

FUND ADMINISTRATION

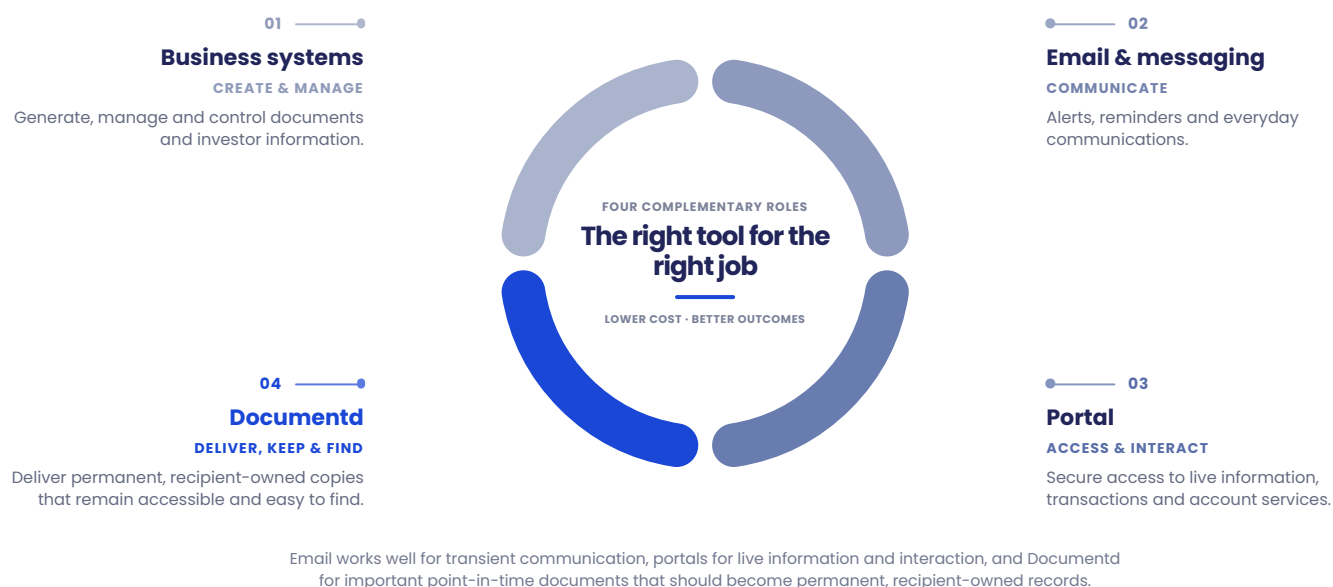
Deliver documents directly into the investor's hands

A practical guide to choosing the right approach for different communications, reducing avoidable cost while giving important documents the long-term accessibility investors need.

A COMPLETE APPROACH TO INVESTOR COMMUNICATIONS

Different communications do different jobs

Business systems, email and messaging, portals and Documentd each serve a different purpose. The right choice depends on the job: creating and managing information, communicating, providing live access and interaction, or delivering an important document the investor should retain. Using each in the right way can reduce avoidable support and infrastructure costs while improving the investor experience.



FUND ADMINISTRATION IN PRACTICE

Choose the right approach for each communication

Portals are ideal for live information and interaction. Email and messaging handle transient communication. Important point-in-time documents have different requirements: investors may need to retain, review and retrieve them years later. Documentd is designed for that job, helping reduce support costs without requiring the portal itself to become the investor's permanent document archive.

Email & messaging

COMMUNICATE

Best for short-lived information, notifications and prompts to take action.

- General announcements
- Meeting reminders
- Document notifications
- Service updates

Portal

ACCESS & INTERACT

The right place for live information and ongoing interaction.

- Live valuations
- Account information
- Transactions
- Interactive reporting

Documentd

DELIVER & RETAIN

For important point-in-time documents investors should be able to keep, review and find again.

- Capital call notices
- Distribution notices
- Investor statements
- Tax documents
- Executed agreements



Important documents should stay with the investor. Documentd delivers recipient-owned copies into each investor's own private document home, helping reduce support and portal complexity while keeping important records accessible and easy to find.

LEARN MORE

documentd.com/industries/fund-administration

SECURITY & TRUST

documentd.com/trust