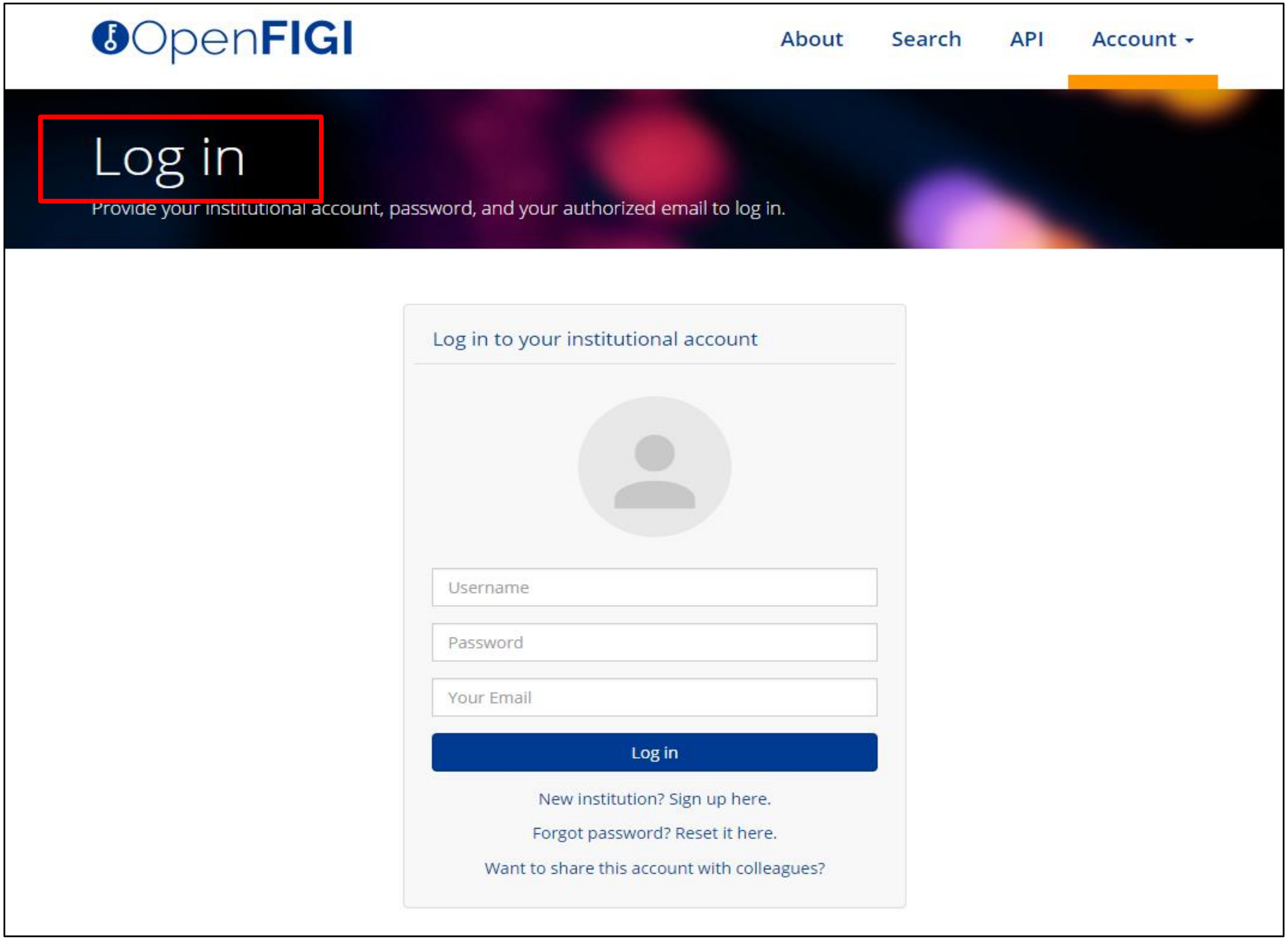
OpenFIGI

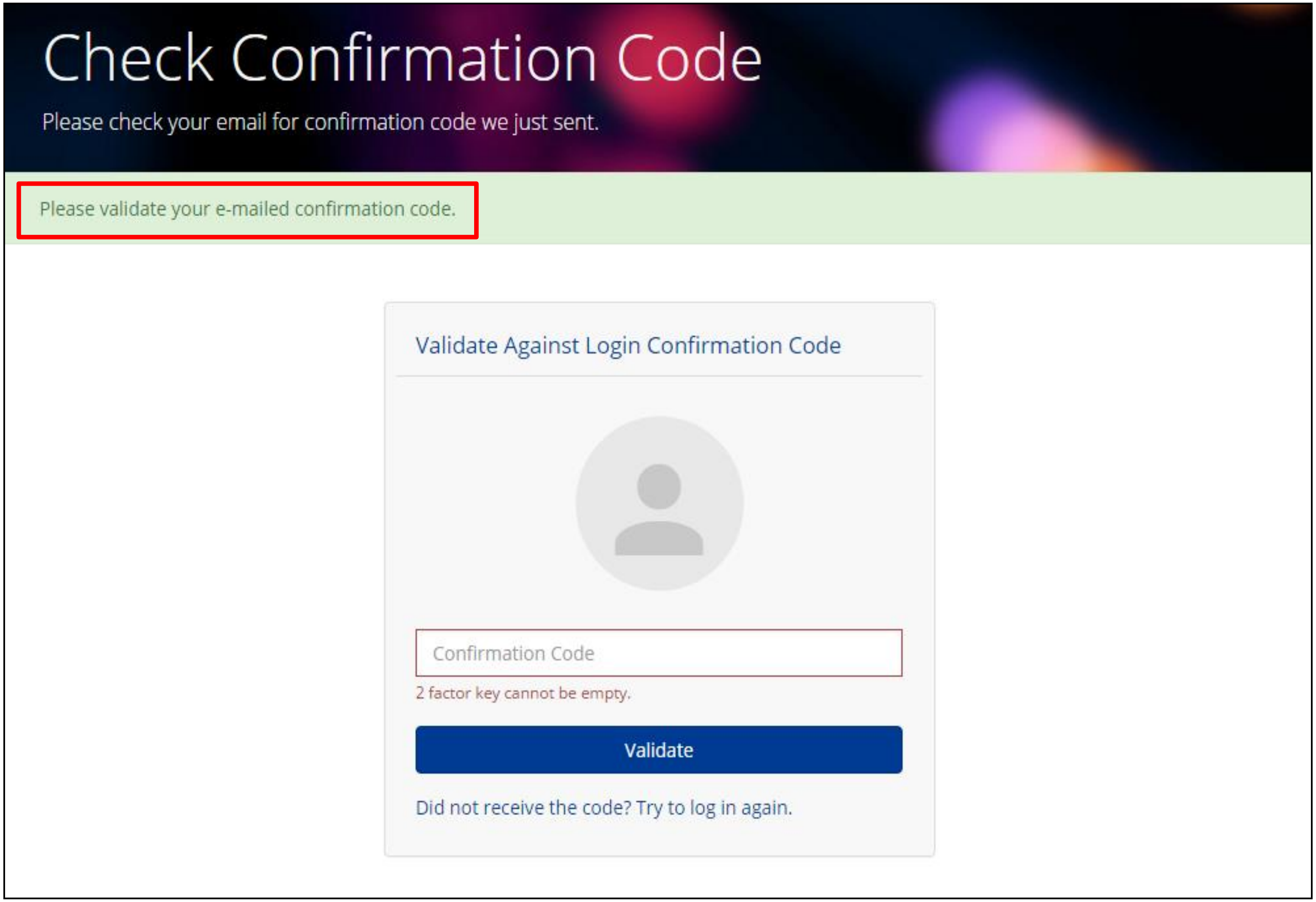
Navigating OpenFIGI.com

https://www.openfigi.com

Request a FIGI

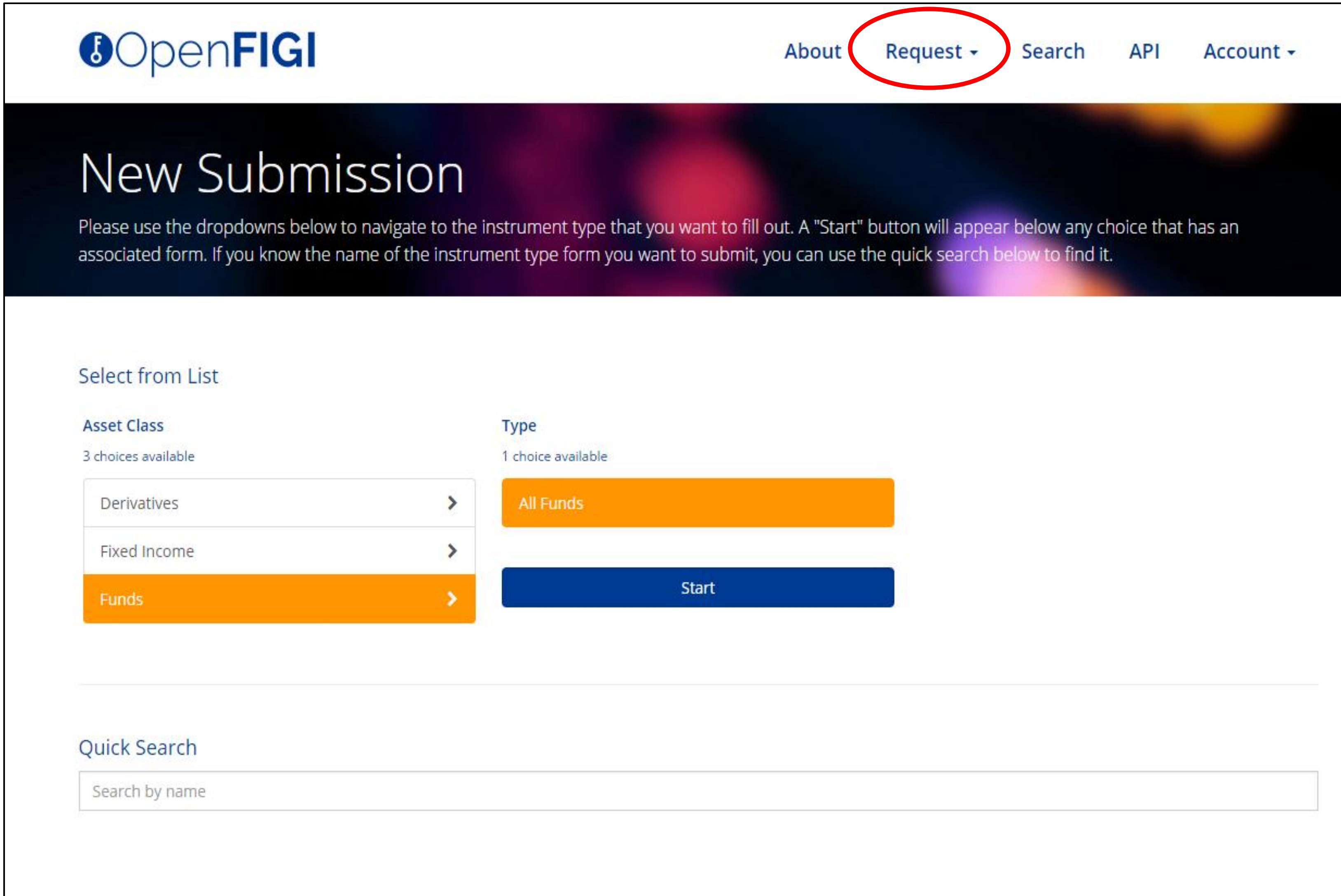


Enter Confirmation Code

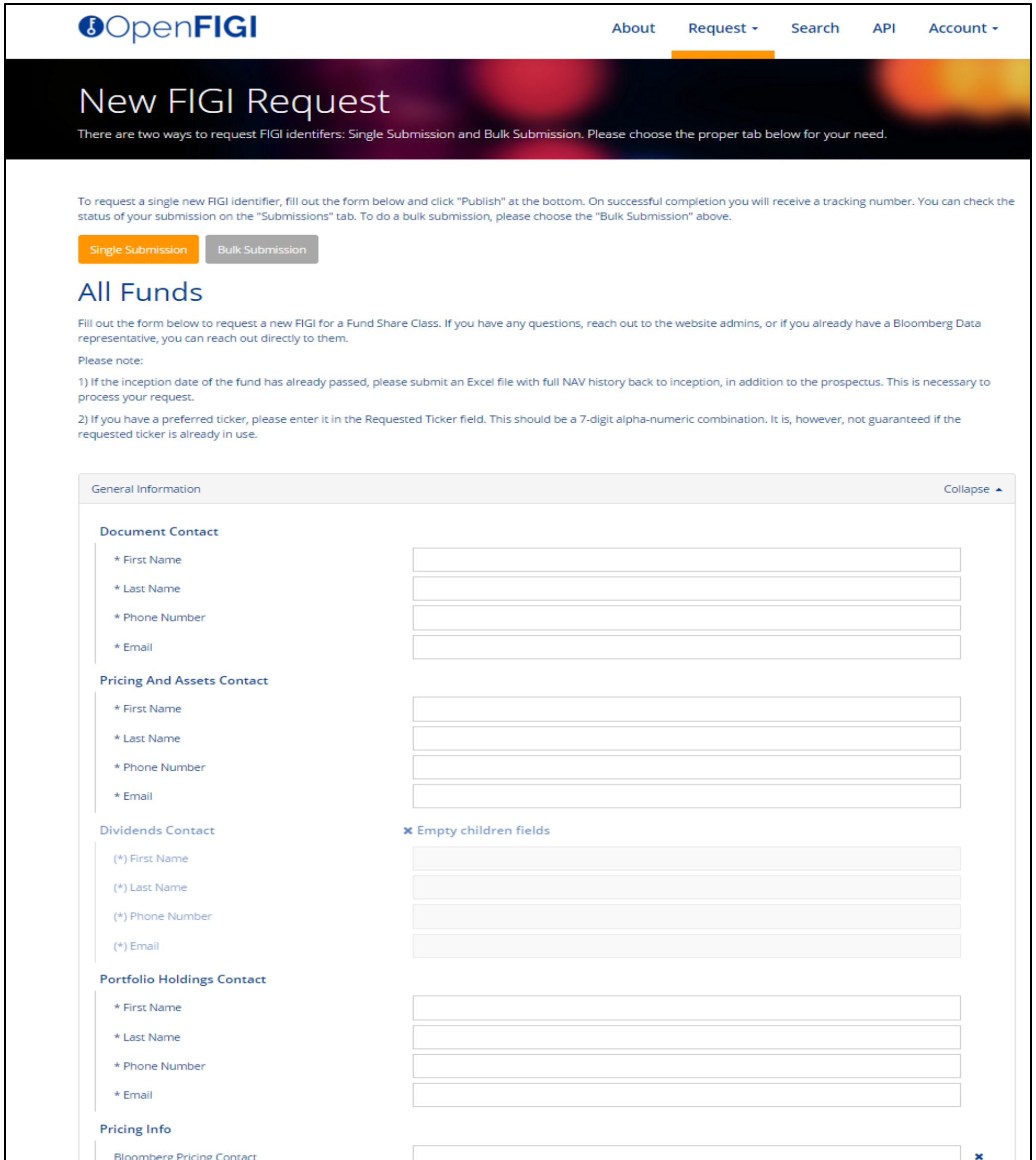


Successful Login:

Under 'Request' tab > New Submission



Single / Bulk Submission


OpenFIGI

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New FIGI Request

There are two ways to request FIGI identifers: Single Submission and Bulk Submission. Please choose the proper tab below for your need.

To request a single new FIGI identifier, fill out the form below and click "Publish" at the bottom. On successful completion you will receive a tracking number. You can check the status of your submission on the "Submissions" tab. To do a bulk submission, please choose the "Bulk Submission" above.

Single Submission | Bulk Submission

All Funds

Fill out the form below to request a new FIGI for a Fund Share Class. If you have any questions, reach out to the website admins, or if you already have a Bloomberg Data representative, you can reach out directly to them.

Please note:

1) If the inception date of the fund has already passed, please submit an Excel file with full NAV history back to inception, in addition to the prospectus. This is necessary to process your request.

2) If you have a preferred ticker, please enter it in the Requested Ticker field. This should be a 7-digit alpha-numeric combination. It is, however, not guaranteed if the requested ticker is already in use.

General Information — Collapse

Document Contact
- * First Name
- * Last Name
- * Phone Number
- * Email

Pricing And Assets Contact
- * First Name
- * Last Name
- * Phone Number
- * Email

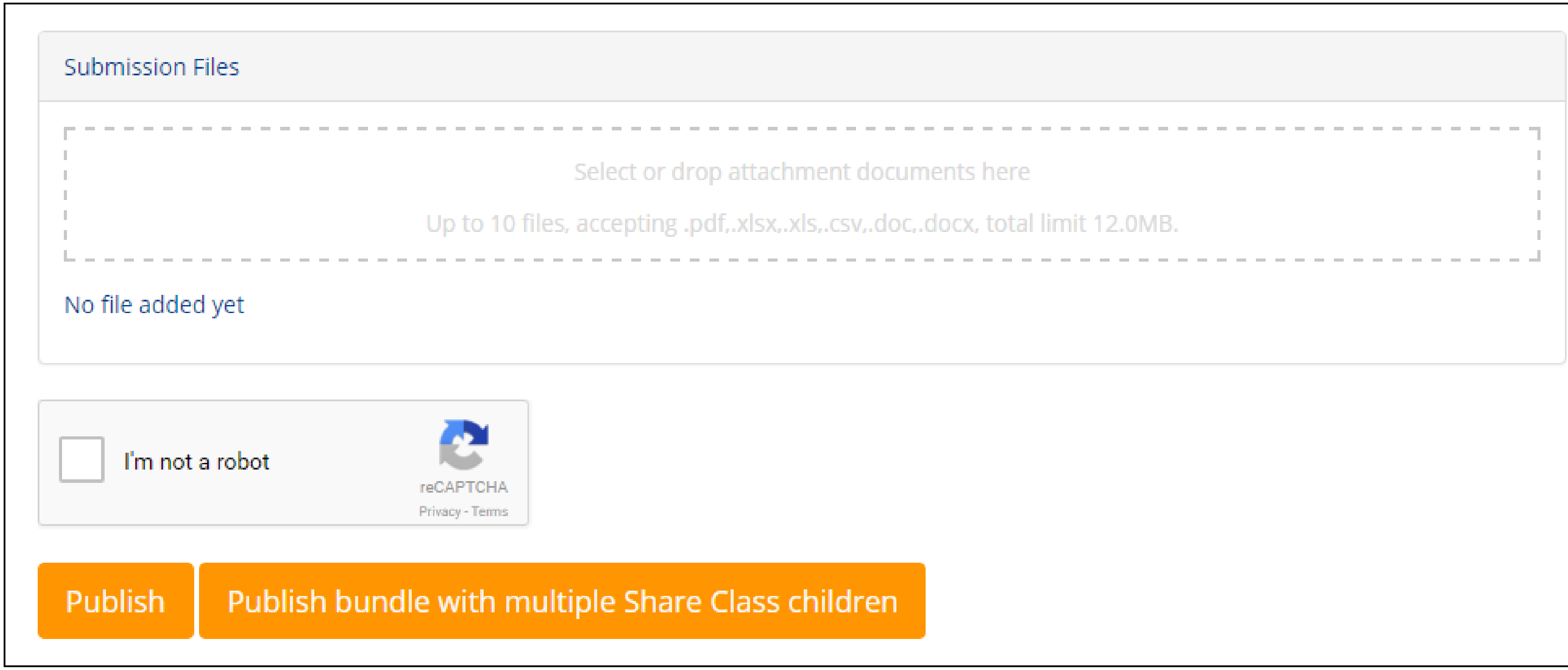
Dividends Contact — Empty children fields
- (*) First Name
- (*) Last Name
- (*) Phone Number
- (*) Email

Portfolio Holdings Contact
- * First Name
- * Last Name
- * Phone Number
- * Email

Pricing Info
- Bloomberg Pricing Contact

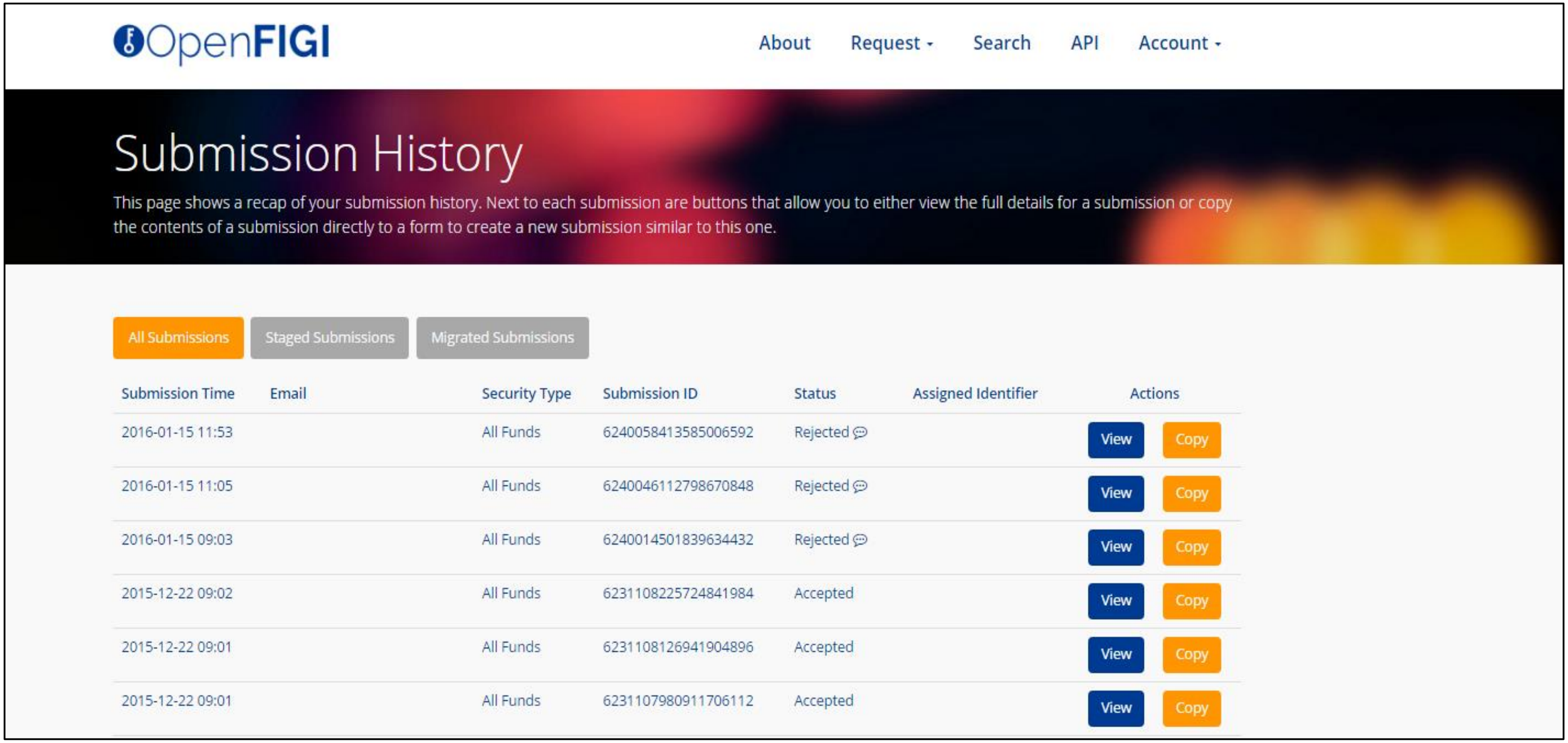
- Select ‘Single’ or *Bulk* submission (*Bulk submission is required in a JSON format)*
- Complete all mandatory fields labeled with an asterisk (*) and attach supporting documents in the ‘Attachments’ box at the bottom of the page.
- Click 'Publish’ at the end to complete your submission. This example shows completing a submission for Funds.

Submission



- Prospectus, term sheets, pricing files, and other financial documents can be submitted in the box above.
- Select either to 'Publish' or you may pend the submission by 'Publish bundle with multiple Share Class children' until all share classes are filled out in the example of Mutual Funds.

Under 'Request Tab' > Submission History



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Submission History

This page shows a recap of your submission history. Next to each submission are buttons that allow you to either view the full details for a submission or copy the contents of a submission directly to a form to create a new submission similar to this one.

All Submissions | Staged Submissions | Migrated Submissions

Submission Time	Email	Security Type	Submission ID	Status	Assigned Identifier	Actions
2016-01-15 11:53		All Funds	6240058413585006592	Rejected		View Copy
2016-01-15 11:05		All Funds	6240046112798670848	Rejected		View Copy
2016-01-15 09:03		All Funds	6240014501839634432	Rejected		View Copy
2015-12-22 09:02		All Funds	6231108225724841984	Accepted		View Copy
2015-12-22 09:01		All Funds	6231108126941904896	Accepted		View Copy
2015-12-22 09:01		All Funds	6231107980911706112	Accepted		View Copy

- **All submissions** – check the progress of your submissions here.
- **Staged Submissions** – more than one share class has been submitted. For example, Funds may have multiple share classes (please remember to complete and publish your funds submission in this section otherwise it will remain in pending status.)
- **Migrated Submissions** – historic submissions transferred from the legacy Funds Core Data Portal.

FAQ

Registration Question:

- ***Are personal email account domains not allowed to register for a login?***

  We have restricted the popular non-institutional email domains from creating an account.

Submission Status Questions:

- ***How can I check on the status of my submission request?***

  Once your submission has been completed, you should receive a confirmation with Submission ID indicated. Please send all submission inquiries to fundupdate@bloomberg.net and include the submission ID and username.

- ***Will I be notified if a submission is accepted or rejected?***

  You will receive an email confirmation with the specific instruments information if successful. Should the submission be rejected, you will also receive a confirmation notifying the reason for rejection.

- ***Do I have to re-enter the contact section every time I login? Where will this information be displayed?***

  You will need to complete all required fields with an asterisk (*). You may copy the information across if the details are the same. This information is for internal purposes only and will not be displayed anywhere.

- ***Will my information be saved if I have to step away for an extended period of time?***

  The website will timeout after one hour, where you will lose any information in a form that hasn't been submitted.

FAQ

Fund Related Questions:

- ***Can I request for a specific ticker?***

  Yes, the ticker has to be 7-digits long assuming the ticker is not already taken.
- ***The fund is targeted at both retail and institutional investors. How do I select both?***

  If the share class targets both, choose retail.
- ***What documents do I need to attach?***

  Please attach the fund's Prospectus and historical pricing file (preferably in .xls) as a bare minimum for us to set up the ticker. If the fund is pending listing, the pricing file may be provided once the fund has been launched
- ***Does the prospectus need to be the most recent?***

  Yes, the prospectus should not be older than 12 months; otherwise your request might be rejected. If the Prospectus is older than 12 months, please attach a supplement document substantiating it.
- ***Does the Prospectus need to be in English?***

  No. However, please include a brief summary of the funds' investment objective and strategy.
- ***Do I need to have a third party identifier to request a ticker?***

  Yes, you will need to provide one identifier when submitting your fund. Most funds will have some type of identifier depending on their domicile.
- ***Can I use OpenFIGI to make changes to existing funds (i.e update static data/NAV)?***

  Not at this time. OpenFIGI.com is a platform for you to submit new funds/shares classes. For existing funds support, please reach out to your respective representative via fundupdate@bloomberg.net
- ***How long does it take for a ticker to be created?***

  Please kindly allow 3-5 working days for a ticker to be assigned. Users will receive an email once the ticker has been created.
- ***I have received the a ticker but I cannot see the fund on the OpenFIGI website serach yet. Why is there a delay?***

  The OpenFIGI website currently refreshes once daily and successful submissions will available the following day.

- END -

Version created 20 April 2016