

# Institutional Portfolio Services

Focus on what drives your success, and leave your support systems and operations to the experts.

On any given day, you have many issues to tackle – critical investment decisions, sales, distribution, trading, marketing and customer service. Do you really want to manage technical and operational issues too? Alleviating these concerns is the objective of Institutional Portfolio Services. By selecting Citi's modular solutions for your middle- and back-office support functions, you free yourself to focus on what builds revenue and your company's growth, while we focus on what keeps it running.

Consider the mounting pressures of new security types, e-trading and straight-through processing initiatives; of fee-to-cost margin compression; operations inefficiencies; business continuity concerns; staying abreast of new and emerging technologies – and of the steadily rising costs of human resources, technology development and maintenance to manage these issues. Citi's Institutional Portfolio Services will let you maximize efforts to increase portfolio performance, introduce new products, develop distribution channels and enhance trading and customer service.

## A best-of-breed solutions suite

Citi has integrated the leading technology and services available in the marketplace as a comprehensive suite to help you. When you choose to turn your support functions over to Citi, we will concentrate on keeping abreast of the global markets' and your firm's changing operations and technology requirements.

## An asset manager's viewpoint

Some middle-office solutions are conceived and built from the perspective of a custodian – limiting flexibility and responsiveness. Citi's Institutional Portfolio Services was

designed specifically from the asset manager's standpoint. Our processes, services, tools and staff integrate with the way you do business.

## Asset management Information delivery for your decision making:

- Accurate positions and balances
- Performance, attribution and risk management
- Cash projection

## Execution services

## Middle-office management Accounting and data management:

- Market data capture and scrubbing
- Valuation and automated processing for all security types using a network of third-party pricing vendors
- Manager's data warehouse

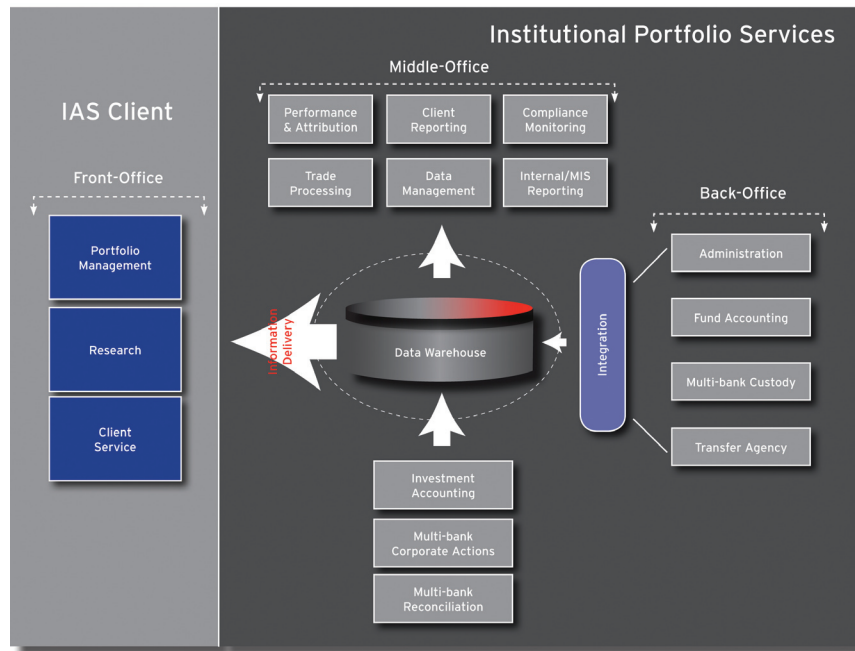
## Post-trade services:

- Trade capture
- Counterparty confirmation, settlement and third-party notifications
- Reconciliation among accounting, custodians, prime brokers and other third-party systems

## Benefits at a Glance

- Gain the flexibility to focus on building underlying value
- Be prepared for future growth
- Offload your non-core support functions to an expert
- Access a truly global technology and operations platform insulating you from future capital investments
- Integrate your process to our asset management industry best practices
- Benefit from leading marketplace solutions designed for asset managers
- Fully integrate the services suite into your own processes
- Exchange fixed for variable costs





#### OTC Derivatives services:

- Confirm management
- Event management
- Valuation through a network of market-leading vendors
- Accounting
- Collateral management

#### Voluntary Corporate Action services:

- Multi bank notification
- Single, Web-based response capture
- Election delivery to all banks with a few keystrokes

#### Business support:

- Portfolio management reporting
- Post-trade compliance monitoring
- Corporate actions
- White-labelled investor statement via Web
- Composite management to GIPS standards
- Billing

#### Relationship management:

- Best practices advice
- Implementation project management
- Service standard reporting using a scorecard
- Continual process improvement

#### Technology management

##### Hardware and software:

- Performance testing
- Continual upgrade process
- UAT testing
- Configuration management
- Security management

##### Connectivity:

- Trading networks
- Confirmation and settlement utilities
- Brokers
- Safekeeping institutions
- Reference data sources

#### Continuity of business:

- Assured availability
- Site, system, data and network redundancy
- Tested plans

#### The strength of Citi

Citi has the global experience, scale and technology to meet our clients' needs. Our industry commitment is demonstrated through the products and services we offer. Each product is designed from an asset manager's point of view and can be customized for you.

For more information about Institutional Portfolio Services, please contact your Citi representative or visit [www.transactionservices.citi.com](http://www.transactionservices.citi.com).

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[www.transactionservices.citi.com](http://www.transactionservices.citi.com)

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