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01 What questionnaires Lonsec Research issue?

1.1. Firm Level questionnaire

Issued semi-annually.

Once in January and again in July, requesting data as at the previous month end (i.e. December and June respectively). The information collected in the January questionnaire will be used in all reports published from January to June. The July questionnaire will be used in all reports published July to December. If any information changes within the period, each manager will have the opportunity to inform the Lonsec Research analysts either during the review meeting or during the draft report review process.

Lonsec Research use responses from this questionnaire in both the assessment and final report – it is important Lonsec Research has this questionnaire submitted on time and with correct information.

Lonsec Research require a response to every question. If you would like more details on the Firm Level questionnaire, please follow the link here: [XXYY](#)

1.2. Product Level questionnaire

Issued once annually.

This the most important questionnaire Lonsec Research issues. The responses provided within this questionnaire are the basis for our published research report.

- Australian Equities, Alternatives, Fixed Income and Passive Equities questionnaires are issued in February.
- Global Equities, Multi-Asset, Global Property & Infrastructure, Passive Income and Passive Alternatives questionnaires are issued in July.

All responses within a DV questionnaire are imported into our Lonsec DataHUB and displayed in our internal report authoring tools.

1.3. Portfolio Holdings

Issued monthly.

However, if you have internal compliance that prevents providing holdings this frequently, please reach out to researchsupport@lonsec.com.au and we can adjust the frequency to quarterly or semi-annual. We can also set a 1, 2 or 3 month lag.

For specific information on how to supply Portfolio Holdings successfully, see our user guide here:

1.4. Target Market Determination

Issued quarterly.

As per our ASIC requirements, Lonsec Research must collect the Target Market Determination document, under the Design and Distribution Obligations, for each rated product. A report cannot be published without the current TMD.

If the TMD has not changed from one period to the next, please contact us at researchsupport@lonsec.com.au and we can delete the request in DiligenceVault.

1.5. ESG Exclusions questionnaire

Issued once annually, in January.

This information is shared on iRate for potential investors to see. If any exclusions change during the year, please reach out to us and we can issue a new ESG Exclusions questionnaire to update this information.

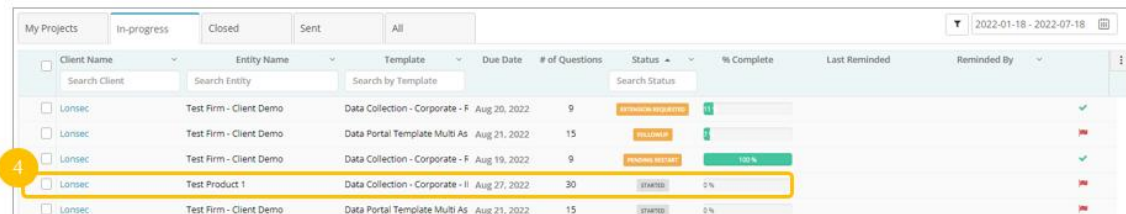
If you would prefer not to complete this questionnaire, please contact us and we can remove the questionnaire.

02 Getting Started

Any projects that have not been started are in the In-progress tab on the Diligence > Projects page.

The tabs on this screen show key information like the name of the **Template**, **Due Date**, **# of questions** & **% Complete**.

Click on any questionnaire link to open.



Client Name	Entity Name	Template	Due Date	# of Questions	Status	% Complete	Last Reminded	Reminded By
☐ Lomsec	Test Firm - Client Demo	Data Collection - Corporate - F	Aug 20, 2022	9	STARTED	100%		
☐ Lomsec	Test Firm - Client Demo	Data Portal Template Multi As	Aug 21, 2022	15	STARTED	0%		
☐ Lomsec	Test Firm - Client Demo	Data Collection - Corporate - F	Aug 19, 2022	9	STARTED	100%		
☐ Lomsec	Test Product 1	Data Collection - Corporate - II	Aug 27, 2022	30	STARTED	0%		
☐ Lomsec	Test Firm - Client Demo	Data Portal Template Multi As	Aug 21, 2022	15	STARTED	0%		

03 Completing a Questionnaire in DV

3.1. Navigating the Questionnaire

You can provide responses in the **Questionnaire** tab. Questionnaires are structured into sections for easy management.

3.1.1 Questionnaire Features Bar

There are several features within each questionnaire.

Product Name Last updated May 01, 2025	Status Started	As of Date Feb 04, 2025	Auto-fill	Export / Sync	Submit to Requestor	Search	More
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- As of Date: the data in the questionnaire must be as at this date. Lonsac Research questionnaires will always be a month end date.
- Auto-fill: enables users to copy responses from another questionnaire into this questionnaire. See **Section 3.3** below.
- Export/Sync: enables users to export the questionnaire as word or excel.
- Submit to Request: submits the questionnaire to Lonsac Research. All questions must be answered in order to submit.
- Search: enables users to search for specific questions or responses.
- More ---: extra options available. The only item of importance under this button is “Print/Preview” which enables users to download the questionnaire as PDF.

3.1.2 Questionnaire Filters

Underneath the features bar there are many filters’ users can use to track down unanswered questions, follow-ups and autofill responses.

All Questions (8) ▾	Mandatory (0) ▾	My Tasks (0) ▾	To-Dos / Drafts (0)	No SMEs Assigned (8) ▾	No Reviewers Assigned (8) ▾	Follow-ups (1) ▾	Auto-filled Responses (0) ▾	More Filters (0) ▾
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Lonsac Research recommends using the “All Unanswered” filter under “All Questions”.

3.1.3 Question Features Bar

Lastly, there are a few question level features available for every question within the questionnaire:



- 1) The first icon enables Super Admins and Owners to assign users to a question. This can also be done at the Sub-Category level by clicking the same icon near the Sub-Category name.
- 2) Second icon marks a question as draft.
- 3) Third icon marks a question as Not Applicable.

- 4) Fourth Icon is “Internal Notes”. Users can enter notes associated with a question that only internal users can see. Lonsec Research will not see any internal note.
- 5) Fifth Icon is the follow-up – use this when you would like to query something about the question directly with Lonsec Research. This sends an email to us which one of our research analysts will respond to.
- 6) Sixth icon helps fill in the question by finding recommended answers.
- 7) Seventh icon is opens up a few more options – Lonsec Research doesn’t recommend using these unless it helps with your workflow.

3.2. What is “the Firm”?

Lonsec Research is aiming to assess the entity that is managing the money itself. This is typically the management company, investment manager or sub-investment manager listed in the PDS. It is typically not the Responsible Entity or Holding Company.

If this is difficult to ascertain, please reach out to researchsupport@lonsec.com.au and we can specify.

3.3. Autofill or copy responses from one questionnaire to another

The ‘Autofill’ icon, in the questionnaire feature bar, allows users to copy responses from



a “Completed” questionnaire into another questionnaire.

Once you click the button the below pop-up will appear:

 A pop-up window titled 'Auto-fill will populate responses by searching for exact matches given your settings below. Learn More'. It contains several sections:

- Source selection: 'Most Recent', 'From a Product' (highlighted with a red box), and 'From a Diligence Project'.
- Auto-fill dropdown: 'All Categories & Sub-Categories'.
- Entity Settings: A toggle switch for 'Only include responses submitted to Lonsec'.
- Select a Product: A dropdown menu with 'Select an option' (highlighted with a red box).
- Match Settings: A slider for '% Similarity Match' from 0% to 100%.
- Preview: A button labeled 'Preview'.
- Footer: 'History', 'Auto-fill as Drafts', and 'Auto-fill' buttons.

We recommend auto-filling **From a Product** and ensuring you autofill “All Categories & Sub-Categories”.

Select a product you would like to autofill from. NOTE the questionnaire must be at “Completed” status to copy over the most recent responses.

Click “Auto-fill as Drafts” if you would like to save each questionnaire before submitting.

3.4. Responses via “Additional Comments”

Please do **not** provide any information via the “Additional Comments” box as any content provided within this field does not flow through to Lonsec’s data storage. If you would like to submit any extra context or information, please email researchsupport@lonsec.com.au and this will be forwarded to the research team.

3.5. Percentage complete is needed to submit questionnaire?

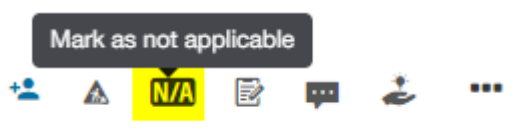
All users must reach 100% complete to Submit a questionnaire. If questions are not relevant to a product or strategy, users can provide an explanation (unless obvious due to product structure) why a question is not answered by sending a “Follow-up”:



3.6. Questions not relevant to product

For example, the Tax section is part of the “Equities” template The Tax section is critical to any product that is tax aware and necessary for the research process. This information is used by analysts in assessing whether the product is meeting objectives and how tax is managed.

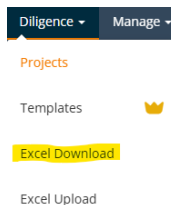
However, if tax questions are not relevant to your strategy/product, please use the “N/A” button on those questions.



04 Completing a Questionnaire in Excel

Users can obtain an excel extract of the questionnaire, complete it offline and upload the responses back into DiligenceVault, filling out the questionnaire. This is useful if you need to work with 3rd party users external to the firm.

In the top ribbon, hover over **Diligence** and select “Excel Download”:



In the first dropdown select “Lonsec Research Pty Ltd”. Select the questionnaire you would like to extract in the second dropdown. For example this may be a “Active – Equities” questionnaire or a “Active – Fixed Income” questionnaire. Ensure that the dates reflect the period of questionnaire you’d like to download.

NOTE: some tables within the questionnaire are “dynamic” meaning users will need to add additional rows within the excel document depending on the number of responses managers would like to input.

Once you find the questionnaire, select the questionnaire by clicking the “+” icon and then “Download”.

Once you complete the excel, you can follow the steps above but instead select “Excel Upload” under **Diligence** in the top ribbon. Select the file you would like to upload and hit “Process Upload”. This will fill out the questionnaire in DiligenceVault so you can then review and submit.

NOTE: If there are already some responses in the questionnaire and you then Excel Upload, the upload will not replace any responses already in the questionnaire. This will only fill what is blank.

05 Submitting a Questionnaire

Once all questions have been answered, either by completing the questionnaire in DiligenceVault or completing the questionnaire via excel or both, you must “Submit to Requestor”



Once this button has been clicked the questionnaire will become locked and the status will become “Completed”.

The screenshot shows the 'My Projects' table with the 'Closed' tab selected. The table has columns for Client Name, Entity Name, As of Date, Template, Status, and Closed On. Three rows are visible, all with a status of 'Completed'.

Client Name	Entity Name	As of Date	Template	Status	Closed On
Lonsec	Test Firm - Client Demo	Jun 15, 2022	Data Collection - Corporate - IM	Completed	
Lonsec	Test Firm - Client Demo	Jul 1, 2022	Data Portal Template Multi Asset Exam...	Completed	
Lonsec	Test Product 1	Jul 13, 2022	Data Collection - Corporate - IM	Completed	

Lonsec Research analysts will then begin reviewing the responses provided in the questionnaire and may seek clarification via the “Follow-up” feature. Keep an eye out for any follow-ups and please respond ASAP.