

HANDBOOK

# MyRobeco Portal



The online gateway to your portfolio



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# MyRobeco

The MyRobeco portal is a secure online platform tailored for professional investors.

It serves as a comprehensive hub where authenticated users can conveniently access all the essential information regarding their portfolio(s), including performance, holdings and reports.

## The 5 key points in MyRobeco portal

1. **Personal data vault:** The MyRobeco portal offers a secure and easily accessible gateway to all reports. It allows users to conveniently reach and download all historical reports based on their needs, across many different channels and formats.
2. **Data personalization:** By having reliable and uniform data readily accessible, users can effortlessly download data in any format needed and across any period of time. This feature enables all individuals to construct their own reports, facilitating personalized analysis.
3. **Instant Access anytime, anywhere:** The MyRobeco portal provides immediate access to investment portfolio information. Easily monitor your asset allocations, track performance metrics, and access comprehensive transaction histories at your convenience, regardless of your location.
4. **Enhanced transparency:** MyRobeco portal serves to encourage clarity and transparency through data sharing and data availability. All relevant information is disclosed on the portal, including reporting, account team information, and newly introduced features.
5. **Open Access for Innovators:** SI Open Access is a unique and pioneering feature to promote research and innovation through the availability of Robeco's SI Intellectual Property. The platform allows investors, academics, institutions, and other stakeholders to access unrestrained data on SDG Framework and Country Sustainability Ranking (CSR). For corporate issuers, it is possible to retrieve free insights into individual SDG scores of each portfolio.

## Join MyRobeco

The MyRobeco portal can be provided upon by becoming a Robeco client. To gain access to all your portfolio information, please contact our client services team or respective sales/account manager.

Once your organization has been successfully onboarded to the MyRobeco system, an "self-service portal administrator" (SSPA) administrator within your operational circle can grant the necessary authorization to assign and unassign users.

To access the portal, you will need to use a multi-factor authentication app on your phone, which enhances the safety of your organization's overall portfolio data. The user guide provided by your administrator outlines the login process and offers instructions for mobile phone setup.

## Login

To login on MyRobeco, please access Robeco's website at <https://www.robeco.com>. On the top-right corner, click on the profile icon. This icon reveals an orange button.

→ **LOGIN FOR PROFESSIONAL INVESTORS** →

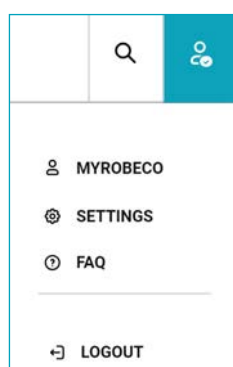
Once clicked, provide your email address and password, then select "continue". As part of the login process, you'll receive a confirmation request on your smartphone for multi-factor authentication. Simply press "allow" and you'll be seamlessly directed to the MyRobeco platform.

For more comprehensive login instructions, please see chapter 6.2

# Navigating the MyRobeco features

## Personal Menu

On the top right corner of the MyRobeco portal main page, there is a user icon with your personal menu. Here, there are four options: MyRobeco (see chapter 4.2), settings, FAQ and logout.



The settings page automatically directs you to your Profile page. On that tab, you can access your personal details and an overview of the accounts and portfolios authorized by the administrator. Settings also includes your preferences, in which you can set and customize email notifications.

When visiting MyRobeco for the first time and selecting a portfolio, you will see an option to designate it as a favourite. This designated portfolio will then be automatically chosen for subsequent logins. The option to change the preferred portfolio later is available by clicking the star icon adjacent to the portfolio name.

## Choose View

For each portfolio selected, you will see the "Choose View" column on the left side of the screen. This section contains a dynamic list of different features, each offering personalized content and data tailored to the specific type of portfolio you have chosen. It's important to note that the available features may vary depending on the type of portfolio in use.

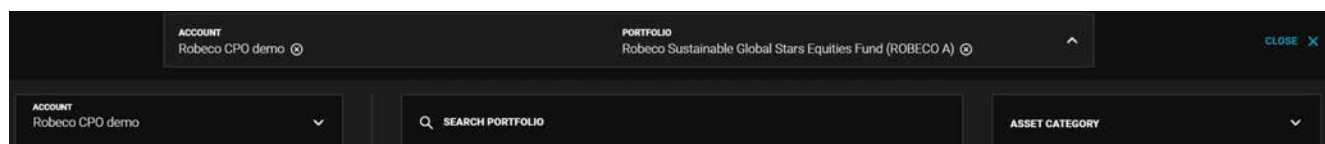
For additional guidance, you can also read our FAQ page. By clicking "logout" you can end your MyRobeco session.

## Account/Portfolio

MyRobeco offers a selector for all account and portfolio information available to you.

To navigate through the information, there are two menu options available: the account and portfolio filters. When choosing an account, click on the account filter and then select an account assigned by the administrator. To select a portfolio, click on the menu to display the complete list of portfolios assigned by the administrator. These portfolios are categorized by capabilities and can be easily accessed via the search and asset category filter.

The email notification icon redirects to the settings page where it is possible to set your notification preference.



# Choose View

## Dashboard



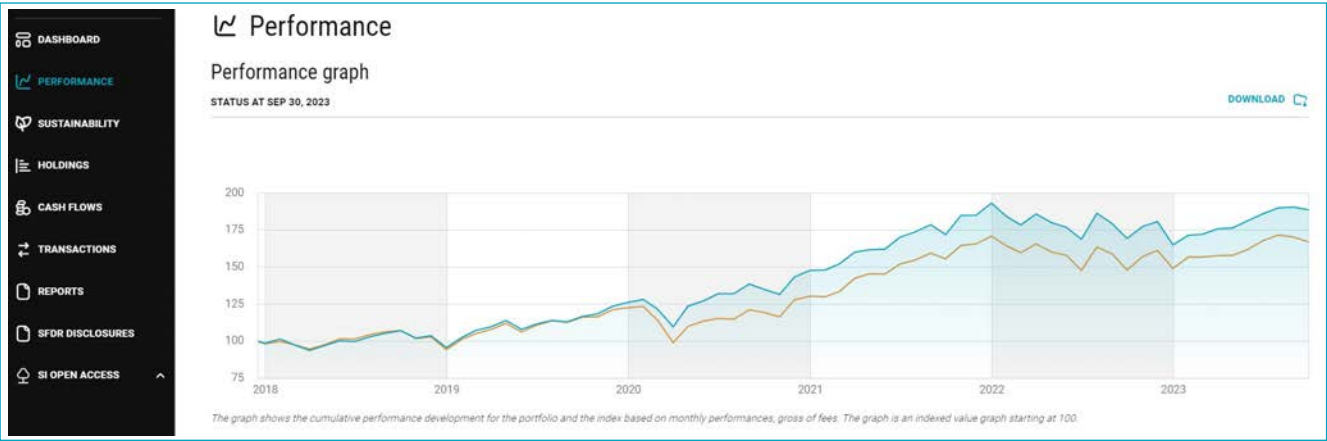
The dashboard page exhibits key insights of the portfolio. The portfolio valuation, for example, is based on the latest available date and depicts the gross asset value and cash flows. The data is presented in a dynamic graph to allow users to visualize historical data and select the preferred time frame.

Below the portfolio valuation, the performance graph assesses the portfolio's performance compared to the benchmark using verified month-end data. To the right, you can click on "Last 5 reports" to download comprehensive performance report Excel spreadsheets. At the bottom of the page, you can find the contact details of your relationship managers and client service officers for further support.

## Performance

The performance page depicts a graph and table that provides comprehensive and detailed information about your portfolio's performance, capturing both gross fees and excess returns. The data from both performance features can be downloaded in Excel or CSV.

The performance graph presents the indexed cumulative performance of your portfolio plotted over time, starting at a value of 100. This visual representation enables detailed comparison between the portfolio's performance and the applicable benchmark.



In the table view, the portfolio's performance is presented across various time periods. Such values are indicated according to the status filter, which refers to the last day of each

month. Furthermore, the performance tab features an overview functionality that enables you to track the yearly performance of your portfolio and compare it against the index, if applicable.

Performance table			
STATUS AT SEP 30, 2023		DOWNLOAD	
PERIOD	PORTFOLIO	INDEX	EXCESS RETURN
1 month	-0.98 %	-1.91 %	0.93 %
3 months	1.41 %	-0.52 %	1.94 %
6 months	7.24 %	5.83 %	1.41 %
9 months	14.35 %	12.00 %	2.35 %
YTD	14.35 %	12.00 %	2.35 %
1 year	11.42 %	12.84 %	-1.43 %
2 years	4.72 %	3.58 %	1.14 %
3 years	11.80 %	11.83 %	-0.03 %
4 years	12.76 %	9.46 %	3.31 %
5 years	11.98 %	9.26 %	2.71 %
Since inception	11.60 %	9.27 %	2.33 %

The value of the investments may fluctuate. Past performance is no guarantee of future results. Annualized (for periods longer than one year). Performances are gross of fees and based on Gross Asset Value.

## Sustainability

The sustainability tab provides end-of-month insights into the sustainability aspects of the portfolio, showcasing details (when applicable and relevant) on various metrics such as the portfolios' environmental footprint, ESG ratings, and their impact on the UN Sustainable Development Goals.

Robeco conducts an assessment of each portfolio, taking into account various critical factors, including asset class, investment style, core investment strategy, and overall investment approach. This evaluation allows us to understand which reports contain relevant information and visual representations that align with the needs of your portfolio.

The visuals available on MyRobeco always show data up to the last day of each month. To navigate the historical information there is a status filter that allows the selection of previous months dating back to the start of your portfolio data.

## Engagement

MyRobeco also offers an engagement feature which provides comprehensive information on engagement activities at the individual company contact level. This includes details on the dialogue topic, discussion points, engagement objectives, an assessment of the company's progress, and the remaining steps needed for a successful closure of the engagement.

The engagement reporting also offers an overview of the overall

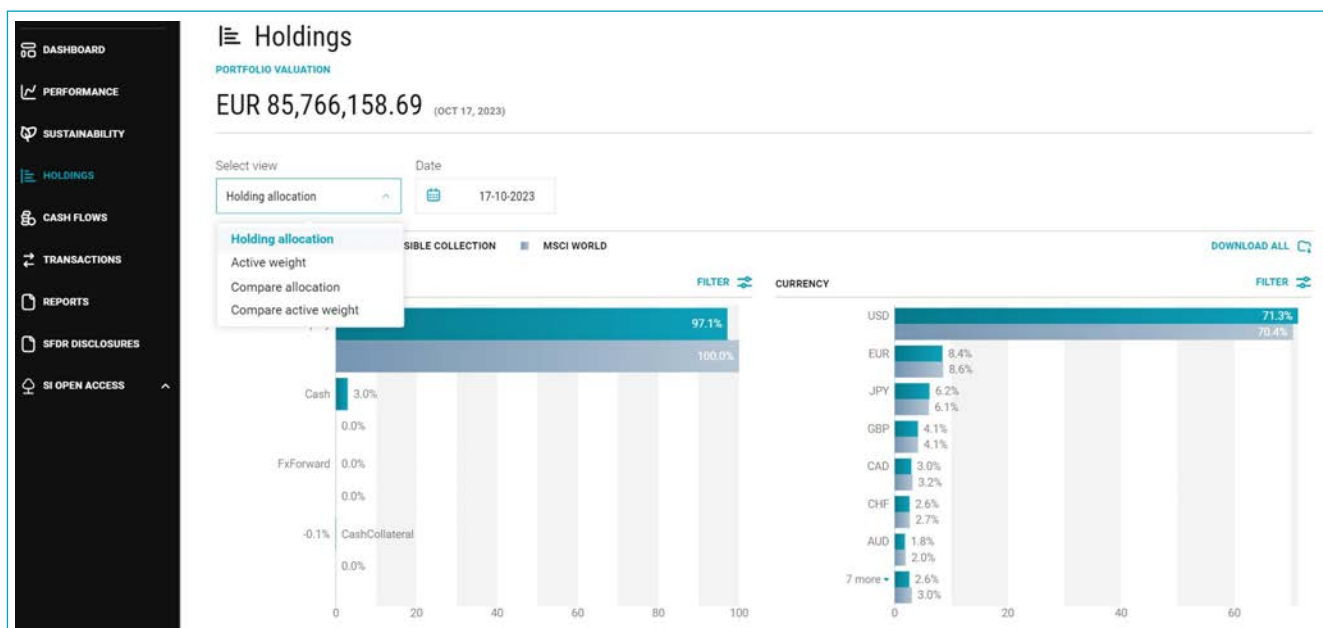
status and progress of each engagement case, giving valuable insights into the firm's efforts to drive positive change and foster responsible corporate behaviour.

## Holdings

The holdings page offers various graphs that visualize and analyse the allocation details of your portfolio. Begin by selecting the view with four options – Holding allocation, Active weight, Compare allocation, and Compare active weight – followed by the date filter to explore the period of time in interest.

Once completed, the page presents a variety of interactive and customizable graphs that enable you to drill down and filter the data, providing a detailed view of specific areas like 'Asia', 'Japan', or 'financials' for reviewing portfolio exposures.

The graphs displayed will vary based on whether the portfolio is composed of equity or fixed income assets. However, there might be some shared elements, such as Instrument groups and Currency, that are present in both sets of graphs. With that in mind, the holdings page offers access to historical portfolio data derived from validated end-of-day market values, including real cash, payables, and receivables. This data facilitates the examination of alterations in portfolio composition over time. Additionally, the data can be downloaded in CSV or Excel format, allowing further reviews, analyses, or consolidations using preferred applications.



You can click on the different filters in the bar charts to view specific results. To remove the filters, click them away at the top, or click "remove all." Your customized data selection can also be downloaded in Excel or CSV format.

## Characteristics



The Characteristics page in MyRobeco provides detailed information about the various characteristics of investment products, with the specific details varying based on the type of portfolio.

Within fixed income portfolios, the characteristics page offers a report presenting important portfolio traits, including option adjusted modified duration (years), maturity (years), yield-to-worst (%), and rating. These characteristics are displayed in line graphs alongside the benchmark. You can filter the data to view specific dates or analyse the traits over a wider date range and download this information in CSV or Excel format.

For Equity and Multi-asset portfolios this page is under development.

## Cash Flows

The cash flows tab offers valuable insights into the cash flow activities, through interactive graphs and tables. You can visualize the total value of the portfolio's cash flow over time as well as respective contributions and withdrawals.

The data displayed on the gross asset value and cash flow graphs can be shown on a daily, weekly and monthly basis, according to your preference. Additionally, the highest contributions and withdrawals are visible at the bottom of the page with respective date and amount in the currency of the portfolio. Each dashboard and table have interactive filters that allow

users to zoom into the cash flows and modify the date, providing a personalized view that can be downloaded in Excel or CSV.

## Transactions & Costs

On the transactions page, you can access an engaging visual display of transaction-related data through its interactive dashboards. It offers valuable insights into the transaction value as well as your portfolio's top buys and top sells over time. The costs dashboard, exclusively available for equity portfolios, provides information on costs per broker, considering the commission, exchange tax and tax amounts.

Each dashboard, selectable according to portfolio type, presents a variety of interactive filters, such as transaction and instrument type, that allow users to customize their view according to their preferences. Additionally, the page provides the option to download, in CSV or Excel format, the complete overview of the transactions of the portfolio and other relevant information.

## Reports

The reports page offers a centralized location to access various, portfolio-related reports.

These reports are made available immediately in the library providing current and historical information. As the library expands, you can utilize the search and filter functions to quickly find specific reports and easily download them. The filters include selection by report name, time frame, document type, category and portfolio/account. By default, the time frame filter is set to one year to limit the number and overview of documents.

Located in the upper right corner, you'll find an option to customize your email notification preferences. This ensures you



receive updates on newly published documents, allowing you to select how often you'd like to be notified about. This simplifies the process and provides an efficient way to manage and access information through the portal's report archive, without the need to search through past emails.

### SFDR Disclosures

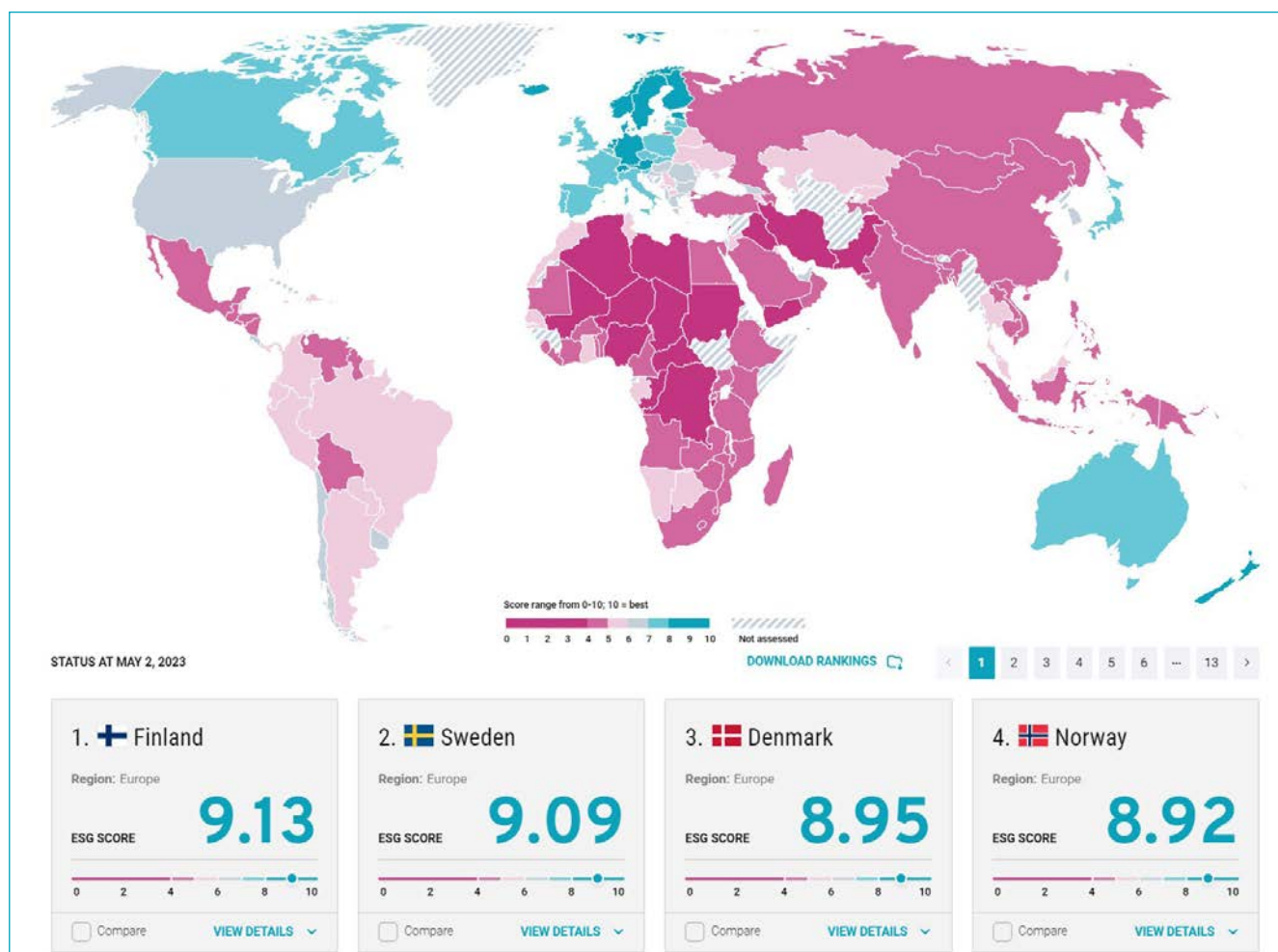
The Sustainable Finance Disclosure Regulation (SFDR) page offers an overview of the of the SFDR-related characteristics of their portfolios, including environmental, social, and governance (ESG) factors. Use the filter library to find the specific disclosures you want to access, and click on the pdf file to download it.

### SI Open Access

The Sustainable Investing (SI) Open Access tab stands out as a trailblazer, providing a unique platform that offers public access to valuable sustainable intellectual property for research and educational purposes. It sets itself apart by bridging the gap between proprietary insights and public availability, aiming to foster collaboration and innovation.

The platform offers stakeholders an instant overview of company and country sustainability performance scores as well as insights into the systematic processes behind generating these scores. Such information is displayed through Robeco's SDG Framework and Country Sustainability Ranking (CSR). The SDG Framework assesses corporate issuers' impact on the SDGs with scores ranging from -3 to +3, indicating negative to positive impact. A score of 0 is neutral. The scoring dashboard shows total SDG scores and scores for significant SDGs.

The CSR provides key insights on a country's sustainability, supporting investors in sovereign bond assessment. Scores are based on 51 indicators across environmental, social, and governance dimensions. CSR scores are weighted averages of indicators, with environmental (30%), social (30%), and governance (40%) dimensions. These scores range from 1 to 10, updated semi-annually, supporting stakeholder engagement beyond investments.





# Secure access and full user control

MyRobeco ensures top-level security. The latest technology has been made available to guarantee restricted access to the portal and its information.

## Security at the core of the system

MyRobeco is only accessible for authenticated users, and portfolio information is only accessible to those with the appropriate authorizations. Securing portal access involves a two-factor authentication process, requiring a valid user ID (in the form of an email address), a password, and an authenticator app on your smartphone.

As an extra layer of security, only email addresses associated with pre-approved domains (such as 'robeco.com') can serve as user IDs. The domains applicable to your portfolio(s) are determined during the portal onboarding procedure. Incorporating secure access via existing corporate credentials (single sign-on, or SSO) is part of our ongoing portal development plans.

For further insights into authentication and other security aspects, feel free to request more information.

## Simply manage your user accounts

The portal presents a self-service section intended for authorized users, facilitating the management of user accounts and portfolio access privileges independently. This function enables the immediate addition of new users and the removal of previous users. Additionally, it guarantees that as a client, you maintain complete control over who can access your portfolio information.

To achieve this, you can designate a user as the SSPA as part of the onboarding process. The SSPA is granted the authority to add, remove, or temporarily suspend users without having to notify Robeco or wait for Robeco to process such requests. Furthermore, the SSPA can oversee individual user access to specific portfolios, which proves particularly advantageous in situations involving multiple portfolios.

To further grasp the role of an SSPA administrator, please review the administrator manual supplied by our client services.

# Important information

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can all be obtained free of charge from Robeco's websites.

## **Additional information for US investors**

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The Prospectus relates to a private collective investment scheme which is not subject to any form of domestic regulations by the Autoriti Monetari Brunei Darussalam ("Authority"). The Prospectus is intended for distribution only to specific classes of investors as specified in section 20 of the Securities Market Order, 2013, and must not, therefore, be delivered to, or relied on by, a retail client. The Authority is not responsible for reviewing or

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The Superintendencia del Mercado de Valores (SMV) does not exercise any supervision over this Fund and therefore the management of it. The information the Fund provides to its investors and the other services it provides to them are the sole responsibility of the Administrator. This Prospectus is not for public distribution.

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**Additional information for investors with residence or seat in Spain**

Robeco Institutional Asset Management B.V., Sucursal en España with identification number W0032687F and having its registered office in Madrid at Calle Serrano 47-14º, is registered with the Spanish Commercial Registry in Madrid, in volume 19.957, page 190, section 8, sheet M-351927 and with the National Securities Market Commission (CNMV) in the Official Register of branches of European investment services companies, under number 24. The investment funds or SICAV mentioned in this document are regulated by the corresponding authorities of their country of origin and are registered in the Special Registry of the CNMV of Foreign Collective Investment Institutions marketed in Spain.

**Additional information for investors with residence or seat in South Africa**

Robeco Institutional Asset Management B.V. is registered and regulated by the Financial Sector Conduct Authority in South Africa. Additional information for investors with residence or seat in Switzerland The Fund(s) are domiciled in Luxembourg. This document is exclusively distributed in Switzerland to qualified investors as defined in the Swiss Collective Investment Schemes Act (CISA). This material is distributed by Robeco Switzerland Ltd, postal address: Josefstrasse 218, 8005 Zurich. ACOLIN Fund Services AG, postal address: Leutschenbachstrasse 50, 8050 Zürich, acts as the Swiss representative of the Fund(s). UBS Switzerland AG, Bahnhofstrasse 45, 8001 Zurich, postal address: Europastrasse 2, P.O. Box, CH-8152 Opfikon, acts as the Swiss paying agent. The prospectus, the Key Information Documents (PRIIP), the articles of association, the annual and

semi-annual reports of the Fund(s), as well as the list of the purchases and sales which the Fund(s) has undertaken during the financial year, may be obtained, on simple request and free of charge, at the office of the Swiss representative ACOLIN Fund Services AG. The prospectuses are also available via the website.

**Additional information relating to RobecoSAM-branded funds/services**

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The Prospectus has not been approved by the Securities and Exchange Commission which takes no responsibility for its contents. No offer to the public to purchase the Shares will be made in Thailand and the Prospectus is intended to be read by the addressee only and must not be passed to, issued to, or shown to the public generally.

**Additional information for investors with residence or seat in the United Arab Emirates**

Some Funds referred to in this marketing material have been registered with the UAE Securities and Commodities Authority ("the Authority"). Details of all Registered Funds can be found on the Authority's website. The Authority assumes no liability for the accuracy of the information set out in this material/document, nor for the failure of any persons engaged in the investment Fund in performing their duties and responsibilities.

**Additional information for investors with residence or seat in the United Kingdom**

Robeco is deemed authorized and regulated by the Financial Conduct Authority.

**Additional information for investors with residence or seat in Uruguay**

The sale of the Fund qualifies as a private placement pursuant to section 2 of Uruguayan law 18,627. The Fund must not be offered or sold to the public in Uruguay, except under circumstances which do not constitute a public offering or distribution under Uruguayan laws and regulations. The Fund is not and will not be registered with the Financial Services Superintendency of the Central Bank of Uruguay. The Fund corresponds to investment funds that are not investment funds regulated by Uruguayan law 16,774 dated 27 September 1996, as amended.

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