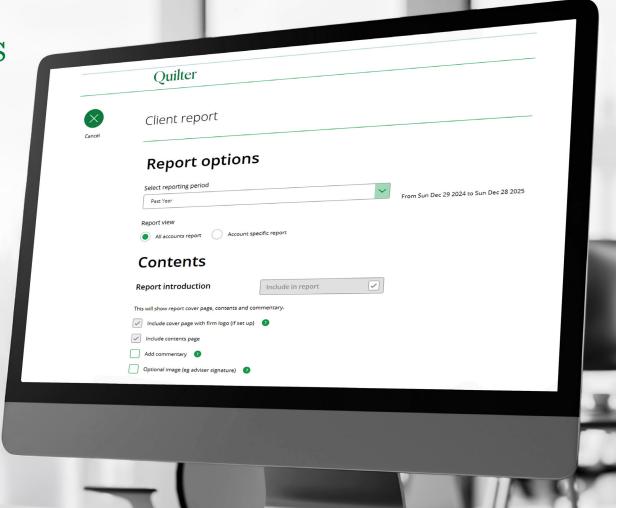
## Quilter

# A guide to Quilter's client report

Quilter's client report is designed to support effective client reviews and informed financial advice.

This user guide provides you with a comprehensive overview of Quilter's client report, including:

- √ How to generate reports
- $\checkmark$  How to interpret key sections such as:
  - account details
  - valuations
  - performance
  - breakdowns
  - transactions.



### Contents

Section 1 – Producing your client's report	
Step 1: Report options	3
Step 2: Contents	3
Step 3: Preferences	5
Section 2 – Understanding your client's report	
Account details	6
Overview	7
Valuation	8
Performance	10
Breakdown	15
Transactions (including fees and charges)	16
Section 3 – Further support	
Understanding calculations	18
Terminology	19

### Section 1 – Producing your client's report

You can create a report at the client account level, or at account level, via the 'report' button. You can include up to ten accounts.



If your client has more than one head account, you'll need to run a separate report.

### Step 1: Report options

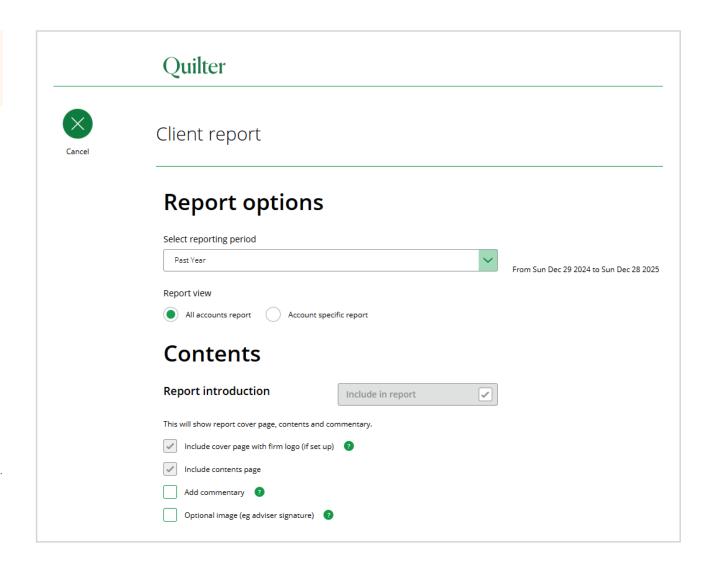
### Choose from the following timeframes for your report:

- ▶ Custom date range (the earliest date you can select is from 1 March 2021)
- ▶ From account opening (if the account start date is older than 1 March 2021, it will default to this as the start date)
- Past year
- ▶ Past six months
- ▶ Current, or past tax year

### Step 2: Contents

This is where you can select which elements to include in your client's report.

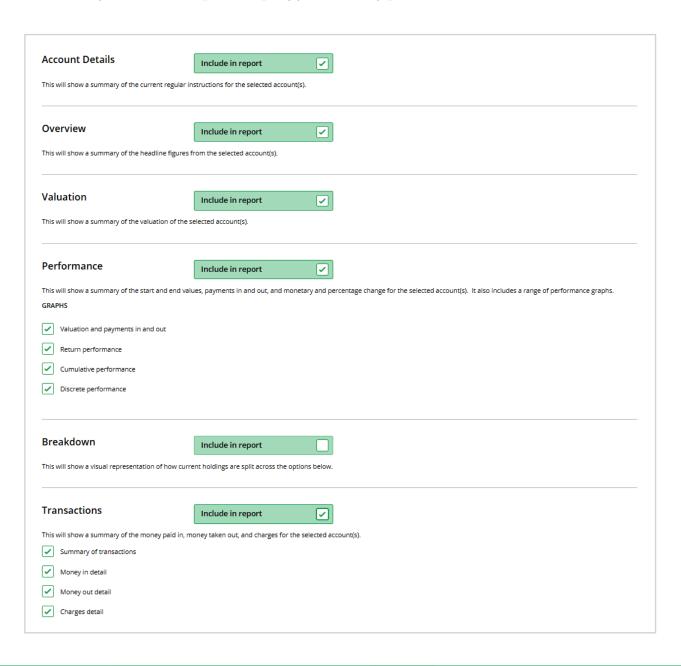
We'll automatically add a cover page with your logo (if you have uploaded your logo via the 'Brand Visibility' option on our platform), and a contents page. You can then include extras like commentary or an image, such as your signature.



You can customise what information you'd like to include in your client's report, helping you to really personalise each client review.

#### The following options are available for you to choose:

- Account details this provides a summary of the regular payments and withdrawal instructions for the selected accounts.
- ▶ Overview this shows a summary of the headline figures from the selected account(s).
- Valuation this shows a summary valuation of the selected accounts.
- ▶ Performance this shows a summary of the start and end values, payments in and out, and monetary and percentage change for the selected account(s). You can also select from a range of performance graphs.
- ▶ Breakdown this shows where investments are held
- ▶ Transactions this shows a summary of the money paid in, money taken out, and charges.



### Step 3: Preferences

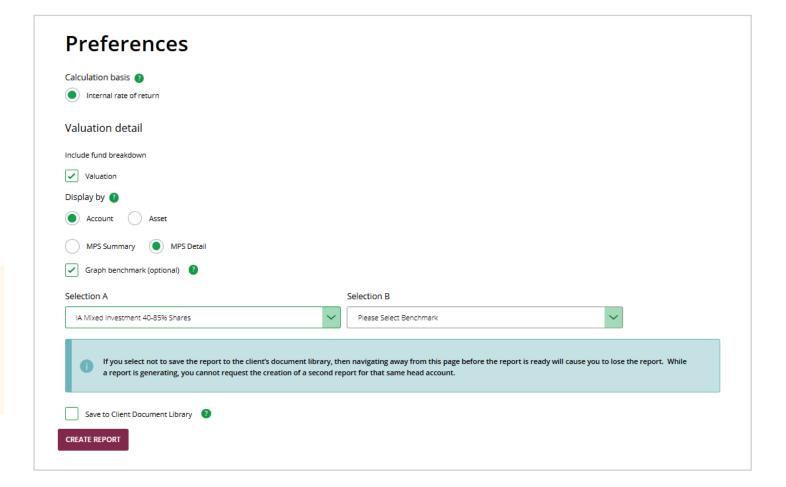
In this step, you can refine your preferences based on your selections, including adding more detail to the valuation at fund level.

- ▶ Selecting 'Account' displays the valuations of the asset holdings within each account.
- Selecting 'Asset' displays an aggregated valuation of the asset holdings across all accounts.

Once you've selected how your report should be displayed, you have the option to add one or two benchmarks to the cumulative and discrete performance graphs.



When generating your report, you can choose to create it immediately and save it locally once complete, or choose to save it to your client's 'document library' for future access for you and your client.



### Section 2 – Understanding your client's report

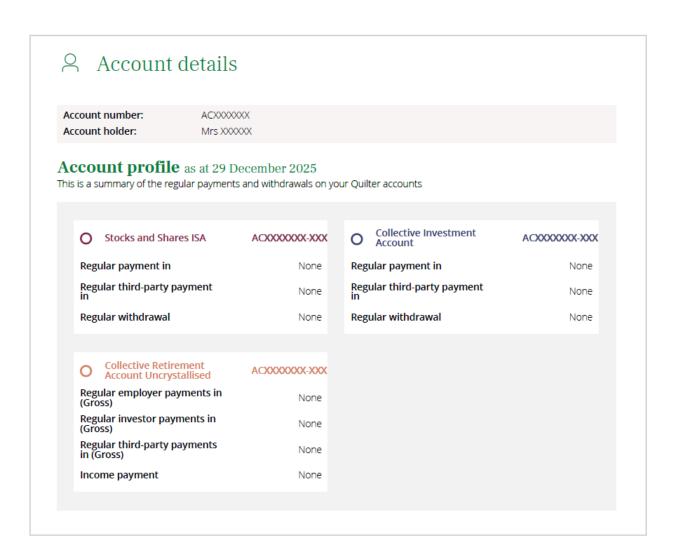
### Account details

This section includes an 'Account profile' showing you a summary of your current account instructions, such as:

- ▶ any regular payments in
- any regular withdrawals.



Please see 'Further support' for more information on terminology and calculations.



### Overview

The overview section summarises the account(s) you selected to include within in the report.

- ▶ The **start value** is the value at the start date of the report that you selected in the report builder.
- ▶ Money in includes all payments made into the account(s) in the report period.
- ▶ Money out is all payments leaving the account. For more details on how the money in and money out is broken down, you can include the detailed view in 'Transactions' when selecting the contents of your report.
- ▶ The **end value** is the value at the end date of the report. The change in value over that time and the percentage return are also shown.

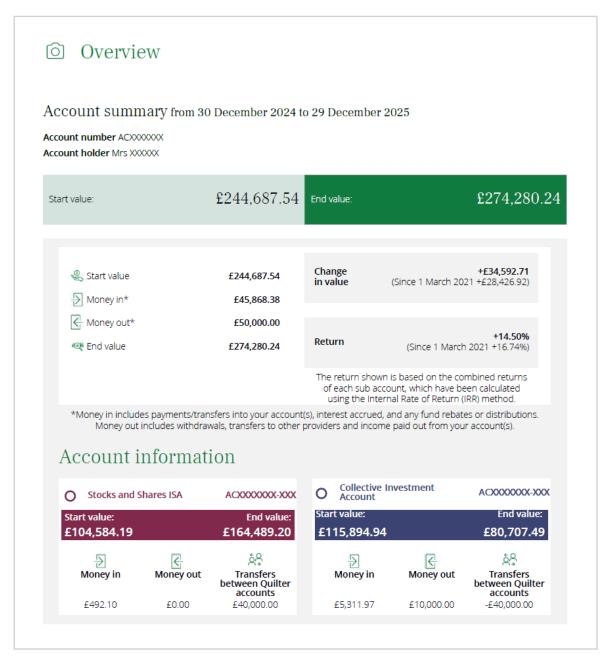


If you choose a report period that isn't either the account start date or the earliest report date (whichever applies), it will also provide you the 'Change in value' and 'Return' percentage from the earliest available date.

▶ The **account information** breaks down the above information by account.



The fund prices used will be the close of play the previous day. Please see 'Further support' for more information on terminology and calculations.



### Valuation – Summary

The table on this section contains information for all selected accounts at the report end date.

The table will show each account's:

- account number
- percentage allocation of overall portfolio
- ▶ value of individual account
- ▶ total value of all accounts.

### £ Valuation

### Summary as at 29 December 2025

This is a summary of the value of your selected account(s).

Valuations in this report are reflective of the price of funds and ETIs at the end of the previous working day.

Account value as at 29 December 2025

£274,280.24



Account type		Account number	Allocation	Value
0	ISA	ACXXXXXXX-XXX	59.97%	£164,489.20
0	CIA	ACXXXXXXX-XXX	29.43%	£80,707.49
0	CRA Uncrystallised	ACXXXXXXXX-XXX	10.60%	£29,083.56
Total			100.00%	£274,280.24

Section 2 - Understanding your client's report

#### 9

### Valuation detail

This section appears if you selected the 'include fund breakdown' valuation option in the report builder.

Each asset held is shown at an individual level, grouped either by account or aggregated across all accounts, depending on the 'display by' option you selected in the report builder.

The table will show:

- ▶ Investment name or cash full details of each investment held. For example, the asset, model, DFM or equity
- ▶ Percentage allocation of the asset within the account or portfolio (this is not the target allocation within the model)
- Quantity of units held
- Unit price
- ▶ Market value as at the end date of the report.

### Valuation detail as at 29 December 2025

This is a view of all the holdings in your selected accounts.

### Stocks and Shares ISA ACXXXXXXXXXXXXXXXXX

Asset name	Allocation	Number of units	Unit price	Market value
Cash	0.27%	449.6300	£1.0000	£449.63
Individual asset total	0%			£449.63

### Managed Portfolio - QXXXXXX

Asset name	Allocation	Number of units	Unit price	Market value
Artemis SmartGARP European Equity Acc -U	5.50%	1,018.3260	£8.8595	£9,021.86
Artemis SmartGARP Global Emerging Markets Equity Acc -U	5.03%	3,067.3280	£2.6918	£8,256.63
BNY Mellon UK Income Acc -U	6.16%	2,932.5060	£3.4480	£10,111.28
Fidelity (Lux) International China Focus Inc -U	4.56%	3,435.7800	£2.1750	£7,472.82
JOHCM (UK) UK Dynamic Acc -U	5.97%	3,807.9080	£2.5700	£9,786.32
Janus Henderson European Focus Acc -U	5.21%	1,727.0400	£4.9510	£8,550.58
JPM Europe Dynamic (ex-UK) Acc -U	5.51%	1,930.6310	£4.6820	£9,039.21

### Performance - Summary

If you selected this option in the report builder, the table will show an account-level view of performance at the report end date.



The return uses the (money-weighted) internal rate of return basis for the calculation. Please see 'Further support' for more information on terminology and calculations.

- ▶ The **summary** shows the valuation at the start and end date of the report, monetary and percentage changes, and money movements.
- ▶ Money in includes all payments made into the account.
- ▶ **Money out** is all payments leaving the account, which aren't internal transfers.
- Internal account transfers shows the net position of all transfers between the customer's accounts on the platform over the reporting period. For example, a crystallisation would show an internal account transfer out from the uncrystallised account and an incoming transfer on the crystallised account.

### Performance

### Summary from 30 December 2024 to 29 December 2025

This is a summary of the starting and ending value of your account(s), as well as money movements, and the change in overall value shown as both monetary and percentage terms.

Portfolio value as at 29/12/2025  $\pounds 274.280.24$ 

Change in value from 30/12/2024

Return

+£34,592.71

+14.50%

The return shown is based on the combined returns of each sub account, which have been calculated using the Internal Rate of Return (IRR) method.

Acc	count name	Start value	Money in	Money out	Internal account transfers	Change in value	Return	End value
0	ISA ACXXXXXXX-XXX	£104,584.19	£492.10	£0.00	£40,000.00	£19,905.01	15.00%	£164,489.20
0	CIA ACXXXXXXX-XXX	£115,894.94	£5,311.97	£10,000.00	-£40,000.00	£9,812.55	11.55%	£80,707.49
0	CRA Uncrystallised ACXXXXXXX	£24,208.41	£64.31	£0.00	£0.00	£4,875.15	20.14%	£29,083.56
Tot	tal	£244,687.54	£5,868.38	£10,000.00	£0.00	£34,592.71	14.50%	£274,280.24

### Performance – Valuation and payments in/out

If you selected this option in the report builder, this section will show a graph of the money in and money out, plotted against the valuation of the portfolio. This shows the overall performance. The change in value over that time and the percentage return are also shown.

### ? Performance

### Valuation and payments in/out from 30 December 2024 to 29 December 2025

This graph shows the total valuation and money movements of your account(s) plotted over time.



Account	Start value	Money in	Money out Change in value		Return	End value
Total	£244,687.54	£45,868.38	£50,000.00	£34,592.71	14.50%	£274,280.24

### Performance - Return performance

If you selected this option in the report builder, the table will show performance information for all selected accounts at the report start and end dates.

- ▶ The **starting return** figure is the simple performance from 1 March 2021, or the account's start date (if more recent) to the start date of the report.
- ▶ The **ending return** figure is the simple performance from 1 March 2021, or the account's start date (if more recent) to the end date of the report.
- ▶ The **change** figure is the difference between the starting and ending return.
- ▶ The **chart** shows the performance from the report start date (starting with a value of the starting return).



These figures use a 'simple return' rather than the (money-weighted) internal rate of return used earlier in the report. Please see 'Further support' for more information on terminology and calculations.

### Performance

### Return performance from 30 December 2024 to 29 December 2025

This graph shows how your account(s) have performed over the reporting period. This has been calculated using a simple rate of return. Simple return differs from the Internal Rate of Return (IRR) shown earlier in this report, as it doesn't consider the timing of investments or withdrawals during the reporting period.



Pro	duct	Starting return	Ending return	Change
0	ISA ACXXXXXXX- XXX	0.51%	14.13%	13.62%
0	CIA ACXXXXXXX- XXX	-0.79%	5.23%	6.02%
0	CRA Uncrystallised ACXXXXXXX-XXX	-14.04%	2.60%	16.64%
Tot	al	-1.62%	8.84%	10.46%

### Performance – Cumulative performance

If you selected this option in the report builder, the table will show performance information for all selected accounts over periods of three months, one year, three years, and five years, from the end date of the report.

The chart shows the performance over the report period, starting at zero, and any benchmarks you may have selected.



These figures use a 'simple return' rather than the (money-weighted) internal rate of return used earlier in the report. Please see 'Further support' for more information on terminology and calculations.

### Performance

### Cumulative performance from 30 December 2024 to 29 December 2025

This graph shows the combined performance of your account(s) over time, calculated using a simple rate of return. Simple return differs from the Internal Rate of Return (IRR) shown earlier in this report, as it doesn't consider the timing of investments or withdrawals during the reporting period.



Investment	3 months	1 year	3 years	5 years	Since 30/12/2024
Account total	5.98%	11.82%	18.59%	-	11.82%
IA Mixed Investment 40-85% Shares	3.21%	10.87%	31.37%	-	11.16%

### Performance – Discrete performance

If you selected this option in the report builder, the table will contain a year-by-year comparison of the portfolio's performance and any benchmarks you may have selected. This goes back in 12-month increments from the date the report was generated.



If you have selected a different report end date in the report builder, please note this section still uses the report generation date.

The chart shows the figures from the table, and any benchmarks you may have selected.

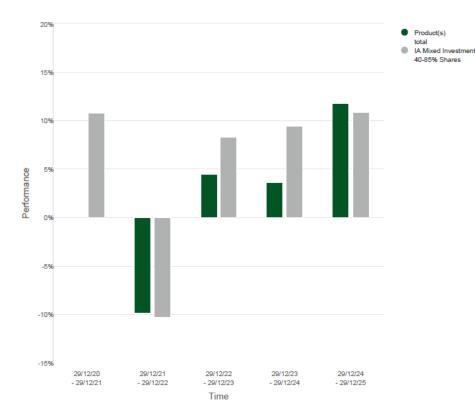


These figures use a 'simple return' rather than the (money-weighted) internal rate of return used earlier in the report. Please see 'Further support' for more information on terminology and calculations.

### Performance

#### Discrete performance from 29 December 2020 to 29 December 2025

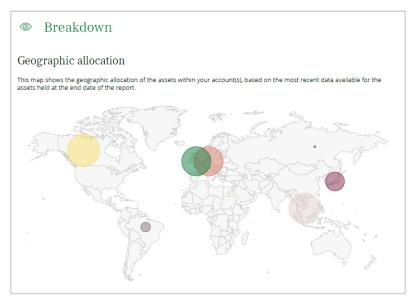
This graph shows the combined performance of your account(s) for each 12-month period shown. This has been calculated using a simple rate of return. Simple return differs from the Internal Rate of Return (IRR) shown earlier in this report, as it doesn't consider the timing of investments or withdrawals during the reporting period.

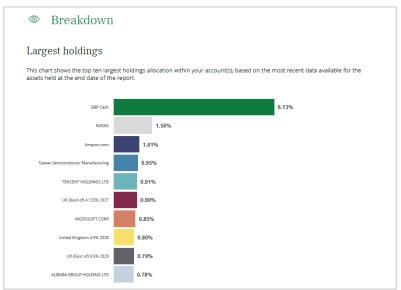


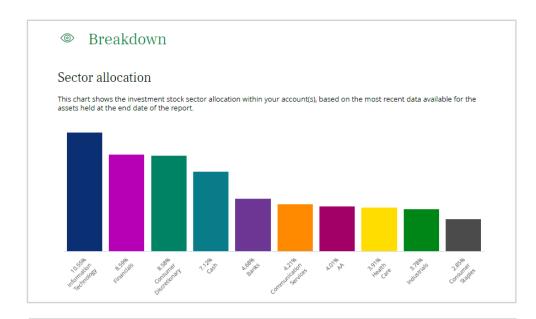
Investment	29/12/2020 - 29/12/2021	29/12/2021 - 29/12/2022	29/12/2022 - 29/12/2023	29/12/2023 - 29/12/2024	29/12/2024 - 29/12/2025
Account total	-	-9.90%	4.50%	3.65%	11.82%
IA Mixed Investment 40-85% Shares	10.84%	-10.30%	8.31%	9.40%	10.87%

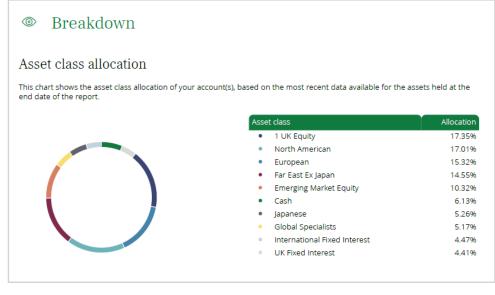
### Breakdown

These sections show specific metrics, including geographical allocation, asset class allocation, sector allocation, and largest holdings.









### Transactions

If you selected this option in the report builder, this section will show a summary and a breakdown of the money paid in, money taken out, and charges for the accounts you selected for the report.



Please see 'Further support' for more information on terminology and calculations.

### $\leftrightarrow$ Transactions

### Summary from 30 December 2024 to 29 December 2025

This is a summary of money paid in and money taken out of your account and any charges paid.

Pro	duct	Money in	Money out	Fees and charges
0	ISA ACXXXXXXX-XXX	£40,492.10	£0.00	£1,591.05
0	CIA ACXXXXXXX- XXX	£5,311.97	£50,000.00	£1,050.61
0	CRA Uncrystallised ACXXXXXXX-XXX	£64.31	£0.00	£299.74
Tot	al	£45,868.38	£50,000.00	£2,941.40

### Money In ∋

Pro	oduct	Regular payments	One-off payments	Transfers	Income	Total
0	ISA ACXXXXXXX- XXX	£0.00	£0.00	£40,000.00	£492.10	£40,492.10
0	CIA ACXXXXXXX- XXX	£0.00	£5,000.00	£0.00	£311.97	£5,311.97
0	CRA Uncrystallised ACXXXXXXX-XXX	£0.00	£0.00	£0.00	£64.31	£64.31
Tot	tal	£0.00	£5,000.00	£40,000.00	£868.38	£45,868.38

### Money Out ╚

Pro	duct	Tax-free cash	Drawdown income	Transfer	Income paid out	Withdrawal	Total
0	ISA ACXXXXXXX- XXX	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
0	CIA ACXXXXXXX- XXX	£0.00	£0.00	£40,000.00	£0.00	£10,000.00	£50,000.00
0	CRA Uncrystallised ACXXXXXXX-XXX	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Tot	al	£0.00	£0.00	£40,000.00	£0.00	£10,000.00	£50,000.00

### Transaction – Fees and charges

If you selected this option in the report builder, this section will show a summary of the fees and charges for the selected accounts.

- ▶ All adviser and Quilter platform charges are included.
- ▶ **Discretionary Investment Manager** charges are shown as their own category.
- ▶ Charges appear for each account, with one column for each type.



The table displays £0.00 if there aren't any charges during the reporting period.



### ← Transactions

### Fees and charges

Pro	oduct	Adviser charge	Platform charge	Discretionary manager charges	Total
0	ISA ACXXXXXXX- XXX	£1,104.02	£216.16	£0.00	£1,320.18
0	CIA ACXXXXXXX- XXX	£812.01	£161.87	£0.00	£973.88
0	CRA Uncrystallised ACXXXXXXX-XXX	£193.54	£66.11	£0.00	£259.65
Tot	al	£2,109.57	£444.14	£0.00	£2,553.71

### Section 3 – Further support

### Understanding calculations

#### Internal rate of return

The client report uses a (money-weighted) internal rate of return (IRR) method to measure performance in some sections. IRR provides investors with a good measure of their account performance, and it is sensitive to the timing and size of deposits and withdrawals. In money weighting, the return of the performance of each contribution is looked at separately.

In mathematical terms the IRR is the percentage needed to grow the value of the account (taking into account cashflows as they occur) over a period such that the result is the same as the current value of the account. 'Cashflows' in this instance are any payment in or payment out. This includes: top-ups, transfers in or out, withdrawals. The timing and size of the cashflows can really impact the IRR.

#### Example of IRR calculation

- You hold £100,000 for a whole year, with no payments or withdrawals, and the value at end of one year is £105,000.
- The return will be 5%: 5,000/100,000 = 5%
- You hold £100,000 at the beginning of the year and top up £100,000 at some point in that year. The value at the end of one year is £210,000.
- If that top up of £100,000 happens on the **first** day of the year, the return will still be 5%, because it has been earned on all of the £200,000 investment (10,000/200,000 = 5%).
- If that top up of £100,000 happens on the **last** day of the year, the return will be 10%, because that extra £10,000 has been earned on all of the original £100,000 investment. (10,000/100,000 = 10%, because the final top up won't have impacted the growth of the total investment).
- Topping up **between** the two days, and you'll get something in between 5% and 10% depending on time of investment.

### Simple return

We use a version of simple return used across the industry for the return shown in the charts. It is a simplified calculation of return to show the growth per pound of investment. Unlike the IRR, the simple return does not consider the timing of cashflows, so the result can appear to spike up or down when large cashflows occur.

### Example of simple return

You hold £100,000 at the beginning of the year and top up £100,000 at some point in that year. The value at the end of one year is £210,000. The return is 5% (£10,000/£200,000) regardless of when the top up occurred.

### Breakdown graphs

The breakdown graphs show the top ten holdings, from highest to lowest values. Where there are more than ten holdings, the graphs show the top nine holdings with all other holdings grouped as 'other'.

### Rounding

The report shows monetary values and percentages to two decimal places and units and prices to four decimal places. We don't round during the calculations, but we do use half-rounding up for figures in the report.

### Terminology

Regular or single payments in	Cash payments in, including tax relief (where relevant).		
Regular or single withdrawals	Cash payments out, including tax (where relevant)		
Opening value	Value at the start date of the report.		
Closing value	Value at the end date of the report.		
Income and interest distributions	Natural income including dividends, equalisations, interest, and rebates.		
Return %	Internal Rate of Return calculated for the reporting period (not as an annualised rate of return).		
Fees and charges	All platform charges, adviser charges, and discretionary investment manager charges.		
Income	Income including dividends, interest and fund rebates.		
Dividends	For both cash and notional dividends, the dividend is the full amount received, gross of any equalisation.		
Opening values	We use the position at close of business on the previous business day.		
Closing values	We use the position at close of business on the report end date.		

This communication is issued by Quilter, a trading name of Quilter Investment Platform Limited, who provides an Individual Savings Account (ISA), Junior ISA (JISA), and Collective Investment Account (CIA), and Quilter Life & Pensions Limited, who provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 01680071 and 04163431, respectively.

Registered office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB.

Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority under reference number 165359. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 207977.

Approver: Quilter December 2025

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