#### **Collective Investment Schemes**

# Chapter 6

# Operating duties and responsibilities



#### 6.3 Valuation and pricing

### **Application**

R 6.3.1

- (1) Subject to (3) and (4), this section applies to an authorised fund manager, a depositary, an ICVC and any other director of an ICVC.
- (2) [deleted]
- (3) The following rules and guidance do not apply to an authorised fund manager, a depositary, an ICVC, or any other director of an ICVC where the authorised fund is a regulated money market fund:
  - (a) COLL 6.3.3R;
  - (b) COLL 6.3.3DR;
  - (c) COLL 6.3.4R(1) and (3) to (6D);
  - (d) COLL 6.3.5R; and
  - (e) COLL 6.3.5AR to COLL 6.3.5CG.
- (4) Where an authorised fund is a regulated money market fund, ■ COLL 6.3.6G applies to the authorised fund manager and depositary of that authorised fund to the extent it is consistent with the requirements of the Money Market Funds Regulation.

6.3.2 G (1) In accordance with *Principle* 6, this section is intended to ensure that the authorised fund manager pays due regard to its clients' interests and treats them fairly.

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- (2) An authorised fund manager is responsible for valuing the scheme property of the authorised fund it manages and for calculating the price of units in the authorised fund. This section protects clients by:
  - (a) setting out rules and guidance to ensure the prices of units in both a single-priced authorised fund and a dual-priced authorised fund are calculated fairly and regularly;
  - (b) allowing the authorised fund manager to mitigate the effects of any dilution (reduction) in the value of the scheme property caused by buying and selling underlying investments as a result of the issue or cancellation of units; and
  - (c) [deleted]
  - (d) ensuring that *prices* are made public in an appropriate manner.

- (3) The requirements in this section are to be applied separately to each sub-fund of a scheme which is an umbrella, and, if appropriate, the currency of a sub-fund may be used instead of the base currency of the umbrella. Consequently different methods of pricing units may be applied by an authorised fund manager to different sub-funds of an umbrella.
- (4) The authorised fund manager must follow the same method of pricing for each class of units in an authorised fund, or in a sub-fund of an umbrella.
- (5) A full-scope UK AIFM that is the authorised fund manager of a non-UCITS retail scheme should comply with the requirements of:
  - (a) FUND 3.9 (Valuation); and
  - (b) this chapter.

#### **Valuation**

- 6.3.3 R
- (1) To determine the *price* of *units* the *authorised fund manager* must carry out a fair and accurate valuation of all the *scheme property* in accordance with the *instrument constituting the fund* and the *prospectus*.
- (2) For a dual-priced authorised fund, each valuation of the scheme property must consist of two parts, carried out on an issue basis and a cancellation basis respectively.

## Accounting procedures

- 6.3.3A R
- (1) An authorised fund manager of a UCITS scheme must ensure the employment of the accounting policies and procedures referred to in SYSC 4.1.9 R (Accounting policies), so as to ensure the protection of unitholders.
- (2) Accounting for the *scheme* shall be carried out in such a way that all assets and liabilities of the *scheme* can be directly identified at all times.
- (3) If the *scheme* is an *umbrella*, separate accounts must be maintained for each *sub-fund*.

[Note: article 8(1) of the UCITS implementing Directive]

- 6.3.3B R
- An authorised fund manager of a UCITS scheme must have accounting policies and procedures established, implemented and maintained, in accordance with the accounting rules of the United Kingdom, so as to ensure that the calculation of the net asset value of each scheme it manages is accurately effected, on the basis of the accounting, and that subscription and redemption orders can be properly executed at that net asset value.

[Note: article 8(2) of the UCITS implementing Directive]

- 6.3.3C G
- (1) The accounting policies and procedures referred to in COLL 6.3.3B R should enable the *authorised fund manager* of a *UCITS scheme* to

- value the scheme property accurately at each valuation point and to calculate dealing prices by reference to that valuation.
- (2) Where different share or unit classes exist, it should be possible to extract from the accounting records the net asset value of each different class.

[Note: recital (9) of the UCITS implementing Directive]

6.3.3D R An authorised fund manager of a UCITS scheme must establish appropriate procedures to ensure the proper and accurate valuation of the assets and liabilities of each scheme it manages.

[Note: article 8(3) of the UCITS implementing Directive]

#### Valuation of an immovable

6.3.3E R An authorised fund manager may only agree a fair and reasonable price for an immovable to reflect a rapid sale if the prospectus states that it may do so, in accordance with ■ COLL 4.2.5R(3)(pa)(ii).

#### Valuation points

6.3.4 R (1) An authorised fund must not have fewer than two regular valuation points in any month and if there are only two valuation points in any month, the regular valuation points must be at least two weeks apart.

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- (2) The prospectus of a scheme must contain information about its regular valuation points for the purposes of dealing in units in accordance with ■ COLL 4.2.5R (16) (Table: contents of the prospectus).
- (3) Where a scheme operates limited redemption arrangements, (1) does not apply and the valuation points must be stated in the prospectus but must not be set more than six months apart.
- (4) Where a scheme operates limited redemption arrangements, it must be valued and prices published in the manner set out in ■ COLL 6.3.11 R (Publication of prices) at least once in every month.
- (5) In (4), a valuation point for the purpose of publishing prices only, does not make it a valuation point for the purpose of (2) unless it is disclosed as such in the prospectus.
- (6) Higher volatility funds must have at least one valuation point every business day except where the scheme is a non-UCITS retail scheme operating as a FAIF.
- (6A) Qualifying money market funds must have at least one valuation point every business day at which the valuation is carried out on an amortised cost basis.
- (6B) [deleted]
- (6C) [deleted]

#### (6D) [deleted]

- (7) No *valuation points* are required during the period of any *initial* offer.
- (8) The authorised fund manager may determine to have an additional valuation point for an authorised fund, in which case itmust inform the depositary.

#### Price of a unit

#### 6.3.5 R

- (1) An authorised fund manager must ensure that the price of a unit of any class is calculated:
  - (a) by reference to the net value of the scheme property; and
  - (b) in accordance with the provisions of both the *instrument* constituting the fund and the prospectus.
- (2) Any *unit price* calculated in accordance with (1) must be expressed in a form that is accurate to at least four significant figures.
- (3) For each class of units in a single-priced authorised fund, a single price must be calculated at which units are to be issued and cancelled.

## Sale and redemption prices for single-priced authorised funds

#### 6.3.5A R

The authorised fund manager of a single-priced authorised fund must not:

- (1) sell a unit for more than the price of a unit of the relevant class at the relevant valuation point, to which may be added any preliminary charge permitted and any payment made under COLL 6.3.8 R; or
- (2) redeem a unit for less than the price of a unit of the relevant class at the relevant valuation point, less any redemption charge permitted and any deduction under COLL 6.3.8 R.

# Sale and redemption price parameters for dual-priced authorised funds

#### 6.3.5B R

- (1) The authorised fund manager of a dual-priced authorised fund must not:
  - (a) sell a unit for more than the maximum sale price of a unit of the relevant class at the relevant valuation point; or
  - (b) redeem a unit for less than the cancellation price of a unit of the relevant class at the relevant valuation point, less any redemption charge permitted.
- (2) The maximum sale price of units under (1)(a) is the total of:
  - (a) the issue price; and
  - (b) the current *preliminary charge*.
- (3) The sale price of units under (1)(a) must not be less than the relevant redemption price under (1)(b).

- (4) The redemption price under (1)(b) must not exceed the relevant issue price of the relevant units.
- (5) Subject to COLL 6.7.9 R (Charges for the exchange of units in an umbrella), in the case of an umbrella:
  - (a) the maximum price at which units in one sub-fund that is a dualpriced authorised fund may be acquired in exchange for units in another sub-fund must not exceed the relevant maximum sale price (less any preliminary charge) of the new units; and
  - (b) the minimum price at which the old units in a sub-fund that is a dual-priced authorised fund may be taken in exchange must not be less than the equivalent cancellation price.

6.3.5C G The prospectus may make provision for large deals to be carried out at a higher sale price or a lower redemption price than those published, provided they do not exceed the relevant maximum and minimum parameters.

#### Profits from dealing as principal

6.3.5D R

- (1) Where an authorised fund manager (AFM):
  - (a) accepts instructions to sell and redeem units as principal; and
  - (b) is able to execute a sale instruction by selling units it has redeemed at the same valuation point, without placing its own capital at risk.

subject to (2), the AFM must not retain for its own account, or the account of any of its associates, the difference between the price at which a unit was redeemed (before deduction of any redemption charge) and the price at which the same unit was sold (after deduction of any preliminary charge). Any such difference must be allocated in a way that is fair to unitholders.

- (2) In calculating the profit arising under (1), the AFM may offset any loss it incurs at the same valuation point, calculated in accordance with (3) below, when dealing as *principal* in relation to:
  - (a) a unit issued at that valuation point to fulfil a sale instruction that cannot be matched against any redeemed unit or any other unit of that class held by the manager as principal; and
  - (b) a unit redeemed and cancelled at that valuation point.
- (3) The amount of the loss referred to in (2) is:
  - (a) for units issued in accordance with (2)(a), the difference between the issue price of a unit and the sale price of that unit, less any preliminary charge;
  - (b) for units cancelled in accordance with (2)(b), the difference between the cancellation price of a unit and the redemption price of that unit, before any redemption charge is applied.
- (4) Where any loss arising under (2) is greater than any profit arising under (1), that loss cannot be offset against any profit arising at a subsequent valuation point.

(5) This *rule* applies to the *redemption* and *sale* of *units* of different *classes* at the same *valuation point*, if those *classes* are treated as one for the purpose of ■ COLL 6.2.6AR.

#### 6.3.5E G

- (1) The authorised fund manager may commit its own capital to hold units for the purpose of dealing as principal and may seek to profit from gains in the value of the units it holds, when it issues or redeems units at one valuation point then sells or cancels them at a later valuation point. However, it should not profit from situations in which it is not exposed to an equal risk of loss if the units fall in value, or from the ability to match simultaneous sales and redemptions at different prices at no risk to its own capital.
- (2) The AFM may allocate any amount arising under COLL 6.3.5DR(1) in the interests of investors by paying it into scheme property for the benefit of all unitholders. Alternatively, the AFM may redistribute it individually among the transacting investors.
- (3) Where the AFM intends to allocate a payment to scheme property, it should determine if the amount (when added to any other amounts of the same kind relating to that class of units) would, if taken into account in the scheme's valuation, affect the accuracy of the unit prices to four significant figures. If so, and subject to (4) below, the amount should be accrued in each subsequent valuation of the scheme until the payment is transferred. Such payments into scheme property should be made regularly and no less frequently than payments for the AFM's management charge are transferred out of scheme property.
- (4) The calculation to be performed under COLL 6.3.5DR should be carried out in relation to each valuation point of the scheme on a timely basis. Where it is not practical to do this before unit prices are calculated and published, the AFM should ensure that the accrual represents a reasonable estimate of the total payment it intends to make to scheme property.

## Valuation and pricing guidance

#### 6.3.6 G

Table: This table belongs to ■ COLL 6.3.2 G (2) (a) and ■ COLL 6.3.3 R (Valuation).

#### Valuation and pricing

- 1 The valuation of scheme property
  - (1) Where possible, *investments* should be valued using a reputable source. The reliability of the source of prices should be kept under regular review.
  - (2) For some or all of the *investments* comprising the scheme property, different prices may quoted according to whether they are being bought (offer prices) or sold (bid prices). The valuation of a single-priced authorised fund should reflect the mid-market value of such investments. In the case of a dual-priced authorised fund, the issue basis of the valuation will be carried out by reference to the offer prices of investments and the cancellation basis by reference to the bid prices of those same investments. The prospectus should explain how investments will be valued for

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which a single price is quoted for both buying and selling.

- (2A) Schemes investing in approved money-market instruments should value such instruments on an amortised cost basis on condition that:
  - (a) the approved money-market instrument has a residual maturity of less than three months and has no specific sensitivity to market parameters, including credit risk; or
  - (b) the scheme is a qualifying money market fund.

[Note: CESR's UCITS eligible assets guidelines with respect to article 4(2) of the UCITS eligible assets Directive]

- (2B) [deleted]
- (3)Any part of the scheme property of an authorised fund that is not an investment should be valued at a fair value, but for immovables this is subject to COLL 5.6.20 R (3) (f) (Standing independent valuer and valuation).
- (4)For the purposes of (2) and (3), any fiscal charges, commissions, professional fees or other charges that were paid, or would be payable on acquiring or disposing of the investment or other part of the scheme property should, in the case of a single-priced authorised fund, be excluded from the value of an investment or other part of the scheme property. In the case of a dualpriced authorised fund, any such payments should be added to the issue basis of the valuation, or subtracted from the cancellation basis of the valuation, as appropriate. Alternatively, the prospectus of a dual-priced authorised fund may prescribe any other method of calculating unit prices that ensures an equivalent treatment of the effect of these payments.
- (5) Where the authorised fund manager has reasonable grounds to believe that:
  - (a) no reliable price exists for a security at a valuation
  - (b) the most recent price available does not reflect the authorised fund manager's best estimate of the value of a security at the valuation point

it should value an investment at a price which, in its opinion, reflects a fair and reasonable price for that investment (the fair value price);

- (6)The circumstances which may give rise to a fair value price being used include:
  - (a) no recent trade in the security concerned; or (b) the occurrence of a significant event since the most recent closure of the market where the price of the security is taken.
  - In (b), a significant event is one that means the most recent price of a security or a basket of securities is materially different to the price that it is reasonably believed would exist at the valuation point had the relevant market been open.
- (7)In determining whether to use such a fair value price, the authorised fund manager should include in his consideration:
  - (a) the type of authorised fund concerned;
  - (b) the *securities* involved;

- (c) the basis and reliability of the alternative price used; and
- (d) the *authorised fund manager*'s policy on the valuation of *scheme property* as disclosed in the *prospectus*.
- (7A) Where the authorised fund manager, the depositary or the standing independent valuer have reasonable grounds to believe that the most recent valuation of an immovable does not reflect the current value of that immovable, then, unless COLL 6.3.6G(1)(7B) applies, the authorised fund manager should consult and agree with the standing independent valuer a fair and reasonable value for the immovable.
- (7B) Where the authorised fund manager decides that an immovable must be sold quickly to meet redemption requests as they fall due, it should consult and agree with the standing independent valuer a fair and reasonable price for the immovable to reflect a rapid sale, to extent that the prospectus states that it may do so.
- (8) The authorised fund manager should document the basis of valuation (including any fair value pricing policy) and, where appropriate, the basis of any methodology and ensure that the procedures are applied consistently and fairly.
- (9) Where a *unit price* is determined using properly applied fair value prices in accordance with policies in (8), subsequent information that indicates the *price* should have been different from that calculated will not normally give rise to an instance of incorrect pricing.

#### 2 The pricing controls of the authorised fund manager

- (1) An authorised fund manager needs to be able to demonstrate that it has effective controls over its calculations of unit prices.
- (2) The controls referred to in (1) should ensure that:
  (a) asset prices are accurate and up to date;
  (b) investment transactions are accurately and

promptly reflected in valuations;

- (c) the components of the valuation (including stock, cash, and *units* in *issue*), are regularly reconciled to their source or prime records and any reconciling items resolved promptly and debtors reviewed for recoverability;
- (d) the sources of prices not obtained from the main pricing source are recorded and regularly reviewed; (e) compliance with the investment and borrowing powers is regularly reviewed;
- (f) dividends are accounted for as soon as securities are quoted ex-dividend (unless it is prudent to account for them on receipt):
- (g) fixed interest dividends, interest and expenses are accrued at each *valuation point*;
- (h) tax positions are regularly reviewed and adjusted, if necessary;
- (i) reasonable tolerances are set for movements in the key elements of a valuation and movements outside these tolerances are investigated;
- (j) the fund manager regularly reviews the portfolio valuation for accuracy; and

- (k) the valuation of OTC derivatives is accurate and up to date and in compliance with the methods agreed with the depositary.
- In exercising its pricing controls, the authorised fund (3)manager may exercise reasonable discretion in determining the appropriate frequency of the operation of the controls and may choose a longer interval, if appropriate, given the level of activity on the authorised fundor the materiality of any effect on the price.
- (4)Evidence of the exercise of the pricing controls should be retained.
- Evidence of persistent or repetitive errors in relation to (5) these matters, and in particular any evidence of a pattern of errors working in an authorised fund manager's favour, will make demonstrating effective controls more difficult.
- (6) Where the pricingfunction is delegated to a third party, COLL 6.6.15 R (1) (Committees and delegation) will apply.

#### 3 The depositary's review of the authorised fund manager's systems and controls

- This section provides details of the types of checks a de-(1) positary should carry out to be satisfied that the authorised fund manager adopts systems and controls which are appropriate to ensure that prices of units are calculated in accordance with this section and to ensure that the likelihood of incorrect prices will be minimised. These checks also apply where an authorised fund manager has delegated all or some of its pricing functions to one or more third parties.
- (2) A depositary should thoroughly review an authorised fund manager's systems and controls to confirm that they are satisfactory. The depositary's review should include an analysis of the controls in place to determine the extent to which reliance can be placed on them.
- A review should be performed when the depositary is (3)appointed and thereafter as it feels appropriate given its knowledge of the robustness and the stability of the systems and controls and their operation.
- (4)A review should be carried out more frequently where a depositary knows or suspects that an authorised fund manager's systems and controls are weak or are otherwise unsatisfactory.
- (5) Additionally, a depositary should from time to time review other aspects of the valuation of the scheme property of each authorised fund for which it is responsible, verifying, on a sample basis, if necessary, the assets, liabilities, accruals, units in issue, securities prices (and in particular the prices of OTC derivatives,unapproved securities and the basis for the valuation of unquoted securities) and any other relevant matters, for example an accumulation factor or a currency conversion factor.
- A depositary should ensure that any issues, which are (6) identified in any such review, are properly followed up and resolved.
- The recording and reporting of instances of incorrect pricing

- (1) An authorised fund manager should record each instance where the price of a unit is incorrect as soon as the error is discovered, and report the fact to the depositary together with details of the action taken, or to be taken, to avoid repetition as soon as practicable.
- (2) In accordance with COLL 6.6.11 G (Duty to inform the FCA), the depositary should report any breach of the rules in COLL 6.3 immediately to the FCA. However, notification should relate to instances which the depositary considers material only.
- (3) A depositary should also report to the FCA immediately any instance of incorrect pricingwhere the error is 0.5% or more of the price of a unit, where a depositary believes that reimbursement or payment is inappropriate and should not be paid by an authorised fund manager.
- (4) In accordance with SUP 16.6.8 R, a *depositary* should also make a return to the *FCA* on a quarterly basis which summarises the number of instances of incorrect *pricing* during a particular period.

#### 5 The rectification of pricing breaches

- (1) COLL 6.6.3R(3)(c) (Functions of the authorised fund manager) places a duty on the authorised fund manager to take action to reimburse affected unitholders, former unitholders, and the scheme itself, for instances of incorrect pricing, except if it appears to the depositary that the breach is of minimal significance.
- (2) A depositary may consider that the instance of incorrect pricing is of minimal significance if:
  (a) the authorised fund manager and depositary meet the standards of control set out in Section 2 and Section 3 of this Table; and
  (b) the error in pricing of a unit is less than 0.5% of the correct price.
- (3) In determining (2), if the instance of incorrect *pricing* is due to one or more factors or exists over a period of time, each *price* should be considered separately.
- (4) If a depositary deems it appropriate, it may, in spite of the circumstances outlined in (2), require a payment from the authorised fund manager or from the authorised fund to the unitholders, former unitholders, the authorised fund or the authorised fund manager (where appropriate).
- (5) The *depositary* should satisfy itself that any payments required following an instance of incorrect *pricing* are accurately and promptly calculated and paid.
- (6) If a depositary considers that reimbursement or payment is inappropriate, it should report the matter to the FCA, together with its recommendation and justification. The depositary should take into account the need to avoid prejudice to the rights of unitholders, or the rights of unitholders in a class of units.
- (7) It may not be practicable, or in some cases legally permissible, for the *authorised fund manager* to obtain reimbursement from *unitholders*, where the *unitholders* have benefited from the incorrect *price*.

(8) In all cases where reimbursement or payment is reguired, amounts due to be reimbursed to unitholders for individual sums which are reasonably considered by the authorised fund manager and depositary to be immaterial, need not normally be paid.

6.3.7 R [deleted]

#### **Dilution**

6.3.8 R

- (1) Subject to (1A), when arranging to sell, redeem, issue or cancel units, or when units are issued or cancelled under ■ COLL 6.2.7 R (1) (Issues and cancellations through an authorised fund manager), an authorised fund manager is permitted to:
  - (a) require the payment of a dilution levy; or
  - (b) make a dilution adjustment; or
  - (c) neither require a dilution levy nor make a dilution adjustment; in accordance with its statements in the prospectus required by ■ COLL 4.2.5R (18) (Table: contents of the prospectus).
- (1A) When arranging to sell, redeem, issue or cancel units, or when units are issued or cancelled under ■ COLL 6.2.7R(1) (Issues and cancellations through an authorised fund manager), an authorised fund manager of a regulated money market fund may only require payment of a dilution levy or make a dilution adjustment to the extent it is permissible under the Money Market Funds Regulation.
  - (2) An authorised fund manager operating either a dilution levy or a dilution adjustment, must operate that measure in a fair manner to reduce dilution and solely for that purpose.
  - (3) A dilution levy becomes due at the same time as payment or transfer of property becomes due for the issue, sale, redemption or cancellation and any such payment in respect of a dilution levy must be paid to the *depositary* to become part of *scheme property* as soon as practicable after receipt.
  - (4) A dilution adjustment may be made as part of the calculation of the unit price for the purpose of reducing dilution in the scheme or to recover any amount which it had already paid or reasonably expects to pay in the future in relation to the issue or cancellation of units.
  - (5) Where the authorised fund manager decides to make or not to make a dilution adjustment, it must not do so for the purpose of creating a profit or avoiding a loss for the account of an affected person.
  - (6) As soon as practicable after a valuation point, the authorised fund manager must provide the depositary with the amount or rate of any dilution adjustment made to the price or any dilution levy applied.

## Forward pricing

6.3.9

(1) Subject to (7), for the sale and redemption of units, all deals must be at a forward price.

- (2) [deleted]
- (3) [deleted]
- (4) [deleted]
- (5) [deleted]
- (6) [deleted]
- (7) Deals for the sale and redemption of units in a regulated money market fund need not be at a forward price where the circumstances in article 34(2) of the Money Market Funds Regulation apply.
- **6.3.10 G** [deleted]

#### **Publication of prices**

Where the authorised fund manager is prepared to deal in units, or is willing to issue or cancel units, under ■ COLL 6.2.7, it must make the dealingprices public in an appropriate manner.

## Manner of price publication

- 6.3.12 G
- (1) In determining the appropriate manner of making *prices* public, the *authorised fund manager* should ensure that:
  - (a) a *unitholder* or potential *unitholder* can obtain the *prices* at a reasonable cost;
  - (b) prices are available at reasonable times;
  - (c) publication is consistent with the manner and frequency at which the *units* are *dealt* in;
  - (d) the manner of publication is disclosed in the prospectus; and
  - (e) prices are published in a consistent manner.
- (2) Examples of what might be deemed appropriate include:
  - (a) publication in a national newspaper;
  - (b) supply through an advertised local rate or freephone telephone number;
  - (c) publication on the internet;
  - (d) inclusion in a database of prices which is publicly available; or
  - (e) communication to all existing unitholders.
- (3) The authorised fund manager should make previous prices available to any unitholder or potential unitholder.

#### Maintaining the value of a qualifying money market fund

6.3.13

The authorised fund manager of a qualifying money market fund valuing scheme property on an amortised cost basis must:

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- (1) carry out a valuation of the scheme property on a mark to market basis at least once every week and at the same valuation point used to value the scheme property on an amortised cost basis; and
- (2) ensure that the value of the scheme property when valued on a mark to market basis does not differ by more than 0.5% from the value of the scheme property when valued on an amortised cost basis.

#### 6.3.14

The authorised fund manager should advise the depositary when the mark to market value of a qualifying money market fund valuing scheme property on an amortised cost basis varies from its amortised cost value by 0.1%, 0.2% and 0.3% respectively. The authorised fund manager of a qualifying money market fund should agree procedures with the depositary designed to stabilise the value of the scheme in these events.

**COLL 6/14**