



King & Shaxson Asset Management Portal Registration Guide

Effective Date: 17th October 2025

Information Classification: Public

Dashboard

When you log into the portal you will be taken to the Dashboard, this will allow you to navigate the whole portal.

29 Oct Welcome to the New Client Portal

1

LAST TRANSACTIONS

2025

29 Oct Security Transactions

29 Oct Cash Transactions Capital Account

27 Oct Cash Transactions Capital Account

17 Oct Cash Transactions Capital Account

17 Oct Security Transactions

Show All Transactions

3 1 NEW DOCUMENTS Unread documents in your inbox

0 YOUR FAVORITE DOCUMENTS Saved documents in your inbox

1 TOTAL DOCUMENTS Documents in your inbox

PORTFOLIO SUMMARY

TOTAL GBP

EQUITY FUNDS

FIXED INCOME CASH

EXCHANGE TRADED FUNDS

1. This is where announcements from the King & Shaxson team will be shown, for more detail, clicking on tile will bring up the full announcement.
2. The My Portfolio section will bring you through to your full portfolio screen.
3. The document centre shows you when you have new documents as well as your saved documents.

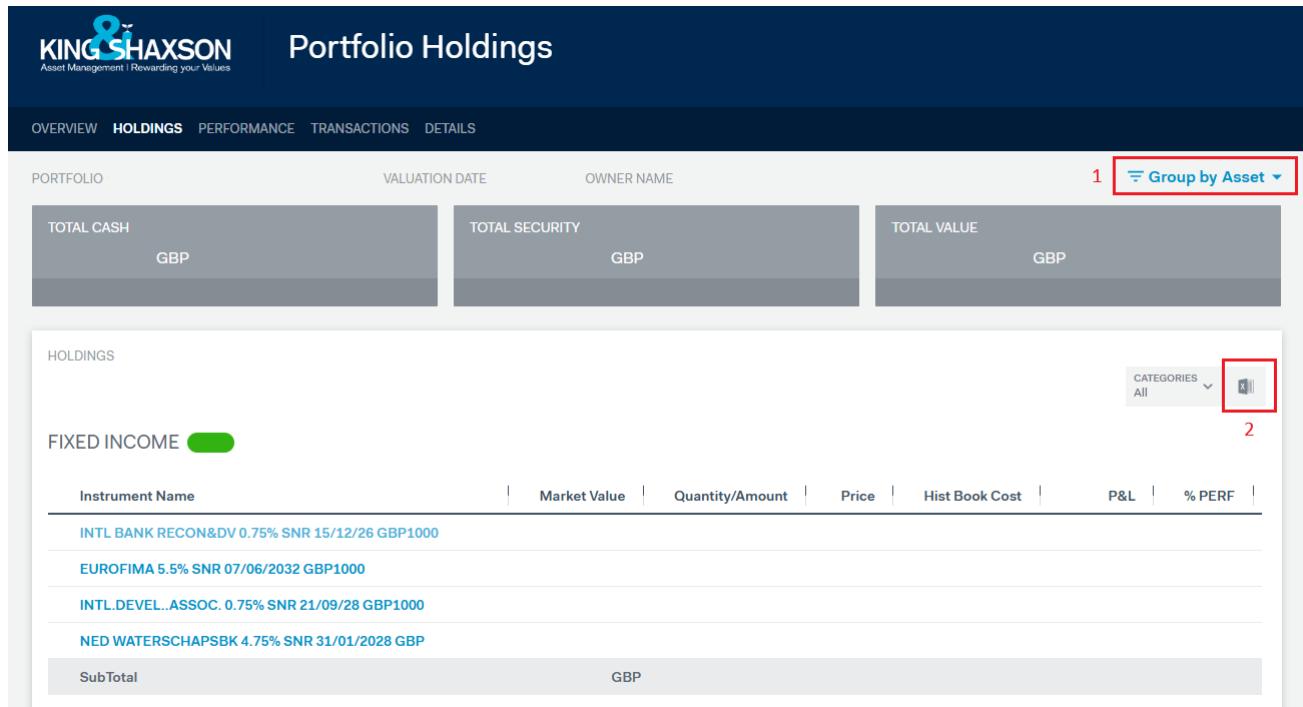
Overview

Once you have clicked into My portfolio you will be taken to the 'Overview' page as shown, this page will allow you to see a summary of your portfolio.

1. This bar allows you to navigate through the portal's functions, allowing you to view focussed sections of your portfolio, performance, transactions and uploaded reports. Each of these tabs will be detailed further on in this document.
2. This box shows you the breakdown of your holdings in the pie chart with the total value of your portfolio in the middle and the breakdown of each asset class below. This can be filtered using the 'Group by' dropdown (2a), this will allow you to see the summary filtered by Asset, Country, Region, Sector and Type.
3. The portfolio overview shows you the total value of your portfolio, but also highlights the value you have invested in the 'Stock Valuation' section and the balance you have in cash in the 'Total Cash' section.
4. Generate Online Report allows you to run customised reports relevant to your portfolio. This will allow you to choose the period you wish to view and will then produce a report that includes detailed information surrounding Asset Allocation, Holding Summaries and Performance, as well as Security Transactions, Cash Transactions and Fee Overviews. Please note this report can take a few minutes to produce and once it is ready you will be alerted by the red dot appearing next to the bell in the top right corner of the portal screen (4a). Once produced they will be posted to the Documents tab.

Holdings

This tab allows you to see the specific holdings in your portfolio alongside their Market Value, Quantity, Price, Book Cost, Profit & Loss, and Performance in percent.



Portfolio Holdings

OVERVIEW HOLDINGS PERFORMANCE TRANSACTIONS DETAILS

PORTFOLIO VALUATION DATE OWNER NAME

1 **Group by Asset**

TOTAL CASH GBP TOTAL SECURITY GBP TOTAL VALUE GBP

HOLDINGS

CATEGORIES All **2**

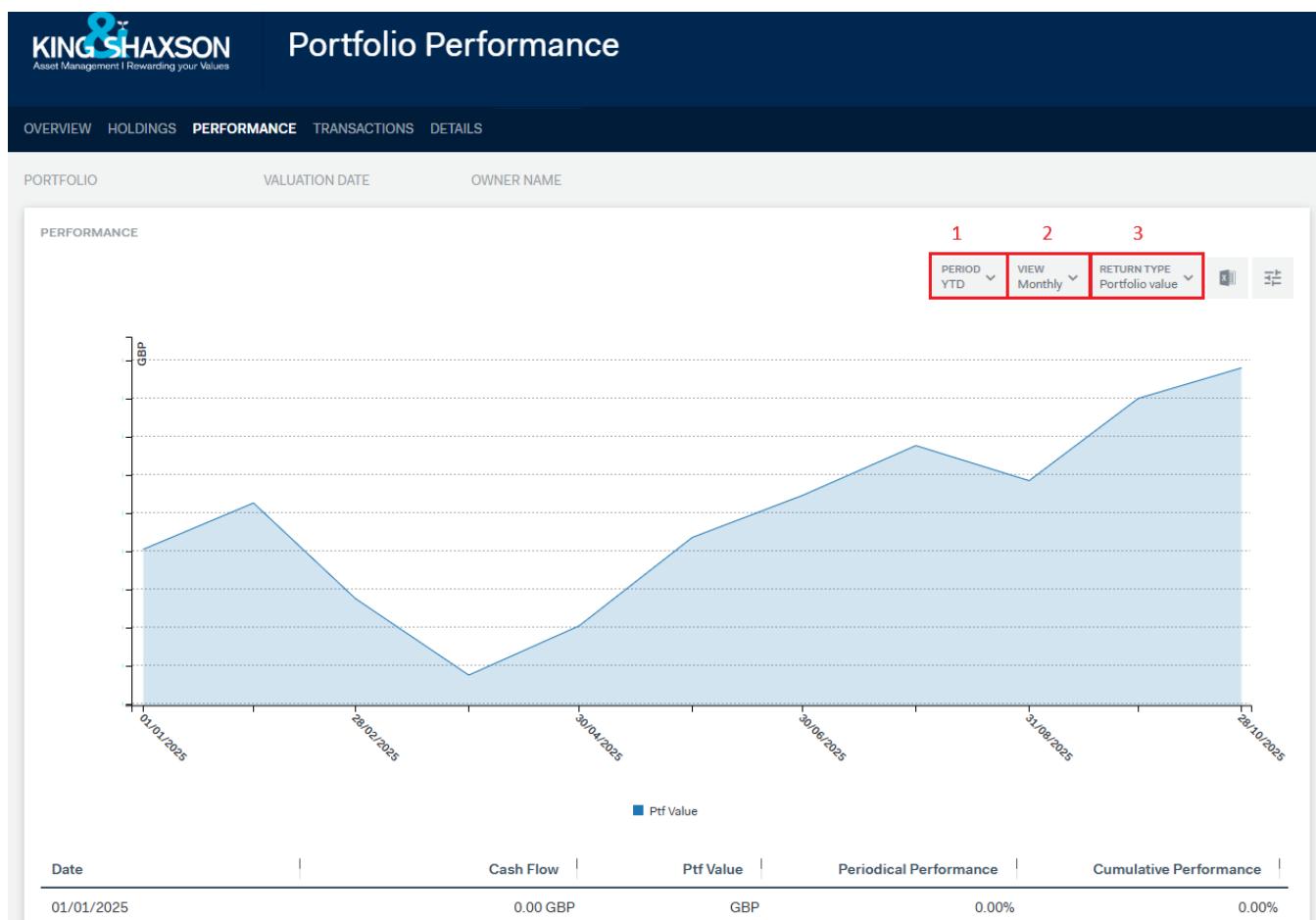
FIXED INCOME

Instrument Name	Market Value	Quantity/Amount	Price	Hist Book Cost	P&L	% PERF
INTL BANK RECON&DV 0.75% SNR 15/12/26 GBP1000						
EUROFIMA 5.5% SNR 07/06/2032 GBP1000						
INTL.DEVEL..ASSOC. 0.75% SNR 21/09/28 GBP1000						
NED WATERSCHAPSBK 4.75% SNR 31/01/2028 GBP						
SubTotal	GBP					

1. This information can be filtered in the same way as the information in the portfolio summary on the overview tab, allowing you to filter by Asset, Country, Region, Sector and Type.
2. This icon will allow you to export all your holdings to excel in whichever way you have chosen to view the holdings using the 'Group by' (1) dropdown.

Performance

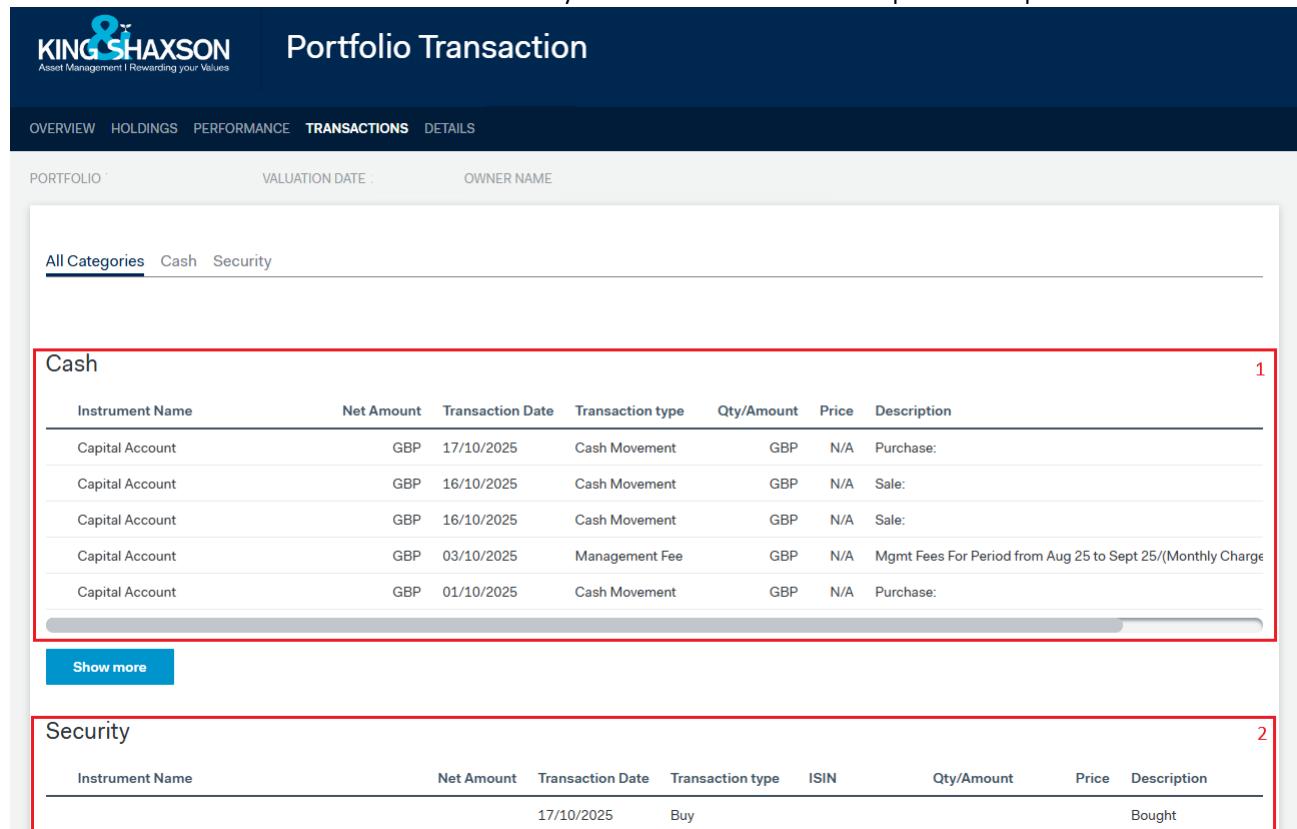
This tab allows you to see your portfolios performance over time. You can view performance over specific time periods.



1. The Period filter allows you to change the time frame you view performance over.
2. The View filter adjusts the interval periods used for the valuation dates displayed along the X-axis (at the bottom of the graph).
3. The Return type filter allows you to view to toggle between performance shown as portfolio value (£) and percentage (%).

Transactions

This tab shows an overview of the Cash and Security transactions that have taken place in the portfolio.



The screenshot shows the 'Portfolio Transaction' section of the KSAM Portal. At the top, there are tabs for 'OVERVIEW', 'HOLDINGS', 'PERFORMANCE', 'TRANSACTIONS' (which is selected), and 'DETAILS'. Below these are fields for 'PORTFOLIO', 'VALUATION DATE', and 'OWNER NAME'. A navigation bar at the bottom includes 'All Categories', 'Cash', and 'Security'.

Cash (Section 1):

Instrument Name	Net Amount	Transaction Date	Transaction type	Qty/Amount	Price	Description
Capital Account	GBP	17/10/2025	Cash Movement	GBP	N/A	Purchase:
Capital Account	GBP	16/10/2025	Cash Movement	GBP	N/A	Sale:
Capital Account	GBP	16/10/2025	Cash Movement	GBP	N/A	Sale:
Capital Account	GBP	03/10/2025	Management Fee	GBP	N/A	Mgmt Fees For Period from Aug 25 to Sept 25/(Monthly Charge
Capital Account	GBP	01/10/2025	Cash Movement	GBP	N/A	Purchase:

Security (Section 2):

Instrument Name	Net Amount	Transaction Date	Transaction type	ISIN	Qty/Amount	Price	Description
		17/10/2025	Buy				Bought

1. The cash tab will show information such as the cash amounts, recent purchases and sales, fees being debited from the portfolio, and interest & dividends paid into the portfolio.
2. The security tab shows the purchases and sales in the portfolio.

Details

This tab shows who has access to your account and the type of access they have. KX_FIRM is King & Shaxson's internal access and Ethical Fund Management shows the management team for your portfolio.

PORTFOLIO ROLES	PORTFOLIO	VALUATION DATE	OWNER NAME
Investor	Managing branch	Exec team	Co-owner
Consolidated	Ethical Fund Management		
Co-owner	Co-owner	Firm Access	IFC Access
	KX_FIRM		

Documents

This tab is where all reports will be stored, this includes reports generated by the user and documents uploaded by King & Shaxson, such as Quarterly Reports.

Category	Show	Sort
Portfolio Reports	All	All

Report Name	Download	Rating	Details
Full Client Report	Download	1	29/10/2025

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