

## Project Managers Financial Communication

PRISMA

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PRISMA

# Introduction

## **“Life is a sum of all your choices”**

(Albert Camus)

In today's world we have many choices.

What car do I want to buy? Which restaurant should I eat at? Where shall I go on holiday?

We consider our options and then take a decision. We voluntarily decide against one and for another. But what are the deciding factors?

Quality? Cost? Reputation? Availability? Responsiveness? People? Service Level?

All of these are important and we choose our service provider based on these criteria. But with so many offering a similar service, what is it that makes our final decision?

At Prisma we feel it is important to go the extra mile. We obtain excellence because we exercise care.

We are professional but personable.

We organise, advise and support whilst consistently remaining approachable, energetic and caring. Our focus is on our clients' needs and our goal is to always exceed our clients' expectations.

Our unlimited ability to care is the difference in the quality of our work!

Carole Miltgen  
Managing Director



A hand holding a glass bottle, tilted, against a background that transitions from green at the top to pink at the bottom. The bottle is empty and its reflection is visible on the surface below.

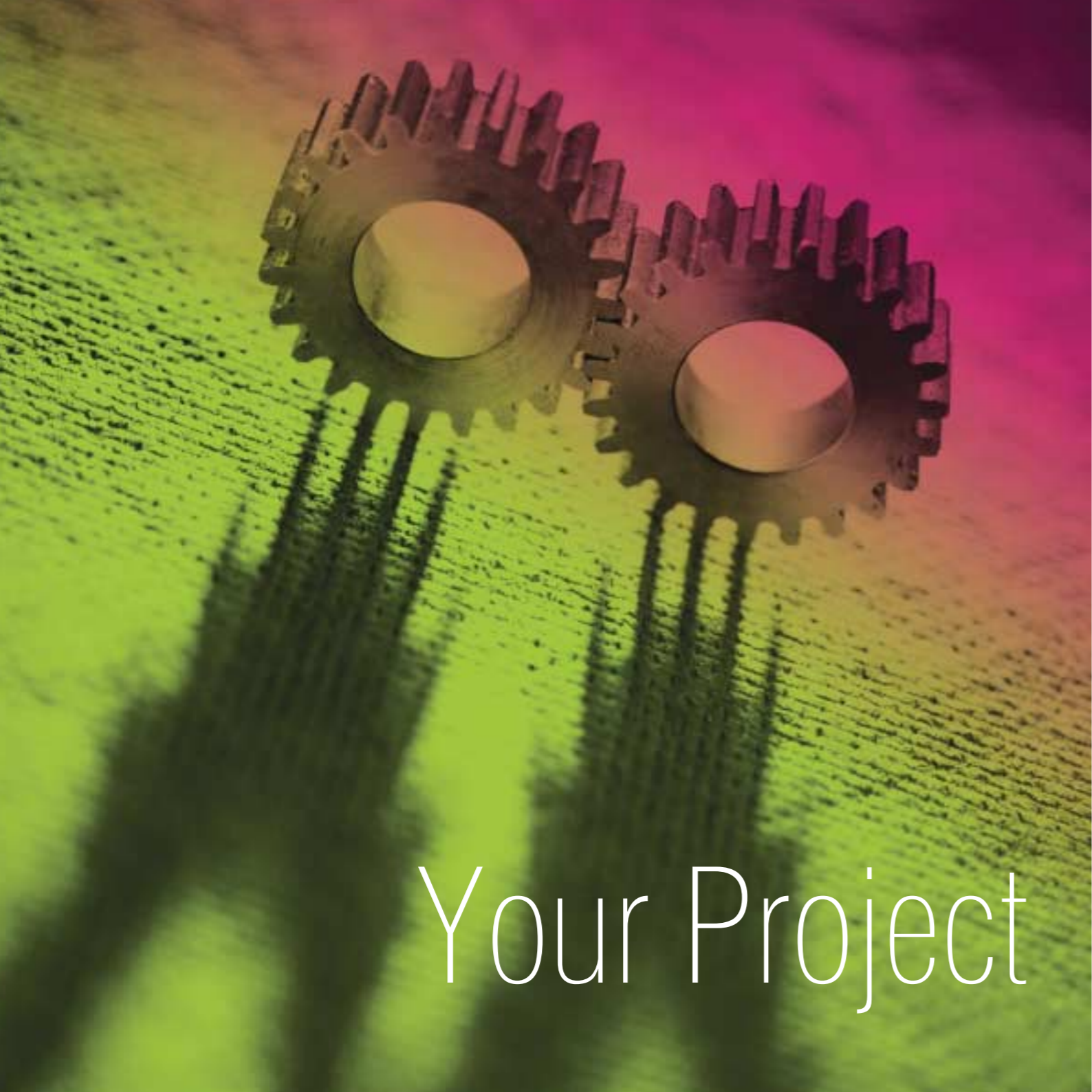
# Our Services

## Services

- Typesetting
- XBRL Filing
- Translation
- Print
- Distribution

## Value Added Services

- Consulting
- Project Management
- Continuous Communication
- Automised Solutions



# Your Project

## How we prepare

- Consulting and advice on best practice
- Project set-up
- Establishment of priorities
- Creation of status sheets, timetables and project scope
- Analysis of incoming documents
- Preparation and extraction for further processing
- Allocation of resources
- Team organisation
- Adherence to local fund distribution requirements

## How we work

- Translation process and harmonisation
- Typesetting data flow and optimisation (incl. reporting software)
- Organisation of multi-party document review
- Enforcement and enhancement of deadlines
- Proof checking and quality control
- Digital and offset printing
- Personalisation
- Fulfillment and distribution

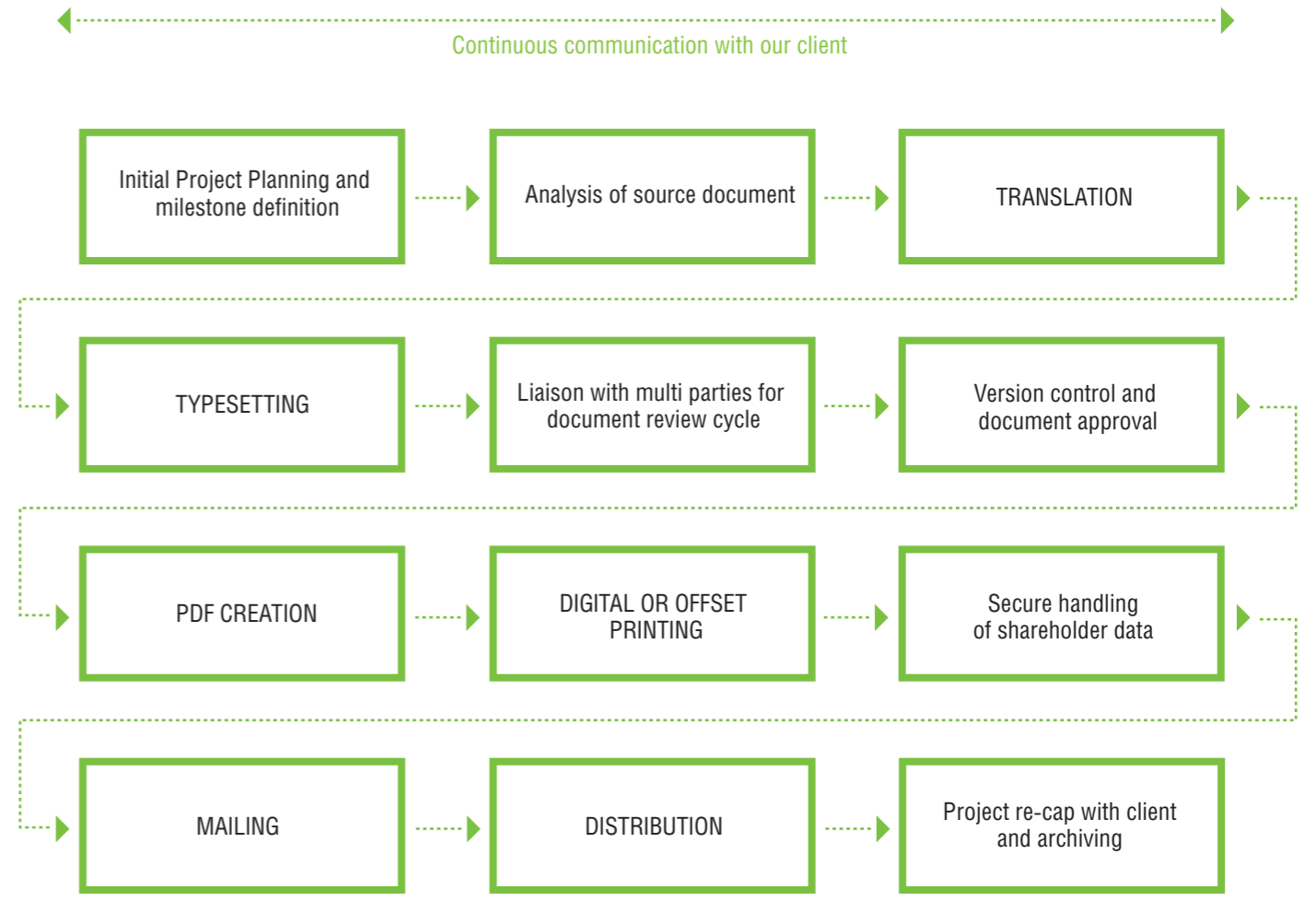
## How we follow up

- Supply and archive of final documents
- Internal and external communication
- Liaison with client, local offices and in-country lawyers
- Creative solutions
- Tracking of deliveries
- Follow-up meetings
- Performance evaluation
- Preparation of documents for following projects

# — Our Expertise



Your Project



— Our Dedication



# Our Values

- P RO-ACTIVITY
- P R OFFESSIONALISM
- CLIENT DR I VEN APPROACH
- RESPON S IVENESS TO NEEDS
- COM M ITMENT
- DEDIC A TION

# Our Documents

## Regulatory Documentation

- Prospectus
- Simplified Prospectus
- KII
- Fact Sheet
- Application Form
- Specialised Subscription Form
- ISIN Code Sheet
- Anti Money Laundering Form
- POA Form
- Redemption/Conversion Form
- Account Opening Form
- Special Addendum (various jurisdictions)

## Financial Accounts

- Annual Report
- Semi-Annual Report
- Interim Report
- Monthly Report

## Shareholder Mailings

- AGM
- EGM
- Proxy Voting
- Notice To Shareholders

Prisma is a Project Management company, acting as administrative agent for investment fund promoters and administrators. Today Prisma manages close to 200 funds and sub-funds, from a variety of jurisdictions, for distribution into 34 countries.

Our qualified and experienced Project Managers consistently offer high quality service to our clients. Our philosophy is to become an integral part of our clients' team and hence offer exactly the kind of service that our clients are looking for.

Our company values: pro-activity, professionalism, client driven approach, responsiveness to needs, commitment, dedication; allow us to support our clients in their daily communication with their shareholders in an efficient and professional way.

Prisma's client driven approach and its tailor-made solutions offer the Mutual Fund Industry a smooth, hassle-free and efficient production of their Financial Reports, Shareholder Mailings, Regulatory Documentation and Fund Prospectuses. By using a reporting software we can produce multi-share class fund reports in a multitude of languages in an efficient and timely manner.

At Prisma we advise, project manage, translate, typeset, print and distribute your shareholder communication.



# Our Vision