ESG DISCLOSURE STATEMENT TEMPLATE INSTRUCTIONS

The ESG Disclosure Statement Template (the "Template") is a tool that standardizes the order and structure of the disclosures made by an investment manager when preparing an ESG Disclosure Statement that complies with the CFA Institute Global ESG Disclosure Standards for Investment Products (the "Standards"). The Template is designed to facilitate the preparation of ESG Disclosure Statements by investment managers and the review of ESG Disclosure Statements by investors. The Template has been designed to be machine readable. Use of the Template is not required in order to comply with the Standards.

Instructions

1. Data Entry: The Template can be completed by entering information into the data entry fields. Data entry fields are denoted by blue text and square brackets. When a data entry field is active, a small gray box above the field shows the identifier of the related requirement (Req.) in the Standards. When completing the Template, refer to the Standards and other interpretative guidance, such as the Handbook, to ensure that all required information is disclosed. Content outside the data entry fields may not be added, deleted, or modified.

   Tips:
   - It may be easier to draft, review, and edit disclosures outside of the Template and paste the disclosures into the Template only when they are finalized.
   - When pasting text from another document, the text may need to be pasted as "unformatted text" in order to avoid unintended formatting changes to the Template.
   - To avoid unintentionally changing the references to the Standards' requirements, data should not be copied and pasted from one data entry field to another.

2. Formatting: After entering text in a data entry field, the text style and color may be changed. Text may be bolded, italicized, and underlined. Text color may be changed. Line spacing may also be changed. Bullets and numbering may be used.

3. Yes/No Questions: Yes/no questions are used throughout the Template to determine whether the data entry fields that follow the question are applicable. If the answer to a yes/no question is "no," the data entry fields that follow the question should be left blank or populated with a response of "not applicable."

4. Date Prepared/Approved: This information is not required by the Standards. This field is intended to serve as a version control.

5. Save As: The Template can be saved as a Microsoft Word document for updates and edits, or as an Adobe PDF document for distribution.