

Guidelines and terms of delivery of material for the Dutch Investment Manager Survey 2013

1. General

- The Dutch Investment Manager Survey - De Nederlandse Vermogensbeheerdersgids; year 2013. Hereafter referred to as DIMS.
- The issue will be distributed as printed and bound book sized A4 (210 x 297 mm).
- Layout and logistics will be done by DutchInvestor.
- DIMS contains four sections.
 - Trends, quantitative research done by DutchInvestor;
 - Interviews, held and edited by DutchInvestor;
 - Articles, as provided by the client;
 - Profiles, submitted by clients using the Supplier interface on dutchinvestor.com.
- The planned release date of DIMS will November 2012;
- It will be sent free of charge to CEOs of over 300 Dutch pension plans. These belong to the largest schemes and represent over 85% of AUM.
- Authors and other participants, hereafter referred to as client, will receive copies according to agreement.

2. Interviews

- Interviews are meant to inform the reader about the respective investment company, the development of the company, strength and weakness, products, specialities.
- Interviews are written by DutchInvestor and can / may be corrected by the investment company.
- DutchInvestor reserves the right to make changes in the text and layout, the format of the DIMS supersedes the 'house style format' of the investment company. Dutch Law of Authors applies.
- Every interview will be accompanied by one or more pictures from the interviewee. If required, DutchInvestor can provide high quality pictures that will be made during or after the interview. Please contact DutchInvestor if this is necessary.

3. Articles

- The deadline for supplying articles is the 31th of July 2012. Deadlines will be maintained.
- Articles are meant to inform the reader objectively about a specific investment subject. It is not primarily about the respective investment company. The article is written by an author of the investment company.
- The maximum length of an article is 3 pages A4, roughly equal to 1500 words. Please note that the use of tables, graphs or other illustrations may reduce the number of words mentioned above.
- Please provide a summary of the article in Dutch language (if required, DutchInvestor can provide the translation. Please contact DutchInvestor if this is necessary).
- Please provide a summary of the article in English.
- Please include contact details (e.g. first- and surname, title, name of organisation, phone number, e-mail address) and photograph of author.
- If an article is more than 3 pages long, an additional fee per page will be levied on respective

investment company.

- Please supply tables, graphs and other illustrations as separate files from the article (graphs and images from spreadsheet software such as MS Excel pasted into MS Word can result in very low quality output when printed).
- DutchInvestor reserves the right to make changes in the text and lay out, the format of the Survey supersedes the 'house style format' of the investment company.

4. Corrections

- Texts written and edited in-house at the client are supposed to be correct. Therefore, no major alterations to the text can be requested after the article proof has been delivered to DutchInvestor.
- Texts written by DutchInvestor will be sent to the client for approval.
- Request for *corrections to the text* are expected to be returned to DutchInvestor within 10 working days.
- After final approval of the text, DutchInvestor will proceed to lay out the pages; These pages will be sent back (as PDF) to the client for approval/proofing.
- There will be one or two proofing rounds. More rounds of corrections in the layout or content will be for the expense of the client.
- Requests for *corrections to the layout* are expected to be returned to DutchInvestor within 5 working days; thereafter the documents will be considered to be correct and go into print.
- Please note: if no reply from the client is received within aforementioned time-frames, alterations made by DutchInvestor and the article/interview will be accepted as final.
- Major changes or a completely new text are at the expense of a new lay out. Additional costs will be for the account of the client.
- Please note: any requested changes in the text beyond the deadline will impose the risk of having no time left for proofing/alterations or even having the document not being published at all. Both risks will be to the account of the client.

5. Supplying content

- The main body of articles is best supplied using MS Word (*.rtf or *.doc). Please do not use custom lay out schemes, line fill out, or auto cut off of words. The only formatting to be used are headings, bulleted/numbered lists, bold and italics.
- Images (graphs, tables, pictures) to accompany the articles and ads are to be delivered separately from the main body of text.
- Please supply in one of the following file formats: JPEG (*.jpg), TIFF (*.tif), PDF (*.pdf), SVG (*.svg) or EPS (*.eps).
- DutchInvestor does not accept MS Power Point formats. Please convert them to PDF before supplying in order to avoid differences in appearance due to dissimilarities in software.
- DutchInvestor does not accept hardcopy images.
- Best results are achieved when the illustration supplied has a resolution of at least 300 dpi at 100%. Any resolution below 150 dpi will produce an image of unacceptable low quality when published.
- The printed result of an image will in general not exceed the quality of the original image. Make sure the illustrations are clear, sharp and have a proper amount brightness and contrast. Avoid the use of already processed images such as scanned print outs and excerpts of magazines, journals, daily papers or other hard-copy issues;
- DutchInvestor is not responsible for publishing images of low quality images as supplied by the client.
- DutchInvestor always reserves the right to refrain images from being published due to their quality.

6. Advertisements

- The deadline for supplying advertisements is the 31th of August 2012.
- Format A4: 210 x 297 mm. Please supply digitally to ensure quality. Please respect the following guidelines.
 - (Certified) Adobe Acrobat file (*.pdf): image quality 300 dpi at 100% size, CMYK, with cut off signs, bleed of at least 3 millimetres.
 - JPEG: 300 dpi at 100%, CMYK, quality setting "high" or "maximum". Bleed of at least 3 millimetres.
- It is advised to include a black & white and / or coloured example of the ad in hard-copy with the digitally supplied file(s).

7. Pictures

- DutchInvestor has the right to use pictures made by DutchInvestor for online publication at www.dutchinvestor.com.

8. Costs of trademarks

- All, if any, costs relating to the use of trademarked or copyrighted materials, images or texts are to be paid by the supplier of the material.

9. Deadline overview

- The planned release date of DIMS will November 2012.
- The deadline for supplying articles is the 31th of July 2012.
- The deadline for supplying advertisements is the 31th of August 2012.
- Deadlines will be maintained.