### Proof**Plus®**

# Your automated document creation and publishing solution.

## How ProofPlus® can help you...

- ✓ Insure compliance and maintain accuracy and integrity of published information
- ✓ Significantly reduce the cost of producing your compliance and marketing documents
  - Eliminate typesetting and rush charges
  - Eliminate EDGAR and XBRL charges
  - Eliminate proofing and PDF charges
- ✓ Reduce risk of shareholder suits by assuring consistency of critical disclosures
- ✓ Robust and integrated project management and workflow tools streamline your process and make your job easier
- ✓ Be faster to market for a competitive advantage

### Key features of ProofPlus<sup>®</sup>...

- ✓ Automates your document creation, review and distribution process
- ✓ Produces the SEC mandated Summary Prospectus hands free with the push of a button, with no extra document production time or resources needed
- ✓ Outputs multiple formats simultaneously, including XBRL, EDGAR, HTML and multiple typeset PDFs for print and web
- ✓ Eliminates time (and frustration) spent formatting documents
- ✓ Lock individual paragraphs against accidental changes or deletion
- ✓ Updates documents with common content automatically
- ✓ Integrates well with other Content Management Systems
- ✓ Repurpose your content freely
- ✓ One totally integrated, Enterprise-wide, XML-based solution
- ✓ Produces financial reporting documents, prospectuses, compliance and marketing materials beginning with workflow management, automated data importing, authoring and approvals, finishing with automatic typesetting, document delivery and EDGAR filings

# Features and Benefits of ProofPlus®

Heightened scrutiny by regulators and investors has increased investment companies' focus on compliance and the accuracy and consistency of information. At the same time investment companies are challenged to streamline their document management process, grow their businesses, and reduce their costs.

Our ProofPlus® system automates the repetitive steps in the production of complex sets of documents by storing content as a library of components that may be reused, shared among documents, and globally revised. Documents are assembled reliably using a rules-based system and then are typeset in real time.

ProofPlus® has significant advantages over traditional financial printer and Microsoft-dependent systems.

# 24/7 and worldwide access to the system:

Web-based, encouraging collaboration among authors and giving easy access to reviewers.

### Integrated:

Our project management, workflow, and content management capabilities are robust and are built into ProofPlus®—one system/one full capability set.

#### Content-centric:

The system maintains content in a common library of text and tables, which can unite content for prospectuses, shareholder reports, other SEC filings, and fact sheets. The library has controls for versioning, assembly, translation, regulatory compliance, and brand consistency.

### Client directed:

Clients control their own system, from assigning permissions that mirror their work flows to appointing document managers, to giving ownership of content to work teams. A document manager sets up teams, distribution lists, and notifications, and oversees work flow.

### As easy as using Word but better:

Just point and click, navigating anywhere in the document. No waiting for printer's proofs to see how your revisions look—and no added printer's errors.

### Ensure compliance:

ProofPlus® makes sure that required content is included and that paragraphs are not changed or deleted by accident. And our audit trail tracks every change made.

### Secure and disaster-proof:

Robust access control through a set of detailed permissions. Unique method of guaranteeing no system downtime that also protects your data integrity.

### No typesetting step:

Remove this traditional, expensive and time consuming step in your process—and eliminate printer errors as well. ProofPlus® includes automatic and simultaneous typesetting as part of the integrated process.

### Automated data uploads:

We work together to develop automatic data uploads and live links to outside data sources to produce tables, charts and graphs on the fly in professional graphic quality.

### One source, many end-products:

All formats — for editing, reviewing, printing, EDGARizing, XBRL filing, and Web posting — derive from one master source with NO manual intervention to produce them.

### Summary Prospectus:

Automatic simultaneous production, hands-free. Automatically populated from prospectus content.

#### Efficient:

The ability of authors to work on the same document simultaneously and to pull proofs when wanted will reduce cycle time and improve speed to market for a marketing advantage.

#### Customizable:

Work the way your organization works best, not the way we dictate. Customization is a fast and flexible process.

#### Off-Shore Funds and translation:

ProofPlus® manages translation and localization automatically. Alternate versions of documents can be assembled simultaneously, such as alternate prospectuses for different share classes or publications required in multiple languages

### Integrated EDGAR filings:

EDGARize and file EDGAR directly from ProofPlus®. EDGAR is simultaneously output every time you make a proof, with no delay. The system can assemble the EDGAR filing submission to the SEC and manage the backand-forth interactions of the filing process for you.

# XBRL-one of the automated outputs:

Because ProofPlus® is a native XML system, transforming your document to the Risk/Return Summary XBRL filing format is accomplished automatically. Produce XBRL from the same document source without manual tagging or post-process work.

### Expandable:

Add more documents as you grow your business without adding incremental costs. The system's automation significantly reduces the time you spend on the document management process.

# Advantages of ProofPlus®

We have many years of experience in the production of mutual fund documents, and we understand the process to create them.

- Produces Summary Prospectuses automatically, hands-free.
- Outputs XBRL in minutes with no manual tagging or intervention.
- We are flexible and work the way you want to work-but we do look for ways you can work better.
- We do not force you to conform to our product or process.
- We will help you save significant time and money in your document preparation process.

- Our solutions insure consistency of content and regulatory compliance across all documents.
- We help you grow your business without adding incremental cost.
- Our system's automation capabilities significantly reduce the time you spend on the document management process.
- All redundancies are eliminated, saving you time and money.

- Documents for print, internet, and regulatory filings are published simultaneously, with one click of a mouse.
- We can produce your documents in multiple languages and manage the translation process.

# ProofPlus® System Components

- ✓ User permission controls
- Project management and scheduling
- Assisted work flow and automated notifications
- ✓ Comprehensive content library
- ✓ Revision management
- Audit trails to enhance accountability
- ✓ Library searches both full text and filtered

- Electronic review and commenting
- ✓ Issue management
- ✓ Translation management
- Production of as many typeset proofs as necessary with no added cost
- ✓ Production of blacklined proofs
- Automated production of Summary Prospectus
- Production of print masters

- Automated production of EDGAR II documents and other HTML-based formats
- Automated production of XBRL for SEC
- Automated output channels to printers and web sites
- ✓ Automated filings to the SEC.

# Complete implementation in about 90 days.

# Value Delivery Chain of ProofPlus®

Project Management		Project Controls		Authoring Efficiencies		Document assembly and quality assurance		Document publishing and distribution
Assigned document manager for each publication		Tracking of all steps in process  Audit trail for all revisions		Content requirements checked against document profiles		Documents automatically assembled from the latest approved versions of content components		Simultaneous outputs with one click of a mouse
Assembling team		Issue management		Compliance ensured with style, business rules, regulatory requirements				Print-ready PDFs
Assigning work roles		Review management				Last minute crunch time is reduced by automation		Web-ready PDFs
Establishing team permissions		Calendar based		Version control				Secured Internet files
ibrary manager for		Scheduling control Notifications via email		Content effectivity dates— start, end	No separate typesetting process — no handoffs to		EDGAR II files Web-ready HTMLs	
Common content maintenance		Notifications via email		Comments logged electronically, stored, and tracked  Common content library across documents		third parties, internal or external		ICI Compliant XBRL
Creating new publications and their profiles		Automated Data Flows				Proofs created automatically, at will, in actual style, colors, and fully paginated		XML files for exchange or other conversions
and their profiles								Automatic notifications to
		Custodial banks		Update a component once, all applicable documents updated  Departments, authors can work simultaneously on their own parts of documents		Charts and graphs produced in real time		Printers
		Legal dept. and law firms				No printer's errors since there is no re-keyboarding or conversions, EVER		Internet site managers
		Marketing Fund accounting						Other departments involved in publishing, marketing, and distribution
		Performance data				Automatic blacklining against any prior state		
				Externally supplied data automatically uploaded and stored		Translation management		
						Simultaneous creation of summary prospectus		
				Content can be created in advance of inclusion in documents				

Work anytime, anywhere 24/7

# XBRL Update

At any meeting of financial services professionals one will hear buzz about XBRL and about strategies for using it for report filings. XBRL—eXtensible Business Reporting Language, which conforms to a specific XML Schema—seeks to encode SEC filings in a format that allows assisted comparison of facts across multiple companies' prospectuses.

ICI, a trade organization, established its XBRL committee to develop a set of XBRL taxonomies covering risk and return disclosures required

in mutual fund prospectuses. (XBRL taxonomies define components of a document and their relationships.)

ProofPlus® produces XBRL filings automatically, with no manual tagging or intervention, making your filings easier and faster.

XBRL previewing capability is built into ProofPlus®.

# Summary Prospectus Update

The SEC's new rule requires fund companies to file the traditional prospectus form with the SEC and make it available on their websites, and send a short form version, or "Summary Prospectus" to investors, unless an investor requests the traditional prospectus.

The Summary Prospectus provides investors with key information, charts and graphs, in a concise and to the point manner. Anyone requiring further information will be able to access it via the internet or by requesting the traditional prospectus.

This initiative has had a major impact on the way fund companies author, produce, warehouse and ship their prospectuses. It is critical

for fund companies to be able to produce and send investors the Summary Prospectus without having to perform tasks redundant to the production of the traditional prospectus.

ProofPlus® allows fund companies to author, typeset and produce (and file) the Summary Prospectus with the push of a button, totally hands free. You can also output to a digital format and produce the Summary Prospectuses digitally instead of paying for expensive long run printing.

Please visit www.proofplus.com for more information on our Summary Prospectus capabilities.

