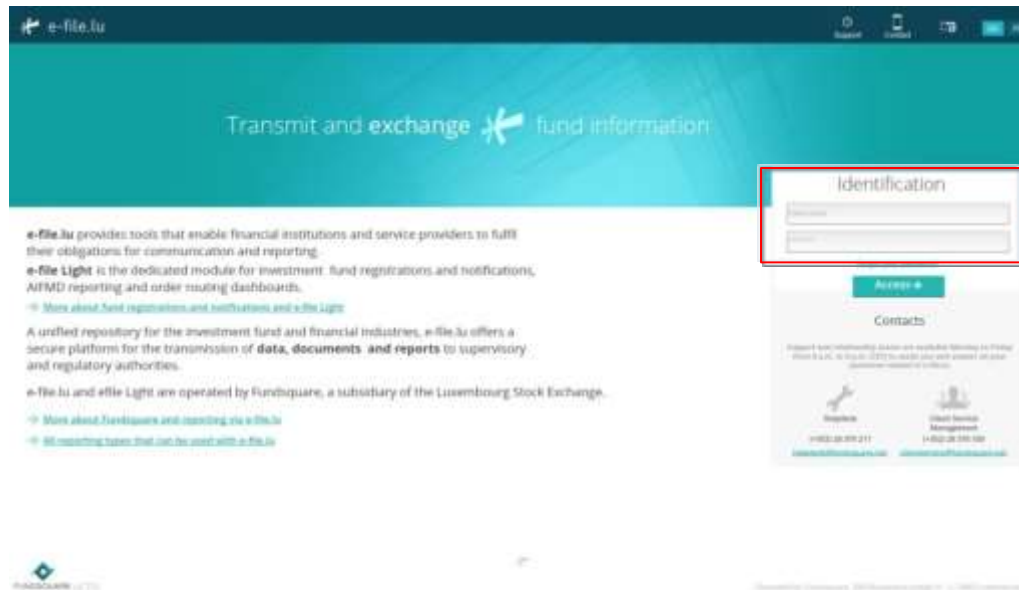# AIFMD reporting with Fundsquare and AMfine

Handbook

November, 2017

1.1. e-file login

Please note that the Internet Explorer (IE6 to IE11) is a prerequisite to using AMfine

URL address**: *https://www.e-file.lu/e-file***
Enter your credentials in the corresponding fields

1.2. Launch the AMfine application

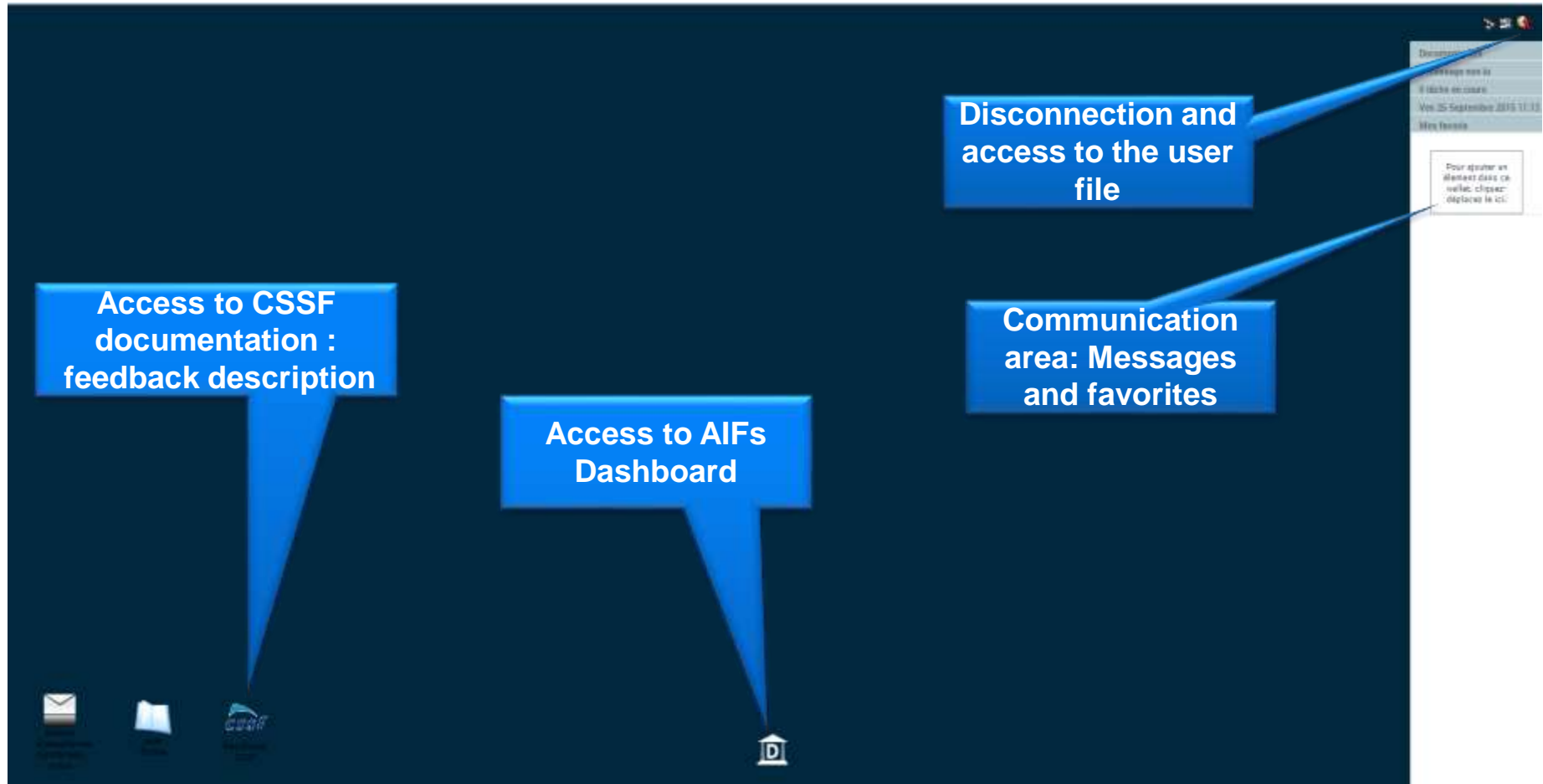Select **AMfine** in order to launch the application
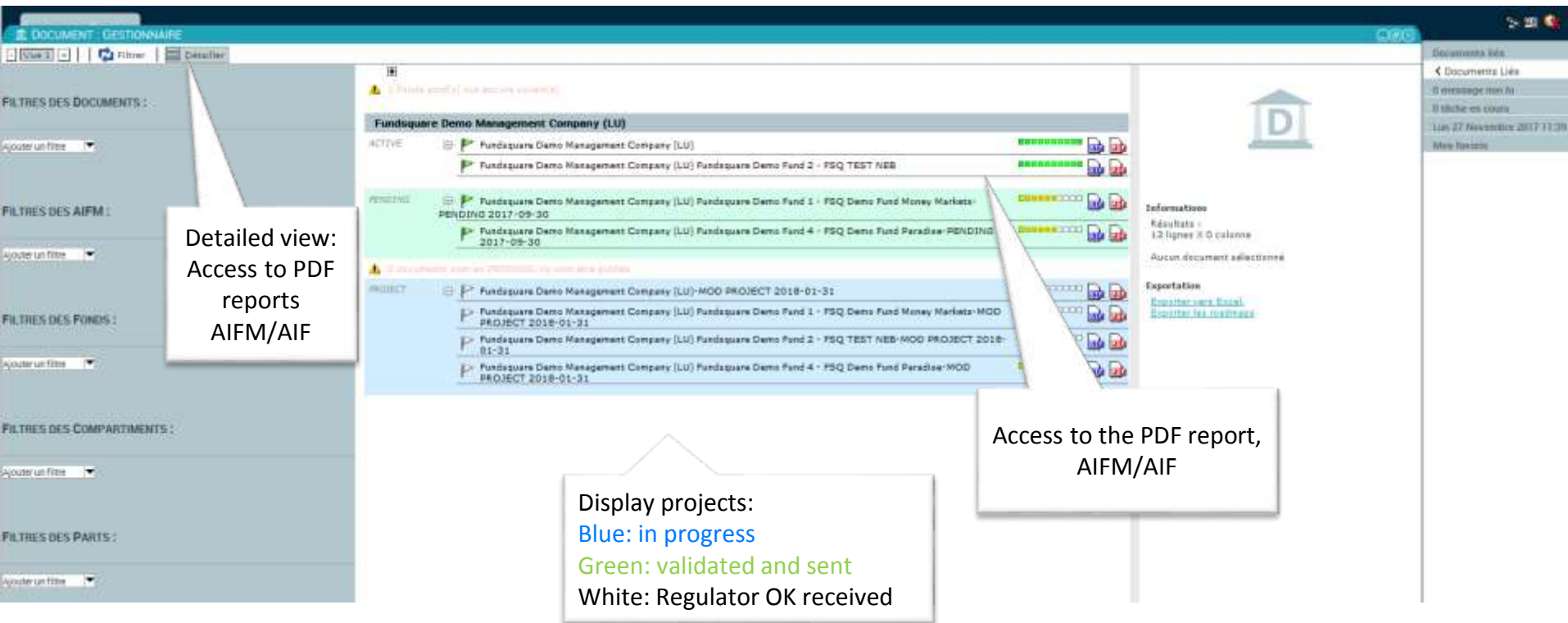
2.1. AMfine Access

Please use your login and password provided during the onboarding process

2.2. Web page authentification

2.3. Dashboard AIFM/AIF: Navigation

Detailed view: Access to PDF reports AIFM/AIF

Access to the PDF report, AIFM/AIF

Display projects:
Blue: in progress
Green: validated and sent
White: Regulator OK received
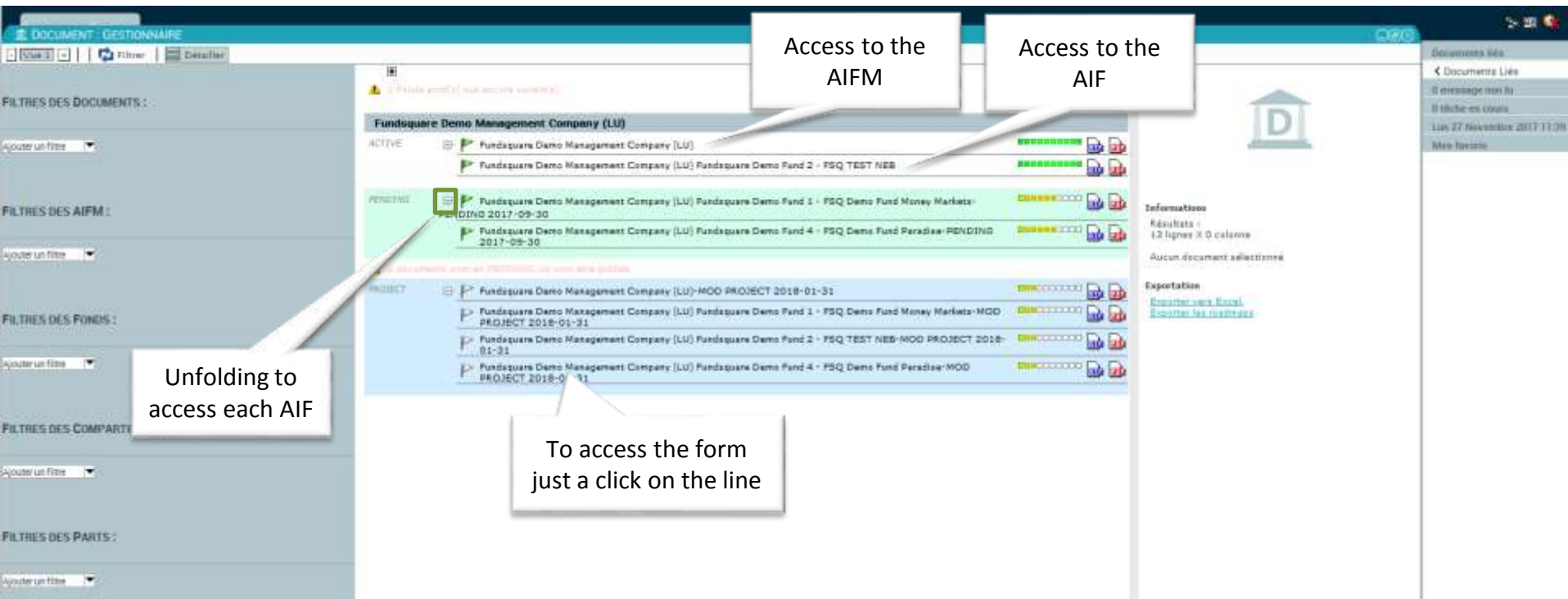
◆ To access the data entry of the AIFM, click on the first AIFM's line

◆ To access the data entry of the AIF, click the line (s) of the AIF below the AIFM

2.4. Dashboard AIFM/AIF: Access to the form

- ◆ To access the data entry of the AIFM, click on the AIFM's line
- ◆ To access the data entry of the AIF, click the line (s) of the AIF below the AIFM
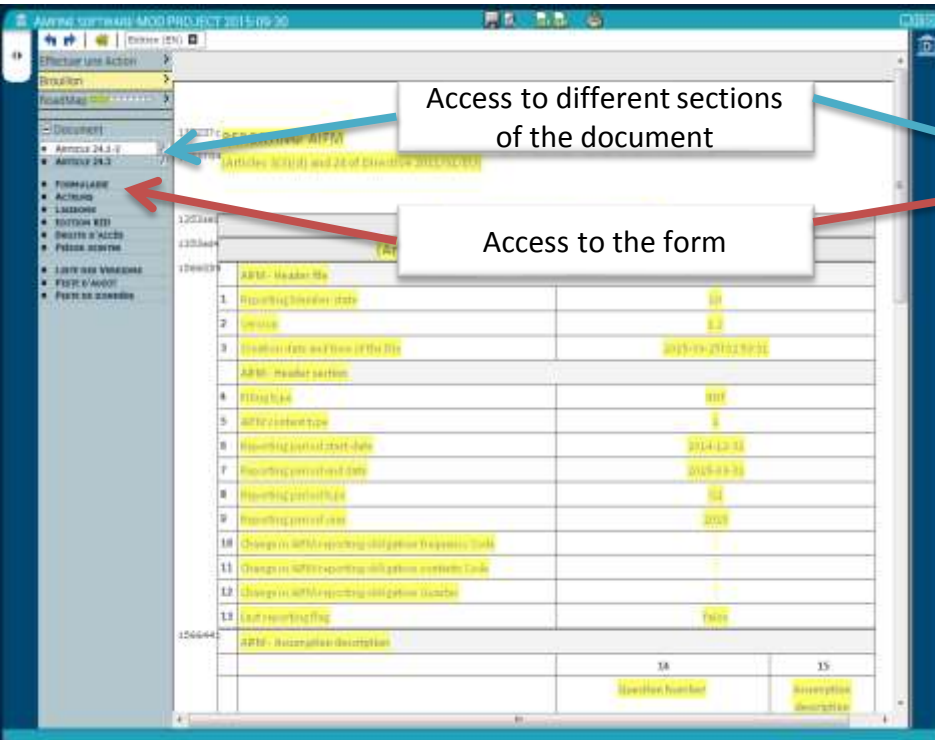
3.1. Report: Document

Access to different sections of the document

Access to the form

Access to export files as Pdf, Doc and Zip reports
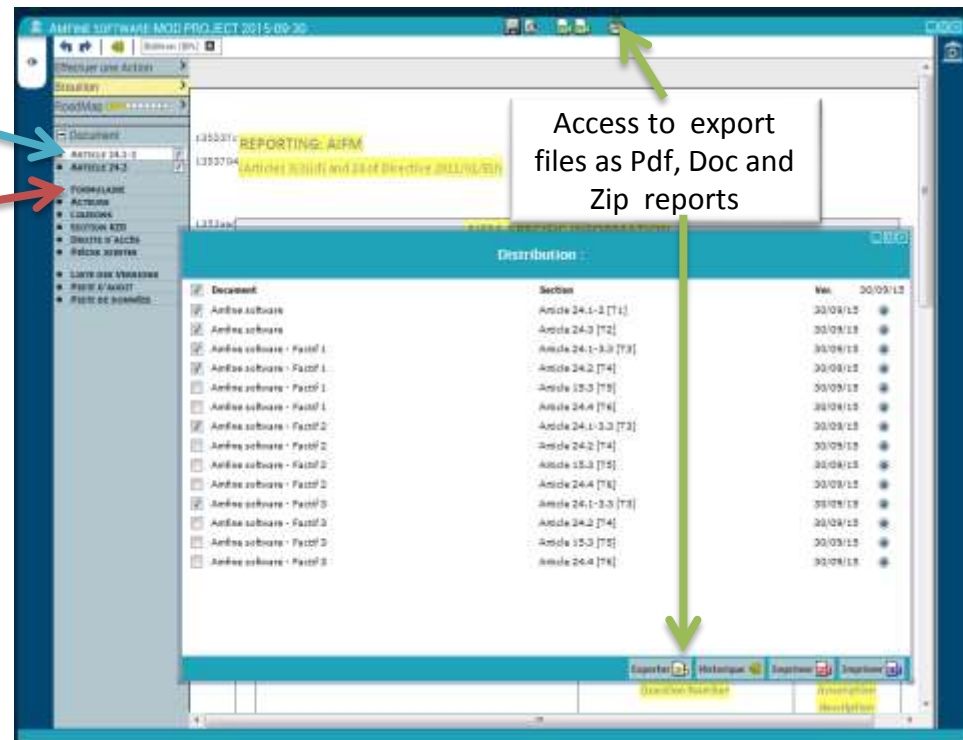
AIFM Document

AIF Document

In this window, you see the AIFM/AIF Reporting. A navigation area on the left allows to switch sections based on articles. You can also access the PDF document so you may print it or save it in your internal archives. All your documents are retained within the application without time limitation. From this screen you enter the data entry form.

3.2. Export to PDF individually or to ZIP

Select the sections you like to extract into a PDF file

3.3. Report: Form - Navigation

In this screen, you should complete the required information (marked with a *) about the AIFM and AIFs

- ◆ You can complete data from each AIF Form and information about AIFM on the header of one AIF form. Data will be apply on each AIF form on the part of the AIFM.

- ◆ In the AIFM Form, you may select the concerned AIF from a drop-down list to complete data.

3.4. Report: AIF registered or authorized

Depending on the status of the AIF (authorized or registered), the right reporting type can be selected in the drop down menu:

3.5. Report: AIFM

Depending on the status of the AIF (authorized or registered), the right reporting type can be selected in the drop down menu for the AIFM

3.6. Report: The Form's caption

Check the box to unfold the sections:

☑ **Detail of the AIFM**	
☐ **AIFM – Header file**	
☐ **Principal markets in which it trades on behalf of the AIFs it manages ***	

Free Text area:

In this area, you must complete if is necessary with an appropriate text attended by regulatory

Information on data entry by hovering over its wording. Be sure to follow the format specified for each field:

22.Inception date **57.AIF-Type *** **49.AIF Currency**

The date the AIF started business (yyyy-mm-dd (ISO 8601 Date Format)). The inception date should not be after the start date of the reporting period.

List of choice:

35.Base currency*

AED
AFN
ALL
AMD

Check box: empty: false / Check: true

19.EEA AIF

Optional fields are in blue. *Mandatory field must be completed

The Optional fields are blue

Red text informs the user of issues or omissions entry should be corrected
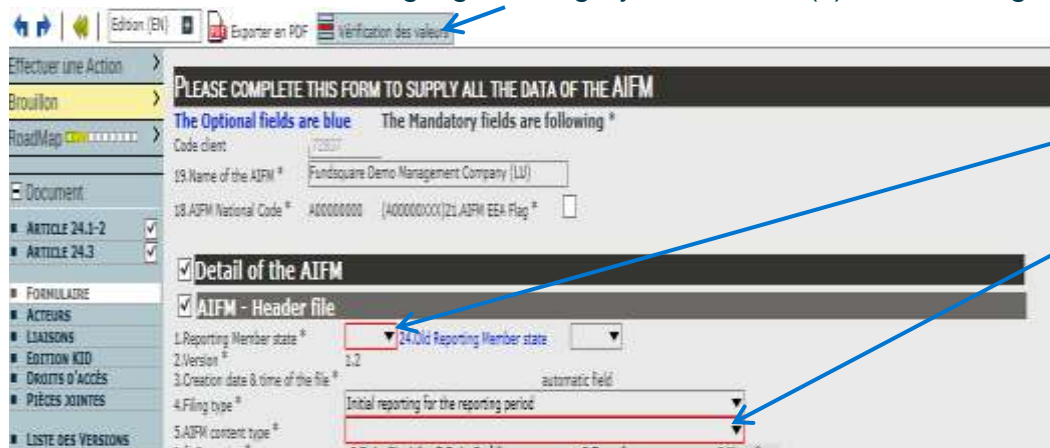
137.Expected Annual Investment Return : *
When there is no expected annual return/IRR in normal market conditions to report, AIFMs should report the value 'NA' for non-applicable.
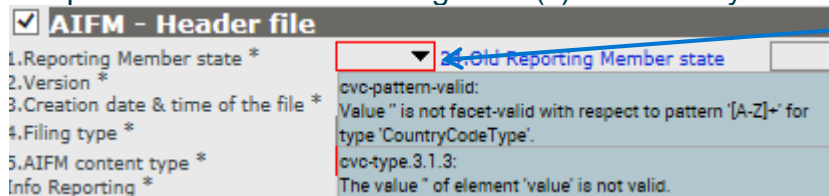
3.7. Missing information check

After having completed the report, it is possible to run a check for missing figures by pressing the [Vérification des valeurs] button.
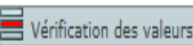
Once activated, the button is highlighted in grey and the cell(s) with missing figures is (are) highlighted in red:

The required format of the missing value(s) is visible by hovering over a highlighted cell:

Modifications can either be rejected or saved, even without completing all the highlighted fields.

Pushing the [Vérification des valeurs] again will end the missing information check and fields with missing information will stop being highlighted in red.

3.8. Reporting/Validation Process

Complete the form → Validation and submission of XML for AIFS → Validation and transmission of XML for AIF → Ok receipt of the Regulator

Action area Workflow

Click on the headings to display the elements of the workflow.

Actions to do

Only accessible with a « Validator » user profile

Status

RoadMap

![FUNDSQUARE]

3.9. XSD Control Workflow

| Complete the form | → | Validation and submission of XML for AIFs | → | Validation and transmission of XML for AIF | → | Ok receipt of the Regulator |

Before sending the XML, be sure to not have any more information written on the form and all the mandatory complete (fields with*).

Perform action to send the XML in the Workflow area of the document. It is then submitted to the technical inspection before transmission.

XSD Control

Checking of the data

Ok Sending the file to the Library e-file

KO Review the form in the format of the data or contact customer support
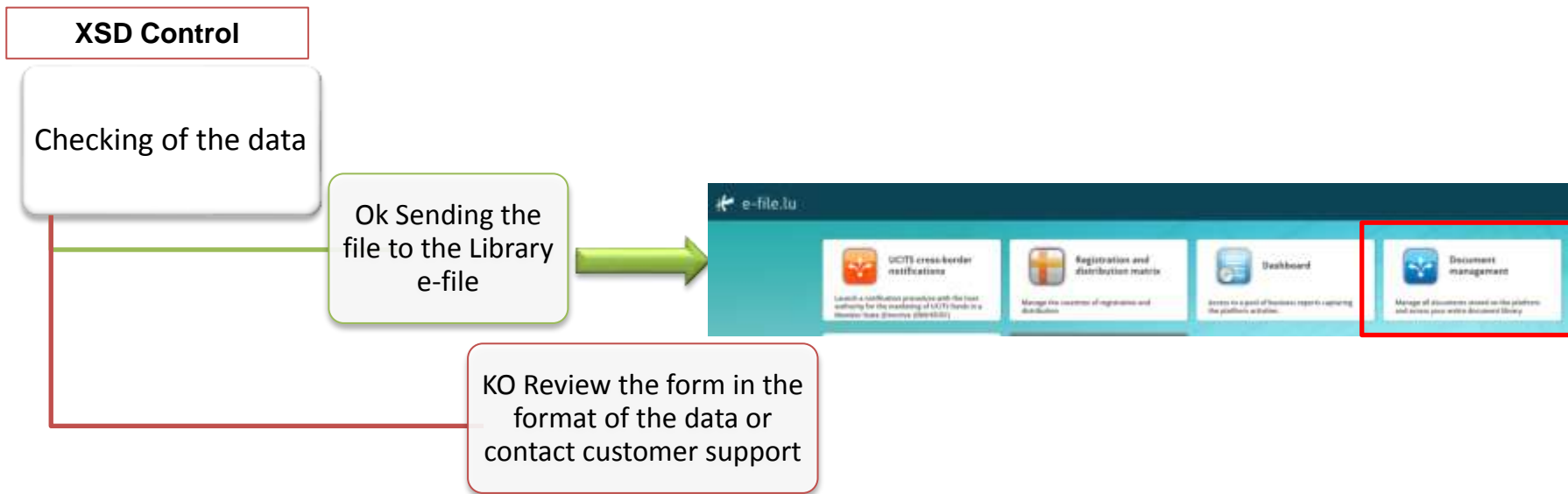
Contact support AMfine: prodaifm@amfinesoft.com
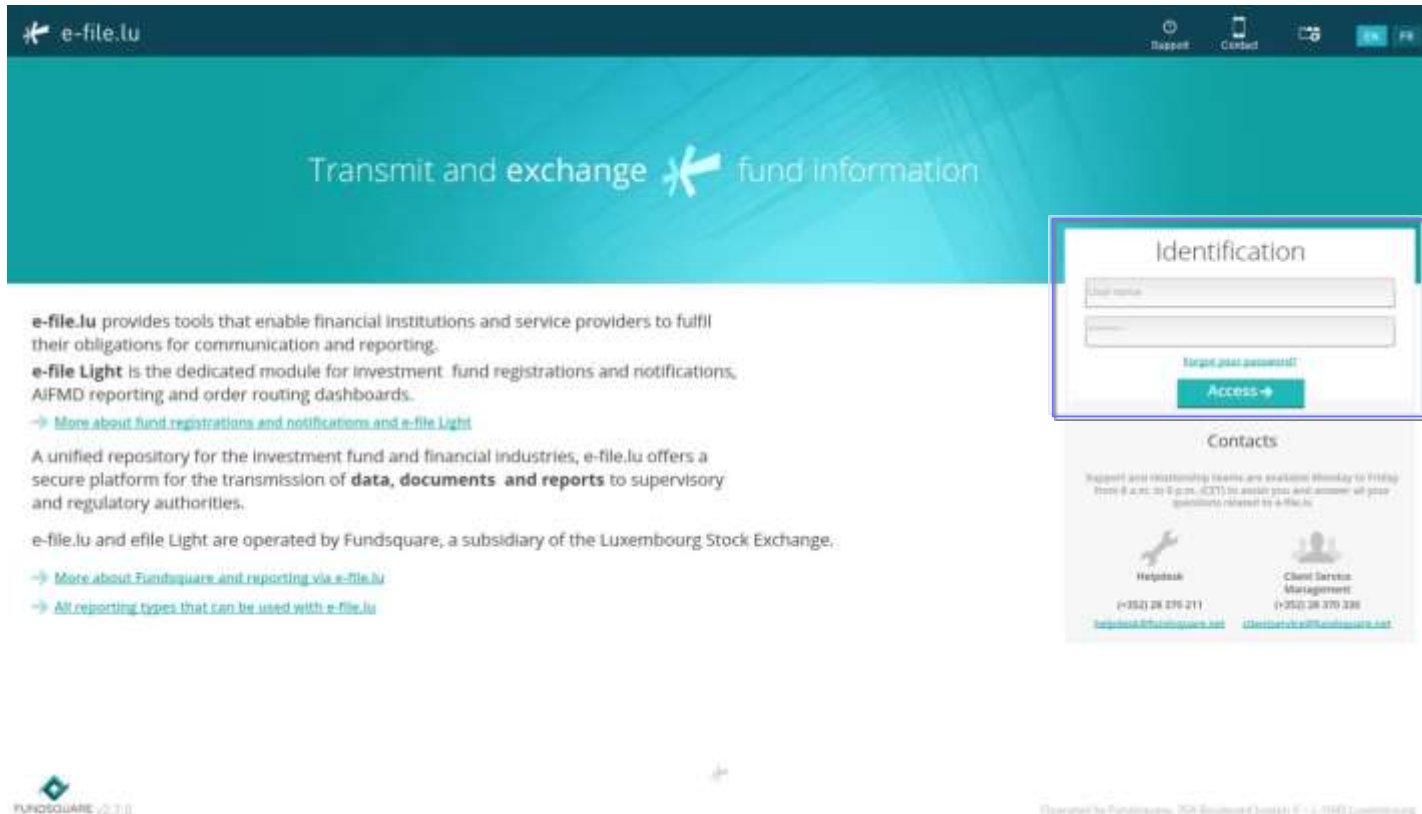
3.10. Cancellation Process

If the Regulator asked for a cancellation of your Reporting :

Actions to do

Only accessible with a « Validator » user profile

4.1. e-file login

URL address**: *https://www.e-file.lu/e-file***
Enter your credentials in the corresponding fields

www.fundsquare.net

4.2. Transmitting the report

Once the AIF or AIFm report from AMfine has been delivered, launch the ***document management*** module after loggin onto e-file light (https://www.e-file.lu/e-file/index.html)

4.3. Selecting a fund
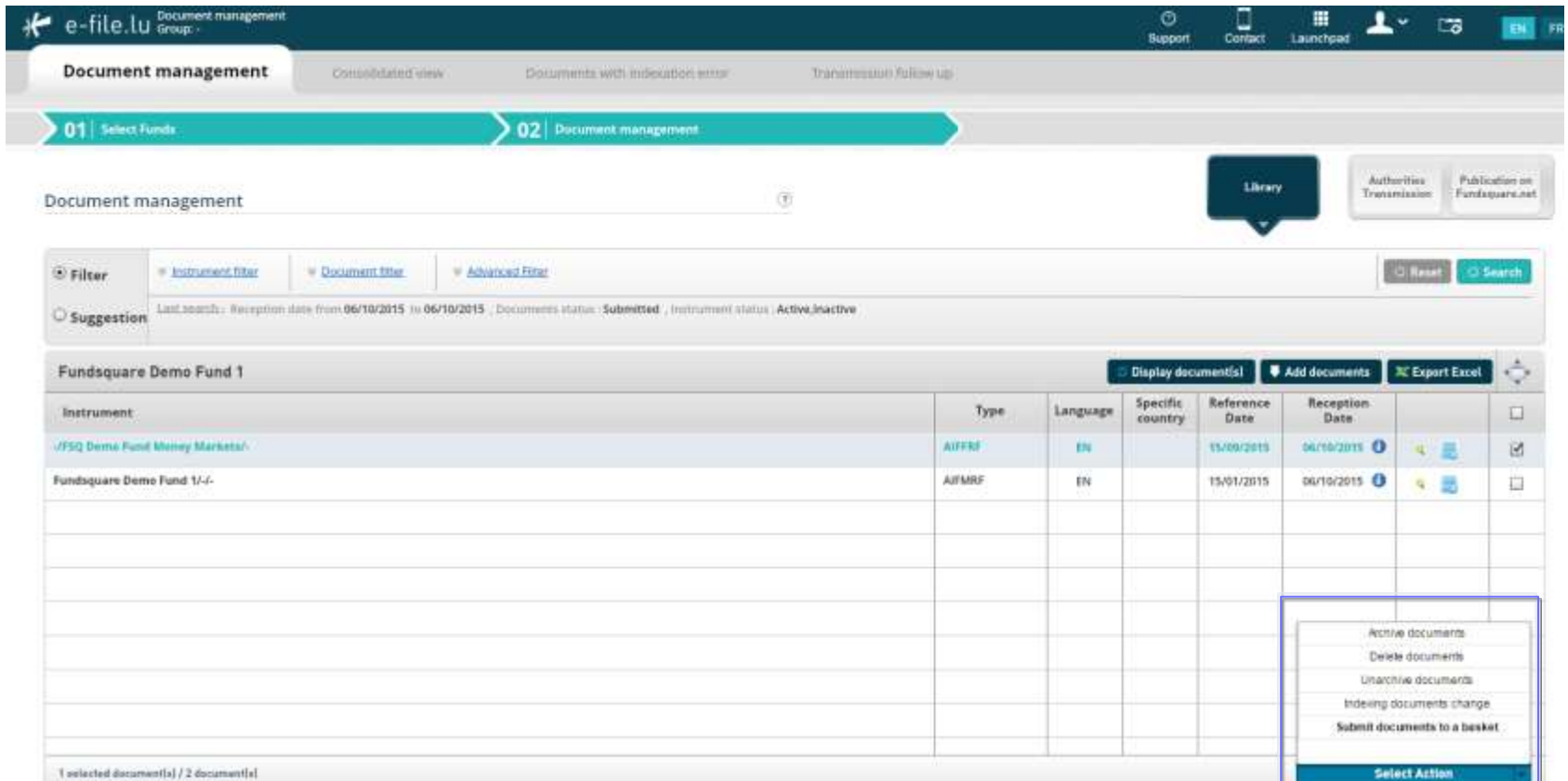
Select the fund(s) for which you have created a report and click on "*Edit*" on the right side.

4.4. Selecting an action

Hit "**Search**" and select (the **checkbox** on the right) the report you would like to send to the Regulator and click on "**Select Action**". Select "**Submit document to a basket**".

4.5. Validating the package
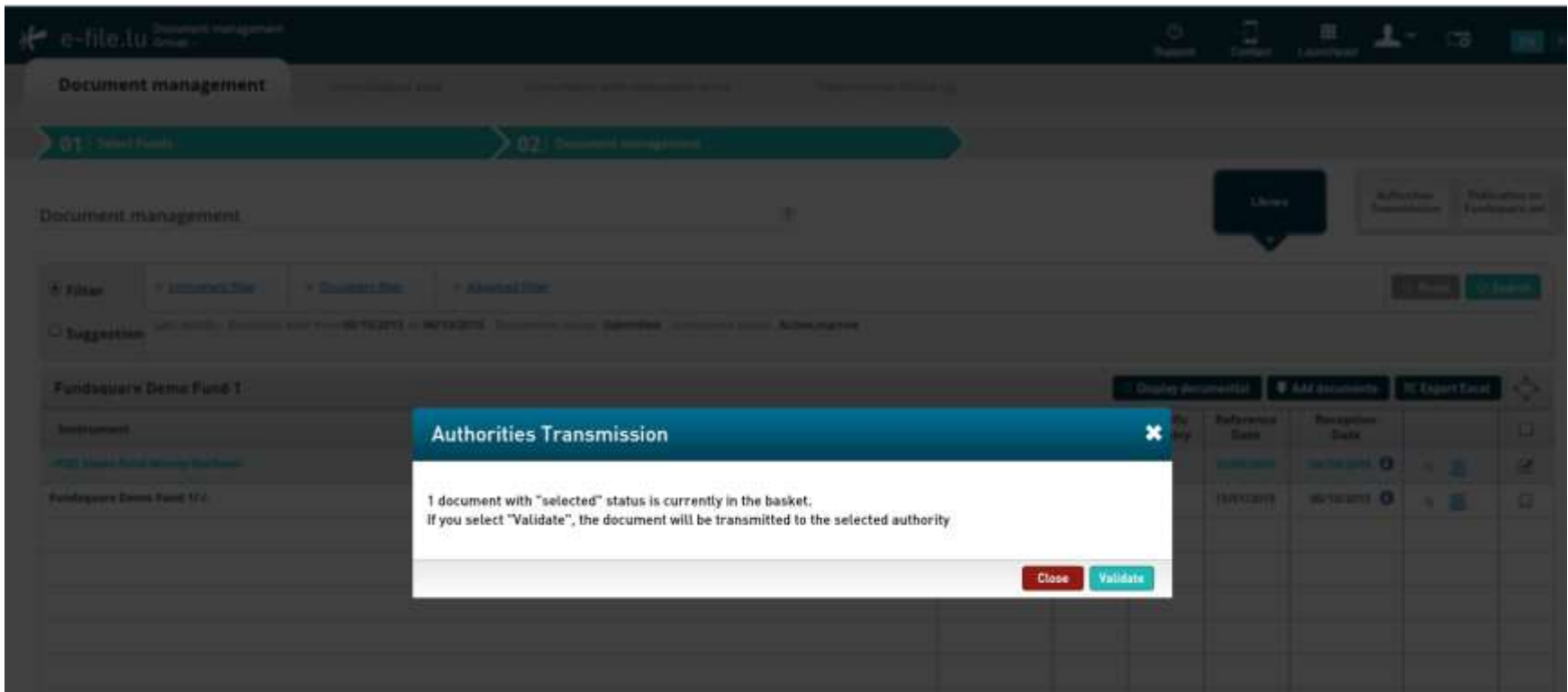
To submit the documents to a Regulator, select the country you would like to make the submission to, e.g. "**LU – Luxembourg"**. Hit "**Search**". Select the type of document **"AIF reporting"** and label the transmission if deemed necessary. Check "**Transmit document(s) to the regulator**" and click on **"Validate"**.

4.6. Validating the transmission
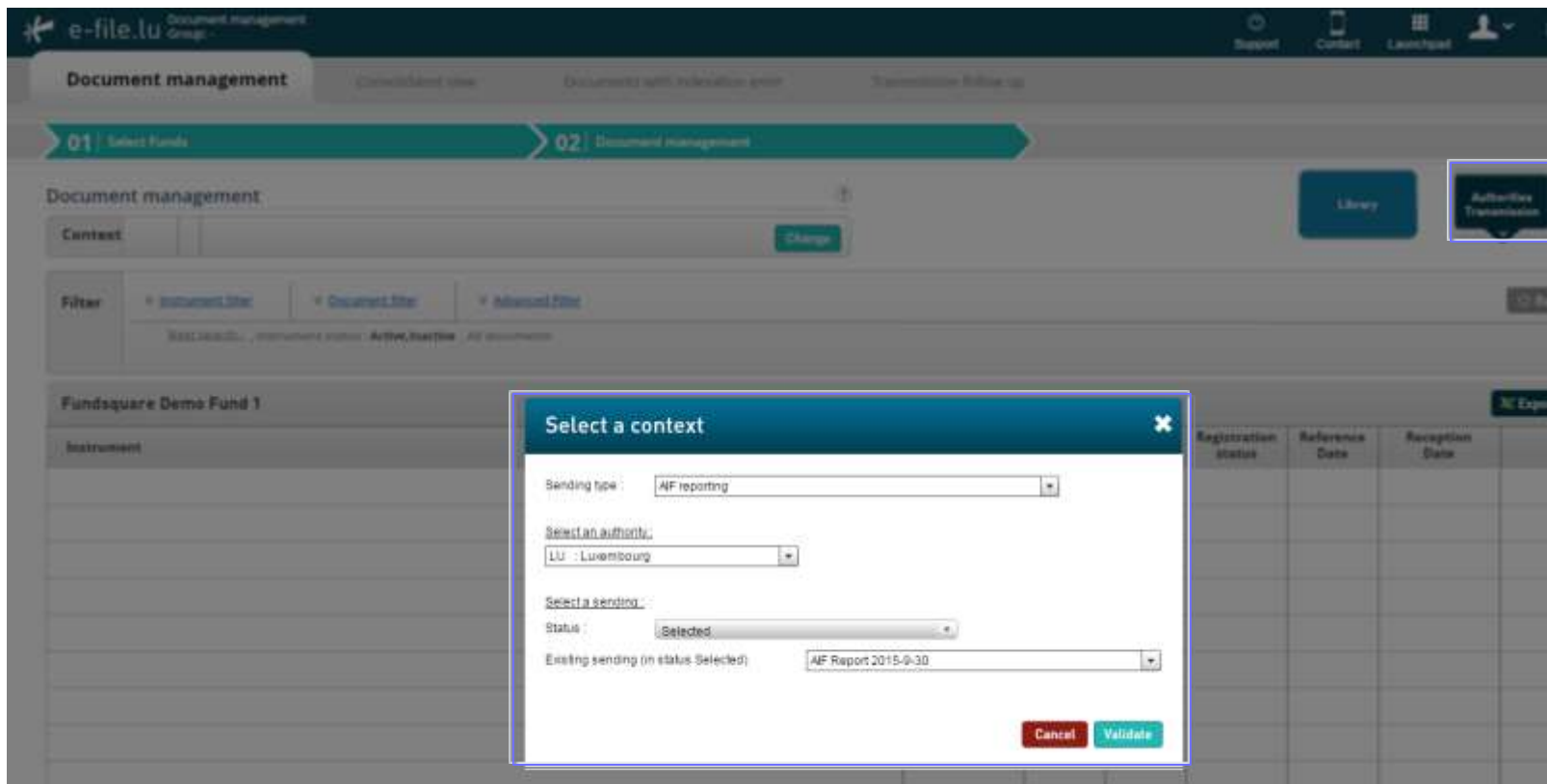
Click on "**Validate**" to complete the transmission.

4.7. Transmitting at a later moment (optional)

Optional: In case you clicked on "Close" in the previous step, the document will be saved and can be accessed by clicking on "Authority Transmission". By filling in the appropriate information, i.e. the authority, the status "Selected" and the document name, you can complete the transmission at a later moment by clicking on "Validate".

5.1. Checking the transmission status

The latest transmission status and history can be obtained from the "***Transmission follow up***" screen.
- Selected: Transmissions that are in the basket transmission to authorities but not yet validated
- To transmit: Package has been validated and is in process of transmission to authority
- Transmitted: Package that has been transmitted to the authority
- Acknowledged (in development for LU funds): Reception and integrity of the file by the CSSF
- Feedback received (live for FR fund, in DEV for LU funds)

5.2. Feedback

3 types of feedback:

- Feedback Reception (document name: "AIFFBR…") → Reception and integrity of the file by the CSSF

- Feedback Application (document name: "AIFFDB…") → Information on the analysis of the file by the CSSF

- Feedback ESMA (document name: "AIFFBH…") → Information about the rejection of the file by the ESMA

Alerts signaling the reception of feedback as in the screenshot below:

- via email (configured up front [cf. onboarding user guide])

- via the main screen on e-file

URL address**: *https://www.e-file.lu/***

5.3 Create a new project

Click On
AIFM Line including all AIFs

Click On
Create a new project

5.3.1 choose the concerned period

Amend the reporting period for the AIFM

Amend the reporting period for the AIFM

Assistant de création

Fonds | Date | Modèle | Formulaire | Sections

Name of the AIF

FUNDSQUARE DEMO MANAGEMENT COMPANY (LU)

Date de publication * 2018-01-31

Info Reporting

	Date Start	Date End	Type	Year
Period	2017-01-01	2017-03-31	calendar year	2017

MODÈLE SÉLECTIONNÉ *

☑ AIFM5 [modèle]

Annuler | Précédent | Suivant | Générer le Document

5.3.2 Create a publication date of the report

5.3.3 generate the document

5.3 save all documents

Liste des documents

4 Documents

Nom du document	Sections	Action
Fundsquare Demo Management Company (LU)-MOD PROJECT 2017-11-25	2	Enregistrement
Fundsquare Demo Management Company (LU) Fundsquare Demo Fund 1 - FSQ Demo Fund Money Markets-MOD PROJECT 2017-11-25	4	Enregistrement
Fundsquare Demo Management Company (LU) Fundsquare Demo Fund 2 - FSQ TEST NEB-MOD PROJECT 2017-11-25	4	Enregistrement
Fundsquare Demo Management Company (LU) Fundsquare Demo Fund 4 - FSQ Demo Fund Paradise-MOD PROJECT 2017-11-25	4	Enregistrement

Sauvegarder tous les documents   Ne pas sauvegarder

Click to save all documents

Liste des documents

4 Documents

Nom du document	Sections	Action
Fundsquare Demo Management Company (LU)-MOD PROJECT 2017-11-25	2	Enregistrement
Fundsquare Demo Management Company (LU) Fundsquare Demo Fund 1 - FSQ Demo Fund Money Markets-MOD PROJECT 2017-11-25	4	Enregistrement
Fundsquare Demo Management Company (LU) Fundsquare Demo Fund 2 - FSQ TEST NEB-M(	4	Enregistrement
Fundsquare Demo Management (Demo Fund 4 - FSQ Demo Fund F 2017-11-25		

Finalisation en cours...

Sauvegarde terminée ☒

4 documents ont été traités.

Fermer

5.3 AIFM and AIFs Forms are created in Document Manager

This date is the Dealine Date for your AIFMD Reporting

www.fundsquare.net