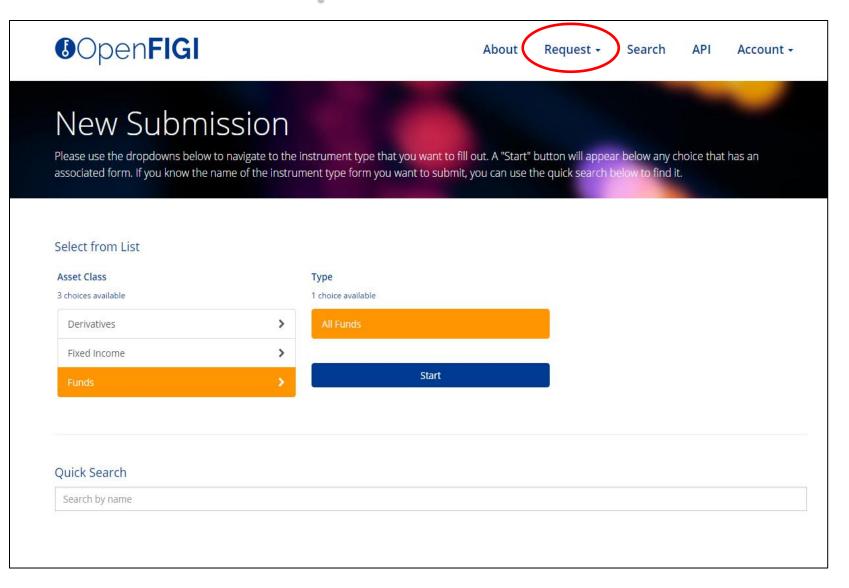
BOpen**FIG**

How to Bundle a Submission

https://www.openfigi.com

After a Successful Login:

Under 'Request' tab > New Submission



Bundle Submission



- Select 'Single Submission'
- Complete all mandatory fields labeled with an asterisk (*) and attach supporting documents in the 'Attachments' box at the bottom of the page.
 - ****The Bundling option should only be used when submitting requests for child instruments, such as multiple share classes of the same fund. Please do not bundle when requesting tickers for Parent insruments, such as multiple subfunds.****
- Click the 'Publish bundle with multiple Share Class children' button.

Parent Submission

* Initial Value Currency		
Security Identifier		
# 1		
* Identifier Type		
* Identifer Text		
Remove Security Identifier # 1		
	Add Security Identifier	
* Share Class Type		×
Open End Share Class		
Do You Want To Request A Ticker		
Requested Ticker		
Minimum Investment		
Minimum Subsequent Investment		
Minimum Investment Currency		×
Base Management Fee Percent		
Management Performance Fee Percent		
Front End Load		
Redemption Charge Percent		

- Prompts at the top of the screen will indicate that the 'parent' submission has been completed and has been assigned a tracking number.
- To continue submitting requests for additional share classes of that fund, click **'To start a child submission click here'** from the prompt at the top of the screen.

Child Submission

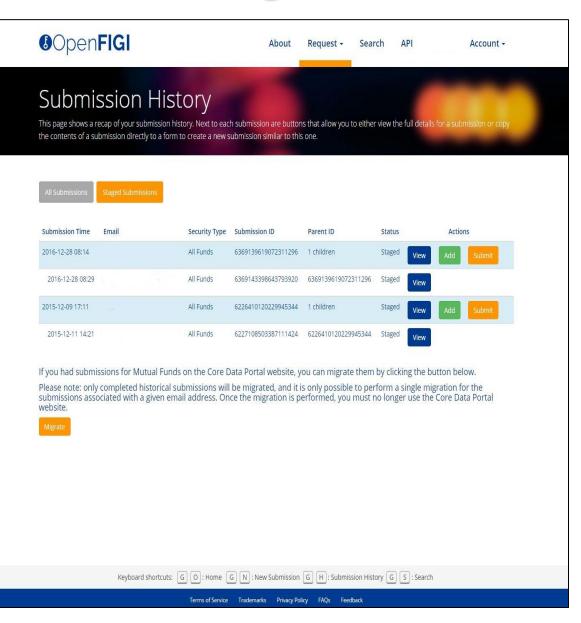
		pen End Share Class
		Do You Want To Request A Ticker
		Requested Ticker
		Minimum Investment
		Minimum Subsequent Investment
T		Minimum Investment Currency
		Base Management Fee Percent
		Management Performance Fee Percent
		Front End Load
		Redemption Charge Percent
		Early Withdraw Charge Percent
	Select or drop attachment documents here	nission Files
	10 files, accepting .pdf,.xlsx,.xls,.csv,.doc,.docx, total li	Upt
		le added yet
		2
		ion Files Up t

Privacy Policy

Terms of Service

- Data from the first submission will be imported into a new 'child' submission form. For a product such as Funds, Fundlevel fields such as Fund Name, Fund Asset Currency and Country of Domicile will remain fixed to ensure consistency.
 However, share class-level fields such as ISIN, Share Class Name, Share Class Currency and Base Management Fee will be editable and can be changed appropriately for the new share class.
- Once all data is updated and appropriate attachments are uploaded, click 'Publish child record'.
- Prompts at the top of the screen will indicate that the 'child' submission has been completed and has been assigned a tracking number.
- To continue submitting requests for additional children of a bundle such as Share Class for Funds, click 'To start another child submission click here' from the prompt at the top of the screen and repeat the previous steps.

Staged Child Submission



- If no additional instruments need to be requested at this time, click 'To view and submit the bundle submission click here' from the prompt at the top of the screen.
- The 'Staged Submissions' tab of the Submission History section will be displayed, with the bundled parent and child submissions.
 - 1. Click **'View'** to display the information entered for each submission.
 - 2. Click 'Add' to begin an additional instrument request which will be added to the bundle. Please note, this is not required if all child instruments have already been requested.
 - 3. Click **'Submit'** to complete the bundled submission

- END -

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