**SD-Session1-20220705\_153243-Meeting Recording**

0:02  
Drop me in between.

0:03  
OK Yeah.

0:05  
Sure.

0:05  
Second yeah, it repeated date months, it's OK That mean I was created on wrong band and the same we can use here.

0:18  
OK Yes.

0:21  
OK.

0:22  
So smart disclosure and in the short form we'll call as an SD process.

0:28  
OK.

0:28  
And the smart disclosure is like we are sending an investment reports to the investors, I mean supposed to something like suppose I got a mutual fund from the company and I want to know the performance of the fund whatever I bought and what it is like last year and how it is performing in the future.

0:53  
The all these statements are null.

0:55  
We are expecting from the smart disclosure solution and earlier what what the process is like in a year and we are whatever we have in mutual fund clients and all we are printing the booklets of the mutual funds and we are just storing in our stores and whenever required just we are sending to the Canadian post.

1:19  
So with this old process we are facing some challenges like suppose if you want to change any address or any of the content in the mutual fund, so all the old materials are like I mean it no, no use in that and we have to print it back and new material.

1:38  
So with this replace one of our mutual client, mutual fund client actually I mean they initiated the request and is a mailing process and print on demand, this is the feature like print on demand whenever they like mutual fund client and what exactly they need that only we are printing, I mean on demand and just we are sending to the investors, OK.

2:07  
And basically what we are sending is like financial reports, we are sending on management report on fund performance.

2:15  
So generally we called as MRFP documents, OK And and whatever we are dealing this is an Canadians, Canadian, this Canadian data.

2:28  
And for this we have to follow some of the government like some something we have to follow the government regulations actually.

2:40  
So that is under this #81-106.

2:45  
So that we are following as an government standards under this.

2:49  
It was registered I guess Okay and we are as usual we are just printing on management reports and sending to the investors and what are the documents.

3:01  
We are just we are packaging actually as an individual packages and we are sending it and this process basically it will it will run by data specialist stream from the Broadridge and it is like yetly twice we are sending this, we are just running this process, executing this process and we have different stages in this SMART disclosure, OK.

3:26  
And one is a reporting, a reporting model that we are running in a Unix batch processing and and then we have an web process there we have some other models actually And moving forward I'll explain you those things, OK.

3:45  
And as I told you we have some regulatory requirements.

3:48  
It's all depends on the government standards and it is based on the NI 81 iPhone 106 and it is published on 2005 March, OK.

4:00  
And every year twice we are running these cycles and those we call as annual and a semiannual.

4:10  
So in this annual and semiannual just we are generating these financial reports and we are sending to our investors and we have some delivery exemptions.

4:21  
Actually delivery exemptions means suppose first time any investor bought the funds and all okay just we are without their preferences.

4:34  
Generally we used to get the preferences like what what exactly they need, what exactly the document our investor need expecting from us.

4:42  
But first we'll take the preference from the investor and then we will send the document depends on their preferences.

4:50  
But we haven't some exemption in the first year irrespective of whatever they need.

4:58  
It's our responsibility to send all the documents to the investor.

5:02  
And it's it's something like it helps to the investor like mean how it was in past and how it is going to be in a feature and all like the fund, whatever the fund mutual funds they bought the performances in and all they have to know.

5:15  
So and they're not charging for the first year, OK And every year in in after first year, every year it's their own choice whatever they want.

5:26  
We are sending actually OK and and it has some four types of documents we are sending to the investor.

5:34  
So that I'll explain you mean what and all four types of documents Okay and in this just bundling and sending to the investor the type of material Also we have different types actually the printing materials, I mean generally they'll call as offset and digital printing Okay.

5:52  
I mean it's a, it's a type of some applying some separate inks and separate bond papers and all they'll use for some officials.

6:02  
So generally here I mean just I given you some two samples, one is an offset and digital actually.

6:08  
So offset printing generally they have some metal plates that apply into a onto a sheet of paper, some special of special type of printing and all some offset actually and all these requirements it's a print on demand something like whenever they're required and whatever they're required then only we are just sending to that sending documents to the investor.

6:32  
OK.

6:34  
So as of now just be sigh about like mean understand what is SD and what we are dealing with in the smart disclosure.

6:41  
So now we'll start the process of like mean, how the process will start like mean from where we'll get the data and how we are processing the data and from there how we are getting the preferences from the investor and how we are receiving back preferences to SD.

7:01  
And from there like how we are preparing the bundles and finally how we are sending the data, Okay.

7:10  
So first step is like, I mean we need a data, right, some data, we needed data from our mutual funds, mutual fund clients.

7:22  
So the first step, the first step is like, I mean we needed data from the mutual fund client.

7:28  
So from the mutual fund clients we'll receive an investor's data that we call as shareholders data also that directly it will comes to our project Broadridge project managers.

7:41  
OK.

7:42  
So project managers in this end we we can call it as like some representatives from the Broadridge as well as the mutual fund clients.

7:53  
So this team is responsible to get the investor data.

7:59  
So from the project managers just a sample review from their side and they will pass it to a system integration teams.

8:09  
So here system integrations teams Okay is nothing but a some data specialist teams actually they will process the data to our SD Okay.

8:23  
I'm sorry actually those are not a system specialist team.

8:25  
This integrations team is a separate team which before this data specialist team okay.

8:33  
So integration team what they will do is like they will do the address correction job, they will run this software from outside of the in their environment, something generally we call as Canada Post Corporation format.

8:50  
Actually that CPC format is there but whatever the data we got it from the investors, yes they will cross it.

8:59  
Proper data like mean whatever the address they given and all it's a proper format and all it's a valued or not just this software will help us to filter out this address.

9:11  
So that is a third party address actually third party software that stands on this our mission.

9:20  
So from this just they will pick out odd ones and they will send out, I mean if any wrong or any other wrong formats or something like that this they will send back to the mutual funds clients, OK and they will mutual fund clients as usual they'll get back to the investors from there we'll get back it again.

9:39  
So up to here is just we got the raw data and from there our software like address correction job we call us and that was run on on top of that.

9:52  
And this is generally as of now we are running only for Canadian clients, they're not, we are not dealing with the foreign clients for this address correction okay.

10:02  
So now it's perfect like when we got the raw data and address is perfect and we are proceeding ready to move further actually and from there it will get it to, it will load into our test database.

10:19  
So smart disclosure Oracle database, OK.

10:24  
So after immediate to loading to that our jobs will do this like it will generate some shareholder account numbers, actually some unique number for each shareholder.

10:37  
So after immediate dump the data to the investors, but what it will do is like it will generate 19 digit shareholder number that we call as account number also that is in a sequence, it will be generated, OK.

10:57  
And anyway it is a sequence and it cannot be assigned to a multiple shareholders and the generator number is in between this.

11:07  
OK, so this is the this is some steps actually some 123 steps like just raw data getting from the mutual fund clients and from there the just we are address just dealing with the correcting this address softwares address correction from this software CPC and from there just we are dumping into our database and next step is just we are generating unique account number.

11:33  
This unique account number why we are generating is like this will help out to consolidate the materials.

11:39  
Let's say suppose I am the investor who bought multiple mutual funds from the multiple companies okay.

11:49  
So for me one unique account number.

11:51  
So based on this they will just consolidate this records that's the mutual funds and they will just disclose to the in A11 package or different packages and all just they will send it to the print partner and the printing will happen and they will receive the documents OK.

12:11  
Up to this, this is just like loading the loading the fund data actually.

12:18  
So OK after loading So what we have to do is like mean just we have a data actually now and we next step is we have to send it to the investor.

12:33  
So before sending to the investor, we need a preference.

12:38  
Actually we need a preference like what exactly the investor is expecting and what type of document he wants.

12:47  
Actually instead of sending whatever we have, it's a first step before sending what we are expecting is like what exactly the investor is required, what exactly the investor wants, the deck record.

13:02  
So these are the four types of documents we are sending to the investor.

13:07  
The annual MRFP.

13:09  
MRFP is like management report on fund performance and semiannual management report on fund performance or like financial statement, annual or semiannual financial statement.

13:23  
So these are the four generally we are preparing from our SD and we will send it to the investor.

13:30  
But instead of sending all these four documents just we are asking the investor which one do you want, which one you are expecting from Broadridge.

13:44  
OK, these are the four types.

13:45  
So I'll, I'll I'll show you the document what we are sending to the master.

13:50  
So, so so that we can understand actually OK, if you can see here Okay this is what ABC financial mutual funds and if you observe here, here we have a four check boxes, SO4 optionals like annual financial statements, semiannual financial statements, annual MRFP and Okay intern like semiannual MRFP.

14:19  
So we are sending this preference, this will call as a preference consent file.

14:25  
Actually this is a consent file and we are with this, we are just gathering the preferences, OK.

14:33  
So this will send to the investors and from this what we are expecting is whatever they needs actually suppose if they want they want this four then they will take mark or just mark it and they will send it back.

14:51  
And from there we'll get to know like this is the investor Okay this one that he wants to he wants from our he's expecting from Broadridge Okay and Okay.

15:01  
So from here how the investor will send it back to the Broadridge Okay.

15:09  
So that is the next step.

15:11  
So already we sent, just assume we already sent it to the investor and he he needs this too.

15:17  
And next step is how we will send it back to the Broadridge.

15:22  
So here we have multiple ways he can the investor can provide the document back.

15:28  
So as usual the word process, I mean he uses our Broadridge office mailing address and he can send it back that is A1 optional.

15:38  
And if you see here CAPTCHA and from mobile he can scan it and he can enter his responses here after just entering this.

15:49  
I mean it will give you this preferences screen and he can check it OK.

15:55  
And if you observe here we here we have some shareholder number, some some unique account number for this document, not a shareholder number, actually some unique account number, unique number.

16:07  
So from this also they can get enter this OK and some defaults actually some of the mutual fund companies, they have an they don't want this consent file.

16:22  
They don't want to send it to investors and get it back this process they have some default consents actually default preferences Okay if you see this page again okay import responses from thebfr.com.

16:39  
This is the first one something like which can manually investor can enter to our bfr.com.

16:47  
This is one of the sites where Broadridge having BFR.

16:52  
So here user investor has a permissions to log in and here they can give their preference.

17:00  
So import responses captive scan files.

17:03  
This captive scan files means investors mean send it via the Canadian post to the Broadridge office.

17:13  
So this scanning captive scans is like they have a like guns will be there, scanning scanner guns will be there.

17:21  
So at the time that it will scan these barcodes and all it will scan this.

17:27  
Actually it will scan these responses through those guns.

17:30  
Actually guns scanners will be there.

17:33  
So from there it will scan and as I told you manually enter the responses and some default concerns he said default files will be there.

17:42  
So for those who are defaults we are not sending these consent files to the investors.

17:48  
Okay and that I told you right one number is there.

17:52  
Actually here we have an 17 digit number.

17:55  
This will call as a control #17 digit control number in the database.

18:00  
This is a combination of job and random 90 shareholder number and two GT some check digits.

18:08  
It is also some unique number okay and this is what the consent responses just we are generating to the investor and getting back the responses from the investors okay.

18:26  
So let me okay, it's I think it's fine.

18:39  
So next process is like mean we already having the data now and we already got client requirement also what exactly he wants and next step is just, I mean prepare the data, I mean whatever they want.

18:53  
Suppose I bought some mutual funds and I need this some annual reports and all.

18:57  
So just prepare the data for this preparing data here we called as the consolidation actually and consolidation and initial step we have in shareholder number, right.

19:10  
So based on the shareholder number we are just separating this whatever he has, whatever he had, he bought the mutual funds and all.

19:21  
And thing is like it is with the shareholder number based on the fund groups, actually the all the books and all consolidated based on the fund groups.

19:32  
Some of the rules that here I have mentioned actually.

19:36  
So if we see here if an investor holds one or more funds only selection relevant to the investors holding are consolidated in one booklet.

19:46  
It depends on the investors selection process.

19:49  
We are just consolidating those books and if digitally printed this is a customizer book.

19:57  
And second one is it's data is consolidated by the fund group if investor holds one or more funds from the same fund group.

20:06  
OK.

20:07  
And whatever it's it's also depends on the investor selection.

20:10  
And just we are consulting in A1 booklet if it is in same fund group and if it is in different fund group, one fund group and also holds funds from any another fund group, then we are just separating the packages for each fund group because it's a different fund groups actually means you can say different mutual fund clients.

20:30  
So he bought some some something from one fund group and some other mutual funds from another group actually.

20:40  
So we are just separating the packages and we are grouping and we are sending to the investors, OK.

20:49  
And in generally like mean that the printing booklet material and all it's in black and white on 20LB bond paper, OK.

20:57  
And packaged in a clear Poly mean like mean it will be packaged in some Poly cover and mailed to the investors and all these mails via the Canadian post.

21:11  
So this is about the consolidation.

21:13  
So whatever the stages we have is first retrieving the data in that we can loading the getting the data and from there just correcting the addresses correction and all using our CPC Canadian format and then loading into our database.

21:29  
And next step is consent generating the consent print files just we are for that process just we are getting the responses from the user, investor and from there this is the last step just we are consolidating actually and from that consolidating it depends on the fund groups and all shareholder fund groups just we are consolidating and preparing the booklets and sending back to the investor.

22:00  
So the same flow which I have created this some flow chart.

22:06  
So if you see here here we have an create cycle, actually create cycle in the sense you can you can assume we have an annual and semi annual process.

22:18  
So first step is we have to find out where we are actually.

22:22  
I mean in in a year of middle of the year then we have a semi annual and the complete year.

22:28  
Then we then we can create an final like full year, full year cycle we can create, annual cycle we can create and this cycle creation process from the SD web web screen.

22:44  
And here we have two things right.

22:46  
So all these loading process generating the consent files and all this is on all Unix batch processing.

22:52  
Actually all these are jobs Unix batch jobs, OK And this create cycle and just these processes from the SD web web console.

23:05  
We are just filtering this annual and semiannual cycles okay.

23:11  
So just assume we haven't cycle created here either annual or a semiannual okay.

23:17  
And from there the first step, first step as usual we know like loading the fun metrics, sorry loading the data like investors raw data we need to load it.

23:30  
So the same process, it's a different steps here actually load client data as a shareholders and holdings and other client data activities.

23:38  
Whatever investors data we have in this process just we are loading it.

23:46  
So as usual after loading we have an some consolidations and we are doing some activities on this like I mean address correction jobs and we have another step actually in whether this investor is a old or a new that is also we are cross checking and we are applying for that.

24:07  
We need to apply some customer rules actually whether we need to find out this is an old shareholder or a new shareholder.

24:15  
So after all these process just we are generating a unique shareholder number, unique controller number or shareholder number, OK.

24:26  
And then we are generating mail prints.

24:29  
This is next process is like preparing the cards for the consent process.

24:39  
Yeah, preparing a file for the consents.

24:44  
So as we know we have an so just assume here from here just we sent the cards to the investor okay.

24:54  
Then here we have an like see I have four ways how will receiving this consents either we have an captive scanners and manually entered or directly they Courier to the Broadridge company or from thebfr.com as a like a scanner.

25:12  
So these four ways just user is updated this consent responses and from here it will go and it will create in like pod in the pod books or TIFF conversion and here we have different like mean whether they want the images or a tiff images or a PDFs or a normal booklet.

25:37  
So depends on their preferences and all just we are preparing and this is a composition, it's nothing but final report and the final report we just we are sending to the our print partners Okay and this is a one flow and here we have directly without loading our data also we have something I mean already we have a data client in between we have requested and from here it will go and directly it will come yeah okay, this is what the basic flow of this process okay.

26:14  
So we are done with this actually and thing is like I mean after this we have an audit process okay.

26:20  
So audit is like mean what and all we send to the so investors mean how many documents we'll send and what and all type of materials.

26:29  
Also here we have in matters like bundling the types somewhere we have a whatever we have some specific point papers we used and printed on that and this saddle stitch and separate type of stitching in that booklet and all and something like if it is in exceeding some 500 grams of this single package then it is separate cost they will charging and and what how many, how many fun groups for this investor we send how many booklets we send and is there any offset or something like that.

27:08  
So so all these things just we are record maintaining as a record for auditing purpose as well as in billing from our mutual fund clients just we'll get it billing.

27:22  
OK.

27:23  
So this is just an auditing purpose as well as a billing.

27:27  
So this one all here.

27:31  
OK.

27:32  
So as of now first process completed like SD batch processing actually.

27:39  
So as I told you like mean we'll create a cycle from the SD web console.

27:45  
So this is what the web console actually this is what the web console homepage it will looks like this Okay here we have the cycles.

27:53  
I mean if we click here and we can get the created cycles and we have comes out comment section and sit section and copy cycle section.

28:03  
Actually just seeing like how we will create a cycle from this web console, OK, so here we have an cycle creation screen.

28:18  
So here we can create a cycle from the beginning and like you know after this only the process will starts, right.

28:23  
So here we'll create a cycle.

28:26  
So this is for RBC client and this is the type of smart disclosure and here we can create the cycle.

28:32  
If you send it, if you save this, it will create a cycle.

28:37  
So I will show you some of the cycles already created here.

28:41  
So here is some of the history of cycles available.

28:44  
I mean just I picked up in the year 2020, it was created some annual and 2019 semiannual.

28:51  
So these are the some of the client names also here actually some yeah BCI, RBC.

29:01  
So these are the clients cycles we created and this is a control number search.

29:09  
The control number is like mean in our consent response card we have a something digit number is there so that is also unique for this custom investor.

29:20  
So from the here we can create, we can search from this from the web to get to know the responses or whatever it may be like depends on user requirement we can search and get the details.

29:36  
No this is like mean.

29:37  
One of the important thing actually is published consent responses to bfr.com.

29:42  
So what will happen is like mean before just be prepared like just assume we are sending all the cards to the investors some suppose today we are sending 100 cards to the investors 100 to consent responses cards the same time.

29:59  
What while while we are sending to the post via post at Canadian post and all the same process, all the consent, all the consent costs, we are pushing to thebfr.com.

30:10  
Actually bfr.com is a one of our internal broad site, the same we are pushing to here because in the consent response screen you have observed we have in I mean scanner like, I mean e-mail scanner is there right?

30:26  
So if you scan there it will redirect to the proper responses.

30:32  
I mean gathering the responses if you want to get that means the all the data for the investor it should be there in this site.

30:40  
So we are just pushing all the consents, all the investors consents, cons, just we are pushing to in this bfr.com so that user will scan from his mobile, from their mobiles and they can give their respective decisions or responses.

30:58  
So this is this will help us actually okay I think yeah this is what batch processing whatever I told you unique system.

31:10  
These are the sequence of jobs.

31:12  
I mean we have some 41 jobs, 4040 jobs we have actually.

31:18  
So data specialist team, they will run all the jobs depends on their requirements.

31:25  
OK.

31:25  
So I'll show you some of one of the jobs.

31:27  
Actually here we have if you observe from the top fifth one load fund company data Okay.

31:33  
So this is the one like we need to it will ask the import file like import the data our data file and from there it will generate the data and if we can observe some some of the data some 11th data 11th, 12th job load fund company metrics and reports okay all these things just we are loading in whatever the required data from the whatever whatever we got whatever we got from the mutual fund clients and we'll as it is we'll load into our smart disclosure system and from there we'll just generate if you see generate is there from 31 to 36 validate diff bundle and 33 is generate filtered pure decomposition bundles.

32:22  
In all these things depends on offset print bundle and all all this will generate based on our preparation of data in the first jobs.

32:32  
This is how in it will looks like this job console part and previously just I explained I shown you this SDF web console SD web console Okay and these are some of the major clients actually we can say NBC, BCI, RPC.

32:50  
We have some different channels these are the some of the major clients and not only this actually we have so many clients actually and just I mean filter out some top ten major clients and thing is like next technology stacks whatever we use is like so Java 1.8 as a Java programming and the web application is still in 1.7 because it has some dependencies on the server actually and rlpl SQL and database version we might get it to 12.2 dot 0.1 and scripting.

33:28  
We have an we are using Patti and maven scripts and just we are using Jenkins as a now just build tool like just building our jar files and just we are it's a dependence of jbos actually and application is dependent on jbos and we have some dependencies there and that's why we are not able to migrate 1.7.

33:53  
But we are trying that and as usual we have in folder view swam tool and still the code is in pefos not in a git library git repository.

34:03  
So as of now we have an pefos client so this is from the technology stack.

34:10  
OK and and we have some cycle lifecycle, the deployment lifecycle.

34:17  
So after after just we finish the development and just we are preparing the Jenkins spell and preparing the jar files and the jar files will place in an excess deposit OK.

34:29  
And from the Nexus depository just we are picking up manually in whatever the required the jar files and we are providing a distribution to QA.

34:38  
And prior to giving a distribution to QA and just we are preparing the development write up and that would really helps to QA like I mean what exactly the developer like developed and given the code in what are the models they touched and all I mean what are the test cases on all everything we'll mention there and just we're providing to the QA.

35:00  
And from the QA if everything goes fine then there is no issues on all if they want to move to higher just they're creating an IC ITSM ticket and they're deploying in S IT and UAT and all this is what some process they're following as of now and this is the team details it is a little bit pretty old actually I didn't update it.

35:26  
So on set we have to coordinate with Marilyn tag and Indian manager as of now is a Praveen Kumar and these are the Canadian developers John, Alvin and Jennifer and Bangalore.

35:37  
We have an as of now only Priyanka Okay and from Hyderabad, Srikanth, myself and we have one really joined Raja Mohan and you can coordinate anyone of these guys, I mean for more details and all if you have any any specific to this document, any questions and all you can directly reach out to me.

36:02  
Okay okay.

36:04  
That's all from our side and expecting some more questions and if anything required please please fail to contact me.

36:14  
Okay Okay.

36:17  
Yeah, one minute.

36:18  
Let me stop this.