

Clearstream

Fund Desk

Fund Provider Portal – User Guide Series – Registration
Guide



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Clearstream Fund Desk - Fund Provider Portal Registration Process

Website URL: clearstream.funddesk.com/fpp

In order to access the Fund Provider Portal (“FPP”) and the services provided by Clearstream Fund Desk (“CFD”) to Fund Providers you will need to be registered. This includes the ability to create a microsite market your company and its products.

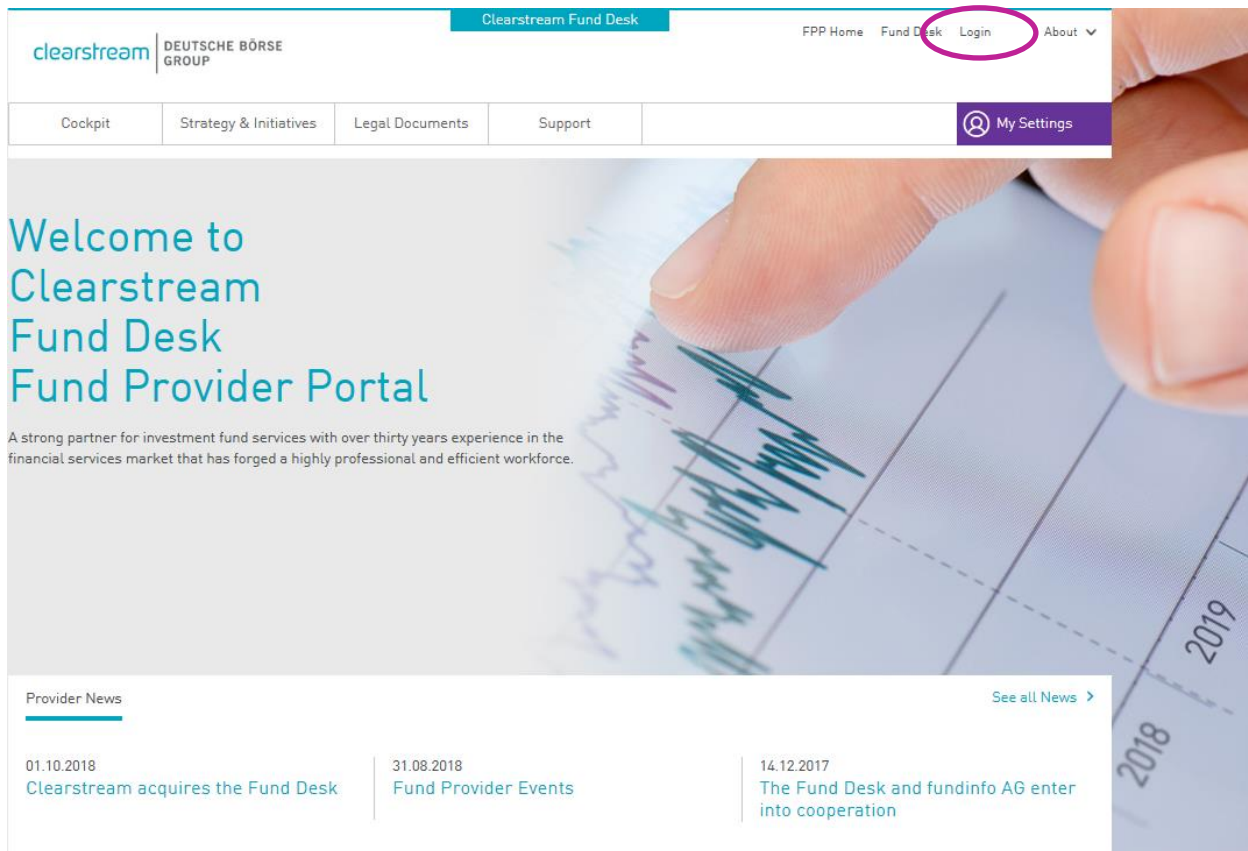
Log on once to gain access to information

As a registered user you have the possibility to log straight in to gain access to the various information provided within the Fund Provider Portal.


For new users there is a self-registration process as follows:

Homepage

From the homepage click on Login



Then click on “click here if you are not registered yet”

Cockpit	Strategy & Initiatives	Legal Documents	Support	 My Settings
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Fund Provider Login

Welcome to Clearstream Fund Provider Login

Please login, you can use either your username or email address.

[click here if you are not registered yet](#)

User name / Email
address

Password

Remember me on this computer for the rest of today

If you've forgotten your password and need to reset it click [here](#)

Registration Form

«first stage»

DEUTSCHE BÖRSE
GROUP

Clearstream Fund Desk

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Cockpit

Strategy & Initiatives

Legal Documents

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My Settings

Fund Provider Login

Register

To access the fund provider portal you must first complete the registration process.

Shortly after you have submitted this registration form, we will check and approve your request, you will then receive a confirmation email.

[Fund Desk Fund Provider Portal Registration Guide](#)

User Type	Fund Provider ManCo i
Company Name	Company Name
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Ms <input type="radio"/> Dr
First Name	First Name
Last Name	Last Name
User name	User Name
Email address	Email Address
Password	Password
Retype Password	retype Password
Memorable phrase	memorable phrase
Your Sales Contact	Ralph Hug
Number / Street	Number / Street
Postal Code / City	Postal Code / City
Country	Switzerland
Telephone Number	Telephone Number
<input type="checkbox"/> Do you wish to apply for Content Publishing privileges to manage your company's online profile?	
Next	

Please complete your personal «user details» as guided by the information next to each item on the page. It is really important that you use your company email address and not a private one. We will not approve any registrations with a private or generic (such as sales@) email address. The address is used for several purposes:

- User Type – If you work for the Fund Management Company / Asset Manager as an Employee please choose "Fund Provider ManCo" or if you work for the entity that acts as the Swiss legal representative for a non-Swiss Fund Management Company, please choose "Swiss Representative";
- it identifies which of the Fund Providers on our platform you work for and we will associate your user credentials with that Fund Provider; and
- we use this address as part of the security validation processes, without it the system cannot grant you access.

One of the services we provide to Fund Providers is to market themselves and their products by building a microsite which is published on the client extranet for the CFD used by distribution partners. In order to use this feature we need you to complete an extended user agreement which grants a special access as a

microsite content publisher. If this is a feature you wish to use please tick the checkbox “Do you want to apply for content publishing privileges to manage your Company’s online profile?”

«second stage»

clearstream DEUTSCHE BÖRSE GROUP				Clearstream Fund Desk		FPP Home Fund Desk Login About ▾	
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Fund Provider Login

Register

To access the fund provider portal you must first complete the registration process.

Shortly after you have submitted this registration form, we will check and approve your request, you will then receive a confirmation email.

Please print and complete the PDF form below and return it to the Clearstream Fund Desk : Fax +44 20 7562 4050 or by email to funddesk@clearstream.com and then send the original by post to the address listed on the form

[Fund Desk Fund Provider Portal Agreement](#)

I have printed, completed and faxed or emailed the agreement

I have read and agreed to the disclaimer terms and conditions. Click [Here](#) for the full disclaimer wordings.

Human Captcha



Type the characters you see in the picture above
Letters are not case sensitive

[Back](#) [Register](#)

«Agreement»

Please download the agreement by clicking the “Fund Desk Fund Provider Portal Agreement” link. The completed registration form will be produced as a PDF for you to print off. This must be signed by you in the appropriate sections and then signed by authorised signatories of your Company¹. This should be sent to the address shown on the form. Although we will be notified about your registration request, without this we cannot progress your application. The original signed application must be sent to us in the post.

«Disclaimer»

You must check this last box to acknowledge that you have read our disclaimer terms and conditions.

«Security»

For security reasons enter the characters displayed in the image into the text box below.

You will now be ready to submit your registration.

On receipt of the signed application from we will usually process this on the same business day. If we have any queries we will contact you directly to discuss using the details provided in your registration application.

¹ We have included a guide to signatory authorities on the last page of the application form to assist you

«After submission»

Once you have completed the form and have clicked the **Register** button your access request will be submitted electronically to user administrators at the CFD. They will check your registration application to make sure it is completed correctly. They will provide you with support to make the process as smooth as possible.

«Registration success»

Once we have completed the registration process for you on our side, we will send an email confirming this has been done.

If you have any trouble at all with the process or any questions, please call the Fund desk in London on +44 (0) 20 7562 4040 or email webclients@clearstream.com and one of us will be happy to help you.

Contacts

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