

## **About Form PF**

The Private Fund Reporting Depository (PFRD) is an electronic filing system that facilitates investment adviser reporting of private fund information via Form PF. The U.S. Securities and Exchange Commission (SEC) website provides detailed information regarding the reporting requirements for certain advisers to private funds.

Most investment advisers (IAs) will not be required to file Form PF or use the PFRD system. The following is an excerpt from the Form PF describing, at a high level, who is required to file:

Complete and file Form PF if:

- You are registered or required to register with the SEC as an investment adviser, **or** you are registered or required to register with the Commodity Futures Trading Commission (CFTC) as a commodity pool operator or commodity trading advisor and you are also registered or required to register with the SEC as an investment adviser; **and**
- You manage one or more private funds; **and**
- You and your related persons, collectively, had at least \$150 million in private fund assets under management as of the last day of your most recently completed fiscal year.

If you do not meet the foregoing criteria, you do not need to file Form PF or use the PFRD system.

**Questions regarding Form PF filing requirements or policy issues should be directed to the SEC at 202-551-6999 or [FormPF@sec.gov](mailto:FormPF@sec.gov).**

**Technical questions regarding the PFRD system should be directed to FINRA at 240-386-4848 or [PFRDSupport@finra.org](mailto:PFRDSupport@finra.org).**

## **Content:**

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- [Beginning Your Form PF Filing](#) (pg. 3)
- [Navigating the Private Fund List](#) (pg. 4)
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## Form PF Filing Types

There are five Form PF filing types. Private Fund advisers may be required to file Form PF quarterly or annually (or both), depending on the SEC's reporting requirements. Draft Form PF filings can remain pending for up to 180 days after they are created. **Draft filings that remain pending for longer than 180 days are automatically deleted and cannot be recovered.**

<p><b>Initial</b></p>	<p>You <u>are not</u> a large hedge fund adviser or large liquidity fund adviser. Submit your first Form PF <b>Annual</b> Filing for the period ended: mm/dd/yyyy</p> <p><b>or</b></p> <p>You <u>are</u> a large hedge fund adviser or large liquidity fund adviser. Submit your first Form PF <b>Quarterly</b> Filing for the period ended: mm/dd/yyyy</p>	<p>Choose this filing type to submit your Initial Form PF filing. For advisers filing Form PF for the first time, only these two filing options will display.</p> <p>The Initial filing is intended to only be submitted once. After an adviser submits their Initial filing, data for subsequent reporting periods should be filed using the Updating filing type.</p>
<p><b>Updating</b></p>	<p>Submit a Form PF <b>Annual</b> Update filing for the period ended: mm/dd/yyyy</p> <p><b>or</b></p> <p>Submit a Form PF <b>Quarterly</b> Update filing for the period ended: mm/dd/yyyy</p>	<p>Choose this filing type to submit your annual or quarterly Form PF Update filing.</p> <p>The system will display the <b>Annual</b> or <b>Quarterly</b> Update filing option based on the adviser's Initial or Transition (if applicable) Form PF filing.</p>
<p><b>Amendment</b></p>	<p>Submit a Form PF Amendment to a previously submitted PF filing for the period ended: mm/dd/yyyy</p>	<p>Choose this filing type to edit fund information previously submitted via Form PF for a particular reporting period.</p> <p>Also use this filing type when reporting on additional funds for a previously submitted reporting period end date.</p>
<p><b>Transition</b></p>	<p>Transition to Annual Reporting</p>	<p>Choose this filing type to notify the SEC of your transition from <b>Quarterly</b> to <b>Annual</b> reporting. This filing type is only a notification that your firm will now be reporting annually, so it does not contain any fund data.</p> <p>(Note: In the opposite scenario of transitioning from <b>Annual</b> to <b>Quarterly</b>, no additional Transition filing is needed. You would simply begin filing with the next quarter.)</p>
<p><b>Final</b></p>	<p>Submit a Form PF Final Filing</p>	<p>Choose this filing type if your firm is no longer required to submit Form PF and this is will be your last Form PF filing.</p> <p>This filing type contains no fund data, so any necessary Update or Amendment filings should have already been submitted prior to your Final filing.</p>

## Beginning Your Form PF Filing

If you are an SEC-registered adviser and file your Form ADV via the IARD website, you may add the ability to file Form PF by utilizing the Account Management link at the top-right of the site map. Please contact your firm's Super Account Administrator (SAA) for entitlement assistance.

When an online Form PF filing is first created, only the links for Sections 1a, 2a, and the Private Fund List will display on the navigation panel.

Submission	SEC INVESTMENT ADVISER	Annual - Updating
<ul style="list-style-type: none"> <li>Completeness Check</li> <li>Submit Filing</li> <li>Print Preview</li> </ul>	<b>Instructions</b>  <b>FORM PF</b>  <b>Reporting Form for Investment Advisers to Private Funds and Certain Commodity Pool Operators and Commodity Trading Advisers</b>	<b>Reporting Period: 01/31/2014</b>
<b>PF Filing</b> <ul style="list-style-type: none"> <li><b>Instructions</b></li> <li>Section 1a - Information about you and your related persons</li> <li>Private Fund List</li> <li>Section 2a - Aggregated information about hedge funds that you advise</li> </ul>	OMB Number: 3235-0679 Expires: December 12, 2020 Estimated average burden hours per response ..... 12.02	
	<b>Federal Information Law and Requirements for a Collection of Information</b>	
	Section 204(b) of the <i>Advisers Act</i> [15 U.S.C. § 80b-4(b)] authorizes the SEC to collect the information that Form PF requires. The information collected on Form PF is designed to facilitate the Financial Stability Oversight Council's ("FSOC") monitoring of systemic risk in the private fund industry and to assist FSOC in determining whether and how to deploy its regulatory tools with respect to nonbank	

The other sections within Form PF will display based on which types funds are marked on the Private Fund List for inclusion on your Form PF filing. The fund type is based on responses to Form ADV Schedule D, Section 7.B.(1), Question 10.

### Section 1a - Information about you and your related persons

- This section will display for all fund types.

### Private Fund List

- This section will display for all fund types.

### Section 1b - Information about the private funds you advise

- This section will display for all fund types.

### Section 1c - Information about the hedge funds you advise

- This section will only display for hedge funds and/or private funds marked as "other".

### Section 2a - Aggregated information about the hedge funds that you advise

- This section always displays, however it is only required to be completed for hedge funds.

### Section 2b - Information about the qualifying hedge funds that you advise

- This section will only display for hedge funds and/or private funds marked as "other".

### Section 3 - Information about the liquidity funds that you advise

- This section will only display for liquidity funds and/or private funds marked as "other".

### Section 4 - Information about private equity funds that you advise

- This section will only display for private equity funds and/or private funds marked as "other".

Note: Please review the Form PF General Instructions to determine whether or not a section displayed is required to be filed (e.g. a private fund marked as "other" would not necessarily complete all sections displayed).

## Navigating the Private Fund List

The Private Fund List allows filers to identify which private funds they intend to enter data for on their filing for the specified reporting period.

The Private Fund List is initially populated based on what was reported on the latest Form ADV, Schedule D Section 7.B.(1) for:

- The Form PF filing firm, **and**
- All firms listed as a Related Person in Form PF Section 1a.

(Note: See page 12 for more information about adding Related Persons to Form PF.)

When an Amendment Form PF filing is created, the Private Fund List will display the list of funds previously submitted (and not marked as removed) on the latest Form PF for the selected reporting period.

Submission	SEC INVESTMENT ADVISER	Annual - Updating																										
<ul style="list-style-type: none"> <li>• Completeness Check</li> <li>• Submit Filing</li> <li>• Print Preview</li> </ul>	<p><b>Private Fund List</b></p> <p>Reporting Period: 01/31/2014</p> <p>Below is a list of <i>private funds</i> that may be included in this filing of Form PF. This list is generated from the <i>private funds</i> identified on the filer's and any <i>related person's</i> Form ADV section 7.B.(1) of Schedule D.</p> <p>If a <i>private fund</i> is not listed below, you should do one of the following:</p> <ol style="list-style-type: none"> <li>1. File an updated <i>Form ADV</i> (for you or any <i>related person</i> listed on this Form PF) that includes the <i>private fund</i> in <i>Form ADV</i> section 7.B.(1) of Schedule D. Then click the "Add new funds from ADV" button. The <i>private fund</i> will be added to the list.</li> <li>2. Add the <i>related person</i> that reports the <i>private fund</i> on their <i>Form ADV</i> section 7.B.(1) of Schedule D to the list of <i>related persons</i> in section 1a, question 1.(b) of this form. Then click the "Add new funds from ADV" button. The <i>private fund</i> will be added to the list.</li> <li>3. Add the <i>private fund</i> by entering the private fund ID, private fund type, and private fund name (and the adviser's NFA ID, if applicable). Note: The private fund ID entered must also be reported on your or <i>related person's</i> <i>Form ADV</i> section 7.B.(2) of Schedule D or you must select the check box indicating that the <i>private fund</i> is not currently reported on your or <i>related person's</i> <i>Form ADV</i>, but the <i>private fund</i> was filed on a prior <i>Form ADV</i>.</li> <li>4. For <i>commodity pools</i> that are not <i>private funds</i> (and not reported on <i>Form ADV</i>), add the <i>commodity pool</i> by entering the private fund ID (generate one below if a private fund ID does not already exist for the <i>commodity pool</i>), adviser NFA ID, private fund type (<i>commodity pools</i> should be treated as <i>hedge funds</i> for purposes of Form PF), private fund name (i.e. <i>commodity pool</i> name) and checking the box stating the fund is a non-private fund <i>commodity pool</i>. <i>Commodity pools</i> that are not <i>private funds</i> should only be included when the filer wishes to comply with <i>CFTC</i> reporting requirements through Form PF for the <i>commodity pool</i>.</li> </ol> <p>To update a <i>private fund's</i> information in this Form PF, check the radio button under the "Update fund in this filing".</p> <p>To remove a <i>private fund's</i> information from this reporting period or from appearing on the list of <i>private funds</i> that may be included in this filing and future filings of Form PF for the same reporting period, check the radio button under "Remove fund from Form PF reporting".</p> <p>If the radio button under "Update not required for fund in this filing" is checked, the <i>private fund</i> will:</p> <ul style="list-style-type: none"> <li>• Not be included in this Form PF filing,</li> <li>• Remain in the list of <i>private funds</i> that may be included in future filings of Form PF, and</li> <li>• Any information previously filed for the <i>private fund</i> for the same reporting period on Form PF will be kept and reported as filed for the reporting period.</li> </ul> <p style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Add new funds from ADV</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e6f2ff;">Update not required for fund in this filing</th> <th style="background-color: #e6f2ff;">Update fund in this filing</th> <th style="background-color: #e6f2ff;">Remove fund from Form PF reporting</th> <th style="background-color: #e6f2ff;">Private Fund Name</th> <th style="background-color: #e6f2ff;">Private Fund ID</th> <th style="background-color: #e6f2ff;">Private Fund Type</th> <th style="background-color: #e6f2ff;">Adviser Firm Name</th> <th style="background-color: #e6f2ff;">Adviser CRD#</th> <th style="background-color: #e6f2ff;">Adviser SEC#</th> <th style="background-color: #e6f2ff;">Adviser NFA ID</th> <th style="background-color: #e6f2ff;">Commodity Pool Fund</th> <th style="background-color: #e6f2ff;">Fund Last Submitted Date</th> <th style="background-color: #e6f2ff;">Fund Category Last Submitted Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>SAMPLE FUND</td> <td>805-9225021189</td> <td>Other Private Fund Update Fund Type</td> <td>SEC INVESTMENT ADVISER</td> <td>261885</td> <td>801-78885</td> <td></td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	SAMPLE FUND	805-9225021189	Other Private Fund Update Fund Type	SEC INVESTMENT ADVISER	261885	801-78885		No			
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<p><b>PF Filing</b></p> <ul style="list-style-type: none"> <li>• Instructions</li> <li>• Section 1a - Information about you and your related persons</li> <li style="border: 1px solid red; border-radius: 50%; padding: 2px;"><b>Private Fund List</b></li> <li>• Section 2a - Aggregated information about hedge funds that you advise</li> </ul>																												

## Navigating the Private Fund List (Continued)

### Radio Button options

#### Update not required for fund in this filing

Select this option to indicate that data is not going to be entered or modified for the selected fund(s) on this filing. The Private Fund List will default to this option for all private funds that are populated from Form ADV.

(Note: For funds added manually, the system will default to the “Update fund in this filing” radio button. See page 11 for more information on manually adding funds to the Private Fund List.)

#### Update fund in this filing

Select this option to indicate that data will be entered or modified for the selected fund(s). Once this radio button selection is saved, the applicable sections of Form PF will display on the left navigation panel.

(Note: For firms that are aggregating as described in Instruction 5 of the paper version of [Form PF](#), you would likely only need to mark the main/large funds as “Update fund in this filing”. Any small/parallel funds would usually be left as “Update not required”.)

#### Remove fund from Form PF reporting

Select this option to indicate that the fund, and any data associated with it, is going to be removed for the current reporting period. Once selected, the fund will continue to display on the Private Fund List but the information in the underlying sections will not be accessible for the pending Form PF filing.

If the user decides to switch the selection from “Remove” to “Update” prior to submission, the fund information will again be accessible in the underlying sections for the pending Form PF filing.

Funds submitted with the “Remove” option selected will not show on subsequent amendment filings for the same reporting period and any information submitted in a previous Form PF filing for the same reporting period will be removed. If the fund is still on Form ADV, Schedule D, Section 7.B.(1), the fund will reappear on the next Form PF Updating filing for the next reporting period.

<a href="#">Update not required for fund in this filing</a>	<a href="#">Update fund in this filing</a>	<a href="#">Remove fund from Form PF reporting</a>	<a href="#">Private Fund Name</a>	<a href="#">Private Fund ID</a>	<a href="#">Private Fund Type</a>	<a href="#">Adviser Firm Name</a>	<a href="#">Adviser CRD#</a>	<a href="#">Adviser SEC#</a>	<a href="#">Adviser NFA ID</a>	<a href="#">Commodity Pool Fund</a>	<a href="#">Fund Last Submitted Date</a>	<a href="#">Fund Category Last Submitted Date</a>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SAMPLE FUND	805-9225021189	Other Private Fund	SEC INVESTMENT ADVISER	261885	801-78885		No		
					<a href="#">Update Fund Type</a>							

## Navigating the Private Fund List (Continued)

### Add new funds from ADV Button

The **Add new funds from ADV** button allows the user to update their pending Form PF filing with private funds that were added to the filing firm’s and related person’s Form ADV since the Form PF was created.

If no new funds have been added to the filing firm’s or related person’s Form ADV, the system will display the following message: “There are no additional funds that can be added to this filing.”

(Note: The **Add new funds from ADV** button only adds new funds. It does not import any changes made to funds that were already filed on Form ADV prior to the creation of a currently pending Form PF filing (i.e. changes to the fund name or fund type).)

### Sorting the Private Fund List

The Private Fund List can be sorted by column. Click on a column header to sort the table by that column. The default sort order is by Fund Type, then by Fund Name, then by CRD #.

Any funds added using the **Add new funds from ADV** button or **Add Private Fund** feature will appear at the bottom of the table. The list will be re-sorted to the default sort order every time the page is saved or refreshed.

### Date Columns

#### Fund Last Submitted Date

This is the date that an individual fund’s information was last submitted during a reporting period. This field will be blank if no information for this fund has been reported for the selected reporting period.

(Note: The **Fund Last Submitted Date** will not change for funds marked as “Update not required for fund on this filing.”)

#### Fund Category Last Submitted Date

This is the date a fund type (i.e. Hedge Funds, Liquidity Funds, etc.) was updated during a reporting period. The date will only be displayed on Amendment filings, as it is based on the activity during a particular reporting period. This field will be blank if no information for a fund type has been reported for the selected reporting period.

(Note: The **Fund Category Last Submitted Date** will display for funds marked as “Update not required for fund on this filing” if there is at least one fund of the same type being updated on the filing.)

Add new funds from ADV												
Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SAMPLE FUND	805-9225021189	Other Private Fund <a href="#">Update Fund Type</a>	SEC INVESTMENT ADVISER	261885	801-78885		No		

## Entering Fund Information

To access the questions for a particular Form PF section, the appropriate funds must first be marked as "Update fund in this filing" on the Private Fund List.

(Note: For firms that are aggregating as described in Instruction 5 of the paper version of [Form PF](#), you would likely only need to mark the main/large funds as "Update fund in this filing". Any small/parallel funds would usually be left as "Update not required".)

The Private Fund Type column will display the fund type as currently entered on Form ADV Schedule D, Section 7.B.(1), Question 10 for each fund. If the fund type needs to be updated, click the Update Fund Type hyperlink that appears below the listed fund type.

(Note: For guidance on when it would be appropriate to update the fund type on Form PF, please contact the SEC at [FormPF@sec.gov](mailto:FormPF@sec.gov).)

Submission	SEC INVESTMENT ADVISER	Annual - Updating																										
<ul style="list-style-type: none"> <li>• Completeness Check</li> <li>• Submit Filing</li> <li>• Print Preview</li> </ul>	<p><b>Private Fund List</b></p> <p style="text-align: right;"><b>Reporting Period: 01/31/2014</b></p> <p>Below is a list of <i>private funds</i> that may be included in this filing of Form PF. This list is generated from the <i>private funds</i> identified on the filer's and any <i>related person's</i> Form ADV section 7.B.(1) of Schedule D.</p> <p>If a <i>private fund</i> is not listed below, you should do one of the following:</p> <ol style="list-style-type: none"> <li>1. File an updated <i>Form ADV</i> (for you or any <i>related person</i> listed on this Form PF) that includes the <i>private fund</i> in <i>Form ADV</i> section 7.B.(1) of Schedule D. Then click the "Add new funds from ADV" button. The <i>private fund</i> will be added to the list.</li> <li>2. Add the <i>related person</i> that reports the <i>private fund</i> on their <i>Form ADV</i> section 7.B.(1) of Schedule D to the list of <i>related persons</i> in section 1a, question 1.(b) of this form. Then click the "Add new funds from ADV" button. The <i>private fund</i> will be added to the list.</li> <li>3. Add the <i>private fund</i> by entering the private fund ID, private fund type, and private fund name (and the adviser's NFA ID, if applicable). Note: The private fund ID entered must also be reported on your or <i>related person's</i> <i>Form ADV</i> section 7.B.(2) of Schedule D or you must select the check box indicating that the <i>private fund</i> is not currently reported on your or <i>related person's</i> <i>Form ADV</i>, but the <i>private fund</i> was filed on a prior <i>Form ADV</i>.</li> <li>4. For <i>commodity pools</i> that are not <i>private funds</i> (and not reported on <i>Form ADV</i>), add the <i>commodity pool</i> by entering the private fund ID (generate one below if a private fund ID does not already exist for the <i>commodity pool</i>), adviser NFA ID, private fund type (<i>commodity pools</i> should be treated as <i>hedge funds</i> for purposes of Form PF), private fund name (i.e. <i>commodity pool</i> name) and checking the box stating the fund is a non-private fund <i>commodity pool</i>. <i>Commodity pools</i> that are not <i>private funds</i> should only be included when the filer wishes to comply with <i>CFTC</i> reporting requirements through Form PF for the <i>commodity pool</i>.</li> </ol> <p>To update a <i>private fund's</i> information in this Form PF, check the radio button under the "Update fund in this filing".</p> <p>To remove a <i>private fund's</i> information from this reporting period or from appearing on the list of <i>private funds</i> that may be included in this filing and future filings of Form PF for the same reporting period, check the radio button under "Remove fund from Form PF reporting".</p> <p>If the radio button under "Update not required for fund in this filing" is checked, the <i>private fund</i> will:</p> <ul style="list-style-type: none"> <li>• Not be included in this Form PF filing,</li> <li>• Remain in the list of <i>private funds</i> that may be included in future filings of Form PF, and</li> <li>• Any information previously filed for the <i>private fund</i> for the same reporting period on Form PF will be kept and reported as filed for the reporting period.</li> </ul> <p style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Add new funds from ADV</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Update not required for fund in this filing</th> <th style="background-color: #e0e0e0;">Update fund in this filing</th> <th style="background-color: #e0e0e0;">Remove fund from Form PF reporting</th> <th style="background-color: #e0e0e0;">Private Fund Name</th> <th style="background-color: #e0e0e0;">Private Fund ID</th> <th style="background-color: #e0e0e0;">Private Fund Type</th> <th style="background-color: #e0e0e0;">Adviser Firm Name</th> <th style="background-color: #e0e0e0;">Adviser CRD#</th> <th style="background-color: #e0e0e0;">Adviser SEC#</th> <th style="background-color: #e0e0e0;">Adviser NFA ID</th> <th style="background-color: #e0e0e0;">Commodity Pool Fund</th> <th style="background-color: #e0e0e0;">Fund Last Submitted Date</th> <th style="background-color: #e0e0e0;">Fund Category Last Submitted Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>SAMPLE FUND</td> <td>805-9225021189</td> <td>Other Private Fund <a href="#">Update Fund Type</a></td> <td>SEC INVESTMENT ADVISER</td> <td>261885</td> <td>801-78885</td> <td></td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SAMPLE FUND	805-9225021189	Other Private Fund <a href="#">Update Fund Type</a>	SEC INVESTMENT ADVISER	261885	801-78885		No			
Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date																
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## Entering Fund Information (Continued)

Once the necessary funds have been marked as "Update fund in this filing" and the **Save** button is selected, the system will display all applicable Form PF sections on the navigation panel.

(Note: Please review the Form PF General Instructions to determine which sections are required to be filed for a particular fund type.)

Submission
The information was saved.

**SEC INVESTMENT ADVISER**
**Annual - Updating**

**Private Fund List**
**Reporting Period: 01/31/2014**

Below is a list of *private funds* that may be included in this filing of Form PF. This list is generated from the *private funds* identified on the filer's and any *related person's Form ADV* section 7.B.(1) of Schedule D.

If a *private fund* is not listed below, you should do one of the following:

1. File an updated *Form ADV* (for you or any *related person* listed on this Form PF) that includes the *private fund* in *Form ADV* section 7.B.(1) of Schedule D. Then click the "Add new funds from ADV" button. The *private fund* will be added to the list.
2. Add the *related person* that reports the *private fund* on their *Form ADV* section 7.B.(1) of Schedule D to the list of *related persons* in section 1a, question 1.(b) of this form. Then click the "Add new funds from ADV" button. The *private fund* will be added to the list.
3. Add the *private fund* by entering the private fund ID, private fund type, and private fund name (and the adviser's NFA ID, if applicable). Note: The private fund ID entered must also be reported on your or *related person's Form ADV* section 7.B.(2) of Schedule D or you must select the check box indicating that the *private fund* is not currently reported on your or *related person's Form ADV*, but the *private fund* was filed on a prior *Form ADV*.
4. For *commodity pools* that are not *private funds* (and not reported on *Form ADV*), add the *commodity pool* by entering the private fund ID (generate one below if a private fund ID does not already exist for the *commodity pool*), adviser NFA ID, private fund type (*commodity pools* should be treated as *hedge funds* for purposes of Form PF), private fund name (i.e. *commodity pool* name) and checking the box stating the fund is a non-private fund *commodity pool*. *Commodity pools* that are not *private funds* should only be included when the filer wishes to comply with *CFTC* reporting requirements through Form PF for the *commodity pool*.

To update a *private fund's* information in this Form PF, check the radio button under the "Update fund in this filing".

To remove a *private fund's* information from this *reporting period* or from appearing on the list of *private funds* that may be included in this filing and future filings of Form PF for the same *reporting period*, check the radio button under "Remove fund from Form PF reporting".

If the radio button under "Update not required for fund in this filing" is checked, the *private fund* will:

- Not be included in this Form PF filing,
- Remain in the list of *private funds* that may be included in future filings of Form PF, and
- Any information previously filed for the *private fund* for the same *reporting period* on Form PF will be kept and reported as filed for the *reporting period*.

Add new funds from ADV

Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date

PF Filing

- Instructions
- Section 1a - Information about you and your related persons
- **Private Fund List**
- Section 1b - Information about the private funds you advise
- Section 1c - Information about the hedge funds you advise
- Section 2a - Aggregated information about hedge funds that you advise
- Section 2b - Information about qualifying hedge funds that you advise
- Section 3 - Information about liquidity funds that you advise
- Section 4 - Information about private equity funds that you advise



## Entering Fund Information (Continued)

A fund selection page similar to the Private Fund List will display for Form PF Sections 1b, 1c, 2b, 3 and 4. The fund selection table in these sections will only display applicable funds that have the "Update fund in this filing" radio button selected on the main Private Fund List.

To begin entering information for a fund listed, mark the appropriate funds as "Update fund in this filing" and click the **Save** button. Then click on the **Private Fund ID** hyperlink to begin answering questions for that fund. Refer to the following section for further instruction on entering fund information.

(Note: If you do not need to enter data in a specific section for a fund, please leave the fund as "Update not required". If you have already marked a fund as "Update fund in this filing" and you are now receiving completeness check errors, please see Question 11 in the latest [PFRD System Frequently Asked Questions](#) document.)

Submission	SEC INVESTMENT ADVISER											Annual - Updating	
PF Filing	<b>Reporting Period: 01/31/2014</b>												
Section 1c - Information about the hedge funds you advise	<p><b>Section 1c - Information about the hedge funds you advise</b></p> <p>Subject to Instruction 5, you must complete a separate Section 1c for each <i>hedge fund</i> that you advise.</p> <p>Below is a list of <i>private funds</i> that may be reported in Section 1c. This list is generated from the <i>private funds</i> currently marked as "Update fund in this filing" from the Private Fund List and have a private fund type of 'hedge fund' or 'other private fund'.</p> <p>If a <i>private fund</i> is not listed below, return to the Private Fund List and select the "Update fund in this filing" radio button beside the <i>private fund</i> to be reported in this section.</p> <p>If the <i>private fund</i> type is not 'hedge fund' or 'other private fund', and you need to report this private fund in Section 1c, you should do the following:</p> <ul style="list-style-type: none"> <li>Remove the <i>private fund</i> from Form PF reporting on the Private Fund List in this filing or delete this draft Form PF filing,                             <ul style="list-style-type: none"> <li>If you delete this draft Form PF filing, information for other <i>private funds</i> entered on this form will not be saved.</li> <li>If you remove the <i>private fund</i> from Form PF reporting, you may file this Form PF without this <i>private fund's</i> information. You will file an amendment to add this <i>private fund</i>.</li> </ul> </li> <li>File an updated <i>Form ADV</i> to correct the <i>private fund</i> type, and</li> <li>File a Form PF to include this <i>private fund</i>.</li> </ul> <p>To update a <i>private fund's</i> information in this section of Form PF, check the radio button under the "Update fund in this filing". After you press the "save" button, you will be able to click on the Private Fund ID to complete this section for that <i>private fund</i>.</p> <p>To remove or delete a <i>private fund's</i> information from this section for the <i>reporting period</i>, check the radio button under "Remove fund from Form PF reporting". To remove or delete a <i>private fund's</i> information from the entire Form PF for this <i>reporting period</i>, check the radio button under "Remove fund from Form PF reporting" on the Private Fund List.</p> <p>If the radio button under "Update not required for fund in this filing" is checked, the <i>private fund</i> will:</p> <ul style="list-style-type: none"> <li>Not be included in this section of Form PF filing,</li> <li>Remain in the list of <i>private funds</i> that may be included in future filings of Form PF, and</li> <li>Any information previously filed for the <i>private fund</i> for the same <i>reporting period</i> on Form PF will be kept and reported as filed for the <i>reporting period</i>.</li> </ul>												
Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SAMPLE FUND	<a href="#">805-9225021189</a>	Other Private Fund	SEC INVESTMENT ADVISER	261885	801-78885		No			

## Entering Fund Information (Continued)

### Access Form PF Questions in “Data entry mode”

Once the **Private Fund ID** hyperlink is selected you are in “data-entry mode” for that section of Form PF. Additional links for that section of Form PF will also display on the left navigation panel.

### Toggle between Funds

For advisers entering data for multiple funds, a “toggle” feature was added, allowing users to access the information entered in a section for each fund.

Once in data entry mode for a section, a drop-down menu displays at the top containing the other funds marked as “Update fund in this filing” on the Fund Selection page for that section of Form PF. Selecting another fund from the drop-down menu will allow the filer to begin entering data for that fund.

<b>Submission</b>	<b>SEC INVESTMENT ADVISER</b>		<b>Annual - Updating</b>				
<b>PF Filing</b>	<b>Section 1c - Item A - Reporting fund identifying information</b>		<b>Reporting Period: 01/31/2014</b>				
<ul style="list-style-type: none"> <li>▪ Completeness Check</li> <li>▪ Submit Filing</li> <li>▪ Print Preview</li> </ul>	Select another fund: <span style="border: 1px solid red; border-radius: 10px; padding: 2px;">SAMPLE FUND (Other Private Fund - 805-9225021189) ▾</span>						
<ul style="list-style-type: none"> <li>▪ Instructions</li> <li>▪ Section 1a - Information about you and your related persons</li> <li>▪ Private Fund List</li> <li>▪ Section 1b - Information about the private funds you advise</li> <li>▪ Section 1c - Information about the hedge funds you advise</li> <li>» <span style="border: 1px solid red; border-radius: 10px; padding: 2px;">Item A - Reporting fund identifying information</span></li> <li>» Item B - Certain information regarding the reporting fund</li> </ul>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">18. (a) Name of the reporting fund</td> <td>SAMPLE FUND</td> </tr> <tr> <td>(b) Private fund identification number of the reporting fund</td> <td>805-9225021189</td> </tr> </table>		18. (a) Name of the reporting fund	SAMPLE FUND	(b) Private fund identification number of the reporting fund	805-9225021189	<span style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #0056b3;">Next »</span>
18. (a) Name of the reporting fund	SAMPLE FUND						
(b) Private fund identification number of the reporting fund	805-9225021189						

## Adding a Private Fund Manually

The **Add Private Fund** feature allows the user to add a fund that does not already appear on the Private Fund List.

The following two types of funds can be added manually:

- A private fund that was previously reported on Form ADV, Schedule D, Section 7.B.(1), but has been recently removed from Form ADV, **or**
- A non-private fund Commodity Pool that has not been reported on the Form ADV, Schedule D, Section 7.B.(1).

(Note: For guidance on manually adding other types of funds to the Private Fund List, please contact the SEC at [FormPF@sec.gov](mailto:FormPF@sec.gov).)

All funds added in this section will be added to the bottom of the main fund list until the page is saved or refreshed and then it will be sorted with the rest of the list according to the sort rules above. All funds added in this section will show the filing adviser's CRD# in the Private Fund List.

### Add a Private Fund recently removed from Form ADV

To manually add a private fund that was previously reported on Form ADV, Schedule D, Section 7.B.(1), but has been recently removed from Form ADV, select the first checkbox and provide the existing identifying information for the fund.

### Add a Non-Private Fund Commodity Pool

To manually add a Commodity Pool that has not been reported on the Form ADV, select the second checkbox. The filing firm is required to create a new Private Fund Identification Number (if the commodity pool does not already have one) and enter the fund Adviser's NFA Firm ID. Commodity Pools should be treated as hedge funds for purposes of Form PF.

Add new funds from ADV												
Update not required for fund in this filing	Update fund in this filing	Remove fund from Form PF reporting	Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SAMPLE FUND	805-9225021189	Other Private Fund <a href="#">Update Fund Type</a>	SEC INVESTMENT ADVISER	261885	801-78885		No		

**Add Private Fund**

To add an existing fund, provide the Private Fund ID, Private Fund Type, Private Fund Name, and select the appropriate option below.

This is a private fund that is not currently reported on your or related person's Form ADV, but was filed on a prior Form ADV.

This fund is a non-private fund commodity pool being reported to meet commodity pool requirements and is not reported on Form ADV, Schedule D, Section 7.B.(1).

Private Fund ID	Adviser NFA ID, if any	Private Fund Type	Private Fund Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Click here to generate a Private Fund Identification Number](#)

## Adding a Related Person – Form PF Section 1a, Item A, 1.(b)

Click the **Create New** button to add a related person in Question 1.(b) .

INVESTMENT ADVISER								Quarterly - Amendment
Section 1a - Item A - Information about your <i>Related Persons</i>								Reporting Period: 03/31/2012
1. (b) Provide the following information for each of the <i>related persons</i> , if any, with respect to which you are reporting information on this Form PF:								
	Legal name	CRD Number	SEC Number	NFA ID Number, if any	Large trader ID, if any	Large trader ID suffix, if any	Commodity Pool Operator	Relying Adviser/SPV
<a href="#">Edit</a>	PERSON A						No	Yes
<a href="#">Edit</a>	PERSON B			1234567			Yes	No
<a href="#">Edit</a>	PERSON C	00000	801-00000				No	No
<a href="#">« Previous</a>		<a href="#">Create New</a>					<a href="#">Next »</a>	

If the related person is a firm that is registered through the IARD system, then you will be able to search for them based on the firm's CRD number or SEC number.

Otherwise, an option is available at the bottom of the page to add a related person that does not exist in the IARD system. Select either the **Click here to add a commodity pool adviser as a related person** or the **Click here to add a relying adviser or SPV as a related person** hyperlink, as appropriate.

(Note: The system will automatically populate the "Commodity Pool Operator" and Relying Adviser/SPV" columns based on how you add the related person to your form, and the "Yes/No" answer cannot be manually changed.)

Related Person Search		
<b>Search by CRD Number</b>		
CRD Number:	<input type="text"/>	
<b>Search by SEC Number</b>		
SEC Number:	801/802 <input type="text"/>	
<b>Search by Name</b>		
Firm Name	<input type="text"/>	Type of Search:
Names to Search:	All Names <input type="text"/>	<input checked="" type="radio"/> Starts With <input type="radio"/> Contains <input type="radio"/> Sounds Like
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Return to Previous Page"/>		
<p><b>Add a Related Person that is not an adviser with the SEC</b>            (i.e. an adviser subject only to CFTC reporting because it advises <i>commodity pools</i> that are not private funds).            See Instruction 18 in Form PF: General Instructions.</p> <p><a href="#">Click here to add a commodity pool adviser as a related person.</a></p>		
<p><b>Add a Related Person that is registered as an investment adviser with the SEC and identified on your or your related person's Form ADV</b>            as a relying adviser or SPV in reliance on the January 18, 2012 American Bar Association no-action letter.            (note: these advisers do not have CRD or 801 numbers)</p> <p><a href="#">Click here to add a relying adviser or SPV as a related person.</a></p>		

## Print Preview

Click the **Print Preview** hyperlink from the navigation panel to view and print fund information entered on a pending Form PF filing.

Once in Print Preview, click the **View Fund** hyperlink. Select the **Private Fund ID** hyperlink to view or print data entered for a particular fund.

Form PF sections 1a and 2a must be printed separately in order to print the entire filing.

Printer Friendly

**Submission**

- Completeness Check
- Submit Filing
- Return To Data Entry

**View PF Filing**

- Section 1a - Information about you and your related persons
- Section 2a - Aggregated information about hedge funds that you advise
- **View Fund**
- View All Funds (25 funds per page)

### Form PF

**Reporting Form for Investment Advisers to Private Funds and Certain Commodity Pool Operators and Commodity Trading Advisers**

**INVESTMENT ADVISER**
**Quarterly - Amendment**

**Fund List** **Reporting Period: 03/31/2012**

The information contained in this Form PF is non-public and confidential. All Form PF information shall be treated in a manner to avoid disclosure to parties not authorized to view this Form PF. Please reference Section 204(b) of the Investment Advisers Act of 1940 and any applicable U.S. Securities and Exchange Commission agreements for additional information regarding the use, disclosure, handling, security, and storage of Form PF. If you are not authorized to view this Form PF, do not read, copy or distribute this Form PF. Instead, please notify the SEC's Division of Investment Management (202-551-6787).

Funds Reported in this Filing										
Private Fund Name	Private Fund ID	Private Fund Type	Adviser Firm Name	Adviser CRD#	Adviser SEC#	Adviser NFA ID	Commodity Pool Fund	Fund Last Submitted Date	Fund Category Last Submitted Date	Fund updated in filing
HEDGE FUND	805-1122334455	Hedge Fund	INVESTMENT ADVISER	00000	801-00001		No		10/17/2012 10:08:24 AM	Updated

## View Fund

### Fund List

The Fund List table will display a list of all funds not marked as “Remove fund from Form PF reporting.”

Funds marked as “Update not required for fund in this filing” will only display in the Fund List if fund information was reported on a previous filing for the selected reporting period.

### Funds Removed From this Filing

This table will display a list of funds that are marked as “Remove fund from Form PF reporting” for the selected reporting period. This table will not display:

- Funds added and removed on the same filing
- Funds marked as removed that never had any fund details entered

### View All Funds (25 funds per page)

The “View All Funds (25 funds per page)” option will display fund information for all funds not marked as “Remove fund from Form PF reporting.” For filings with more than 25 funds, the View All Funds table will allow the user to page through each set of 25 funds. Users will need to print each page of 25 funds separately in order to print the entire filing.

## Form PF Filing History

The **Form PF - Filing History** page displays all Form PF filings submitted online or via XML upload (if applicable).

Click the **Filing ID** hyperlink to view a read-only version of any Form PF filing submitted online or via XML upload.

For Form PF filings submitted via XML upload, click the **View** hyperlink to view the XML file.

? Printer Friendly

<b>Select PF Filing</b>	<b>Organization CRD#:</b> <a href="#">0000</a>		<b>Primary Business Name:</b> INVESTMENT ADVISER	
<ul style="list-style-type: none"> <li>▪ New/Draft Web Filing</li> <li>▪ <b>Filing History</b></li> <li>▪ XML Manual Upload</li> <li>▪ XML Upload History</li> </ul>	<b>Organization SEC#:</b> 801-00000		<b>Full Legal Name:</b> INVESTMENT ADVISER	

### Form PF - Filing History

Filing ID	Filer Category	Filing Type	Reporting Period	Reporting Quarter	Filing Submission Date	Submission Method	View XML
<a href="#">586537</a>	Quarterly	Updating	09/30/2012	1	10/02/2012	Web	
<a href="#">586118</a>	Quarterly	Initial	06/30/2012	4	07/01/2012	XML	<a href="#">View</a>