

## Client data

The client can expect the following data files to be delivered by Seneschal:

### Transactional data

- Detailed Trial Balances, inception-to-date at Entity and Investor level. These are provided by value date and transaction date, including local, functional and reporting currency amounts.
- Summary Trial Balances, inception-to-date at Entity and Investor level

### Setup/configuration and documentation

- Allocation Rule summary (a list of investors and their percentage share by Effective and Close Dates)
- Documentation from all LPA and side letter reviews
- Summary of Investor terms (Management Fees, Opt-outs, Carried Interest)
- Investor Contact lists
- Investor bank details

### Reports and Proofs

- Drawdown, Distribution and Equalisation notices in PDF and/or Word format with supporting Excel proofs
- Partner statements for all periods reported in PDF and/or Word format with Excel support showing breakdown of every line
- Financial statements for all periods reported in PDF and/or Word format with Excel support showing breakdown
- Working Papers including:
  - Primary Statements (Balance Sheet, P&L, Statement of Changes, Cashflows)
  - Investment schedules
  - Expense and Revenue schedules
  - Debtor and Creditor schedules
  - Loan and Interest calculations
  - Ad-hoc bespoke Excel files that have been made for the client

Each item listed above will be accompanied by a GL mapping Excel sheet detailing what is included in each file and every line item of your primary statements.

- Waterfall results in Excel format
- All investor AEOI (FATCA) filings in Excel format

### Seneschal internal files

- Any client-specific internal training materials for doing day-to-day work.
- All other Excel spreadsheets, Word documents and PDF files, including any templates, used in the production of work for the client.

## Delivery formats

Transactional data will be delivered at the client's choice in csv files or as standard Excel files (xlsx, xlsb or xlsx formats). For csv files, the clients can choose the delimiters (e.g. commas, pipes) and text qualifiers (e.g. double quote) and file format (e.g. Unicode, UTF-8) as available in Excel/VBA.

The client can specify the layout of the files so that they are most easily consumed by the client's new system. Where required, data types and field dimensions can be provided.

Other Excel files will be provided with any macro code unlocked. If they are password-protected for opening the file(s) then the passwords will be provided.

Word and PDF files will be delivered as-is, if they are password-protected then the passwords will be provided.

## Seneschal's commitment to service

Seneschal will provide a dedicated point of contact to coordinate the transfer of the above materials. The POC will be responsible for ensuring the required data is delivered by Seneschal in a timely manner and will resolve any queries from the client and/or new administrator that arise.



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