

**Question: What is PAMM?**

**Answer:** PAMM (Percent Allocation Management Module) is a fund management system designed for brokers, fund managers, and investors. It allows fund managers to manage multiple investor funds through a single master account. All profits or losses are distributed proportionally based on each investor's contribution. PAMM ensures transparent profit-sharing and reduces administrative overhead.

**Question: How can I enable or disable fee structures for PAMM?****Answer:**

Step 1. Go to: Settings > Platform Configuration > Managed Accounts.

Step 2. Ensure the 'Managers' tab is selected.

Step 3. Toggle the 'Fee Structure' option:

- If enabled: Only you (admin) can define fee structures.
- If disabled: Fund Managers can define their own fee structures (which you can later approve).

**Question: How can I enable or disable coupons for PAMM?****Answer:**

Step 1. Go to: Settings > Platform Configuration > Managed Accounts.

Step 2. Toggle 'Enable Coupon':

- When enabled, set 'Expiry Date Reminder' (number of days before expiration).
- When disabled, coupon settings are hidden.

Step 3. Click 'Update' to save changes.

**Question: What type of fees can I configure in PAMM?****Answer:**

You can configure:

- Performance Fees: A percentage of profits above a high-water mark.
- Management Fees: A recurring fee (usually yearly).
- Penalty Fees: Charged if investors leave before the period ends.
- Subscription Fees: Charged yearly for staying subscribed.
- Upfront Fees: A one-time fee when joining the fund.

**Question: How do I configure fees for PAMM?****Answer:**

Step 1. Toggle the status ON/OFF for each fee type (Performance, Management, etc.).

Step 2. Set the 'Maximum (%)' fee you want to charge.

Step 3. For Subscription and Upfront Fees:

- Select currency
- Set a maximum value

Step 4. Click 'Update' to save your settings.

#### **Question: How can I apply discounts on fees for PAMM?**

##### **Answer:**

Step 1. Enable the discount option using the toggle under 'Discount Applicable'.

Step 2. Set the maximum discount percentage under each fee category.

Step 3. For Subscription and Upfront Fees:

- Set the currency and value limit for discounts.

Step 4. Click 'Update' to save.

#### **Question: How can I configure Master Accounts for PAMM?**

##### **Answer:**

Step 1. Go to Master Account Creation Settings.

Step 2. Choose one of the options:

- Automatically Assign Master Account
- Allow Managers to Assign Their Own Account

Step 3. Set a 'Minimum Balance' for master accounts:

- Choose currency
- Enter amount

#### **Question: How can I configure Approval Settings in PAMM?**

##### **Answer:**

Step 1. Go to Approval Settings.

Step 2. Use toggle switches to enable or disable:

- Approval required for new subscriptions
- Approval for top-ups
- Approval for partial withdrawals
- Approval for unsubscribe requests

- Auto-approve suspend

3. If disabled, the action will happen automatically without manager approval.

### **Question: How can I configure Copy Trading settings in PAMM?**

#### **Answer:**

Step 1. Go to Configure Copy Trading section.

Step 2. Use the toggles to turn ON/OFF approval requirements for:

- New subscriptions
- Top-ups
- Partial withdrawals
- Unsubscribes

Step 3. Click 'Update' to save your settings.

### **Question: How Can I Add and Edit Fee Structures for Trading Accounts?**

#### **Answer:**

Fee structures describe the way brokers or financial firms earn money from client business. Respectively, when a client trades, the commission/incentive percentage is directly distributed from the client to the IB/Trader/Fund Manager and to the respective IBs/Sub-IBs.

To change fee structure, select Type "Trading Accounts",

- To start, click on Settings, IB Manager, and Commission Management.
- IMPORTANT! Under Type, ensure that you select Trading Accounts.

### **Question: How Can I Find and Sort Existing Fee Structures?**

#### **Answer:**

- To filter existing you may search by User Groups, the dates last Updated (over a fixed period, Overall or a Custom Range), and/or by the Name on the account.
- Click on the check mark to Filter Data.
- Afterwards, click Reset Data.

### **Question: How Can I Perform "Actions" on Fee Structures?**

#### **Answer:**

- Select one, some or all accounts by ticking the boxes in the far left column.
- Under the Actions button and dropdown menu, you may Enable, Disable, or Export an Excel spreadsheet to your downloads folder.

- Under the Actions column, you may select the 3-dot menu to perform actions on individual accounts:
- Disable accounts and view the Assigned IBs on that account.
- Clone an account, Delete an account, or view its Audit Log.

**Question: How Can I Add a Fee Structure?**

**Answer:**

- Click Add to start the process.
- Type the new Fee Structure Name.
- Pick a trading server from the Select Server dropdown and a User Group.
- Select the Settlement Period for Rebates: Weekly, Monthly, Yearly, and Daily.

**Question: How Can I Add a Fee Structure for Individual Level?**

**Answer:**

- You may add an Individual Rebate Configuration and click Add Individual.
- Select a User Type: IB, Trader, or Fund Manager.
- Select a trader under Map a User by searching for a name, email address, ID number or phone number.
- Select Symbols for this Individual Rebate Configuration along with a figure for the Rebate in currency or percentage and/or pips or percentage.
- Click the “+” to add another rebate configuration.
- Select a different set of Symbols for this Individual Rebate Configuration along with a figure for the Rebate in currency or percentage and/or pips or percentage.

**Question: How Can I Add a Fee Structure for Multi-Tier Level?**

**Answer:**

- For the Multi-Level Rebate Configuration enter the Number of Levels and click Create.
- Select Symbols for this Configuration 1 along with a figure for the Rebate in currency or percentage and/or pips or percentage for all levels including the Master, Sub IB 1, Sub IB 2, and on down to as many sub-IBs as you require.
- You may Assign IBs to this Fee Structure under Assign IB and select from the available names in the database.
- Click Publish to create the new Fee Structure.