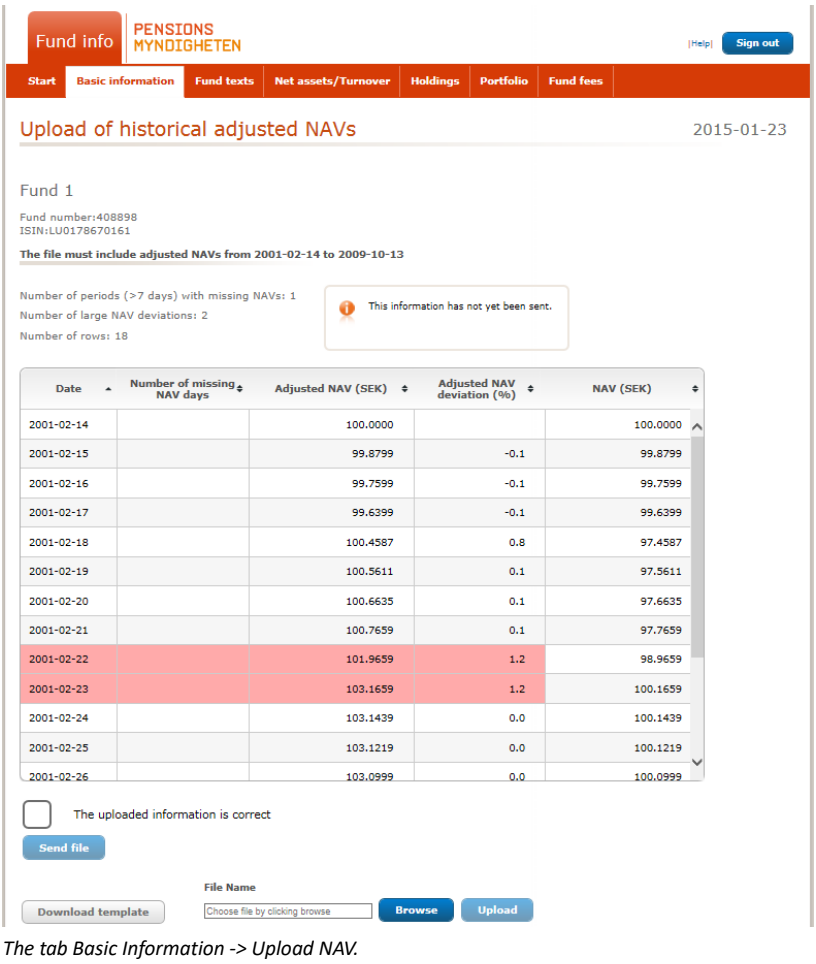


In case the shown information is incorrect please contact fund_information@pensionsmyndigheten.se.

3.2.3 Upload historical adjusted NAV prices (only initially)

On the view **Basic information** you upload historical adjusted NAV. This is to be done only initially when the fund is being registered at the Swedish Pensions Agency.
In order to deliver historical adjusted NAV:

1. Choose fund
2. Click **Upload NAV.**
3. You will then come to this page:



The tab Basic Information -> Upload NAV.

To be able to upload the historical adjusted NAVs you will need a file with a special file format. A template with the correct file format can be downloaded from the view. In order to do this please click **Download template**. For more information regarding the file; please see **Appendix 3, File format specification: Historical adjusted NAV.** The dates in the header tell you which dates the file must include. (The file must include adjusted NAVs from YYYY-MM-DD to YYYY-MM-DD).

4. Download the file by clicking **Download template**.

5. Fill in the template with the information the file asks for. Upload the file to Focus by clicking **Browse** and then **Upload**. In case the file contains information which is not correctly set up in the file or there is something else that you need to adjust you will get an error message.

6. Please check if the information presented is correct. Rows will be marked with red in following cases to indicate that something is incorrect:
   - adjusted NAV is missing for more than seven days
   - where adjusted NAV deviates more than 1% for fixed income funds and 4 % for other funds.

7. If everything is in order please mark the box **“The uploaded information is correct**” and then click **Send file**.

8. Information will be shown that tells you that the file has been sent to the Swedish Pensions Agency.

3.2.4 Registration of texts describing the fund

On the view **Fund texts** you shall fill in texts describing the fund. These texts are then presented on the funds fund fact sheet on www.pensionsmyndigheten.se. The short version of Investment objective is published in the yearly Fund catalogue. Please notice that the texts must be in Swedish. The text must be informative and objective without marketing elements.

Texts must be updated when the fund management company has decided to make changes for the fund. Under each text area you can see how many characters you may use.

Characters allowed are:

- Numeric
- Letters (Swedish alphabet)
- Spacing
- End of line
- &
- ,
- .
- ”
- ( )
- %
- @
- /
- -
- :
- +
- ’
- $
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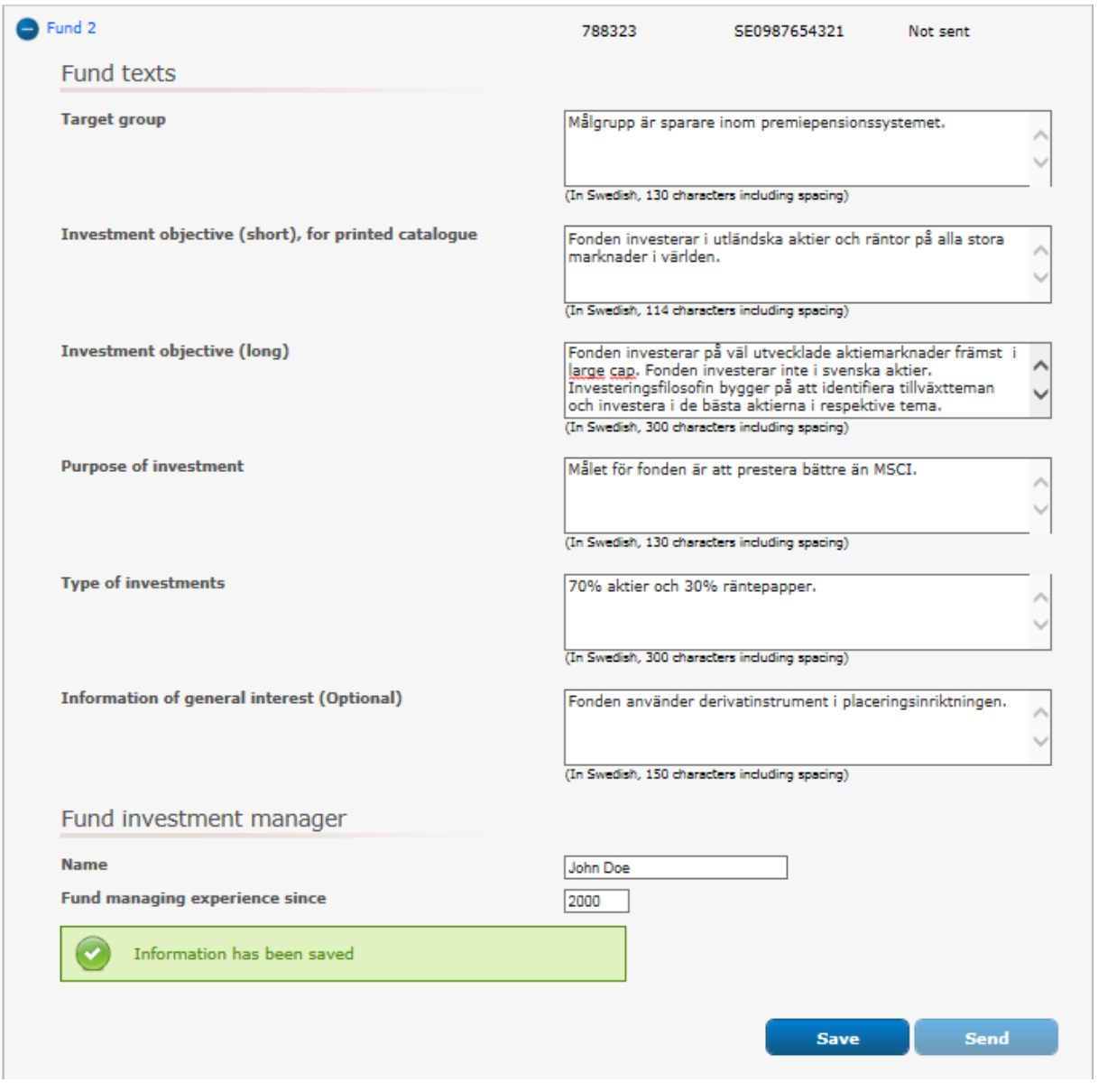

The tab Fund texts.

1. Choose fund
2. Fill in the text areas
3. In order to save click Save
4. In order to deliver click Send

3.2.5 Registration of Sustainability information

On the view **Sustainability** you need to fill in sustainability information regarding the fund. This information are then presented on the funds fund fact sheet on www.pensionsmyndigheten.se. The standard which has been used is from Swesif Hållbarhetsprofilen. Please note that the texts must be in Swedish.

Sustainability information must be updated when the fund management company has decided to make changes for the fund. And we ask you to review this information once a year. Under

each text area you can see how many characters you may use.

Characters allowed are:

- Numeric
- Letters (Swedish alphabet)
- Spacing
- End of line
- &
- ,
- .
- ”
- ( )
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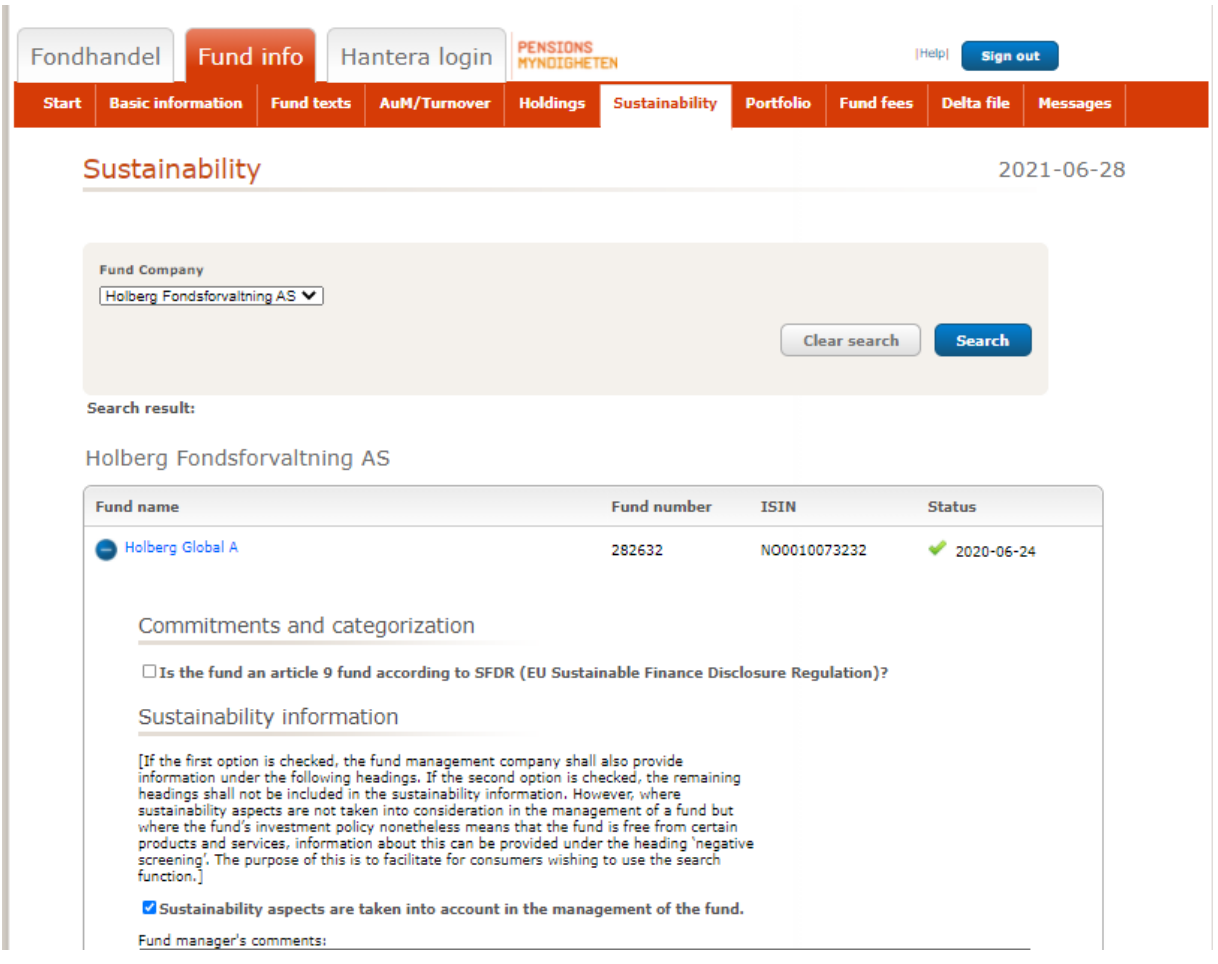
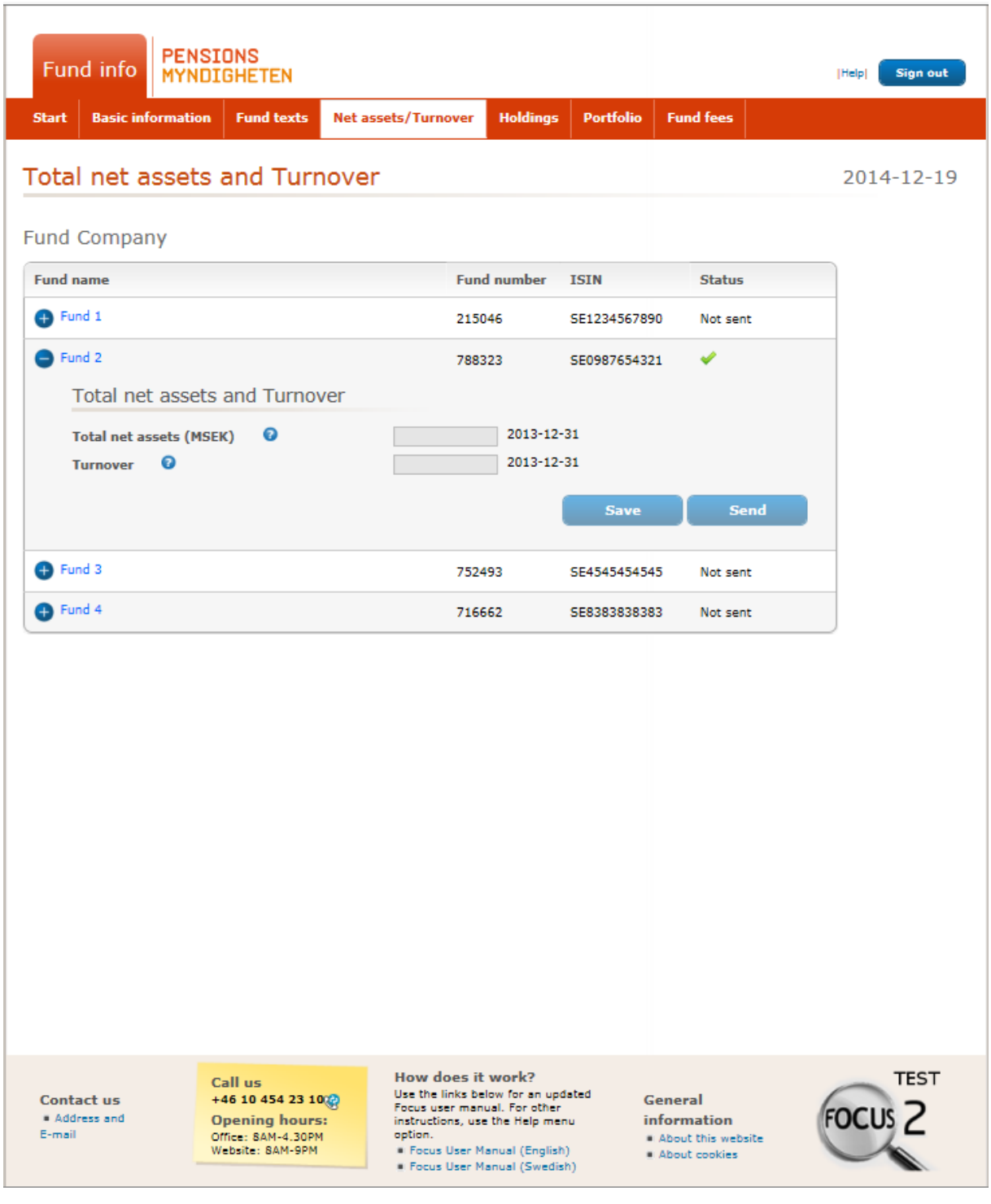


3.2.6 Reporting of Total Net Assets and Turnover

On the view **Net Assets/Turnover** the fund´s total net asset and the turnover for the previous year is to be reported. These data are to be reported once a year, at latest on Jan 20th. Focus till not ask for these data in case the fund started during the present year.

Please notice that the total net assets and turnover must be reported at the same occasion.



The tab Net assets/Turnover.

The formula for calculating the turnover is: T=Min (A,B)/C

T =	Rate of turnover, times per year
A =	Total securities purchased during the year
B =	Total securities sold during the year
C =	Average fund capital during the year

N.B. The turnover is shown by times per year and shall *not* therefore be multiplied by 100.

Total net assets must be reported in Swedish krona (MSEK).

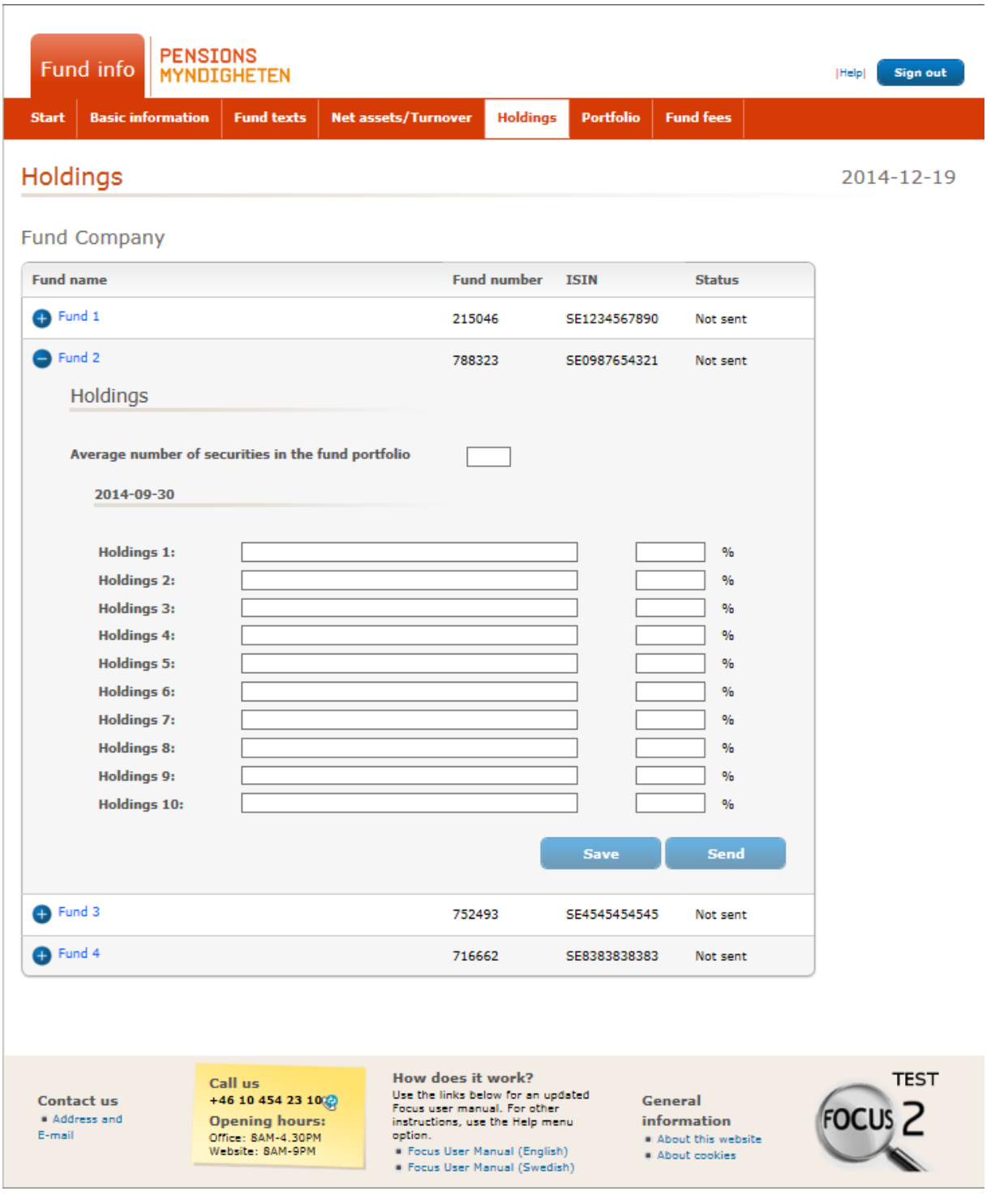
1. Choose fund
2. Fill in both total net asset and turnover
3. In order to save click **Save**
4. In order to deliver click **Send**

3.2.7 Reporting of Holdings and average amount of securities

On the view **Holdings** the fund´s ten largest holdings are to be registered on a quarterly basis, on the 20th of January, April, July and October. The data may have a range from +100 to -100. It is possible to report negative holdings. Focus till not ask for this data in case the fund started during the present quarter.

Characters allowed are the same as for fund texts, please see chapter 3.2.4.

On the same view you must also register average amount of securities. Please notice that this must be registered on the same occasion as when you register the holdings.



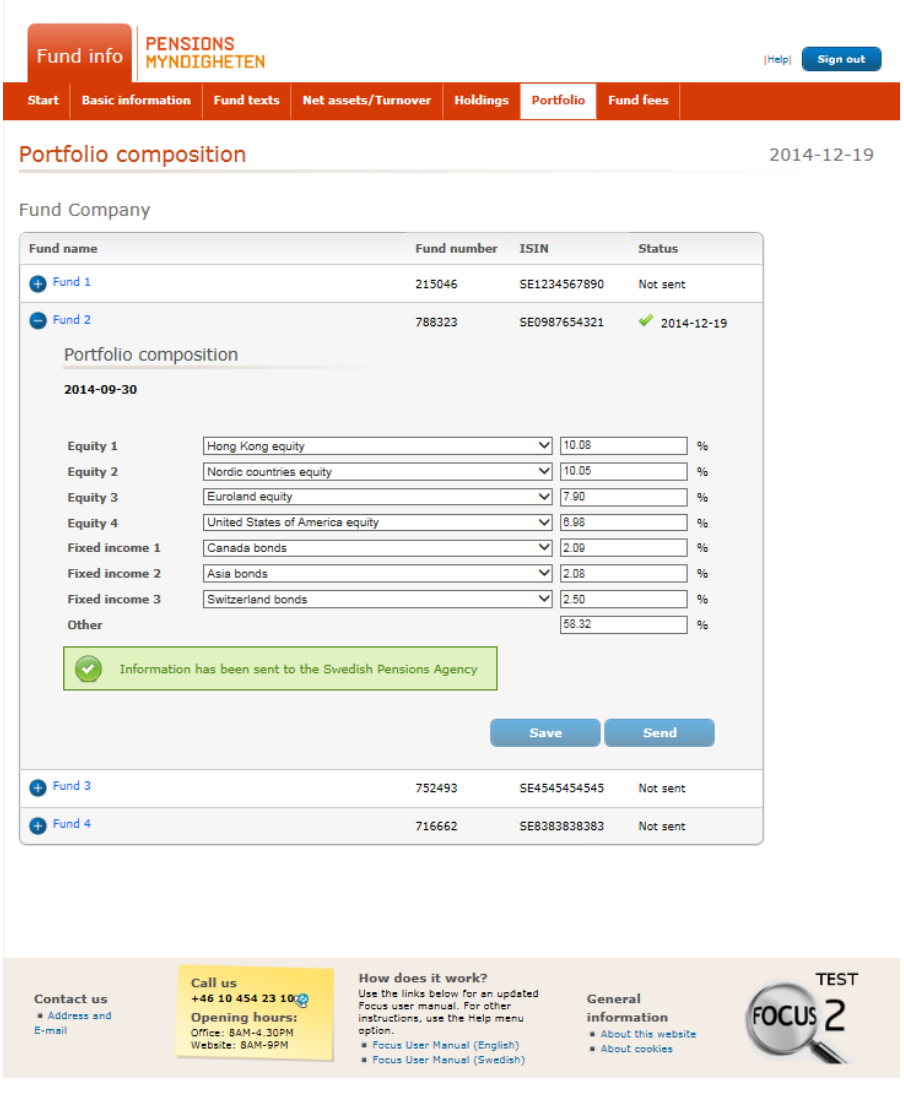
The tab Holdings.

1. Choose fund
2. Register the name of the securities (maximum 60 characters including spacing) (Please use characters allowed in chapter 3.2.4).
3. Register percentage.
4. In order to save click **Save.**
5. In order to deliver click **Send.**

3.2.8 Reporting of Portfolio composition

On the view **Portfolio** the fund's Portfolio composition is to be reported. This is reported on a quarterly basis, on the 20th of January, April, July and October. The Portfolio composition is shown as a diagram on the fund fact sheet on The Swedish Pensions Agency's webpage. Focus till not ask for this data in case the fund started during the present quarter.

1. Choose fund.
2. In order to choose the correct alternative, please use the dropdown menu.
3. Fill in the percentage (two decimals may be used). The portfolio composition must always sum up to one hundred percent.
4. In order to save click **Save.**
5. In order to deliver click **Send.**



The tab Portfolio.

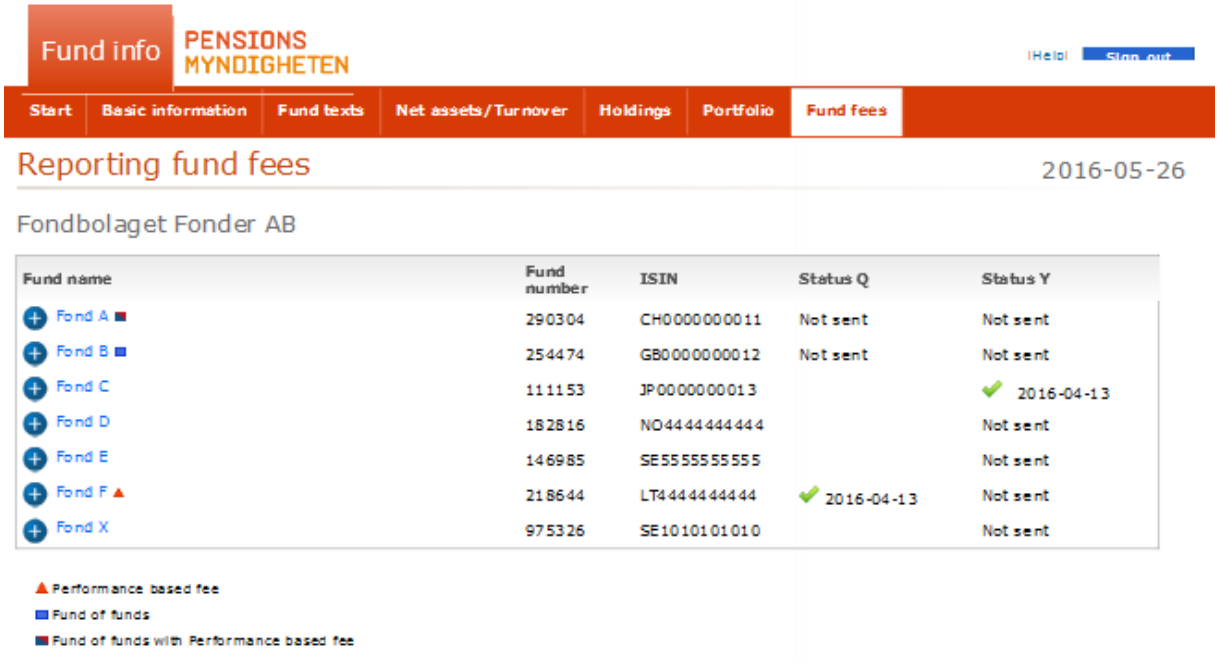
3.2.9 Reporting Fund fees

On the view **Fund fees** the fund's fee is to be reported. This is reported on a yearly and/or on a quarterly basis, on the 20th of January, April, July and October.

There are four different types of fund fees; ordinary, fund-of-fund, performance based and fund-of-fund/performance based. The ordinary is to be reported yearly and the other ones quarterly. The quarterly reported have a special marking.

Focus will show the status on the reporting of fund fees.

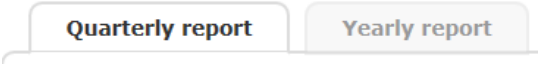
- The funds which have not yet which have not yet reported the fund fee is showing Not sent for Quarterly and/or Yearly
- If the fund is not expected, for the moment, to report quarterly and/or yearly fees Not sent and date together with green marking are not shown.
- When a fund which is expected to report fund fee has done so, a green marking will be shown together with the date on which the reporting was sent to the Swedish Pensions Agency.



In the example above the funds with ordinary fund fee has sent in the yearly fee only for Fond D. The Fond F, which has fees to be reported quarterly, has sent in the fees (date and green marking is shown.)
Fond A and B which should have sent in their quarterly fees have not yet done so (Not sent is shown).

Each fund which has only ordinary fee one tab, for yearly reporting, will be shown when you click on the fund name. There are two tabs, one for quarter and one for year.

Each fund which has fees to be reported every quarter there will be two tabs shown when you click on the fund name.



The fees are to be reported initially when the fund is prepairing to be launched in the premium pension system.
Yearly reporting needs to be done at the latest last of February.
Quarterly reporting need to be done at the latest the 20th in the month after a quarter.

Types of fund fee:

- Ordinary Fund fee – only yearly reporting.
- Fund of funds – Both yearly and quarterly.
- Performance based fee – Both yearly and quarterly.
- Fund of funds and Performance based fee – Both yearly and quarterly.

What type of the fund fees is to be reported is depending on how the fund is investing, what fees the fund has and how the fund registers the costs in the fund. The Swedish Pensions Agency will ask for different fees depending on which type of fund fee the fund has.

Press the Question mark next to **"Definition of fees"** to receive an explanation of the different fund fees or read ***Directions to Co-operation agreement.***

Focus asks for different fund fees depending on which type of fund fee the fund has. In the chart below you can see an overview of the different fund fees that we can ask for in Focus. Register the fund fees we ask for.

Management fees and other administrative or operating costs (%)	Per cent between 0-100 with 6 decimals
Total Cost Ratio (TCR/TKA) (%)	Per cent between 0-100 with 3 decimals
Management fee (%)	Per cent between 0-100 with 3 decimals
Performance based fee (%)	Per cent between (-)100-100 with 6 decimals
Main fund's total cost withdrawal quotient (HTK) (%)	Per cent between (-)100-100 with decimals

Total cost (TK) (%)	Per cent between 0-100 with 3 decimals
Weighted cost (%)	Per cent between 0-100 with 3 decimals
Weighted rebate (%)	Per cent between 0-100 with 3 decimals

3.2.9.1 Fund fee –only yearly reporting

If management fees and other administrative or operating costs deviates with more than 10% from last year you need to write an explanation in the **box "State the reason for large deviation of Total cost (TK) compared to the previous year ".** ((Maximum 500 characters including spacing) (Please use characters allowed in chapter 3.2.4)

3.2.9.2 Fund of funds – quarterly reporting

Report the following for the sub-fund's fees in fund of funds:

- Fund name on sub-fund.
- Total cost (TK) on sub-fund.
- The sub-fund's weighted Total cost (TK) (weighted cost)

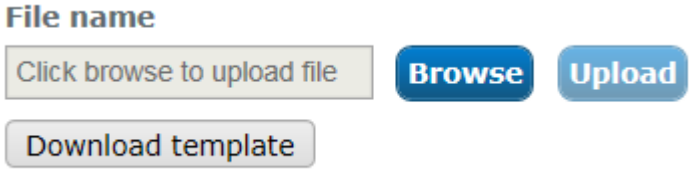
If the main-fund gets a rebate, this will be stated for the fund:

- Rebate from the sub-fund is stated with a percentage

To be able to upload information regarding underlying funds you need to use a specific file format. Download template from the view **Fund fees** (Appendix 4, File Format specification: Fund fees).

1. Download the file by clicking **Download template**.

2. Fill in the template and upload it to Focus with **Browse** and **Upload**.



If the fund has a maximum fee instead of the actual costs for the sub-funds you can choose to click in the box **"A maximum fee is used instead of actual fees for underlying funds** " and no sub-funds need to be reported.

4 Appendix 1, File format specification: Fund Price

4.1 Application

This specification applies to applications and software that will transfer fund prices to the Swedish Pensions Agency Focus fund trade application.

4.2 General

This document specifies the file format for submitting Fund Prices to Focus fund trade at the Swedish Pensions Agency. File format, required fields and positions are defined according to structure given in this document. The Focus application has an import capability that enables Fund Managers to submit their fund prices digitally. Semicolons separate data in records, which makes it rather easy to assemble data with commonly available desktop software, like MS Excel.

4.3 Matching of records

Each record will be matched according to the following criteria:

1) Date.
2) Fund Identifier.

Where entry is not applicable the position should be empty, enclosed by semi colons (see example below *file format example)*. Records in the file starting with a date not corresponding to the date of fund price requests will be disregarded. This means that two or more pricing dates for the same fund may be present in the file.

4.4 Validation of data

When data from the file is analysed a validation of each field is performed. If a record cannot be matched against a Fund Price request, it will be discarded.

Records containing invalid data, data not adhering to the formatting constraints described in this document or containing values out of range will be discarded. If invalid data is encountered, the process reading and the analysis of the file will stop.

4.5 File format

The File format should be a plain text file in standard ASCII / ISO 8859-1 code. Each field is separated by a semi- colon (";"). Each new row in the file represents a new record, i.e. each row is separated by a new line character ("\n" or "\r\n" in some cases).

4.6 Description of fields

Each field in a record is described in this section. The filed descriptions appear in the same order as they appear in the actual record.

Posistion	Field	Format	Description	Comment
1	Date	YYYYMMDD *mandatory*	Fund Price Date	
2	ISIN	Alfanumeric (12) *mandatory*	International Securites Identification Number	See section regarding Fund Identifier
3	Empty			Empty, due to file format change
4	Empty			Empty, due to file format change
5	Empty			Empty, due to file format change
6	NAVPrice	Numeric *mandatory*	Indicates NAV price	
7	sellPrice	Numeric	Indicates the Offer price	

Fund Price Record format.

4.6.1 Date

Date is indicated on the YYYY MM DD format. No separating white spaces, dashes (”-”) or slashes (”/” or ”\”) are allowed in this field. No characters are allowed in this field. Example:

20001231

In the example above New Year's Eve 2000 is indicated.

4.6.2 Fund Identifier

Funds are recognized by ISIN code.

Code	Description	Comment
ISIN	International Securities Identification Number, is an alpha-numerical code with 12 characters. The first two characters form a country code according to ISO 3166 [1], A2	Valid for most of the funds in The Swedish Pensions Agency's system.

Fund Identifiers.

4.6.3 Fund price

Fund price is a numeral which includes a decimal separator. Decimals are separated with a period (".").

The Swedish Pensions Agency will normally trade on NAV and therefore only the NAV-price is required, with blanks in Bid and Offer-price.

For Fund Managers where the Swedish Pensions Agency specifically has agreed to trade on Bid and Offer, these prices are required. In these cases, the NAV-field should be left blank. Please also observe that whenever Bid and Offer is used, it has to be the specific Bid- and Offer-prices that the Swedish Pensions Agency will trade on.

4.6.4 Price status indicator

The status of the fund price submitted has to be indicated. The indicator can have the values specified in the chart below.

Status	Code	Meaning
Trade Status Normal	1	Prices, i.e. NAV or Bid/Offer, have been submitted. When this status is indicated price is required.
Temporarily Suspended	2	The fund in question is temporary suspended, e.g. a price cannot yet be submitted for this particular date. The price can be submitted on a following date. A fund price request will be generated the following trading day.
Suspended	3	No price can be submitted for the fund in question for this particular date.

Price Status Indicators.

4.7 File suffixes

Focus does not impose any requirements regarding specific file suffixes. However, you are recommended to use the comma separated values (*.csv or *.txt) suffix. The proposed file suffixes are created with administrative purposes in mind, storing etc. They do not have any actual technical bearing.

4.8 Sample records

Below are a few sample records.

20150220;GB1231231231;;;;154,589;1
20150220;GB3213512415;;;;47,26;1
20150220;GB1231231231;;;;45,478454;45,480012;;;1
20150220;GB3213512415;;;;3

The sample records contain the following:

Rec	Date	ISIN				NAV	Sell	Buy	Status
1	20150220	GB1231231231				154,589			1
2	20150220	GB3213512415				47,26			1
3	20150220	GB1231231231					45,478454	45,480012	1
4	20150220	GB3213512415							3

5 Appendix 2, File Format specification: Statement of holdings

5.1 Application

This specification applies to applications and software that will transfer statements of holdings to the Swedish Pensions Agency's Focus fund trade application.

5.2 General

This document specifies the file format for submitting Statements of holdings to Focus fund trade at the Swedish Pensions Agency. File format, required fields and positions are defined according to structure given in this document. The Focus application has an import capability that enables Fund Managers to submit their statement of holdings digitally.
Semicolons separate data in records, which makes it rather easy to assemble data with commonly available desktop software, like MS Excel.

5.3 Matching of records

Each record will be matched according to the following criteria:

1) Date.
2) Fund Identifier.

Where entry is not applicable the position should be empty, enclosed by semi colons (see example below *file format example*). Records in the file starting with a date not corresponding to the date of statement of holdings requests will be disregarded.

5.4 Validation of data

When data from the file is analysed a validation of each field is performed. If a record cannot be matched against a Statement of holdings request the file will be rejected and the system will display an error message

Validation:

- The file will be rejected if it contains duplicates in FundID (ISIN).
- The file will be rejected if it contains FundID (ISIN) that are not requested in Focus
- The file will be rejected if the holding date does not match.

Records containing invalid data, data not adhering to the formatting constraints described in this document or containing values out of range will be discarded. If invalid data is encountered, the process reading and analysing the file will stop.

5.5 File format

The File format should be a plain text file in standard ASCII / ISO 8859-1 code. Each field is separated by a semi- colon (";"). Each new row in the file represents a new record, i.e. each row is separated by a new line character ("\n" or "\r\n" in some cases).

5.6 Description of fields

Each field in a record is described in this section. The field descriptions appear in the same order as they appear in the actual record.

Position	Field	Format	Description	Comment
1	Date	YYYYMMDD *mandatory*	Holding Date	Last calendar day of the month
2	ISIN	Alfanumeric (12) *mandatory*	International Securites Identification Number	See section regarding Fund Identifiers
3	Holding shares	Numeric *mandatory*	Indicates number of shares.	Number of shares held by Swedish Pensions Agency
4	NAV	Numeric *mandatory*	Indicates NAV price	
5	Assets under Management	Numeric	AuM should be reported in the currency of our share class and AuM should include all share classes in the fund.	
6	lineFeed	Single character: "\n"	Indicates End of Fund Price Record.	If the record is generated on a UNIX system the line feed may consist of a Carriage Return and New Line pair, e.g. "\r\n".

Statement of holdings format.

5.6.1 Date

Date is indicated on the YYYYMMDD format. No separating white spaces, dashes (”-”) or slashes (”/” or ”\”) are allowed in this field. No characters are allowed in this field. Example:

20001231

In the example above New Year's Eve 2000 is indicated.

5.6.2 Fund Identifier

Funds are recognized by ISIN code.

Code	Description	Comment
ISIN	International Securities Identification Number, is an alpha-numerical code with 12 characters. The first two characters form a country code according to ISO 3166 [1], A2	Valid for all of the funds with Swedish Pensions Agency.

Fund Identifiers.

5.6.3 Holdings, shares

Number of shares is a numeral which includes a decimal separator. Decimals are separated with a comma (”,”).

5.6.4 NAV (fund price)

Fund price is a numeral which includes a decimal separator. Decimals are separated with a comma (”,”).

5.6.5 Assets under Management (AuM)

Assets under Management is a numeral which includes a decimal separator. Decimals are separated with a comma (”,”).

5.7 File suffixes

Focus does not impose any requirements regarding specific file suffixes. However, you are recommended to use the comma separated values (*.csv or *.txt) suffix.

The proposed file suffixes are created with administrative purposes in mind, storing etc. They do not have any actual technical bearing.

5.8 Sample records

Below are a few sample records.

20150220;GB1231231231;12345,1231;100,25;23456,4567
20150220;GB1231231231;12345,1231;100,25;

The sample records contain the following:

Date	ISIN	Holding Shares	NAV	Assets under Management
20150220	GB1231231231	12345,1231	100,25	23456123123
20150220	GB1231231231	12345,1231	100,25	

6 Appendix 3, File Format specification: Historical adjusted NAV

6.1 Application

This specification applies to applications and software that will transfer Historical adjusted NAV to the Swedish Pensions Agency's Focus Fund information application.

6.2 General

This document specifies the file format for submitting Historical adjusted NAV to Focus Fund information at the Swedish Pensions Agency. File format, required fields and positions are defined according to structure given in this document. The Focus application has an import capability that enables Fund Managers to submit the Historical adjusted NAV electronically. Semicolons separate data in records, which makes it rather easy to assemble data with commonly available desktop software, like MS Excel.

6.3 Matching of records

The earliest date of the file must match the official start date of the fund and the latest date must match or be later than the first date when fund prices were reported in Focus Fund trade. All dates must be in chronological order.

Each record will be matched according to the following criteria:

1) Dates are in chronological order.
2) Fund Identifier, both ISIN code and fund ID at Swedish Pension Agency.

6.4 Validation of data

A validation is performed on each field in each record. In each record the fund identifier is controlled to match the expected value of the fund identifier. If a record can't be validated the whole file will be rejected.

Validation:

- The file will be rejected if one record does not contain the expected fund identifier (ISIN).
- The file will be rejected if one record does not contain the expected fund ID at Swedish Pension Agency.
- The file will be rejected if the earliest date of the file doesn't match the official start date.
- The file will be rejected if the latest date of the file doesn't match or is earlier than the first date when fund prices were reported in Focus Fund trade.
- The file will be rejected if it cannot validate.
- The file will be rejected if the dates are not in chronological order.
- The file will be rejected if two or more records have the same date.

If invalid data is encountered, the process reading and parsing the file will stop.

6.5 File format

The File format should be a plain text file in standard ASCII / ISO 8859-1 code. Each field is separated by a semi- colon (";"). Each new row in the file represents a new record, i.e. each row is separated by a new line character ("\n" or "\r\n" in some cases).

Header row
The file must include a header row with 6 positions.

6.6 Description of fields

Each field in a record is described in this section. The field descriptions appear in the same order as they appear in the actual record.

Position	Field	Format	Description	Comment
1	ISIN	Alfanumeric (12) *mandatory*	International Securites Identification Number	See section regarding Fund Identifiers
2	FundID	Numeric (6) *mandatory*	Identification at Swedish Pensions Agency	
3	Date	YYYYMMDD *mandatory*	Date for NAV in record	
4	Historical adjusted NAV	Numeric (17,6) *mandatory*	Indicates historical adjusted NAV price	The numeric value can have at the most 17 digits of which 6 digits must be the decimal value.
5	NAV	Numeric (17,6)–	Indicates historical NAV price	The numeric value can have at the most 17 digits of which 6 digits must be the decimal value.
6	Currency	Alfa	The currency in which the shares are traded	EUR, US Dollar, SFr, NOK, SEK, JPY and GBP are allowed.
7	lineFeed	Single character: "\n"	Indicates End of NAV Price Record.	If the record is generated on a UNIX system the line feed may consist of a Carriage Return and New Line pair, e.g. "\r\n".

Historical adjusted NAV format

6.6.1 Date

Date is indicated on the YYYYMMDD format. No separating white spaces, dashes ("-") or slashes ("/" or "\") are allowed in this field. No characters are allowed in this field. Example:

20001231

In the example above New Year's Eve 2000 is indicated.

6.6.2 Fund Identifier

Funds are recognized by ISIN code.

Code	Description	Comment
ISIN	International Securities Identification Number, is an alpha-numerical code with 12 characters. The first two characters form a country code according to ISO 3166 [1], A2	Valid for all of the funds with Swedish Pensions Agency.

Fund Identifiers

6.6.3 NAV (fund price)

Fund price is a numeral which includes a decimal separator. Decimals are separated with a comma (",") or period (".") . No separator shall be used for thousands.

6.7 File suffixes

Focus does not impose any requirements regarding specific file suffixes. However, you are recommended to use the comma separated values (*.csv or *.txt) suffix.

The proposed file suffixes are created with administrative purposes in mind, storing etc. They do not have any actual technical bearing.

6.8 Sample records

Below are a few sample records.

ISIN;Fund-ID(Identification at Swedish Pensions Agency);Date(YYYYMMDD);AdjNAV(DividendadjustedNAV);NAV;Currency

IT0095842369;216115;19880426;10;10; EUR

IT0095842369;216115;20000923;10;10; EUR

IT0095842369;216115;20000924;9,9;9,9; EUR

The sample records contain the following:

ISIN	Fund-ID(Identification at Swedish Pensions Agency)	Date(YYYYMMDD)	AdjNAV (Dividend adjusted NAV)	NAV	Currency
IT0095842369	216115	19880426	10	10	EUR
IT0095842369	216115	20000923	10	10	EUR
IT0095842369	216115	20000924	9,9	9,9	EUR

7 Appendix 4, File Format specification: Fund fees

7.1 Application

This specification applies to applications and software that will transfer underlying fund's fees to the Swedish Pensions Agency Focus Fund information application.

7.2 General

This document specifies the file format for submitting underlying fund's fees to Focus Fund information at the Swedish Pensions Agency. The Focus application has an import capability that enables Fund Managers to submit underlying fund fees electronically. Semicolons separate data in records, which makes it rather easy to assemble data with commonly available desktop software, like MS Excel.

7.3 Validation of data

A validation is performed on each field in each record. In each record the fund identifier is controlled to match the expected value of the fund identifier. If a record cannot be validated the whole file will be rejected.

Validation:

- The file will be rejected if it cannot validate.
- The file will be rejected if mandatory fields are missing.
- The file will be rejected if a numeric field does not contain numbers or if a numeric value has the wrong number of decimals.

If invalid data is encountered, the process reading and parsing the file will stop.

7.4 File format

The File format should be a plain text file in standard ASCII / ISO 8859-1 code. Each field is separated by a semi- colon (";"). Each new row in the file represents a new record, i.e. each row is separated by a new line character ("\n" or "\r\n" in some cases).

Header row
The file must include a header row with 4 positions.

7.5 Description of fields

Each field in a record is described in this section. The field descriptions appear in the same order as they appear in the actual record.

Position	Field	Format	Description	Comment	Example
1	Fund name	Alfanumeric (80) *mandatory*	The name of the underlying fund		Underlying fund Emerging markets
2	Total cost (TK) (%)	Numeric (5,3) *mandatory*	Total cost in per cent for the underlying fund.	Value between 0,000 and	3,765

				99,999	
3	Weighted cost (%)	Numeric (5,3) *mandatory*	The weighted cost in per cent for the underlying fund.	Value between 0,000 and 99,999	1,432
4	Weighted rebate (%)	Numeric (5,3)	The weighted rebate in per cent for the underlying fund	Value between 0,000 and 99,999	0,543
6	lineFeed	Single character: "\n"	Indicates Underlying fund's fee Record.	If the record is generated on a UNIX system the line feed may consist of a Carriage Return and New Line pair, e.g. "\r\n".	

Underlying fund fees format.

7.6 File suffixes

Focus does not impose any requirements regarding specific file suffixes. However, you are recommended to use the comma separated values (*.csv or *.txt) suffix.

The proposed file suffixes are created with administrative purposes in mind, storing etc. They do not have any actual technical bearing.

7.7 Sample records

Below are a few sample records.

Fund name;Total cost (TK) (%);Weighted cost (%);Weighted rebate (%)

Emerging markets;3,765;1,432;0,543

Equity Fund;2,550;0,580;0,456

Europe Fund;0,999;0,750;0,250

Fund name	Total cost (TK) (%)	Weighted cost (%)	Weighted rebate (%)
Emerging markets	3,765	1,432	0,543
Equity Fund	2,550	0,580	0,456
Europe Fund	0,999	0,750	0,250