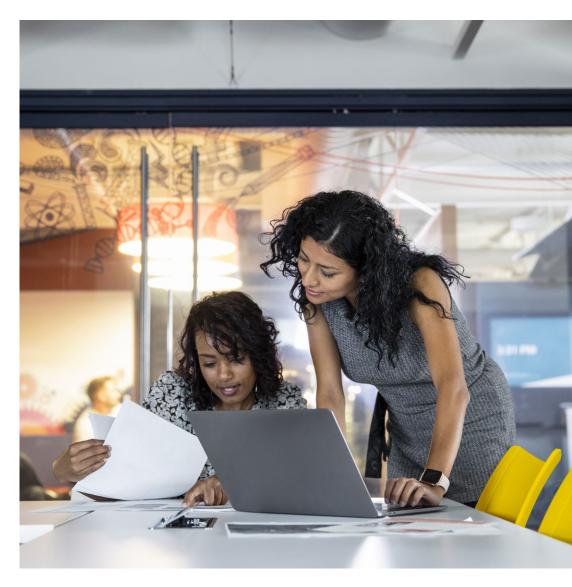# X-Hub User Guide

For Discretionary Investment Managers' use only

Contents

The managed portfolio service Aviva offers:

- Aviva provides X-Hub as the technology for creating, managing and amending managed portfolios. We also offer support from distribution, operations and other functions, depending on requirements.

- If you're a Discretionary Investment Manager (DIM) you'll be given a non-exclusive, non-transferable and royalty-free licence to use the Aviva X-Hub.

- The service is available 24/7, subject to the provisions contained within the Schedule. There may also be planned interruptions for maintenance, but we'll contact DIMs about these in advance.

- We'll accept all FTSE 100 & FTSE ALLSHARE stock, AiM listed stock and Exchange Traded Funds. The funds must be regulated or authorised for sale in the UK, daily traded and in pounds sterling.

Setting up a new user

X-Hub user access

There are two different types of user access on X-Hub – Admin and Transact.

- **Admin** users can create new Transact user access at the DIM firm they are aligned to. They are also able to view business reports but have **read only access** for model portfolios on X-Hub. The firm will need a minimum of two active admin users, one for user creation and one for user authorisation.

- **Transact** users can create, edit and close model portfolios on X-Hub. These accounts should be created for users who need access for day-to-day processing at the DIM firm.

It is the DIM's responsibility to manage who has access to X-Hub within their firm.

How to set up a Transact user

X-Hub maintains user accounts, including the setting attributes and information about the individual. A new user can be created by going to 'Business Mgmt' and then 'New User'.

On the 'New User' screen, the platform captures high level information about the user type before launching the user setup wizard.

The following screenshot shows the entry point for the new user setup wizard.
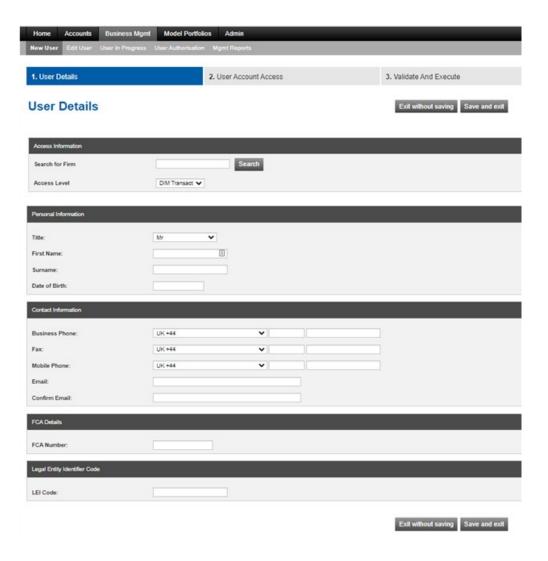
Setting up a Transact user – user details

- Once you have navigated to the 'User Details' section, please make sure all basic user information is captured, to identify the person who will be accessing X-Hub.

- For new DIM Transact users, all relevant information relating to the investment manager and their DIM business will be captured at this step.

- The firm section is automatically populated to the DIM firm that the current DIM admin user is a member of.

- A DIM admin user only has permission to set up a new user for the DIM company they are a member of.

All fields with a red asterix need completing to the pass the system validation.

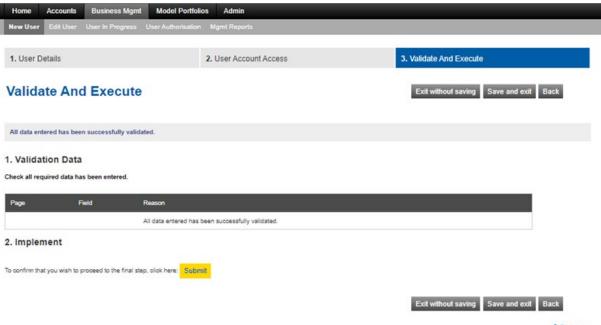**Important info:** e-mail address can be up to 40 characters

Setting up a Transact user – account access

- When you've entered the user type and individual user details, you will need to select a level of account access.

- Please select 'Company' and then tick the 'Read/Write Access' box.

- If the new user only needs 'Read Only Access', you can select this at this stage.

Setting up a Transact user – validate and execute

After entering all the data within the wizard, you'll need to validate that all required fields have been entered and further data items have been checked before creating the user. If there are any sections which haven't been completed properly during the user set up, they will be flagged at this stage of the journey. You now just need to select 'Submit' to create the new user.

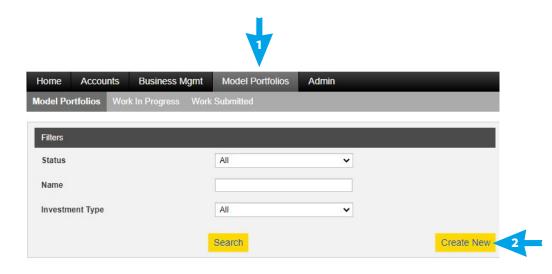# Setting up/maintenance of the model portfolio

Setting up a model portfolio

Important info - You must have Transact user access to set up a model

- 1. To set up a model portfolio, first go to the model portfolio tab on the banner at the top.

- 2. Then select the 'Create New' button on the screen. This will start the data input process.

The set up and maintenance of a model is split into 9 sections

Step 1 - Model information

Model Information

INFO	
Fund code*	
Model Portfolio Name*	Model A
Currency*	N/A
Cashflow deposits*	Align to target ⌄
Cashflow withdrawals*	Align to target ⌄
Company*	
Model Manager*	Demo Advisor for ADVAJAU ⌄

BENCHMARKS	
Benchmark	None ⌄

RISK RATING	
Choose the risk ratings you wish to apply to the Model	
Risk rating:	None ⌄

This section is split into **three parts**:

- **Info** – enter the main portfolio details here, including how cash flow and deposits will be treated. You can set up the model name using a maximum of 50 characters. There can only be one manager per model portfolio.

- **Benchmarks** – You can select the benchmark(s) the investments will be measured against as part of ongoing performance analysis.

- **Risk Ratings** – Choose the risk level attached to the model portfolio for clients to see. The definitions are consistent with ratings on the current adviser platform.

Model information - creating pop ups

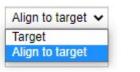**Create a pop up for cashflow deposits:**

You can set up cashflow deposits as either 'Target' or 'Align to target'.

The target model means any deposits invested will be split using the asset allocation you choose.

When you're adding new money, 'align to target' will aim to invest in the underweight assets first. Please note unpriced open orders are not considered when 'align to target' determines under-allocated assets.

Create a pop up for cashflow withdrawals:

You can set up cashflow withdrawal as either 'Current' or 'Align to target'.

The current model means disinvestments for fees, charges or withdrawals will be split using the asset allocation you've chosen.

Align to target function allows future withdrawals, including fees and charges, to be disinvested from overweight assets first. Please note unpriced open orders are not considered when 'align to target' determines under-allocated assets.

Cashflow deposits*

Cashflow withdrawals*

Align to target ▾
Target
Align to target

Cashflow withdrawals*

Company*

Align to target ▾
Current
Align to target

Step 2 – **Investment choice**

- You can select investments using a range of dropdown boxes. Or you can manually enter the details, using the model name, code, ISIN or SEDOL. Once you've selected the investment, you'll need to update the allocation percentages.

- If you'd prefer, you can upload a CSV file (alternatively you can use a XLM file). To do this:

  - The worksheet must contain ISIN codes and percentage allocations under the relevant headers (please do not delete these headers as it can cause the upload to fail)

  - The allocation must be to two decimal points

  - The cell must only contain numbers and not symbols.

  - There is no ISIN Code for cash and therefore for a cash investment you will need to input 'Cash' in the ISIN code field.

  We've given an example CSV file on the XHUB.

- The list of available investments comes from the adviser platform.

- Where a model portfolio contains Exchange Traded Investments, we'll need an LEI for these assets to be traded.

- Where an adviser trades on a model portfolio with such assets, they'll need to provide who the decision maker is. There's more information about this in our **LEI Requirements Guide**.

- Model Portfolios for Life Products cannot contain Exchange Traded Investments. They can only contain the following assets: Funds, Insured Funds and Cash. Please note, customers in Life Products are unable to invest in cash for currency speculation purposes.

- We will provide custody, execution and administration services to each customer, in accordance with any regulatory requirements. For the purposes of receiving dealing instructions these will be:

  - UKPTL for Pension Portfolio

  - UKW for Investment Portfolio

  - UKW for ISA Portfolio

  - UKW for JISA Portfolio

  - UKLAP for Life Products

- We have execution arrangements in place to ensure that we take all the steps we can to obtain the best possible result for advisers and customers, in accordance with FCA rules.

- There is no need to hold 2% in the model cash to cover fees and charges. We take fees and charges from the product cash of the customers portfolio, not within the model cash.

Step 3 – **Rebalancing**

- Select rebalancing triggers from a dropdown list:

Rebalancing filters	
Rebalancing triggers	Manual rebalancing ▾
	Manual rebalancing
	By Tolerance
Default tolerance	By Frequency
	By Frequency & Tolerance
Shadow model rebalancing filters	
Shadow model rebalancing triggers	☐ As per rebalance trigger section above
	☑ If weightings or assets within the model are edited

For more detailed information on shadow models **click here**

Once you select one of these options you may then have more choices to pick from:

- **Manual rebalancing** – no further options. A manual rebalance with no amendments to the funds will simply rebalance the plans linked to the allocation and asset range in place within the model.

- **By tolerance** – this can be set up as a default tolerance, which can be updated across all assets within the model or updated at asset level.

- **By frequency** – rebalancing can be set to occur at a regular frequency (weekly, fortnightly, monthly, quarterly, half yearly or annually), effective from a specific date in the future.

- **By frequency & tolerance** – rebalancing can be set to change the tolerance of each asset holding at a regular frequency, effective from a specific date in the future.

Any changes, additions, or variation you make in relation to the affected model portfolio will be updated and rebalanced in the customer profiles accordingly.

Step 4 – Performance analysis

The analysis page displays the historical performance of assets under each selected model. We use a performance graph to show the cumulative performance of a model against its benchmark. Cumulative returns show the performance of investments accumulated over multiple periods, whilst discrete returns show the performance over separate periods.

The performance section shows:

- The cumulative 5-year performance (via a table & graph on the screen)

- The discrete performance for 12-month periods for the previous 5 years (via a table)

- The discrete performance for quarterly periods for the previous 5 quarters (via a table)

You can select a range of documents to upload onto the adviser platform, giving you more flexibility of choice.

Step 5 – Select permissions

Permissions

Platform Selection :	Aviva (PL014) ☑

Aviva (PL014) Permissions

Network Permissions :	⦿ Include All Networks	◯ Assign Networks
Firm Permissions :	◯ Include All Firms	⦿ Assign Firms

Company Search Panel - Aviva (PL014)

Choose Network :	All Networks ▾
Search :	[ ] Search

- You can give permission to access model portfolios either to networks or adviser firms:

  - Networks: select all networks or specific networks.

  - Adviser firms: select all the adviser firms belonging to a distribution platform or specific adviser firms within that distribution platform.

- Make sure only the advisers you pick can use your models, by selecting 'include all networks' and 'assign firms'. You can then select which networks you want to give permission to.

- The available distribution platforms will be based on the company setup and which distribution platforms you have an agreement with.

- An X-Hub user should be able to give permission to any adviser who is registered on the Aviva platform as an adviser.

- You cannot make the model live unless at least one person/company/network has permission to use it.

- If a customer wants to be removed from a Managed Portfolio Service, we will ask the customer to contact their adviser, who will do this for them.

- If the customer removes their adviser on the platform the model portfolio will then be deconstructed.

Step 6 – Select product wrappers

- Using the example above, product wrappers that are ticked and are available via the adviser platform will have access to the model portfolio.

- The availability to the product wrappers will depend on the availability of the assets on the adviser platform – we can only make a model accessible for a product wrapper if all instruments in the model are available on the adviser platform. Exchange Traded Instruments can't be included in models permissioned to Life products.

- We don't have an offshore bond on the platform; however, an Investment Portfolio account can be set up via a Trustee Investment into a Canada Life or Utmost Offshore Bond.

Click on the ⊕ on the left hand side next to 'Aviva (PL014)' – this will show you all the investments that have been selected for the model, and also tell you which investments are eligible for which product type.

Step 7 – Charges

- You can create default charges for the model. These charges will be applied to all advisers on the platform unless you pick the 'Customise' option. You can then set bespoke charging per adviser platform and/or for a company within the adviser platform.

- The Ongoing percentage should always be 100%.

- If a customer specifies a DIM charge on their Aviva platform product portfolio client declaration form, we will pay the charge from the customer's account to the named DIM.

- Any alterations to the DIM fee must be agreed in writing between the DIM and the instructing adviser. This must then be agreed by the customer on the Aviva platform product portfolio adviser charge form and confirmation of this sent to us in writing or via email.

- Where charges are increased on a model portfolio, please give us 60 days' notice, along with confirmation that any advisers are aware of the change.

Default

| Model Portfolio Ongoing Charge : | 0 | % per annum |

Allocation of the Ongoing Charge to Pre Sale and Annual Disclosure Cost Categories

Ongoing :	100	%
Transactional :		%
Ancillary :		%
Incidental :		%

Aviva (PL014) – Proposition Charges

| Charge Settings : | ● Use Default | ○ Customise |

Aviva (PL014) – Network Charges

| Charge Settings : | ● Use Default | ○ Customise |

Aviva (PL014) – Company Charges

| Charge Settings : | ● Use Default | ○ Customise |

Step 7 – Charges: applying a model level fee

- 1. To set up customised fees, select the customise fee option and then manually input the fee amount from the agreed pricing structure.

- 2. You will need to search for the specific firm, select the firm and then update the fee.

- 3. If you edit the model and update the fee charges, the fee changes will display immediately. However, the accrual change will take place overnight. For example, if the fees are changed on the 15th of the month, the change to the fee accrual will take place on the 16th.

Default	
Model Portfolio Ongoing Charge :	0 % per annum

Allocation of the Ongoing Charge to Pre Sale and Annual Disclosure Cost Categories

Ongoing :	%
Transactional :	%
Ancillary :	%
Incidental :	%

Aviva (PL014) - Proposition Charges

Charge Settings :	● Use Default ○ Customise

Aviva (PL014) - Network Charges

Charge Settings :	● Use Default ○ Customise

Aviva (PL014) - Company Charges

Charge Settings :	○ Use Default ● Customise **1**

Company Search Panel

Choose Network :	All Networks ▾
Search :	_____ **2**

Search   **3**

Step 8 – Income strategy

Income Strategy

Income Strategy

Income Strategy *: Return To Platform ⌄

Income can only be set to Return to Platform. If an adviser wants to amend the income strategy, they are able to do this at client level on the customers portfolio on FNZOne Platform.
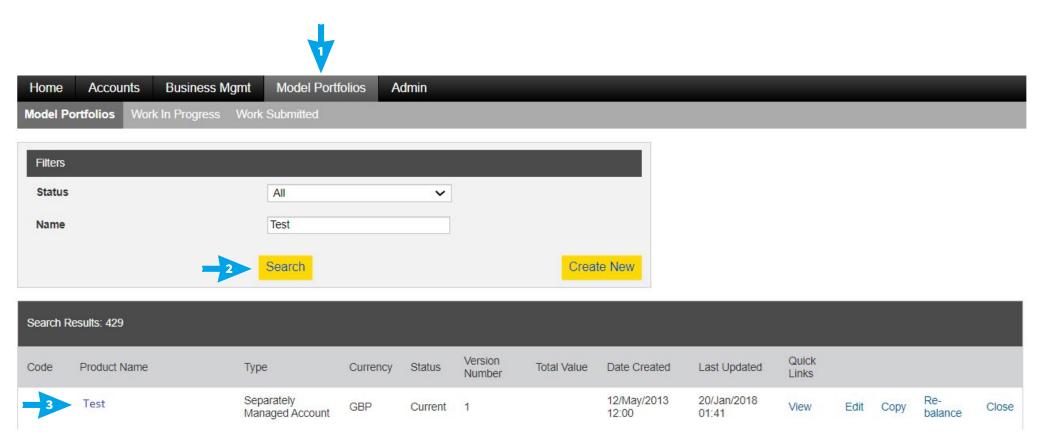
Step 9 – Review and submit

- This document is your X-Hub services user guide, to help you navigate the system. As DIM, you are responsible for the information you input onto each screen – any errors you make are your responsibility only.

- The model portfolio will be set up on the X-Hub. The model will then be on the adviser platform for selection, according to the permissions and product wrapper allocations.

- As DIM, it's your responsibility to manage all aspects of model management - Aviva will accept no liability unless the error is proved to be a system error.

- We will ensure that all Aviva products on the Aviva Platform are separately identifiable. For every investment in the managed portfolio service, we'll keep individual records for the customer and separate client records for their adviser.

- We'll produce periodic reports, customer profile alignments, values and performance, which we'll send to the customer and/or adviser in accordance with regulatory requirements.

- If a model portfolio setup is not complete, click on 'Save and Exit'. This will allow you to save the initial work on X-Hub and return to it at a later stage. This model portfolio (Status = In Progress) will remain in the '**Work In Progress**' page.

- Links to platform T&Cs: **https://connect.avivab2b.co.uk/adviser/resources/document-library/aviva-platform/**

- The CASS Order Execution policy is available under the terms and conditions section on the Connect website, which you can access here: **https://connect.avivab2b.co.uk/adviser/resources/document-library/aviva-platform/**
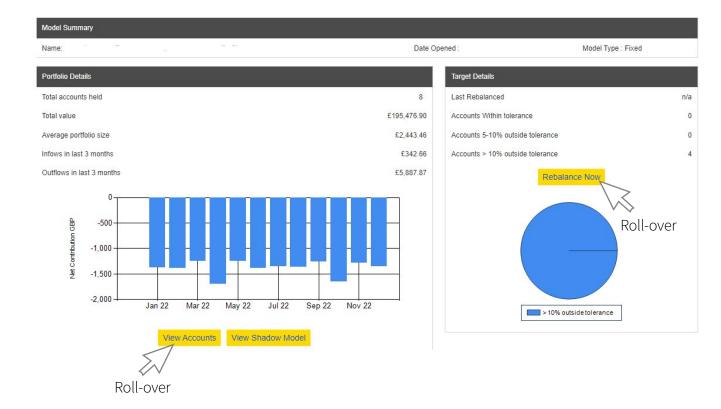
Viewing the model details

Viewing the model details

- 1. To view the model details go to the 'Model Portfolio' tab on the banner at the top.

- 2. Enter the model name and press 'Search'. This will show a list of all the models with that name that you have DIM access to.

- 3. Click on the actual model name to view the underlying details.
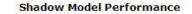
Model summary/rebalancing

Model Summary			
Name:		Date Opened :	Model Type : Fixed

Portfolio Details	
Total accounts held	8
Total value	£195,476.90
Average portfolio size	£2,443.46
Infows in last 3 months	£342.66
Outflows in last 3 months	£5,887.87

View Accounts   View Shadow Model

Roll-over

Target Details	
Last Rebalanced	n/a
Accounts Within tolerance	0
Accounts 5-10% outside tolerance	0
Accounts > 10% outside tolerance	4

Rebalance Now

Roll-over

> 10% outside tolerance

The model summary is split into two sections:

- **Portfolio Details** – provides a high-level detail of the model portfolio, including total accounts held, total portfolio values and average portfolio values. It also shows inflows and outflows in the last three months.

- **Target Details** – gives details of when the last rebalance was processed on the model portfolio and how many accounts are within tolerance or out of tolerance.

26

Shadow model

Performance	
Opening Portfolio Value	313,110.42
Gain/Loss	1,741.69
Interest	781.80
Distributions	0.00
Tax	0.00
Charges	0.00
Closing Portfolio Value	315,633.91
Net Gain/Loss	2,523.49
Return	0.81%

Shadow Model Performance

Shadow Model Performance chart shows % growth from 28 Sep 2022 to 27 Dec 2022. This chart is calculated using bid prices with income re-invested into the fund net of tax.

- A shadow model shows the performance of the model portfolio by recreating the logic used to set up the model portfolio to assess its ongoing performance. Any differences in the two models will highlight issues that need addressing – the two should be identical.

- The shadow model is created with a notional value of £1,000,000 at the point of model creation and its asset weightings are updated in line with the model. There can be no subsequent cash contributions or withdrawals to

or from the shadow model account. The notional value does not need to be representative of the average model client. We use £1,000,000 as the nominal value mainly to avoid any rounding issues (i.e. due to market movements of the share/fund prices).

- The shadow model is subject to charges, interest and corporate actions as an account and is used to give a more accurate representation of the performance of the model, rather than just of the assets within the model.

Shadow model – continued

- This will show performance detail within asset classes.

- You can also use the shadow model to look at the performance of a given model across specific dates.

- The shadow model uses performance-based information.

- Until the first rebalance this will not be displayed within the performance section. (Shadow models can be set to rebalance when the model is rebalanced or alternatively when the model is edited, or both. This can be set and viewed at a per model level, on the rebalance screen of the create/edit model wizard.)

- Please be aware that only the set allocations within the investment screens will be used for client investments.

Model portfolio detail

Information – Provides a high-level view of how the model has been set up. To view an explanation of each entry please refer to the 'creating/editing a model portfolio' section of this guide.

Benchmarks – Displays the cumulative performance reference data for 6 months, 12 months and since inception of the associated benchmark.

Allocations – Shows the allocations to the underlying instruments of the model portfolio, allowing comparisons with previous versions.

Detail – Provides an overview of the funds currently invested in the model, the total value invested in each fund, the percentage allocation currently held in each investment and the target allocation for the investment.

History – Gives details of the version number and the date the model portfolio was changed.

Fund Performance – The performance is broken down into three sections:

- **Cumulative performance** – performance values per investment for 3 months, 6 months, 1 year, 3 year and 5-year intervals. The graph also shows the performance details against the selected benchmark, so the user can compare this to the model performance.

- **Performance for discrete 12-month period** – the performance of each individual year for up to the previous five years.

- **Performance for discrete quarterly period** – individual performance of quarters, up to the previous five quarters.

Manual ad hoc rebalance

Manual Rebalance

- 1. To trigger a rebalance go to the 'model portfolio' tab on the banner at the top.

- 2. Enter the model name and press 'Search'. This will show a list of all the models with that name that you have access to.

- 3. Select the 'Rebalance' link to access the manual rebalancing wizard.

- 4. You can also access the wizard by selecting the 'Rebalance' link within the new work page of a client's model account and within the model summary page.

This option is only available if you are a 'DIM Transact' user.

Manual rebalance continued

1. Select	2. Submit

Select

Exit without saving Save and exit Next

Total accounts within this model : 2

Accounts with Restrictions: 0

Account Number	Product Wrapper	Restriction	Excluded from rebalance?
There are no accounts restricted from rebalance			

Submit

Exit without saving Save and exit Back

All data has been successfully validated

Rebalancing Summary

Model Portfolio :	2017 Aviva IRP 6 - None
Number of model accounts being Rebalanced:	2
Number of model accounts excluded from the rebalance:	0
Number of model accounts in model portfolio:	2

Potential Asset Orders

Instrument	Code	Buy/Sell	Total Value

** Note - these are estimated order values. Orders placed in the market may vary from these figures.

Submit

The first step of the rebalance wizard shows the total number of clients who have been rebalanced and a list of clients who have been excluded from rebalances.

The submit step of the rebalance wizard will show a summary of the number of accounts that will be included and those which will be excluded from the rebalance, before you submit the rebalance request.
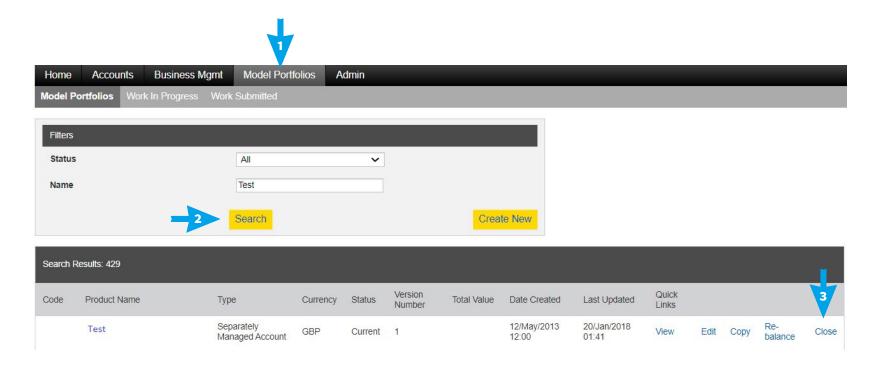
Closing a model portfolio

How to close a model portfolio

You can close a model but you can't delete it – it is required for audit purposes.

- 1. To close a model portfolio, click on the 'model portfolio' tab on the banner at the top.

- 2. Enter the model name and press 'Search'. This will show a list of all the models with that name that you have access to.

- 3. Select the 'Close' link to access the closure wizard. This option is only available if you are a 'DIM Transact' user and requires a secondary authorisation.

How to close a model portfolio – continued

The first step of the model closure wizard allows you to specify the closure type and the reason for the closure.

Soft close: additional investment can be accepted from existing investors holding the model portfolio, but not from new investors into the model portfolio. Assets are retained in the existing model portfolio allocated to this model and not transferred out.

Hard close: the model portfolio is closed to all new investment. Assets are transferred out of the model portfolio and back to the investor's account on the distribution platform (i.e. removed from DIM management).

Novation

Novation

If you are planning on novating, please contact **platformfundrequests@aviva.com** as soon as you are can. Until we receive a signed novation we can't make any changes. When an adviser firms novates, DIM model permissions need to be in place for the recieving firm prior to the novation to avoid the model portfolio deconstructing.

FCA permissions needed to provide the regulated activity of managing investments are:

Customer type

- Professional

Investment type

- Personal Pension Scheme

- Share

- Unit

If operating under a direct client relationship you will also need FCA permission to provide the regulated activity of advising on investments for:

Customer type

- Retail (Investment)

Investment type

- Personal Pension Scheme

- Share

- Unit

Work in progress

Work in progress/submitted

- This page shows the work in progress sessions related to the model portfolio you're viewing.

- This page shows the submitted sessions related to the model portfolio you're viewing.

Reporting

X-Hub reporting

A breakdown of the reports available on X-Hub is detailed in this document.

All reports are available to DIMs.

These should not be distributed to or relied upon by retail clients.

The reports are available on an ad hoc basis and you can access them via **X-Hub > Business Mgmt > Mgmt Reports**.

AUA reports – by trade date

Report overview: The report shows the aggregate total of AUA by model and by adviser platform at any point in time.

Platform:	Aviva (PL014)
Model Portfolio:	All
AsAt:	30/12/2022
Report Generated:	30/Dec/2022 01:45:23

Model Portfolio by Client

Model Account Number	Account Name	Model Portfolio Name	Platform reference	Adviser Firm	Adviser Name	Currency	Value (£)
DM1000001	Test A	A Adventurous	AV2000002-003	Testing Financial	Charlie Brown	GBP	646,545.94
DM1000002	Test B	B Balanced	AV2000007-001	Financial Test	John Snow	GBP	875.57
DM1000003	Test C	C Cautious	AV2000003-001	Testing Management	Jack White	GBP	156,000.99

Field/Column Name	Description
Distribution platform	Shows the name of a distribution platform or shows "All" if the report has been run for all distribution platforms.
Model portfolio	Shows the name of a specific model or "All" if the report has been run for all models on the X-Hub platform.
As at	Shows the date the report was requested to run on the platform.
Report generated	Shows the date and time the report was successfully generated.
Model portfolio name	Details the name of the model portfolio which the asset is held in.
Distribution platform	Shows the distribution platform that the underlying clients (invested in the model) belong to.
Platform reference	Gives a unique client account number established on a distribution platform.
Account number	Gives a unique client account number established on the X-Hub platform.
Account name	Name of the client account.
Adviser name	The adviser at the stated adviser firm.
Currency	GBP
Value (£)	GBP

AUA Reports – by settlement date

Report overview: The report shows the aggregate total of AUA by model and by adviser platform at any point in time.

If there was a switch placed from Model A to Model B and there are inflight transactions, the holdings will appear on Model A until the trades have fully settled. Once settled these will show on Model B.

Report Generat	30-Dec-2022 13:45:37							
Platform:	Aviva (PL014)							
Model Portfolio	All							
As At:	30-Dec-2022							
			Dim Holdings Summary Report (By Settlement Date)					
Model/Account Number	Account Name	Model/Portfolio Name	Platform Reference	Adviser Firm	Adviser Name	Currency		Value
DM1000001	Test A	A Aggressive	AV200001-001	Testing Financi	Charlie Brown	GBP		5,833.31
DM1000002	Test B	B Balanced	AV200007-001	Testing Financi	John Smith	GBP		5,167.32
DM1000003	Test C	C Cautious	AV200002-002	Testing Financi	Jack White	GBP		4,088.57

Field/Column Name	Description
Distribution platform	Shows the name of a distribution platform or shows "All" if the report has been run for all distribution platforms.
Model portfolio	Shows the name of a specific model or "All" if the report has been run for all models on the X-Hub platform.
As at	Shows the date the report was requested to run on the platform.
Report generated	Shows the date and time the report was successfully generated.
Model portfolio name	Details the name of the model portfolio which the asset is held in.
Distribution platform	Shows the distribution platform that the underlying clients (invested in the model) belong to.
Platform reference	Gives a unique client account number established on a distribution platform.
Account number	Gives a unique client account number established on the X-Hub platform.
Account name	Name of the client account.
Adviser name	The adviser at the stated adviser firm.
Currency	GBP
Value (£)	GBP

Deferred activity report

Report overview: The report shows the details of clients who have deferred model portfolio transactions (e.g., deferred rebalance, deferred sells) at the time the report is generated.

It contains two tabs: the first tab details the deferred rebalance transactions and the second tab reports deferred sells.

Field/Column Name	Description
As at	Shows the date the report was requested to run on the platform.
Report generated	Shows the date the report was successfully generated.
Account number	Gives a unique client account number established on the X-Hub platform.
Account name	Name of the client account.
Platform reference	Gives a unique client account number established on a distribution platform.
Adviser firm	The firm the client's adviser belongs to.
Model portfolio name	The name of the model portfolio.
Date added	The date the client was added to the model portfolio activity queue.

As At:	30/12/2022				
Report Generated:	30/12/2022 13:45:48				
This report is for the use of discretionary investment managers. It should not be distributed to or relied upon by retail clients.					
Deferred Model Portfolio Transactions - Rebalances					
Account Number	Account Name	Platform Reference	Adviser Firm	Model Portfolio Name	Date Added

Holdings by investment report

Report overview: This report shows a breakdown of total holdings per investment.

Platform	Aviva	
AsAt:	30-Dec-2022	
Model Portfolio	All	
Report Genera	30-Dec-2022 13:55:38	

Holdings By Investment Based on the Trade Date Position

Investment	Currency	Quantity	Value (£)
Investment 1	GBP	271239.099	1655457867
Investment 2	GBP	327656.6353	5534564.04
Investment 3	GBP	2077333.266	1345671
Investment 4	GBP	1020067.291	2530000
Investment 5	GBP	32934.267	160006

Field/Column Name	Description
As at	Shows the date the report was requested to run on the platform.
Model portfolio	Shows the name of a specific model or "All" if the report has been run for all models on the X-Hub platform.
Report generated	Shows the date and time the report was successfully generated.
Investment name	Gives the name of the asset invested.
Currency	GBP
Quantity	Outlines quantity held.
Value	Gives the total monetary value of the investment specified.

Negative cash balance report

Report overview: This report shows all outstanding negative cash balances within the X-Hub

Field/Column Name	Description
Model portfolio	Shows the name of a specific model or "All" if the report has been run for all models on the X-Hub platform.
As at	Shows the date the report was requested to run on the platform.
Report generated	Shows the date and time the report was successfully generated.
Distribution platform	Shows the distribution platform that the underlying clients (invested in the model) belong to.
Model portfolio name	Details the name of the model portfolio which the asset is held in.
Adviser firm	The firm the client's adviser belongs to.
Adviser name	The adviser at the stated adviser firm.
Platform reference	Gives a unique client account number established on a distribution platform.
Account number	Gives a unique client account number established on the X-Hub platform.
Account name	The client's name.
Currency	GBP
Cleared cash	Cleared cash amounts.
Uncleared cash	Uncleared cash amounts.
Total cash balance	The sum of the cleared and uncleared cash amounts.
Cash commitments	The sum of unsettled buy and sell orders.
Total balance	The sum of the cleared cash, uncleared cash and cash commitments.
Amount required	The negative balance on the account that needs funding.
Date added	Date the disinvestment order is created on the account.
Charge ID	Where a negative balance has been generated via a fee - this is the charge ID associated with this fee.
Disinvestment ID	ID for the disinvestment order placed.
Batch ID	ID for the aggregated disinvestment order placed.
Order created	Date the batch order is created.
Order status	Status of the batch order.
Settlement date	Settlement date of batch order.
Action taken	Comments box.

New accounts report

Report overview: This report shows the new accounts that have been linked up to invest in models on the X-Hub platform over any given time period. It also provides the info on whether or not an agreement is in place between the underlying clients and the DIM.

Field/Column Name	Description
Distribution platform	Shows the name of a distribution platform or shows "All" if the report has been run for all distribution platforms.
Model portfolio	Shows the name of a specific model or "All" if the report has been run for all models on the X-Hub platform.
From	The start date for the report search.
To	The end date for the report search.
Report generated	Shows the date and time the report was successfully generated.
Model portfolio name	Shows the name of the model portfolio.
Account number	Details a unique client account number established on the X-Hub platform.
Platform reference	Details a unique client account number established on a distribution platform.
Account name	Name of the client account.
Adviser firm	The firm the client's adviser belongs to.
Adviser name	The adviser at the stated adviser firm.
Wrapper type	Shows the account wrapper type (e.g., IA or S&S ISA) that is linked up to a model on X-Hub.
Distribution platform	Shows the name of the distribution platform.
Date opened	Shows the date the account was opened on the X-Hub platform.
IMA received	Indicates whether there is an IMA (Individually Managed Agreement) in place with the DIM.

Fund trading summary

Report overview: This report gives a breakdown of the funds under management at portfolio level, per adviser.

Field/Column Name	Data reported on
Profile name	The model portfolio name.
Investment profile ID	The model portfolio ID.
Adviser name	The adviser's full name.
Adviser postcode	The adviser firm's postcode.
Agency name	The adviser firm's name.
Adviser firm FCA ref	The FCA reference for the adviser's firm.
FUM / £ - GIA	The total FUM in GIAs for this model on the Asat date passed to the report.
FUM / £ - ISA	The total FUM in ISAs for this Model on the Asat date passed to the report.
FUM / £ - SIPP	The total FUM in SIPPs for this model on the Asat date passed to the report.
Sales value / £ - GIA	Sales = buys in to models. Reports the value of buy transactions in to the model for the GIA product.
Sales value / £ - ISA	Sales = buys in to models. Reports the value of buy transactions in to the model for the ISA product.
Sales value / £ - SIPP	Sales = buys in to models. Reports the value of buy transactions in to the model for the SIPP product.
Sales – no. of transactions – GIA	Sales = buys in to models. Reports the number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.
Sales – no. of transactions – ISA	Sales = buys in to models. Reports the number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.
Sales – no. of transactions – SIPP	Sales = buys in to models. Reports the number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.

Field/Column Name	Data reported on
Redemptions - Value / £ - GIA	Redemptions = sells from a model. Reports the value of sells transactions out of a model portfolio. As there will be multiple assets per model this will show only one transaction per sell out of the model and not on transaction per asset per model.
Redemptions - Value / £ - ISA	Redemptions = sells from a model. Reports the value of sells transactions out of a model portfolio. As there will be multiple assets per model this will show only one transaction per sell out of the model and not on transaction per asset per model.
Redemptions - Value / £ - SIPP	Redemptions = sells from a model. Reports the value of sells transactions out of a model portfolio. As there will be multiple assets per model this will show only one transaction per sell out of the model and not on transaction per asset per model.
Redemptions - No. of transactions – GIA	Sales = buys in to models. The number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.
Redemptions - No. of transactions – ISA	Sales = buys in to models. Reports the number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.
Redemptions - No. of transactions – SIPP	Sales = buys in to models. Reports the number of buy transactions in to the model portfolio. As there will be multiple assets per model this will show only one transaction per buy in to model and not one transaction per asset per model.
Total FUM / £	The total FUM across all products. Sum of columns G to J.
Total sales value / £	Sales = buys in to a model. Total values of sales across all products. Sum of columns K to N.
Total sales - No. of transactions	Sales = buys in to a model. Total number of transactions of sales across all products. Sum of columns O to R.
Total redemptions - value / £	Redemptions = sells out of a model. Total value of transactions of buys across all products. Sum of columns S to V.
Total redemptions - No. of transactions	Redemptions = sells out of a model. Total number of transactions of buys across all products. Sum of columns W to Z.

Tolerance violation report

Report overview: This report shows all investors accounts where their asset allocations diverge from target model weightings by an amount that exceeds tolerance.

Field/Column Name	Description	Format / Validation
Distribution Platform	This field shows the name of a distribution platform or shows "All" if the report was run for all distribution platforms.	N/A
Model Portfolio	This field shows the name of a specific model or "All" if the report was run for all models on the X-Hub platform.	N/A
As At	This field provides the date when the report was requested to run on the platform.	dd/mm/yyyy
Report Generated	This field shows the date and time when the report was successfully generated.	dd-mm-yyyy hh:mm:ss
Model Portfolio Name	The column shows the name of the model portfolio.	Alpha Numeric
Distribution Platform	This column shows the name of the distribution platform.	The distribution platform can either be a FNZ or a Non-FNZ powered platform.
Account Number	This column details a unique client account number established on the X-Hub platform.	The number should be prefixed with "DM". For example, DM1000222.
Account Name	Name of the client account.	N/A
Adviser Name	The adviser name at the stated adviser firm	Alpha
Platform Reference	This column details a unique client account number established on a distribution platform.	The reference number should contain the wrapper sub-account number relating each distibution platform For example, SL1000001-002, SL represents the Standard Life Wrap ACCT platform.
Investment	Instrument code. This will be the citi code or the ticker code.	N/A
Target %	Target percentage weighting for each instrument in a model portfolio.	Numerical. Value to 2 decimal places. Right aligned.
Current %	Current percentage weighting for each instrument in a model portfolio.	Numerical. Value to 2 decimal places. Right aligned.
Tolerance	Tolerance level specified at instrument level.	If a clients holding is out of the tolerance value, this will trigger a rebalance and the record will be captured in this report.
Violation	Violation = Absolute (Current - Target) - Tolerance level	Values displayed in the violation column should always be greater than 0.

Legal agreement

Legal agreement

In addition to the contract between Discretionary Investment Managers and Aviva, we carry out a monthly review for assets within X-Hub. If there is a period of inactivity or no assets have been submitted to the platform, we reserve the right to terminate the contract.

The Discretionary Investment Managers or Aviva can terminate the contract by giving at least six months' written notice to the other party.

Aviva can terminate the contract by providing at least 30 days' written notice, if the Discretionary Investment Manager has not managed any assets on the Aviva Platform within six months of the commencement date of the contract.

Contact points

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For all other queries and relationship management please contact your strategic account manager:

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emma.long@aviva.com

Change of bank details for DIM fees
DFMONBG@aviva.com

Fund requests
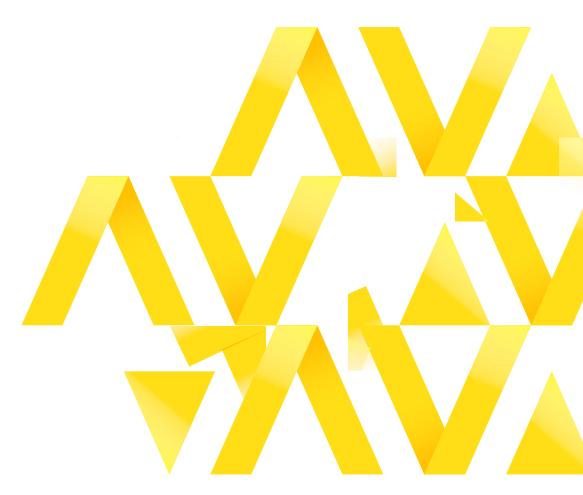platformfundrequests@aviva.com

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