GLOBAL METHODOLOGY STANDARDS FOR REAL ESTATE INVESTMENT

Index Construction Objectives, Guiding Principles and Methodology for the MSCI Property Indexes

January 18, 2019
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OVERVIEW OF THE STANDARDS

The MSCI Global Methodology Standards for Real Estate Investment outlines how MSCI creates and maintains its Property Indexes, market information and analytics, which are designed to address the needs of real estate and multi-asset class investors.

Section 1 provides an introduction to the indexes, market information and analytics, including a description of the real estate asset class and how the indexes can be used to benchmark portfolios of real estate assets.

Section 2 describes the data used for the index calculations.

Section 3 describes how index composition is defined.

Section 4 describes the principles, methodology and key procedures for calculating headline measures in the Property Indexes and related market information.

Section 5 describes the methodology for non-headline measures.

Section 6 describes the methodology for measures used for analyzing portfolio performance relative to the Property Indexes.

Appendix II provides a list of key terms, together with their definitions.

The methodologies in this Global Methodology Standards for Real Estate Investment document do not apply to all MSCI’s real estate analytics products. Deviations in methodology in MSCI’s real estate analytics products that do not conform to MSCI Global Methodology Standards for Real Estate Investment are summarized in the document Methodology Changes for MSCI Real Estate Analytics Products.

The development and operation of the methodology outlined in this document is governed primarily by the MSCI Real Estate Index Committee (“REIC”). Any exceptions to the rules outlined in this methodology book are reviewed and approved by the REIC. The REIC may elect to escalate issues to the MSCI Index Policy Committee for changes or situations that it deems major or in cases where it has not been able to reach any agreement/decision.

For the Terms of Reference of the MSCI Real Estate Index Committee and the MSCI Index Policy Committee, please see www.msci.com.

This methodology book was last updated in January 2019.
1 INTRODUCTION

Real estate is a relatively illiquid and heterogeneous asset class. Each property asset is unique, differing from all others in terms of its location, size, tenants and physical characteristics. The time and cost involved in bringing a real estate transaction to fruition are significant. It typically takes 3-6 months for a large property to transact, with marketing, legal and taxation costs amounting to 5-10% of asset value in most countries around the world. Most individual assets are typically traded only once every 5-10 years. Real estate managers are also able to influence the value of their assets by re-leasing, refurbishing and sometimes completely redeveloping the properties for which they are responsible.

In the context of real estate’s illiquidity, heterogeneity and relatively large individual lot sizes (“lumpiness”), MSCI’s mission is and has been to increase real estate transparency worldwide and provide tools to match best practice in investment measurement and performance assessment across all asset classes. MSCI’s private real estate indexes, market data and analytics products allow real estate (and other real asset) managers to understand broader market movements, benchmark their portfolios’ performance to relevant indexes and attribute their performance, both absolute and relative, using a wide variety of measures.

1.1 INDEXES

MSCI distinguishes between Property (direct real estate) Indexes, which measure the performance of aggregates of individual property assets held within investment portfolios, and Property Fund Indexes, which measure the performance of fund vehicles in their entirety.

Direct real estate indexes and reporting encompass all real estate investment interests that are held in professionally managed portfolios. They therefore include properties held in insurance and pension funds, sovereign wealth funds, listed property companies including REITs, unlisted pooled funds, charitable trusts and traditional landed estates, and by other large private property owners.

Property Fund Indexes are restricted to unlisted pooled structures, since the returns to listed vehicles (e.g., REITs) are covered by equity indexes, and the returns of segregated private mandates are not normally made public. Property Fund Indexes reflect not only underlying property assets, but also the effects of cash holdings, leverage and fund operating costs. MSCI’s Property Fund Indexes are covered in the MSCI Methodology for Property Fund Indexes.

MSCI’s Property Indexes measure the performance of global, regional and individual national markets by calculating and aggregating the performance of individual properties.
MSCI also calculates indexes for various segmentations and cross sections of these high-level indexes, which are known as Standard Indexes.1

MSCI calculates a variety of Standard Indexes together with sub-indexes that apply various segmentations and filters to the constituents of the Standard Indexes. These include client specifications that tailor the index to their specific investment strategies and/or mandate constraints. These indexes are then used to benchmark the performance of their investment portfolios or for market information and research purposes.

1.2 INDEX PERFORMANCE MEASURES

The measures most widely used and relied upon to document the investment performance of commercial real estate are total return and its income and capital components. MSCI calculates these measures on a monthly basis and time-weights (chain-links) them over longer periods. They are value-weighted measures for each month, meaning that the contribution of each asset or fund is in proportion to its monetary weight.

The Property Index measures most used as performance benchmarks are the total return (TR), capital (value) growth (CG) and income return (IR).

1.3 INDEX DETERMINATION AND DISSEMINATION STAGES

These index measures are compiled, produced and distributed in accordance with standardized procedures, as documented below. The four main stages of index production are:

- Gather data and define the available index universe (dataset)
  - Assemble and validate data
  - Apply inclusion/exclusion rules
- Define index composition
  - Apply decomposition filters
- Compute measures, including history
  - Headline measures – TR, CG and IR.
  - Non-headline measures: e.g., market rental value growth, costs measures, yield measures

---

1 A Standard Index is defined by its country or regional (for multinational indexes) scope, its reporting frequency and its basic index methodology, and has the broadest coverage for the market concerned.
- Make indexes and related data available, through a range of analytical tools, for benchmark analysis and performance attribution purposes

1.4 MARKET INFORMATION

Based on the Standard Indexes, market information comprises a consolidated set of global, regional, national, city and submarket indexes, often further partitioned with segmentation by property type. In addition to index returns, measures such as cost ratios, yields and vacancy rates are also calculated.

1.5 ANALYTICS

Analytics products are used to analyze investment performance and provide a range of related portfolio metrics, presenting results both on an absolute basis and relative to a benchmark universe. These products commonly attribute returns across underlying structural factors, again both on portfolio absolute and benchmark-relative bases. Most descriptive measures, also found in market data reports, can be expressed on a relative basis. Additionally, index and portfolio risk analytics, including income projections, are part of the overall analysis framework and are included in this methodology book.
2 DATA COLLECTION AND VALIDATION

To provide Property Indexes, market information and analytics, MSCI assembles a set of comparable information on real estate portfolios, which are compiled to meet the needs of a broad range of investment purposes. Asset-level data are generally provided direct to MSCI by the managers of the real estate investment portfolios concerned. On occasion, MSCI supplements this data with information from public or third party sources, such as published financial reports.

MSCI’s goal is to cover the largest possible proportion of each professionally managed real estate investment market. Therefore, MSCI makes continual efforts to increase data coverage by recruiting new portfolios from both existing and new managers.

As with all private markets, data provision is voluntary, and MSCI’s indexes can therefore never be expected to fully cover each market. MSCI measures the representativeness of its market indexes relative to a best estimate of the total size of the professionally managed real estate investment universe and reports the results in its Real Estate Market Size report, which is produced annually and can be found on www.msci.com.

2.1 DATA STANDARDS

Data gathered by MSCI can be divided into three categories: Data for index calculation, classification data and data for analytics and market information measures. Details of definitions related to the data can be found in the MSCI Global Data Standards for Real Estate Investments, but these may be complemented with certain market specific data items. Consequently, data collection templates vary by geographic market.

A mandatory core set of data, to be used for the calculation of total investment returns, is however required in all markets, in order to render the MSCI Property Indexes comparable across markets. Examples of this category of data are described below. Capital value, transaction data, capital flows and net income are mandatory for index calculation. Other data are collected for use in calculating additional measures and may, in certain instances, be market specific.
<table>
<thead>
<tr>
<th>Data category</th>
<th>Examples of data used for calculating index returns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital value</td>
<td>Capital value based on a valuation</td>
</tr>
<tr>
<td>Transaction data</td>
<td>Purchase prices, partial purchase expenditure, sale prices, partial sales receipts and corresponding dates and transaction costs</td>
</tr>
<tr>
<td>Revenue flows</td>
<td>Income revenue flows (including rents and other asset level income), irrecoverable operating expenditure (including maintenance and property management costs) or net income</td>
</tr>
<tr>
<td>Capital flows</td>
<td>Capital expenditure (including expenditure related to developments), capital receipts</td>
</tr>
<tr>
<td>Currency</td>
<td>Exchange rates*</td>
</tr>
<tr>
<td>Other assets</td>
<td>Indirect assets, debt and cash**</td>
</tr>
<tr>
<td>Market size estimates</td>
<td>Estimate of the size of the professionally managed real estate investment market***</td>
</tr>
</tbody>
</table>

*Sourced from: WM Reuters  
**Not used for direct Property Indexes, applicable to certain analytics products where asset to fund level performance reconciliation is provided  
***Sourced from MSCI’s Real Estate Market Size report.

Besides the mandatory core set of data for index calculations, MSCI uses classification data to determine the inclusion or exclusion of an asset in each index or sub-index. Examples of this category of data are described below.

<table>
<thead>
<tr>
<th>Data category</th>
<th>Examples of data used for classification of assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property type</td>
<td>Detailed property type classification</td>
</tr>
<tr>
<td>Property status</td>
<td>Development status, owner occupancy</td>
</tr>
<tr>
<td>Geographical location</td>
<td>Address, postcode, city, country, geographical hierarchical classification****</td>
</tr>
<tr>
<td>Size</td>
<td>Floor space</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Green building certificates</td>
</tr>
<tr>
<td>Investor type</td>
<td>Type of investor</td>
</tr>
</tbody>
</table>

****The geographical hierarchy is based on public sources including Eurostat, OECD, national statistical agencies and national postal services.
In addition, non-mandatory data (not formally defined as mandatory and often specific to individual national markets) can be provided, if available, to supplement the core data to allow for more detailed analyses and the production of customized sub-indexes. This information is not used for headline measure calculation but may be used in market information and analytic products to provide additional insight. This category of information may be used for yield calculations, rental level and growth measures, vacancy rates, income projections and risk analytics. Other examples of non-mandatory data are green building certifications, detailed cost breakdowns and information on the expiry of leases.

2.2 REAL ESTATE DATA REQUIREMENTS

MSCI uses two types of data for the purpose of calculating performance measures: valuation data, including lease details; and accounting data, principally capital expenditure and receipts, and operating costs and income.

Valuation and tenancy data are sometimes provided to MSCI directly by the valuer of the property on behalf of the data provider (most prevalent in the U.K.). However, valuation data are frequently read into in-house management systems, either by the property’s owners or their managing agents, and thereafter provided to MSCI.

In addition to valuations, MSCI uses a variety of data from portfolio managers (such as operating revenues and costs, capital expenditure and receipts, classification data), which are often used in financial reporting to their owners.

The data provision requirements are highlighted in the MSCI Real Estate Data Provider Code of Conduct. Non-compliance with the Code of Conduct may result in the exclusion of portfolios from MSCI Property Indexes. More information on data definitions can be found in the MSCI Global Data Standards for Real Estate Investments.

2.2.1 VALUATION REQUIREMENTS

For most financial asset classes, investment performance measurement is normally based on transaction prices. In contrast, direct real estate is well known for being an illiquid and heterogeneous investment asset, which renders the establishment of purely price-based indexes problematic.

As a result, MSCI Property Indexes are predominantly based on professionally sourced market valuations, often carried out by independent valuers. Valuations are based on a set of market assumptions and as much recent transaction evidence as is available and deemed relevant.

MSCI aims only to use only asset values that are theoretically achievable estimates of actual market transaction prices. Therefore, it provides a clear and precise definition of the sorts of valuation which should be provided by investors and managers. These open market
valuations are likely to be routinely used by the data providers and portfolio managers in their own financial reporting, including that to end investors and shareholders. More information on the specific requirements for valuations can be found in the MSCI Requirements for Real Estate Valuations.

2.3 SPECIFIC DATA TREATMENT PRACTICES AND ASSUMPTIONS

In certain situations where data is unavailable, data may be derived from other data or from sources other than the direct data provider, for example publicly available sources. This section describes the practices applied by MSCI in these cases.

2.3.1 DEFAULT PURCHASER COSTS

In certain situations no transaction-related costs may be provided. As purchaser costs (usually tax, together with legal and agents’ fees) are applicable in most circumstances, default purchaser costs are applied when the actual amounts are not provided. These standard purchase costs are reviewed on a regular basis by the Real Estate Index Committee (REIC).

2.3.2 AGGREGATED ASSETS

In some circumstances, individual properties may be grouped together by their owners/managers, either because they constitute single investment interests, have similar characteristics or are located in the same geographical area. However, in certain circumstances a group of assets may be grouped together that are not located in the same geographical area, but are linked together via a single lease or ownership agreement. Therefore, in those instances, it may not be feasible for a client to provide valuation data, revenues and expenses for each building or unit. Whenever assets cannot be mapped to an individual location, they will be classified as aggregated assets and will not be included in granular level analyses. However, those assets will contribute to national and portfolio level results.

2.3.3 MARKET SPECIFIC DATA PRACTICES – EUROPE

2.3.3.1 UK – INCOME DERIVATION BASED ON TENANCY INFORMATION

In most cases in the U.K., each property’s rent receivable is derived from the accrued rent for each lettable unit. This is the rent due from the tenant calculated on a daily basis taking into account lease start dates, rent start dates, rent reviews, vacancies and rent-free periods, but not arrears of payment. When a rent review has occurred during the month or is outstanding, the rent is calculated for the appropriate number of days at the old rent and, for the rest of the days in measurement period, based on the new rent. The market rent is substituted for the rent on outstanding reversionary rent reviews. Actual rent amounts are
not backdated when a review is settled. Bad debts are recorded as non-recoverable costs when they are written off. The aggregate of rent receivable from all tenants is the rent receivable for the property.

However, some data providers in the U.K. provide actual net income amounts for individual properties in the portfolio. In these cases the rent receivable is derived as a residual amount by adding property management costs, ground rent and other irrecoverable costs, and deducting other income from the net income provided by client.

2.3.3.2 UK MONTHLY INDEX – OPERATING EXPENSE TREATMENT

For the calculation of the MSCI UK Monthly Property Index, operating expenditure is not available on a monthly basis and so cannot be considered for index calculation purposes. The methodology therefore deviates from that of other indexes by not deducting operating expenses for net income calculations.

2.3.3.3 UK AND IRELAND – GROSS CAPITAL VALUE ADJUSTMENT

MSCI derives gross capital value for the U.K. and Ireland markets based on gross capital value adjustment, in cases where no gross capital values have been submitted. The gross capital value adjustment is based on Stamp Duty and other transaction cost assumptions. The gross capital value is not used for headline measure calculations, but is used in other measures, including certain yield measures, which are based on the gross capital value.

The table below shows how the U.K. gross capital value adjustment percentages have changed between 2015 and 2019 due to changes in the level of Stamp Duty.
### PROPERTY OR TRANSFER VALUE IN UK (GBP)

<table>
<thead>
<tr>
<th>PROPERTY OR TRANSFER VALUE IN UK (GBP)</th>
<th>STAMP DUTY LAND TAX (%)</th>
<th>GROSS CAPITAL ADJUSTMENT (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old adjustment</td>
<td>4.00%</td>
<td>5.75%</td>
</tr>
<tr>
<td>APRIL 2015 TO DECEMBER 2018, SCOTLAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to £150,000</td>
<td>Zero</td>
<td>1.75%</td>
</tr>
<tr>
<td>The next £200,000 (the portion from £150,001 to £350,000)</td>
<td>3.00%</td>
<td>4.75%</td>
</tr>
<tr>
<td>The remaining amount (the portion above £350,000)</td>
<td>4.50%</td>
<td>6.25%</td>
</tr>
<tr>
<td>FROM JANUARY 2019, SCOTLAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to £150,000</td>
<td>Zero</td>
<td>1.75%</td>
</tr>
<tr>
<td>The next £100,000 (the portion from £150,001 to £250,000)</td>
<td>1.00%</td>
<td>2.75%</td>
</tr>
<tr>
<td>The remaining amount (the portion above £250,000)</td>
<td>5.00%</td>
<td>6.75%</td>
</tr>
<tr>
<td>FROM DECEMBER 2018, WALES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to £150,000</td>
<td>Zero</td>
<td>1.75%</td>
</tr>
<tr>
<td>The next £100,000 (the portion from £150,001 to £250,000)</td>
<td>1.00%</td>
<td>2.75%</td>
</tr>
<tr>
<td>The next £750,000 (the portion from £250,001 to £1,000,000)</td>
<td>5.00%</td>
<td>6.75%</td>
</tr>
<tr>
<td>The remaining amount (the portion above £1,000,000)</td>
<td>6.00%</td>
<td>7.75%</td>
</tr>
<tr>
<td>FROM MARCH 2016, THE REST OF THE UK, INCLUDING WALES TO NOVEMBER 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to £150,000</td>
<td>Zero</td>
<td>1.75%</td>
</tr>
<tr>
<td>The next £100,000 (the portion from £150,001 to £250,000)</td>
<td>2.00%</td>
<td>3.75%</td>
</tr>
<tr>
<td>The remaining amount (the portion above £250,000)</td>
<td>5.00%</td>
<td>6.75%</td>
</tr>
</tbody>
</table>

The table below lists the old assumptions for Ireland, the October 2017 changes, and those used in all subsequent reporting for Ireland.

### PROPERTY OR LEASE PREMIUM OR TRANSFER VALUE IN IRELAND (EUR)

<table>
<thead>
<tr>
<th>PROPERTY OR LEASE PREMIUM OR TRANSFER VALUE IN IRELAND (EUR)</th>
<th>STAMP DUTY LAND TAX (%)</th>
<th>GROSS CAPITAL ADJUSTMENT (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old rate</td>
<td>2.00%</td>
<td>4.46%</td>
</tr>
<tr>
<td>FROM OCTOBER 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-residential</td>
<td>6.00%</td>
<td>8.46%</td>
</tr>
<tr>
<td>Residential up to EUR 1,000,000</td>
<td>1.00%</td>
<td>3.46%</td>
</tr>
<tr>
<td>Residential the remaining amount</td>
<td>2.00%</td>
<td>4.46%</td>
</tr>
</tbody>
</table>

### 2.3.3.4 UK, IRELAND AND FRANCE – PROPERTY MANAGEMENT COSTS

MSCI derives property (base) management costs for the U.K., Ireland and France markets based on a percentage of rent receivable. These assumptions are applied only when no actual property management costs have been provided. The fee assumptions are based on the property management costs of those clients that have provided this data.
assumptions are made at sector level and are reviewed regularly by the REIC. The table below lists the assumptions adopted since 2016 across the three markets.

<table>
<thead>
<tr>
<th></th>
<th>OFFICES</th>
<th>RETAIL</th>
<th>INDUSTRIAL</th>
<th>RESIDENTIAL</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.K.</td>
<td>0.8%</td>
<td>1.2%</td>
<td>1.4%</td>
<td>6.9%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Ireland</td>
<td>1.1%</td>
<td>1.5%</td>
<td>0.9%</td>
<td>6.9%</td>
<td>1.8%</td>
</tr>
<tr>
<td>France</td>
<td>3.2%</td>
<td>3.2%</td>
<td>2.2%</td>
<td>8.2%</td>
<td>3.8%</td>
</tr>
</tbody>
</table>

2.3.3.5 FRANCE BI-ANNUAL INDEX – EXCLUSION OF RESIDENTIAL ASSETS

For the data collection and index calculation of the MSCI France Biannual Property Index, residential assets are excluded due to the dominance of a limited group of portfolios in this sector. The residential assets within these portfolios are however included in MSCI France Annual Property Index.

2.3.3.6 FINLAND – KTI – STANDING INVESTMENTS

MSCI does not directly produce a Finland Index, but sources asset level data and the KTI Index from KTI, an independent real estate research organization and service company in Finland.

For producing composite indexes that incorporate properties located in Finland, MSCI recomputes a Finland Index from the provided data and cross-validates against the KTI Finnish Index before using the data in its global, European and other relevant regional indexes, and Finland sub-indexes. The data provided by KTI for Finnish assets only include standing investments – i.e., do not include properties bought, sold or under development or major refurbishment during the measurement period. Finnish non-operating assets are therefore not included in the MSCI Europe Annual Property Index and other relevant regional indexes.

2.3.4 MARKET SPECIFIC DATA PRACTICES – ASIA PACIFIC

2.3.4.1 ASIA – PUBLIC DATA COLLECTION

In certain situations, MSCI incorporates data from public sources in its indexes. For the MSCI Asia Annual Property Index, and the Japan, Hong Kong, Malaysia and Singapore country indexes, data on some portfolios are collected from public sources, in order to increase the

2 Non-operating assets are those bought, sold or under development or major refurbishment during the measurement period
coverage in those markets. In these cases, MSCI applies the same quality control and inclusion criteria as it does for data provided by portfolio management firms.

2.3.4.2 ASIA – APPORTIONMENT OF REVENUE, EXPENSES, RECEIPTS AND EXPENDITURE

In the absence of property level disclosures on financial data in public sources, the data available at fund (portfolio) level are apportioned to derive amounts at property level. This is carried out for several portfolios in the MSCI Asia Annual Property Index, and the Hong Kong, Malaysia and Singapore country indexes, again to increase the coverage in those markets. Apportionment is based on the capital value weights of the assets held at the end of the reporting (measurement) period. Apportionment is performed for income and expenses as well as capital expenditure and receipts, based on the most granular (segment) level disclosed in the applicable public source.

2.3.4.3 KOREA – VALUATION DATA

For the computation of the MSCI Korea Annual Property Index, where valuations are not available from data contributors, a third party professionally qualified valuer with international exposure and experience provides MSCI with valuations for the period under consideration. These valuations are not signed off by the asset owners.

2.3.4.4 AUSTRALIA AND NEW ZEALAND – HELD-DOWN VALUATIONS

In the MSCI/Property Council of New Zealand Annual Property Index and The Property Council of Australia/MSCI Australia Annual Property Index, not all assets are valued by data providers during every quarterly submission period. In those periods when assets are not valued, the preceding valuations are held down until a new appraised valuation is available for the asset.

In the data collection template, the client submits the capital expenditure and other expenses for the asset, but the capital value field is left blank when the asset is not valued for the quarter.

In this scenario, the previous appraised capital value is used, adding any corresponding net capital expenditure to calculate the estimated capital value for the latest reporting quarterly period.

When a new appraised valuation becomes available for the asset, back interpolation is performed between the previous and current appraised capital values to provide a best estimate for the intervening period or periods.

2.3.4.5 JAPAN – TRUST FEES FOR INVESTMENT THROUGH TRUST BENEFICIARY INTEREST (TBI)

For investments made through a Trust Beneficiary Interest (TBI), the buyer of the Trust Beneficiary Certificate regularly pays “Trust fees” to the holder of the legal title to the
property. In the case of non-availability of asset level data on trust fees in financial reports, the fees are derived as follows:

- If Trust fees are available at portfolio level, then these are apportioned across assets based on the net purchase price and the number of days the asset has been in the portfolio
- If Trust fees are not available, then these are assumed to be 0.045% of the net purchase price of each asset in the portfolio

2.3.4.6 JAPAN – PURCHASE COSTS

For assets purchased by listed funds (REITs), in the case of unavailability of purchase costs in financial reports, a rate of 4% is applied on all purchases. The gross purchase price is derived by adding transaction costs to the net purchase price.

2.3.5 JAPAN – APPORTIONMENT OF CAPITAL EXPENDITURE

In the absence of property level disclosures on capital expenditure of certain portfolios in financial data in public sources, the data available at fund (portfolio) level are apportioned to derive amounts at property level. This is carried out for the MSCI Japan Annual Property Index. Apportionment is based on the capital value weights of the assets existing at the end of the reporting (measurement) period.

2.3.6 MARKET SPECIFIC DATA PRACTICES – AMERICAS

Currently there are no market specific practices in the Americas for direct property data and indexes.
3 INDEX COMPOSITION

3.1 STANDARD INDEXES

A Standard Index is defined by its country or regional (for multinational indexes) scope, its reporting frequency and its basic index methodology, and has the broadest coverage for the market concerned. The Standard Index is also used for determining the thresholds for Index Composition Change and Correction Policies.

In most Standard Indexes, the region refers to a single country or (for multinational indexes) a geographically distinct combination of several countries. For multinational indexes, the start date for including countries corresponds to the start date of the respective national market indexes. If multinational indexes comprise countries that are included in the index but not separately reported (e.g., certain countries in the MSCI Asia Annual Property Index and in the MSCI Central and Eastern Europe Annual Property Index) the threshold tests for Index Composition Change and Correction Policies do not apply at country level, but only at the multinational level, see the MSCI Real Estate Index Design Guidelines and Policies for more information on these policies.

For certain multinational indexes there are exceptions to the standard composition rules and procedures:

- The MSCI CEE Annual Property Index includes assets in Bulgaria, Romania and Slovakia for which MSCI does not currently produce a national level index, because the coverage in those markets is too low to produce individual Standard Indexes. These countries are also not included in MSCI’s European and Global Property Indexes.

- The MSCI Asia Annual Property Index includes assets from countries for which no national index is available (China, Indonesia, Thailand and Taiwan). MSCI considers the coverage of these markets too low to report the results as individual Standard Indexes, but they include sufficient relevant information to warrant inclusion in broad regional and market information.

- The MSCI Europe Annual Property Index and the MSCI Global Annual Property Index include the results for Finland, for which MSCI is not the index administrator but for which it receives the requisite granular (asset) information from KTI, an independent research organisation.

- The MSCI Global Annual Property Index does not include assets held in China, Hong Kong, Indonesia, Malaysia, Singapore, Thailand or Taiwan. These exclusions relate to data collection procedures, market coverage levels and timeline issues for index release.
The reporting frequency of a Standard Index normally relates to its asset valuation frequency. Therefore, the minimum valuation refreshment period for a monthly index is once a month, for a quarterly index the minimum frequency is quarterly, and so on. However, indexes may incorporate higher frequency valuation regimes than their own frequency. For example, a monthly valued property can be included in monthly, quarterly, biannual and annual indexes.

3.1.1 ASSESSMENT OF THE VALUATION ACCURACY OF STANDARD INDEXES

Although real estate asset valuations often differ noticeably from the prices achieved in subsequent open market transactions, MSCI assumes that at the aggregate level, market valuations are unlikely to differ systematically from transacted prices.

Once a year, in all countries where this is feasible, MSCI monitors the average spread between valuations and transacted prices in order to assess the extent to which headline indexes reflect transaction price variations. MSCI’s tests are designed to quantify, at the aggregate level, average spreads and any tendency for valuations to consistently under- or over-state market movements. To do this, MSCI reviews all properties that have been sold during the year and examines the difference between the transacted price and the preceding valuation, adjusted for estimated sector market value changes that have occurred between the valuation and transaction dates.

Properties where valuations were conducted less than three months before a transaction are not included in the analysis, as they may have been valued with knowledge of the agreed sale price, and could bias the conclusion. The results are included in the Valuation and Sale Price Comparison Reports which are available to all at msci.com.

3.1.2 ASSESSMENT OF THE REPRESENTATIVENESS OF STANDARD INDEXES

For each country level Standard Index, the REIC reviews its representativeness of the market it is designed to track. To do this, the aggregate value of all properties in the index is compared with independently published reports and assessments of the size of the relevant full real estate investment market.

MSCI undertakes an annual market size survey to estimate the overall extent of each national property investment market where it publishes a national index for the Real Estate Market Size report. In this context, a national market is confined to professionally managed investment interests held in portfolio structures. Lists of real estate investment portfolios are compiled by MSCI in each region and then processed by MSCI to identify the total unlevered direct real estate holdings in each country, including those held in any new real estate portfolios that have been formed over the past year. This is done at an all assets but not a sector level, as a sector breakdown is not available for all identified portfolios.
However, for each derived index the results are made available only if the requirements for dominance and confidentiality are fulfilled. Representativeness is reviewed on an annual basis to determine if an index is still representative of the underlying market. If there are questions about its representativeness, MSCI considers the possibility of terminating the index, the policy for which is outlined in the Index Termination Policy (included in the MSCI Real Estate Index Design Guidelines and Policies).

3.1.3 CHANGES IN THE COMPOSITION OF INDEXES

The addition of new funds and the withdrawal/termination of existing funds are normal events in the administration of the MSCI Property Indexes. In accordance with the Index Composition Change Policy, where the resulting index composition change is deemed material, MSCI publishes an index announcement on the MSCI website detailing the change that has been made (for more information on these index composition rules, see the MSCI Real Estate Index Design Guidelines and Policies).

Indexes may be discontinued based on the Index Termination Policy, either if fewer than the required minimum number of funds are eligible and available for inclusion when applying a given methodology to a market, or due to fund dominance.

The index fact sheets on the MSCI website contain statements of transparency detailing the profile for each index and the number and total value of constituent portfolios in each market sector.

3.2 DIRECT REAL ESTATE RETURN COMPUTATION METHODS

Direct real estate performance measurement may be carried out at property, portfolio or market level, or for any other grouping of property assets.

3.2.1 ALL ASSETS (MARKET INFORMATION PRODUCTS)

The returns on all assets (also known as all direct property assets) include all investment properties within the portfolio, including those bought, sold and under development or major refurbishment during the measurement period, as well as owner occupied properties. These returns exclude assets held indirectly through investment funds and the impact of debt, fund management fees, corporate taxation and cash. Indexes of all assets are designed to reflect investor returns including profits/losses from active management and the particular risks and costs associated with investment in a real asset.

3.2.2 ALL ASSETS (ANALYTICS PRODUCTS)

The all asset filter in MSCI’s analytics products may deviate from the all asset definition used for market information products due to custom-defined inclusion or exclusion requirements. In some custom-defined indexes designed to reflect specific management mandates, “non-
physical” assets and liabilities (for example cash, debt, equity or other indirect real estate interests) may be included, and certain “physical” assets (for example owner occupied buildings or development projects) may be excluded.

3.2.3 STANDING INVESTMENTS

Standing investment measures are intended to reflect underlying market trends over the period of analysis. The returns on standing investments are based solely on directly owned standing investments in completed and lettable properties and exclude any full or part transaction activity. Some specific types of property interests or circumstances are screened out in all relevant periods. These are:

- assets occupied by their owners
- short leasehold interests (mostly found in the U.K. and Ireland, and defined as those assets owned on a leasehold interest with less than 30 years to expiry)
- freehold ground rent interests (also mostly found in the U.K. and Ireland, and defined as assets for which the projected income stream in 9 years’ time remains less than 20% of the current market rental value)
- assets with held-down valuations (mostly found in Australia and New Zealand where non-synchronized valuation regimes are common)
- assets under development (see below)
- real estate interests held indirectly through investment funds and all other financial overlays upon direct property interests, including the impact of debt, fund management fees, corporate taxation and cash

In addition, an asset’s inclusion in a standing investment index in part depends upon the valuation frequency of the assets and their frequency of data provision. An asset is deemed to be a standing investment if it has no transaction or development activity throughout the period between two valuations, and is not under development at the time of either of those valuations.

In scenarios where there are (part) transaction or development activities recorded during valuation intervals, the assets will be excluded from the standing investment sample for the corresponding valuation intervals and be re-included in the remaining part(s) of the full measurement period. For example, a quarterly valued asset may contribute to three, six, nine, or 12 months of an annual standing investment return, depending upon the number of quarters the asset is held as a standing investment interest.
3.2.4 NON-OPERATING ASSETS

Non-operating assets are those bought, sold or under development or major refurbishment during the measurement period. They effectively incorporate any assets not included in the standing investment index for the period, including owner occupied, ground rent and short leasehold interests and held-down valuations. MSCI does not compute indexes specifically for Non-Operating Assets, though they are included in other broader categories.

3.2.5 SAME STORE

The same store sample is a subset of ‘all assets’ that have been held in a portfolio over a full primary measurement period – the shortest unit of time (a quarter, half year, year) over which market or portfolio performance is being assessed. It applies a different set of exclusion rules from standing investments. This filter is particularly relevant for operating measures such as income and rental value growth. To qualify for inclusion in the same store sample, the asset must not, for the full duration of the primary measurement period, have been subject to:

- any development activity
- any part transaction activity
- owner occupation
- a short leasehold interest (mostly found in the U.K. and Ireland)
- a freehold ground rent interest (mostly found in the U.K. and Ireland)
- held-down valuations (mostly found in Australia and New Zealand)

Same store filters ensure a consistent sample of assets across a primary measurement period, based on the asset management status of the property. All assets in any same store sample will have been present in the portfolio at both the start and the end of the primary measurement period, and have not undergone any (re-)development or had any part transactions. If the primary measurement period is a calendar year, for a multi-year analysis the same store sample criteria are reset and checked for each 12-month period.

Key differences between same store and standing investment samples:

- Qualifying time periods for standing investment measures are based on the valuation frequencies of the assets, while same store samples are based on the asset or portfolio’s primary measurement period. Therefore, based on an annual primary measurement period, a quarterly-valued asset may qualify as a standing investment for some quarters and a development for the rest of the year, but would not qualify at all for the same store sample for that year.
A same store sample of assets is only defined by activity during the primary measurement period, not its status at the end of the previous period. Assets under development at the immediately preceding valuation date are not treated as standing investments for the subsequent measurement interval, even if there is no development activity in that period. However, assets with no development activity will qualify as same store, whatever their status at the end of the previous period. For example, an annually valued asset under development at December 2014 but with no development activity or part transactions during 2015, will qualify for the 12-month same store sample for 2015, but not the standing investment sample.

3.2.6 ACTIVE MANAGEMENT SEGMENTATION

In addition to the groupings for all assets, standing investments, non-operating assets and same store, an additional summary active management segmentation is used. In this segmentation, each asset can only be attributed to one category for the duration of a measurement period. There are only five possible categories: purchased, held stabilized, held non-stabilized, held and sold. These are not always mutually exclusive – if an asset cannot be precisely classified as stabilized or non-stabilized, then the broader held category is used.

The asset will be classed as purchased for any period that includes the purchase month and sold for any period that includes the sale month. In cases where both a purchase and sale occur in the same reporting period, it will be classed as sold.

For periods that do not include a transaction month, the assets are classed as held stabilized or held non-stabilized, based on their predominant occupancy levels. Where the asset is more than 75% let for more than half the reporting period, it is classed as stabilized. If the asset is less than 75% let for half or more of the reporting period, it is classed as non-stabilized. The assessment of occupancy levels is based on the floor space vacancy rate. If either the let floor space or total floor space have not been supplied and MSCI is unable to compute the vacancy rate, the predominant level of occupancy cannot be used to determine whether the asset is stabilized or non-stabilized, and it will simply be classed as held.

Hotel assets will always be classed as held stabilized for periods when no transaction occurs. Assets under development for at least half the period will be classed as held non-stabilized; development status will take precedence over any occupancy levels that are computed during the development period.

The period over which the predominant occupancy levels are calculated is the asset's lifespan within the reporting period. This means that assets with an artificial start or end
date\(^3\) may contribute to the measurement period for the held category, even though they do not have records covering the whole period. Thus, an asset artificially ending in May 2016 would contribute five months to the held non-stabilized category for the 12 months to December 2016, if it were less than 75% let for three or more months between January and May 2016 inclusive. This contrasts with an asset with records covering the whole reporting period, which must be less than 75% let for six or more months to contribute to the held non-stabilized segment for the 12 months to December 2016.

### 3.3 SECTOR INDEXES

Property types are a critical element in real estate investment segmentation. Property types are used to define groups of assets that share common attributes relating to their use but exclude other features that are used to create property segmentations, including location, size, tenure, age, lease terms and occupancy.

MSCI defines six sectors globally: retail (shopping centers, unit shops, supermarkets, retail warehouses, etc.), offices, industrial (warehouses, industrial, self-storage, data centers, etc.), residential (single and multi-family), hotels and other (including education, leisure, land, healthcare, garage/parking, mixed-use properties, service stations, etc.).

Sector results will not be made available if they do not meet requirements for dominance and confidentiality (see Section 4.6). Such results will not be included in the sector “other” but will be included in the all property results. For frozen indexes (see Section 4.9) the originally determined property type classification will be retained historically, but for unfrozen indexes the property type and corresponding sector reporting will be changed historically.

#### 3.3.1 DETAILED PROPERTY TYPE

MSCI’s sector level classification can be refined to reflect more detail on the specific attributes of the broader property type. This is done at three levels, with sectors partitioned into broad property types that are further divided into more detailed property types, as follows:

---

\(^3\) An artificial sale or purchase of an asset may occur due to the merging or division of assets within an existing portfolio. This may also occur due to an asset that has existed historically in a portfolio not having records before a certain date.
<table>
<thead>
<tr>
<th>Sector</th>
<th>Property type</th>
<th>Detailed property type</th>
</tr>
</thead>
<tbody>
<tr>
<td>retail</td>
<td>shopping centers</td>
<td>super-regional, major regional, regional, small regional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>district/community, local/neighbourhood, local convenience center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lifestyle center, theme/festival center, outlet center, power center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>other shopping centers</td>
</tr>
<tr>
<td></td>
<td>retail warehouse/</td>
<td>retail warehouse solus units, retail warehouse park, other retail warehouses</td>
</tr>
<tr>
<td></td>
<td>big box retail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other retail</td>
<td>unit shop, showroom, gallery, kiosk, bank, post office, bars &amp; pubs, restaurant, supermarket, hypermarket, variety store, department store, arcade, other retail</td>
</tr>
<tr>
<td>office</td>
<td></td>
<td>free standing office, office terrace, office park (whole or single unit), high rise office, low rise office, medical offices, other offices</td>
</tr>
<tr>
<td>industrial</td>
<td>warehouse/</td>
<td>warehouse, distribution center, refrigerated distribution</td>
</tr>
<tr>
<td></td>
<td>manufacturing/</td>
<td>light manufacturing, heavy manufacturing</td>
</tr>
<tr>
<td></td>
<td>production</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other industrial</td>
<td>workshops, R&amp;D flex, warehouse showroom, data/switch center, truck terminal, personal storage/self storage, industrial park, other industrial</td>
</tr>
<tr>
<td>hotel</td>
<td></td>
<td>luxury, upper upscale, upscale, upper midscale, midscale, economy, other hotels</td>
</tr>
<tr>
<td>residential</td>
<td>apartments,</td>
<td>houses, bungalow, high rise apartments/flats, low rise apartments/flats, other housing with shared facilities, other residential</td>
</tr>
<tr>
<td></td>
<td>houses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other residential</td>
<td></td>
</tr>
<tr>
<td>other</td>
<td>leisure</td>
<td>cinema (dominant use), theatre (dominant use), holiday resort (dominant use), health/sports center, leisure parks, marinas, other leisure</td>
</tr>
<tr>
<td>education</td>
<td></td>
<td>pre-school, schools, tertiary education, other education</td>
</tr>
<tr>
<td>healthcare</td>
<td></td>
<td>hospitals, GP surgery, dentist surgeries, medical centers, specialist treatment, physical &amp; learning disability homes, mental health hospital, nursing homes, care homes, ambulance station, other healthcare</td>
</tr>
<tr>
<td>land</td>
<td></td>
<td>farmland, forestry, development land &amp; sites, other land</td>
</tr>
<tr>
<td>other - other</td>
<td></td>
<td>garage, parking, parking box, service station, community hall, places of worship, other – other - other</td>
</tr>
</tbody>
</table>
3.4 GEOGRAPHICAL INDEXES

Real estate performance can vary significantly based on geographic boundaries. Because sub-national geography is administered differently in every country, it poses challenges for establishing global standards of comparability. To address this, MSCI outlines and defines up to 10 levels of standard regionalization below the global level, six of which function within national boundaries. In practice, the number of levels available in any given country depends on the physical scale of the national territory, the concentration of investment assets within the country’s boundaries and the complexity of sub-national administrative layers.

MSCI includes a metropolitan area as an alternative to the domestic region in the hierarchy. The metropolitan area is not typically an administrative level of government and may cross the administrative boundaries of the domestic region and state/province levels described below.

For assigning assets to each of the levels, MSCI matches, to the extent possible, each asset’s physical address (as reported by the data provider) against recognized external sources of national and subnational definitions. These sources include, among others, the International Standards Organization (ISO); the Organization for Economic Cooperation and Development (OECD); Eurostat; national statistical agencies; and national postal services.

3.4.1 ADMINISTRATIVE HIERARCHY

The table below shows each level of the administrative hierarchy with a general description of the level and examples of how each level is applied in practice. The administrative hierarchy may differ both in structure and in naming conventions from market to market.

### Overview of the Administrative Geographic Hierarchy

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Region</td>
<td>The Global Region is typically continental or pan-continental</td>
<td>Europe, Africa, Asia Pacific, the Americas</td>
</tr>
<tr>
<td>Global Sub Region</td>
<td>The Global Sub Region is a smaller grouping of national markets within a Global Region</td>
<td>Southern Europe and Northeast Asia</td>
</tr>
<tr>
<td>Country</td>
<td>Country definitions equate directly to the geographic boundaries of MSCI’s national indexes</td>
<td>Canada, Germany, Australia, South Africa</td>
</tr>
<tr>
<td>Domestic Region</td>
<td>In larger countries, a Domestic Region is typically defined as a grouping of constituents from the highest subnational layer of government administration. In most</td>
<td>In Europe NUTS1 level¹</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
<td>Examples:</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Domestic Division</td>
<td>The Domestic Division is only applicable in the U.S. where Domestic Regions are further disaggregated, while still using the same underlying constituents as the Domestic Region Level.</td>
<td>For example, the U.S. Mountain States and Pacific States are two groupings that together form the larger Domestic Region defined as the U.S. West at the Domestic Region Level.</td>
</tr>
<tr>
<td>State/Province</td>
<td>The State/Province Level is typically the highest level of subnational government administration.</td>
<td>For example, this level can be a state, as in Australia or the U.S.; a province, as in Canada or China; or a prefecture, as in Japan. In Europe, this level is typically defined as NUTS2.</td>
</tr>
<tr>
<td>Sub State/Sub Province</td>
<td>The Sub State/Sub Province tier is typically the second level of government administration below the Country level.</td>
<td>In the U.S., for example, this would be a county; in Europe, the equivalent is the NUTS3 level.</td>
</tr>
<tr>
<td>Town/City/Municipality</td>
<td>The Town/City/Municipality level is typically a form of municipal administration, though definitions vary from country to country. In some countries, it is the closest equivalent definition available to a town, city, or municipal government.</td>
<td>In the U.S., this level is equivalent to what the national statistical agency defines as the “Place” level. In most of Europe, it is the LAU1 or LAU2 level.</td>
</tr>
<tr>
<td>Postcode/Neighborhood</td>
<td>The Postcode/Neighborhood is intended to be a level of administration below the Municipal level. In most countries, this level is a postal delivery area with distinct boundaries that can closely, if not perfectly, nest within higher levels of geography.</td>
<td>In a few countries, a submunicipal neighborhood definition has been used instead of a postcode. Reasons for substitution may include: lack of any national postcode administration (as in Hong Kong); lack of a formal postal mapping with statistical geography (as in South Africa); or the existence of a widely recognized and applicable system of sub-municipal boundaries (as in Japan’s ward, or “ku” system).</td>
</tr>
</tbody>
</table>

1 Eurostat uses various widely recognized acronyms for its geographic standards, including NUTS (Nomenclature of Territorial Units for Statistics) and LAU (Local Administrative Unit).
3.4.2 METROPOLITAN HIERARCHY

The metropolitan area differs from other subnational definitions in that it is not typically an administrative level of government, nor is there any existing or widely used global standard for setting metropolitan boundaries. Nevertheless, the metropolitan level is a crucial unit of comparability that is vital to the understanding of real estate performance. For its metropolitan hierarchy, MSCI leans heavily on national and pan-national statistical agencies to determine metropolitan boundaries. In some countries the metropolitan area will cross administrative boundaries of the domestic region and state/province levels.

In Europe, metropolitan definitions are sourced from Eurostat based on groupings of sub-state/sub-province levels.

In the U.S., the official definitions of metropolitan areas are set by the Office of Management and Budget (OMB) and are based on groupings of counties. In many countries, no authoritative rules exist for defining metropolitan boundaries. Where this is the case, MSCI has used reasonable endeavors to align metropolitan boundary assumptions with well-regarded approaches used in other countries such as the Core-Based Statistical Area (U.S.), the Functional Urban Region (Europe), the Census Metropolitan Area (Canada), the Major Metropolitan Area (Japan), and the Greater Capital City Statistical Area (Australia).

Example of Administrative and Metropolitan Hierarchy in Germany
In developing standards of geographic comparability, MSCI makes reasonable assumptions to compensate for limitations, exceptions and inconsistencies in available sources. Examples of such situations are provided below.

- The full 10 levels of geography cannot be provided in all countries. The number of levels in each country and the level to which the available layers are assigned in the MSCI hierarchy depend on (1) how sub-national territories are administered within each country and (2) how national statistical agencies classify and segment sub-national areas.

- In some cases, the geographic segmentations used by postal agencies do not align with administrative or statistical boundaries. In other cases, postal delivery areas, statistical areas and administrative areas do not always share the same names, even when these areas overlap.

- Geographic boundaries are never static. Postcodes are added and retired. Metropolitan areas grow and extend their zones of influence. Municipalities and counties merge. New provinces are carved out of existing ones. Cities deemed to be significant have their administrative status reclassified. MSCI recognizes that geographic definitions are fluid, and that a global standard requires ongoing maintenance to remain valid.

### 3.4.3 UK REGIONS

Within this globally consistent geographical hierarchy, a more bespoke local geographical breakdown may be required for some real estate investment market analyses. One example is the U.K., where MSCI uses its own definitions, developed over many years in collaboration with industry bodies, and based on Royal Mail postcodes for the key London sub-markets – City, Mid-Town, West End and Inner London. This local segmentation sits within a broader national region structure based on the administrative hierarchy. The following table shows this more detailed breakdown of the relevant regions and sub-regions.

<table>
<thead>
<tr>
<th>Region</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>City*</td>
<td>The area roughly bounded by Clerkenwell Road / Old Street, City Road, Spitalfields, Whitechapel, Aldgate East, the Tower of London, the River Thames and Farringdon Road. Postcodes: E1 6, E1 7, E1 8, EC1A, EC1M, EC1R, EC1V, EC1Y, EC2A, EC2M, EC2N, EC2R, EC2V, EC2Y, EC3A, EC3M, EC3N, EC3R, EC3V, EC4M, EC4N, EC4R, EC4V.</td>
</tr>
<tr>
<td>Mid-Town*</td>
<td>The area bounded by Albany Street, Kings Cross Road, Pentonville Road, Farringdon Road, Clerkenwell Road, Charing Cross Road, Haymarket, Northumberland Avenue and the River Thames.</td>
</tr>
<tr>
<td>Region</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>West End*</td>
<td>The area bounded by Earls Court Road, Kensington Church Street, Edgware Road, Bayswater Road, Northumberland Avenue, Haymarket, Charing Cross Road, Tottenham Court Road, Marylebone Road, Park Lane, Kensington Gardens, Gloucester Road, Beaufort Street and the River Thames. Postcodes: NW1 2, NW1 3, NW1 5, NW1 6, SW1A, SW1E, SW1H, SW1P, SW1V, SW1W, SW1Y, SW3, SW7, W1B, W1C, W1D, W1F, W1G, W1H, W1J, W1K, W1S, W1T, W1U, W1W, W2 1, W2 2, W8 4, W8 5.</td>
</tr>
<tr>
<td>Inner London</td>
<td>This area includes the following postcodes: W11, W6, W14, SW5, SW6, SW10, SW11 and SW8. It also includes part of NW1, NW8, W2, W8, SE11, SE1, E1, EC1, N1, EC2 and E14 (Isle of Dogs, South of East India Dock Road).</td>
</tr>
<tr>
<td>Outer London</td>
<td>The remainder of London within the old London Boroughs, excluding the City, West End, Mid-Town and Inner London.</td>
</tr>
<tr>
<td>South East</td>
<td>Buckinghamshire, Berkshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex.</td>
</tr>
<tr>
<td>South West</td>
<td>Avon, Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire.</td>
</tr>
<tr>
<td>Eastern</td>
<td>Hertfordshire, Bedfordshire, Essex, Cambridgeshire, Norfolk and Suffolk.</td>
</tr>
<tr>
<td>East Midlands</td>
<td>Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland.</td>
</tr>
<tr>
<td>West Midlands</td>
<td>West Midlands, Herefordshire and Worcestershire, Shropshire, Staffordshire and Warwickshire.</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>North, South and West Yorkshire, and Humberside.</td>
</tr>
<tr>
<td>North West</td>
<td>Greater Manchester, Merseyside, Cheshire, Cumbria and Lancashire.</td>
</tr>
<tr>
<td>North East</td>
<td>Tyne and Wear, Durham, Cleveland and Northumberland.</td>
</tr>
<tr>
<td>Scotland</td>
<td></td>
</tr>
<tr>
<td>Wales</td>
<td></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td></td>
</tr>
<tr>
<td>Offshore UK**</td>
<td>Channel Isles and Isle of Man</td>
</tr>
</tbody>
</table>

* Central London comprises the regions: City, Mid-Town and West-End.
** Offshore UK is not included in the Standard Index definition for UK Property Indexes.
3.5 PEER GROUP INDEXES (PORTFOLIO LEVEL SCREENS)

These are indexes produced to include or exclude a group of portfolios, rather than individual assets, which share the same or similar characteristics. These portfolio level indexes are produced by the application of filters – at the portfolio level – which typically fall into one of the following four broad categories:

- Peer group filters
  Peer group filters are based on characteristics of the portfolio rather than the underlying assets and may be linked to the type of investor, the structure of the fund, its investment strategy or mandate, and its overall size.

- Portfolio size bands
  For peer group filters based on portfolio value bands, MSCI offers both recalibrated and non-recalibrated indexes. Recalibrated indexes are those for which the portfolio value is one of the index definition criteria. Because portfolio values change over time, any such index normally requires recalibration. The procedure is explained and defined in more detail in Section 3.6 below.

- Sector specialists
  Property type filters are usually employed at the portfolio level to match a specialist investment mandate. The most frequently referenced attribute is property sector, as defined in Section 3.3 above. This is usually based either on the type of assets held within the portfolio or the target sector allocation.

- Exclusion filters
  Indexes defined by clients that exclude specific portfolios fall into this category. Such screening is commonly used when clients need to exclude their own (fund, portfolio or house) contribution to an index for the purposes of relative measurement.

Peer Group Indexes may be a combination of these categories. Examples of this type of benchmark include “life funds smaller than £1bn” and “pension funds larger than £750m,” etc. However, such benchmarks require a large enough sample of funds to produce a meaningful index.

3.6 VALUE BAND FILTER INDEXES (RECALIBRATED INDEXES)

Recalibrated benchmarks are normally required when the property value is one of the mandate and/or benchmark defining criteria, e.g., shopping centers >£20m at period end. As property values change over time, a benchmark of shopping centers with a value over £20m in 1999 (for example) is likely to be very different from one based on the same threshold in 2017.
Therefore, a new value threshold has to be set for each month of the full measurement/comparison period to ensure the same scale of property will be included over time. The threshold values are usually indexed back (and forward if necessary) from the criteria date of the benchmark, using the MSCI standing investment capital growth series for the type of asset concerned.

This methodology means that a property may contribute to the index from one month to the whole history of the index, depending on whether its value has moved in line with the market average. Some indexes are recalibrated so that the value threshold is always indexed back from the latest key date (e.g., calendar year end). The historic results in any such index will change at each recalibration.

Alternatively, recalibration can be performed so that the date of the original threshold specification remains fixed. With this approach, the threshold is indexed forward at each new reporting date, reducing the degree of historical restatement.

3.7 GREEN PROPERTY INDEXES

Green property indexes are based on assets that have a green building certificate. The method of awarding green certificates varies by country and occasionally within countries. All green certificates are provided by clients based on the certifications they have received or else are taken from public sources. Green indexes are not based on actual energy use.

3.8 SPLICED INDEXES

In this procedure, two or more peer group (or other) indexes are linked historically to produce one longer term index. This process may be used when clients wish to change their benchmarking criteria (say because the fund has grown or declined in value more than originally anticipated) but require the benchmark history to remain unchanged. It may also be relevant when the investment mandate has changed in terms of target allocations to property type or geography.

However, this approach has the drawback of only being able to produce long term rankings among portfolios that were in both of the spliced benchmarks over all the measurement years. Such long term rankings may therefore be based on substantially smaller samples than those available for individual years.
4 INDEX CALCULATION METHODOLOGY

MSCI calculates index returns on a monthly basis, whatever their reporting frequency.

4.1 DATA PREPARATION FOR INDEX CALCULATION

4.1.1 INTERPOLATION TREATMENT OF VALUATIONS

MSCI calculates estimated capital and rental values for the intervening months for assets that are not valued every month. This interpolation process spreads capital and rental value changes across the period between two genuine data points.

A globally consistent approach to interpolation is applied with the aim of using the best available market evidence of capital growth throughout the year. Values will be linearly interpolated for all quarterly indexes. Annual indexes in markets where a quarterly index is published use the quarterly returns to shape the interpolation. In these markets, the one exception to using shaped interpolation is for those assets in multinational funds with data that is not submitted domestically. Unless quarterly valuations are available, these assets will be subject to linear interpolation. All other annual indexes will adopt linear interpolation.

In all cases, capital value interpolation is adjusted for reported intervening capital expenditure.

4.1.2 APPORTIONMENT OF CAPITAL AND REVENUE FLOWS

Capital expenditure, which is deducted from the change in capital value when calculating total return and capital growth measures, is apportioned equally across measurement periods if only available in aggregate for a longer period. This procedure is also applied to other capital flows, revenues and non-recoverable revenue expenditures that are not provided on a monthly basis. For properties bought or sold over the period, any capital expenditures are divided equally over the months concerned, excluding the month when the transaction took place; for these properties, revenue expenditures are divided equally over the months, with a half-month allocation made to the purchase or sale month.

4.2 TOTAL RETURN

As the most widely recognized “bottom line” figure, total (investment) return is the most important measure of overall investment performance used to compare different assets across time periods. It incorporates both capital and income elements, and is calculated as the percentage value change plus net income accrual, relative to the capital employed. It is recognized by GIPS (the Global Investment Performance Standard set out by the Chartered Financial Analyst Institute) as the standard composite measure of investment performance.
With respect to a single month, total return is defined as:

\[ TR_t = \left( \frac{CV_t - CV_{t-1} - CExp_t + CRpt_t + NI_t}{CV_{t-1} + CExp_t} \right) \times 100 \]

Where:
- \( TR_t \) is the total return in month \( t \);
- \( CV_t \) is the capital value at the end of month \( t \);
- \( CExp_t \) is the total capital expenditure (includes purchases and developments) in month \( t \);
- \( CRpt_t \) is the total capital receipts (includes sales) in month \( t \);
- \( NI_t \) is the rent receivable during month \( t \), net of property management costs, ground rent and other irrecoverable expenditure, except for the MSCI UK Monthly Property Index, where operating expenditure is not included in index calculation.

### 4.2.1 TOTAL RETURN INDEX VALUES

Starting from a base value of 100, each successive index value is calculated by multiplying the preceding index value by (1+monthly return):

\[
\text{Index}_{t=0} = 100 \\
\text{Index}_t = \text{Index}_{t-1} \times \left[ 1 + TR_t \right] \times 100
\]

Where:
- \( TR_t \) is the total return for the period \( t-1 \) to \( t \), expressed as a ratio

### 4.2.2 MULTI-PERIOD TIME-WEIGHTED TOTAL RETURN

The basis for calculating all annual and quarterly performance measures is time-weighted. Annual measures are calculated by compounding 12-monthly figures and annual figures are shown only when 12 months’ figures are available. These measures give an equal weight to each month. To calculate quarterly and annual returns it is necessary first to construct an index from monthly values.

The 12-month return, for example, is calculated as the percentage change in the index (\( Xt \)) over the relevant 12 months.

\[
12 \text{ Month Total Return} = \left[ \frac{\text{Index}_t}{\text{Index}_{t-12}} - 1 \right] \times 100
\]
4.2.3 ANNUALIZED RATE

The annualized rate is the geometric mean of the individual annual rates of change for a series of years. It is calculated as the $n^{th}$ root of the final indexed score converted back into a percentage:

$$\text{Annualized Rate} = \left( \frac{\text{Index}_t}{\text{Index}_{t=0}} \right)^{1/n} - 1 \times 100$$

Where:

- $n$ is the number of years
- $\text{Index}_t$ is the final indexed score.
- $\text{Index}_{t=0}$ is the initial indexed score.

4.3 CAPITAL GROWTH

Capital growth, also known as indirect return or appreciation, measures the change in asset capital value over a period of time, net of any capital expenditure and receipts over the period, relative to the capital employed. This measure of the “growth” component of performance is based on the change in value for properties held at the start and end of an analysis period based on valuations. However, for MSCI Property Indexes, where a transaction has occurred and is applicable, the achieved price for bought or sold assets, rather than a valuation, will be used for index calculation.

With respect to a single month, capital growth is defined as:

$$CG_t = \frac{(CV_t - CV_{t-1} - CExp_t + CPr_t)}{(CV_{t-1} + CExp_t)} \times 100$$

Where:

- $CG_t$ is the capital growth in month $t$;
- $CV_t$ is the capital value at the end of month $t$;
- $CExp_t$ is the total capital expenditure (includes purchases and developments) in month $t$;
- $CPr_t$ is the total capital receipts (includes sales) in month $t$.

Monthly figures are compounded, as described for total return, over 12 months to give an annual rate.

4.4 INCOME RETURN

Income return or direct return measures the income receivable in relation to the capital employed over a period. This measure is calculated net of all irrecoverable costs incurred by the investor – which will depend upon the terms of the tenant lease contracts in place.
With respect to a single month, income return is defined as:

\[ IR_t = \frac{NI_t}{CV_{t-1} + CExp_t} \times 100 \]

Where:
- \( IR_t \) is the income return in month \( t \);
- \( CV_t \) is the capital value at the end of month \( t \);
- \( CExp_t \) is the total capital expenditure (includes purchases and developments) in month \( t \);
- \( NI_t \) is the rent receivable during month \( t \), net of property management costs, ground rent and other irrecoverable expenses, except for the MSCI UK Monthly Property Index where operating expenditure is not included in index calculation.

Monthly figures are compounded over 12 months to give an annual rate.

4.5 SEPARATION OF INCOME AND CAPITAL COMPONENTS

The components of total return are calculated separately using chain-linked time-weighted rates of return. Multi-period capital growth and income return do not sum perfectly to total return, due to the cross product that occurs when capital and income returns are combined within compounded total returns.

4.6 DATA RULES FOR PERFORMANCE REPORTING

4.6.1 ASSET AND PORTFOLIO CONFIDENTIALITY RULES

In order to protect the confidentiality of both the asset and fund level data provided by each contributor, MSCI applies strict confidentiality rules, which set the minimum number of constituents necessary to permit the reporting of a sample dataset. In any aggregate, the minimum acceptable number of portfolios and assets is respectively three and five.

4.6.2 PORTFOLIO DOMINANCE RULES

In order to avoid the possibility of the overwhelming weight of one portfolio compromising the representativeness of an index or benchmark, MSCI employs investor dominance rules and guidelines when determining the composition of an index.

MSCI monitors portfolio dominance in all indexes. When calculating an index, the maximum weight for any single contributing portfolio is calculated based on capital value. When the weight of a contributor in any index series exceeds 75% of index capital value, the results will not be made available.

4.7 RANKING / DISTRIBUTIONS OF RETURNS

A percentile measure indicates the value below which a given percentage of a group of observations fall. For example, the 20th percentile is the value (or score) below which 20 percent of the observations may be found. The term percentile and the related percentile
rank are often used to report scores describing performance levels, and are therefore very popular in summarizing a portfolio’s return position within a peer group. For example, if a score is on the 86th percentile, it is higher than 86% of the other scores. In MSCI property return reporting, the minimum sample required for showing percentile distributions is at least 10 portfolios.

The 25th percentile is also known as the first quartile (Q1), the 50th percentile as the median or second quartile (Q2), and the 75th percentile as the third quartile (Q3). In general, percentiles and quartiles are specific types of quantiles.

In computing the weighted average of a compounded measure over longer than one month, a different sample of funds may be included as the period lengthens. When calculating percentiles, only those portfolios or assets that have contributed in every period are included. Therefore, the ranked sample may be smaller than the weighted aggregate results sample.

4.8 POLICY AND PROCEDURE IN CHANGES IN METHODOLOGY

Major changes to the MSCI Property Indexes methodology are infrequent. In many cases, the need for such changes stems from changes to the real estate investment regulatory environment or a shift in industry norms or practices. The former may necessitate a rapid change in methodology while the latter may prompt a measured reaction to a more gradual shift in industry consensus. MSCI takes a carefully deliberated approach to such methodology changes, involving both internal and external consultation, a formal internal sign off procedure and the public communication of final decisions concerning the implementation of changes.

More information about the Methodology Change Policy and Consultation Policy and procedures can be found in the MSCI Real Estate Index Design Guidelines and Policies.

4.9 FROZEN HISTORY REPORTING

In most cases, the MSCI Property Indexes are subject to historical restatement when new data become available or corrections are made, in order to maximize the robustness and accuracy of the reported historical results. However, when the sample size for a market is large and the impact of including additional data contributors is therefore relatively small, value may be gained from freezing historical results. A key advantage of fixed histories is that they provide a much more robust base for manager remuneration. The decision to freeze an index is however made only after discussion with local market participants.
The MSCI Japan Annual Property Index, MSCI/PCNZ New Zealand Annual Property Index and The Property Council of Australia/MSCI Australia Annual Property Index are restated on an ongoing basis, due to the asynchronous valuation regimes in those markets.

Frozen indexes currently include:

- MSCI UK Annual Property Index (latest restatement in March 2017)
- MSCI UK Quarterly Property Index (latest restatement in August 2016)
- MSCI UK Monthly Property Index (latest restatement in July 2016)
- MSCI France Annual Property Index (latest restatement in October 2016)
- MSCI Netherlands Annual Property Index (latest restatement in September 2016)

MSCI reviews each unfrozen national market index regularly to decide whether these indexes potentially should also be frozen. However, the question of the potential freezing of any MSCI index will become the subject of a consultation with local market participants.

A decision to freeze an index history is based on the likelihood of future revisions to historical data. This in turn will depend upon:

- Market coverage level: The higher the ratio of MSCI market coverage to the estimated overall size of the total real estate investment market, the greater the likelihood that historical market results will remain broadly unchanged through the addition of new portfolios to the index. This issue is addressed in MSCI’s Real Estate Market Size report (see below).
- Review of historical restatement: Comparing the difference between published results and results including any newly submitted data gives an indication of the consistency of historical results.
- Trends in valuation frequency: Changing portfolio valuation frequencies will affect the number of portfolios available to contribute to a particular index.
- Trends in numbers of portfolios joining the index and their perceived likelihood of supplying historical data.

If a decision is taken to freeze an index, that decision will be made by year-end, announced to the public and implemented in the following annual index update cycle.

4.10 INDEX COMPOSITES: MARKET SIZE REWEIGHTING

The MSCI multinational composite Property Indexes aggregate the performance of a set of countries, requiring the results from each country to be re-weighted in a consistent way. MSCI is unable to achieve 100% market coverage due to the voluntary nature of data submission in all private markets. This means that the level of coverage inevitably varies from country to country, and so the results from each country must be re-weighted to reflect their underlying market sizes as accurately as possible.
MSCI undertakes an annual market size survey to estimate the overall extent of each national property investment market for which it publishes a national index and publishes the results in the Real Estate Market Size report. In this context, a national market is confined to professionally managed investment interests held in portfolio structures. Lists of real estate investment portfolios are compiled by MSCI in each region and then processed by MSCI to identify the total unlevered direct real estate holdings in each country, including those held within any new real estate portfolios that have been formed over the past year.

The results of this analysis, expressed in terms of year-end capital values, are used for weighting individual markets in composite indexes (except for the MSCI Central and Eastern Europe Annual Property Index). Major examples include:

- MSCI Global Annual Property Index
- MSCI Europe Annual Property Index
- MSCI Nordic Annual Property Index
- MSCI Iberia Annual Property Index

Since 2016, the monthly weights have been calculated from estimates of the investment capital employed in each included market. To adjust capital value estimates and so estimate capital employed, MSCI assumes the same level of activity in each market as is recorded within the relevant investment universe. The ratio of capital employed to capital value for each month in the universe dataset is applied to the estimated market capital value, to approximate the market capital employed.

For deriving the market size estimate the following process is applied:

1. The initial market size estimates are set as the start period market values. These estimates are denominated in domestic currencies. The start market size estimates are announced in June of the index year based on the results of the MSCI's Real Estate Market Size report (e.g., the June 2017 announced market sizes are used as the start period value for 2017-year performance).

2. Intervening month-end market sizes are derived by applying domestic currency capital growth rates to period-start estimates. In order to ensure consistent weights for both quarterly and annual indexes, capital growth is computed from quarterly and biannual indexes where such indexes are available.

3. Estimated market capital values are converted into estimated capital employed levels by applying capital employed adjustment ratios (the ratio of capital employed to capital value in MSCI’s relevant universe sample, as noted above).

4. Currency conversion is applied to the intervening month-end capital employed estimates at the month-end currency rate.
4.11 CLIENT SUPPLIED WEIGHTING

In addition to sample weighted and market size reweighted indexes, another common requirement for reweighting is where a client chooses or is constrained to keep to a particular portfolio structure defined as a set of fixed weights, or weight ranges, for each property sector, property type, region or some combination of all three. Examples of such targeting might include, at a national level, a portfolio benchmark of 75% High Street shops and 25% provincial offices, or, at a pan-European level, a custom index with maximum weights for one or more of the major national markets within an otherwise flexible Eurozone mandate.

In such cases, clients will require a benchmark index that broadly matches the target structure of their portfolio. This custom index is likely to inform and constrain the structural composition of the client’s portfolio (relative to the specifically chosen segmentation) by reweighting the segment-by-segment market returns in accordance with the pre-agreed and normally fixed target weights.

4.12 CURRENCY CONVERSION

Many MSCI multi-national Property Indexes cover more than one currency area. As the underlying property or fund data are always collected in local currency terms, the calculation of these indexes requires values to be converted to a common currency. Depending on the usage of the output, this calculation is either performed on a fixed (“local currency”) or variable exchange rate. For all country level indexes, the standard currency is the local currency, except in the case of Poland, Hungary and Czech Republic, where returns are stated in euros.

4.12.1 FIXED RATE CONVERSION

A monthly fixed rate method is applied, which eliminates the need for restatement. The application of this methodology for different performance measures is as follows:

- For growth measures, MSCI converts the relevant data using a single exchange rate, that of the base month. For example, the data required for December 2014 growth rates are converted at the November 2014 exchange rate.
- For all spot measures – such as capital value, rent passing, rental value and capital expenditure – with data collected as at month-end, values are converted using the corresponding month-end exchange rate. For example, December 2014 rent passing is converted using the December 2014 exchange rate.
- Similarly for spot ratios, such as gross rent passing yield, the appropriate month-end exchange rate is used to convert both the numerator and denominator values in the calculation.
• For measures calculated by summation over time, such as 12-month net investment or net income per square meter (where the numerator is calculated by summation), conversion is performed every month.

4.12.2 VARIABLE RATE CONVERSION

For variable rate reporting, each data item is converted using the corresponding month-end mid-rate, defined as the median of the bid and offer rates on the last day of the month. Performance measures based on variable rates include the impact of monthly changes in exchange rates. An exception to this is capital expenditure data, which are weighted to the start of the month in growth measures and are converted using the previous monthly rate.

For 1994 and later data, MSCI uses exchange rates from WM Reuters. For earlier data, rates from EcoWin and others are used.
5 OTHER MARKET INFORMATION REPORTING

Not all measures included in this section may be available for all markets. Availability depends on the data specification for each market.

5.1 MARKET RENTAL VALUE (MRV) GROWTH

The increase in the market rental value, expressed as a percentage of MRV at the beginning of the month.

\[ MRV \text{ Growth}_t = \frac{MRV_t - MRV_{t-1}}{MRV_{t-1}} \]

Monthly figures are compounded over 12 months to give an annual rate.

5.2 GROSS RENT PASSING GROWTH

The increase in gross rent passing (GRP) less ground rent (GR), expressed as a percentage of (GRP - GR) at the beginning of the month.

\[ GRP \text{ Growth}_t = \frac{GRP_t - GR_t - (GRP_{t-1} - GR_{t-1})}{(GRP_{t-1} - GR_{t-1})} \]

5.3 YIELD MEASURES

Net Reversionary Yield

The market rental value net of all non-recoverable operating costs (NMRV) expressed as a percentage of the (net) capital value (CV) at the same date.

\[ Net \text{ Reversionary Yield}_t = \frac{NMRV_t}{CV_t} \]

Net Initial Yield

Annual rent passing plus 12-month turnover rents and other income, less 12-month non-recoverable operating costs, expressed as a percentage of the (net) capital value (CV) at the same date.

Net Operating Income Yield (also known as Net Income Receivable Yield)

Net income over the preceding 12 months expressed as a percentage of the (net) capital value (CV) at the period end date.

Gross Rent Passing Yield

Gross rent passing at end of period expressed as a percentage of the (net) capital value (CV) at the same date.
**Gross Rent Receivable Yield**
Rent as invoiced for the period (including turnover rent) gross of ground rent expressed as a percentage of the (net) capital value (CV) at the same date.

**Gross Reversionary Yield**
Market rental value at period end expressed as a percentage of the (net) capital value (CV) at the same date.

**Equivalent Yield**
Only used in the U.K. and Ireland, the discount rate that equates future income flows to the gross capital value. This is calculated on a quarterly in advance (true equivalent yield) basis. The equivalent yield discounts the current rental value in perpetuity beyond the last review date recorded for the tenancies in the subset.

Equivalent yield is calculated by solving the equation iteratively for the rate $r$:

$$
GCV_t = \frac{NM_{y1}/4}{(1 + r)^0} + \frac{NM_{y1}/4}{(1 + r)^{0.25}} + \frac{NM_{y1}/4}{(1 + r)^{0.5}} + \frac{NM_{y1}/4}{(1 + r)^{0.75}} + \frac{NM_{y1}/4}{(1 + r)^1} + \cdots \\
+ \frac{FCF/4}{(1 + r)^{9.75}} + \frac{FCF/4}{(1 + r)^{10}} + (1 - (1 + r)^{-0.25})
$$

Where:
- $GCV_t$ is the capital value gross of purchasers’ costs in month $t$;
- $NR$ is the net projected rental income; $r$ is the equivalent yield;
- $FCF$ is the final cash flow in the $10^{\text{th}}$ year.

### 5.4 COST RATIOS

In markets where real estate owners face heavy outgoings from their gross income, such as the Nordic region, the Netherlands and South Africa, it is important to benchmark income lost through non-recoverable operating costs. The operating expenses of similar properties can be compared using the following measurements, which assess the impact on overall returns:

- Total gross operating costs (both irrecoverable and recoverable) as a percentage of gross income
- Total gross operating costs per square meter (based on the owned area, which is the total floor space of the asset adjusted for the ownership share)
- Total net operating costs (irrecoverable) as a percentage of gross income
- Total net operating costs per square meter (based on the owned area, which is the total floor space of the asset adjusted for the ownership share)

These cost ratios can be further analyzed by comparing each type of cost such as utilities, insurance, (property) taxes, maintenance, management and letting, with the operating...
income and with floor space. Cost ratios may also be sub-divided into fixed and variable costs. In certain cases, where data providers have not provided the breakdown of costs into sub-categories, only the aggregated costs or net income is used for return calculations.

5.5 VACANCY RATE

MSCI produces two vacancy rates:

- **Floor space vacancy**, which is based on the vacant floor space (based on the owned area) divided by the total floor space (based on the owned area).
- **Financial vacancy**, which is based on the market rental value (MRV) of the vacant units divided by the total market rental value (MRV).

5.6 DECOMPOSITION OF CAPITAL GROWTH

The data collected by MSCI allow the underlying drivers of capital growth to be identified, isolating the separate effects of changes in market rental values and changes in valuation yields or capitalization rates.

Changes in open market values – and therefore in capital growth rates – generally depend on changes in levels of market rents and investment yields, each sifted through lease structure effects on income. For analytical purposes, relative capital growth for a property, sector or fund is explained in terms of three components: the rate of rental value growth, the yield impact and a residual term, all computed on a consistent set of standing investment properties.

**Consistent set**

Properties are generally only included in these measures where they satisfy the following conditions during the month:

- They are not a purchase, sale or development in the month
- They have had a previous actual valuation as a standing investment
- They have an open market rental value at both the start and the end of the month
- They have a yield at both the start and end of the month

**Market Rental Value (MRV) Growth**

The increase in the market rental value, expressed as a percentage of MRV at the beginning of the month, as defined above. Monthly figures are compounded over 12 months to give an annual rate.
**Yield Impact**

This measure indicates the effect of yield change on capital growth. It is calculated monthly as the ratio of the month-start to month-end yield with the sign reversed, so that a rise in yields is shown as a negative impact and vice versa.

\[
Yield\ Impact_t = \left[ \frac{SYld_t - EYld_t}{EYld_t} \right] \times 100
\]

Where:

- \( SYld_t \) is the yield at the start of month \( t \);
- \( EYld_t \) is the yield at the end of month \( t \).

The monthly figure is calculated on a consistent set of properties and compounded over the relevant period.

**Residual**

The components of decomposition of capital value growth are calculated separately using chain-linked rates of return. Multi-period market rental value growth and yield impact do not sum perfectly to capital growth, due to the cross product that occurs when capital and income returns are combined within compounded total returns. In the analysis of capital growth, the residual is that part of the change in value that is not attributable to either MRV growth or yield impact, for those standing investments with complete rental value and yield data. This is normally due to unanticipated changes in income from capital expenditure, new lettings or vacancies, abnormal lease terms or over-renting, that may distort the impact of changes in market rental values.

**Yield Measures** – the measures of initial yield, reversionary yield and equivalent yield are defined earlier in this section.

### 5.7 NET OPERATING INCOME GROWTH

Net operating income growth measures the change in net income receivable calculated net of all irrecoverable costs, between two periods. This measure is measurement period-specific and exists in three variants: year on year (y-o-y), half-year on half-year (h-o-h) and quarter on quarter (q-o-q).

The measure itself dictates the period over which the comparison is made, i.e., the gap between the final period and initial period. The selected summation period controls the number of months’ income to be included in the numerator (final period) and denominator (initial period). For all three measures, the formula can be stated in the same way as:

\[
NOIG = \left[ \frac{\left( \text{Sum of Income over Final} \times \text{Months} \right)}{\left( \text{Sum of Income over Initial} \times \text{Months} \right)} - 1 \right] \times 100
\]
where there is no transaction or development activity between the first month of the initial period and the last month of the final period. Any asset with such activity is excluded from the sample.

The ratio above is multiplied by -1 when the sum of income during the initial months is negative.

Only the year on year (y-o-y) net operating income growth measure can be computed for summation periods of longer than 12 months, and then the period must be a multiple of 12 months. For longer time periods the measure is computed as separate 12 month y-o-y measures, which are then compounded together.

5.8 INDEX RISK CHARACTERISTICS

MSCI’s private real estate indexes are valuation based indexes (VBIs) and therefore incorporate an element of appraisal smoothing that makes them not fully suitable for risk measurement. Nevertheless, MSCI does calculate measures of variation. These are the following traditionally defined measures:

**Standard deviation** – Portfolio or asset risk is defined as the standard deviation of the series of annual returns around the arithmetic mean.

**Sharpe Ratio** – Defined as the average return less the risk free rate of return (short term interest rate) to the total risk of the portfolio (measured by the standard deviation).

**Semi deviation** – The semi (downside) deviation aims to calculate the deviation of returns below the expected return, and ignore above average deviation. The expected return (h) is the geometric mean of the income return on real estate over the whole period. The semi deviation is the square root of the variance.

\[
SD = \frac{1}{n-1} \times \sum_{i=1}^{n} [(x_i - h)^2, x_i \leq h]
\]

Where:
- SD is the semi deviation
- n is the number of periods
- h is the geometric mean of the income return over the whole period
- \(X_i\) is the total return in a period

5.9 INTERNAL RATE OF RETURN (IRR)

The Internal Rate of Return (IRR) is similar to the total return as both are measures of overall performance. However, they have different characteristics and are appropriate in specific circumstances. The Internal Rate of Return (IRR) is the discount rate over any period of time that equates all cash flows through the asset or portfolio back to the initial value. Unlike
total return, which is neutral with respect to the timing of capital injections, the IRR is a money-weighted measure of return that explicitly takes account of the timing of cash flows within the measurement period. The IRR is rarely used for comparison of a portfolio with a benchmark, but may be a more suitable measure for analyses of performance in some instances, especially where the portfolio is expected to grow or shrink significantly during the period under analysis, or to analyze assets with large changes in capital flows, such as developments or part transactions.

In terms of calculation, the IRR is the discount rate that equates the initial value, final value and intervening cash flows of an asset or portfolio to give a net present value of zero. Calculations assume monthly cash flows (net income less net capital expenditure) timed to the mid-point of each month. The start value is the initial capital value of all held properties at the beginning of the period under analysis; the end value is the current capital value for properties held at the end of the period.

The IRR is calculated by solving the following expression iteratively for the term r.

\[
CV_0 = \frac{(NI_1 - C_1)}{(1 + r)^{3/2}} + \frac{(NI_2 - C_2)}{(1 + r)^{3/2}} + \ldots + \frac{(NI_n - C_n)}{(1 + r)^{(n-1/2)}} + \frac{(CV_n)}{(1 + r)^n}
\]

Where:
- \(NI_n\) is the net income receivable in month n
- \(C_n\) is the net capital expenditure in month n (including gross purchase costs and net sale receipts on all transactions);
- \(CV_0\) is the initial capital value
- \(CV_n\) is the final capital value

Portfolio IRRs include transactions and developments. For purchases \(CV_0=0\) and for sales \(CV_n=0\); with their respective gross purchase prices and net sale receipts taken into account in the net capital expenditure terms (capital expenditure less capital receipts).

The above expression represents the average monthly internal rate of return (MIRR) over the period. The general formula for the IRR over any period of months is:

\[
((1+MIRR)^n - 1) \times 100
\]

Where:
- \(n\) is the number of months
- MIRR is the monthly IRR
5.10 PORTFOLIO RISK ANALYTICS

MSCI measures real estate portfolio risk using standard statistical measures, and analyses the sources of risk based on a wide variety of factors specific to real estate assets.

MSCI reports the volatility of returns using the following traditionally defined measures:

Risk or volatility – Portfolio or asset risk is defined as the standard deviation of the series of annual returns around the arithmetic mean.

Tracking error – The standard deviation of the arithmetic difference computed between the return of the portfolio and that of the benchmark. The tracking error shows the extent to which a portfolio’s returns move in line with its benchmark over a given time period.

Risk adjusted return – The ratio of the arithmetic average return over the period to the volatility of returns measured by the standard deviation.

Risk adjusted relative return – The volatility or risk adjusted relative return is the ratio of the arithmetic mean of a portfolio’s relative return over a defined number of periods to the standard deviation over the same number of periods.

\[
Risk\ \ Adjusted\ \ Relative\ \ Return_t = \frac{Relative\ \ Return_t}{\sigma}
\]

Where:

\(\sigma\) is the standard deviation of the monthly relative returns over the period.
6 ANALYTICS REPORTING - DIRECT REAL ESTATE

6.1 RELATIVE RETURN

The ratio of the return of the portfolio, segment or individual asset, to that of the chosen index for benchmarking purposes, expressed as a percentage.

\[
RR_t = \left[ \frac{1 + PtRet_t/100}{1 + BmkRet_t/100} - 1 \right] \times 100
\]

Where:
- \( RR_t \) is the relative return in month \( t \);
- \( PtRet_t \) is the portfolio return in month \( t \);
- \( BmkRet_t \) is the benchmark return in month \( t \).

6.2 WEIGHTED CONTRIBUTION TO ABSOLUTE PORTFOLIO RETURN

The weighted contribution of an individual asset or group of assets (set \( k \)) to the return of the portfolio over a defined period (\( n \) months) is its money return over the reporting period (the sum of monthly total return numerators) expressed as a percentage of the portfolio capital employed for the period.

\[
UWT_{C_k} = \frac{\sum_{t=1}^{n} AtNum_{k,t}}{PtDen_t} \times 100
\]

Where:
- \( UWT_{C_k} \) is the unapportioned weighted contribution for set \( k \);
- \( AtNum_{k,t} \) is the asset numerator from set \( k \) in month \( t \);
- \( PtDen_t \) is the portfolio denominator in month \( t \).

6.3 WEIGHTED CONTRIBUTION TO RELATIVE PORTFOLIO RETURN

This is a measure of the contribution of an individual asset or group of assets to the relative return of the portfolio to the benchmark over a defined period.
It is calculated for a single month as the relative return of an asset weighted by that asset’s capital employed (to give a money numerator of the asset’s relative return), expressed as a percentage of the whole portfolio’s capital employed.

\[
UWTCRR_t = \left( \frac{\sum_{k=1}^{n} [RR_{k,t} + AtDen_{k,t}]}{PtDen_t} \right) \times 100
\]

Where:
- \(UWTCRR_t\) is the unapportioned weighted contribution to relative return in month \(t\);
- \(RR_{k,t}\) is the relative return from set \(k\) in month \(t\);
- \(AtDen_{k,t}\) is the asset denominator from set \(k\) in month \(t\);
- \(PtDen_t\) is the portfolio denominator in month \(t\).

The sum of the individual asset or segment weighted contributions would ideally equal the absolute/relative return, but this is rarely the case in real estate analysis, particularly where there has been a large change in capital employed or significant expenditure during the analysis period. This discrepancy between the unapportioned weighted contribution and the portfolio level relative performance, known as the reconciliation term, is apportioned across the asset or segment weighted contributions. The apportionment is based on the average weight of capital employed during the analysis period.

\[
WTCRR_k = UWTCRR_k + Reconciliation\ Term \times AvCapEmpWtd_k
\]

Where:
- \(AvCapEmpWtd_k\) is the portfolio’s segment average capital employed in the period as a percentage of the total portfolio average capital employed and \(k\) is the segment or asset.

## 6.4 Attribution of Relative Returns

Attribution analysis is a powerful technique for understanding the reasons for a portfolio’s outperformance or underperformance against an index. It breaks down the relative return into structure-specific and property-specific scores, allowing the influences of submarket allocations and asset selection to be clearly distinguished.

This section explains the computation of attribution analysis scores, together with the statistical components that underlie those calculations.

Attribution analysis distinguishes that part of the relative return derived from the portfolio’s abnormal weightings in strong or weak sectors of the market (allocation), from that part derived from the exceptional performance of the assets in the portfolio within each segment of the market (selection). The analysis is performed month by month.
**Allocation** – The portion of relative return attributable to the weighting of the portfolio relative to the benchmark in each of the segments used in the analysis. It is calculated on a monthly basis as:

\[
UA_t = (PTSegW_t - BmkSegW_t) \times \frac{1 + BmkSegR_t/100}{1 + BmkR_t/100} - 1 \times 100
\]

Where:

- \(UA_t\) is the unapportioned allocation in month \(t\);
- \(PTSegW_t\) and \(BmkSegW_t\) are the portfolio segment weight and benchmark segment weight (as a proportion of capital employed) respectively;
- \(BmkSegR_t\) is the benchmark segment return;
- \(BmkR_t\) is the overall benchmark return.

Thus, if a portfolio has an above-average weighting in a strongly performing segment of the market, the allocation for the segment is positive. Conversely, an above-average weighting in a poorly performing segment of the market results in a negative allocation score.

Monthly scores are chain linked to calculate quarterly and annual allocation scores.

**Selection** – The portion of relative return attributable to the performance of the portfolio’s properties relative to the benchmark for each segment. It is calculated as:

\[
US_t = SAW_t \times \frac{1 + PtSegR_t/100}{1 + BmkR_t/100} - 1 \times 100
\]

\[
SAW_t = PST_t \times \left(1 + \frac{BmkSegR_t/100}{1 + \sum_{Seg=1}^{L} PtSegW_t * BmkSegW_t}\right)
\]

Where:

- \(US_t\) is the unapportioned selection in month \(t\);
- \(SAW_t\) is the segment adjusted weight, i.e., the proportion of capital employed in the portfolio, adjusted by the growth rate of the segment relative to the benchmark.
- \(PtSegW_t\) and \(BmkSegW_t\) are the portfolio segment weight and benchmark segment weight (as a proportion of capital employed) respectively;
- \(PtSegR_t\) is the portfolio segment return;
- \(BmkSegR_t\) is the benchmark segment return.

Thus, if a portfolio’s properties have recorded above-average returns relative to the benchmark in a segment of the market, the resultant selection score is positive; if their performance is below average, the score is negative. Monthly scores are chain-linked to calculate quarterly and annual selection scores.

The sum of allocation and selection would ideally equal the relative return of the portfolio against the benchmark, but in reality this is rarely the case, particularly where there has been a large change in capital employed or significant expenditure in the analysis period.
The residual is removed by apportioning it across the segment selection results for the period. It is apportioned by segment average capital employed weight:

$$S_t = US_t + \text{Residual}_t \times \text{AvCapEmpWtd}_k$$

Where:

- \( \text{AvCapEmpWtd}_k \) is the portfolio’s segment average capital employed in the period, expressed as a percentage of the total portfolio average capital employed.

### 6.5 INCOME PROJECTIONS

Income projections play an important role in the calculation of capital values used in performance measures (see above).

MSCI income projections and related measures are constructed from tenancy level data on lease terms, rent passing and market rental value, where available.

**Income projections** are based on the following assumptions:

- **Letting of vacancies and developments** – Vacant units and developments are assumed let from the actual or estimated rent start date. The anticipated rent start date for developments is taken to be the rent commencement date under a pre-let agreement or the date a developer guarantee takes effect. Otherwise the portfolio manager’s expected rent start date is taken. If the expected rent start date is not known, MSCI assumes a letting date for developments at the end of a 30-month construction phase. If the letting date is not known for vacant completed properties, units are assumed to be let after 18 months.

- **Contracted rent passing** – Throughout the income analysis, all measures related to top slice (see below) and future income growth prospects are based on the contracted tenant rent.

**Over-renting** – Where open market rental values are below current tenant rents, properties are termed “over-rented.”

**Top slice income** – Where current rent is above open market rental value, the excess income is termed “top slice” income.

**Income growth potential** – Two measures of income growth potential are available, the conventional reversionary potential and the yield ratio.

**Reversionary potential** – the ratio of current market rental value to rent passing (both gross of ground rent), expressed as a percentage.

**Yield ratio** – the ratio of equivalent yield to reversionary yield. This is only available for markets where equivalent yield can be calculated.
Vacancy - a vacant unit is defined as having:

- No lease
- No previous lease holding over
- No temporary contract in place
- Any previous lease has been disclaimed

Vacancy does not apply to tenants in administration where leases are technically in place.

Vacancy rate – this is calculated in terms of both market rental value and floor area:

- The sum of market rental value in vacant units as a percentage of total market rental value excluding development units.
- The sum of vacant floor area in completed properties as a percentage of total lettable floor area. Floor area is scaled down by the ownership share.

6.6 PERFORMANCE AND RISK ANALYTICS: METHOD SPECIFICATIONS

In addition to the above, and primarily for the purpose of investigating the sources of volatility, MSCI breaks down portfolio and benchmark risk into 10 constituent factors, identifying where the strengths and weaknesses of a portfolio lie. Analyses also explore the relationship between performance and risk.

At asset level, measurement extends to the risk derived from covenants, lease length, vacancy and development exposure.

At portfolio level, analyses focus on concentration risks (asset, location and tenant concentrations), exposure to risky markets and income risk.

At fund level, the debt profile is added to give a complete picture of risk.

Asset risk factors

- Development exposure – Percentage of capital employed in developments at period-end. The higher the development exposure, the riskier the portfolio’s structure.

- Vacancy rate – Sum of market rental value in vacant units as a percentage of total market rental value. The vacancy rate calculation excludes developments. The higher the vacancy rate, the riskier the portfolio’s structure.

- Unexpired lease term – Average number of years left to expiry. The longer the unexpired lease term, the safer the portfolio’s structure.
• **Risky covenants** – Rent exposure to risky covenants. Risky covenants are defined as tenants whose risk band is high risk or maximum risk (derived from Dun & Bradstreet data). The higher the exposure to risky covenants, the riskier the portfolio’s structure.

**Portfolio risk factors**

• **Asset concentration** – Percentage of a portfolio’s capital value that is held in its five largest assets. The higher the asset concentration, the more vulnerable the portfolio is to events affecting those assets.

• **Location concentration** – The five locations to which the portfolio is the most exposed (by capital value). Standard MSCI regions are used to define the locations. The higher the concentration, the riskier the portfolio’s structure.

• **Company concentration** – Percentage of a portfolio’s contracted rent that is derived from its 10 largest companies. A company is the aggregation of all the tenants with the same name. The higher the company concentration, the riskier the portfolio’s income profile.

• **Structural difference** – The extent to which a portfolio’s structure differs from the benchmark structure, in terms of capital value in each market segment. A score of zero indicates that the portfolio structure matches that of the benchmark exactly. The higher the score, the more different is the portfolio structure from the benchmark structure. The higher the difference score, the riskier the portfolio’s structure.

\[
Structural\ Difference_t = \sum_{seg=1}^{L} (PtSegCV_t - BmkSegCV_t)^2
\]

Where:
- PtSegCV_t is the segment proportion of portfolio capital value in month t;
- BmkSegCV_t is the segment proportion of benchmark capital value in month t.

• **Segment volatility exposure** – The degree of portfolio exposure to the more volatile segments of the market. Volatility is measured by a weighted beta. Where available, 15-year beta coefficients are calculated for each market segment against the benchmark all property return. The portfolio level weighted beta is calculated by weighting each segment by capital value exposure. The higher the weighted beta, the riskier the portfolio’s structure.

• **Income return** – 12-month income return calculated as the net income receivable for the year, expressed as a percentage of the capital employed over the year. This
measure is preferred to a forward-looking yield as it does not incorporate future (uncertain) income, and to initial yield as it is a measure of actual income collected rather than potential income. Though not commonly used as a measure of risk, it is included because the income component of total return is invariably more secure and less volatile than the capital component. Therefore the assumption is that the higher the income return, the safer the portfolio’s structure.
APPENDIX I: TRANSACTION LINKED INDICATORS

In recent years, MSCI has developed a hybrid indicator methodology that combines transaction information with standard valuation data in order to give a more robust measure of the volatility in direct real estate markets. The methodology, which falls into four distinct stages, is summarized below.

Stage 1 – Create dataset

The dataset used to create transaction linked indicators is the same as that used to produce standard MSCI valuation-based indexes. Some filtering is required so that the model is not distorted by extreme cases and that an adequate valuation history is available. All Continental European countries with a statistically sufficient sample are modelled together using data specified in euros and then converted to local currency. The U.K. has an independent model as its data series extends back further than that used to generate Continental European transaction linked indicators.

Stage 2 – Regression on sale sample

For each quarter’s model, sales from the preceding six months are identified. This reflects the fact that, owing to the low liquidity of property investments, there are usually insufficient sales in a single quarter for stable models to be estimated. A reference set of valuations for each sale sample is defined using valuations two quarters prior to the quarter being analyzed. This aims to ensure that the valuations are not influenced by sale negotiations. In the case of national markets with biannual or annual valuations, interpolated figures are used for dates between actual valuations. Once the relevant sales and their reference valuations are defined, the natural log of the sale price and the capital value in each case are computed. Meanwhile, dummy variables are created to identify the main property type and the country of each asset in the dataset. The dummy variables are defined to strike a balance between disaggregation and representation, such that sales for each category are observed in the majority of periods. An ordinary least squares (OLS) regression is then run for every quarter in the time period. The regression model has the following form:

\[ \ln P = \alpha + \beta_1 \ln V + \beta_2 D_j + \beta_3 D_k + \varepsilon \]

Where:
- \( t \) identifies a particular quarter;
- \( j \) identifies a country and \( D_j \) is a vector of country dummies;
- \( k \) identifies a sector and \( D_k \) is a vector of sector dummies;
P is the gross sale price and 
V is the most recent uninfluenced capital valuation \( t-3 \).

**Stage 3 – Mass appraisal of all assets**

The coefficients from the regressions are used to predict sale prices for assets that were not traded. Two predictions are made for properties held in each quarter. First, a start price is predicted using coefficients from the regression on the sale sample for the preceding period. Second, an end price is predicted from the output for the regression on the sale sample for the current period. So, for Q4, predicted start prices are derived from the regression on Q2-Q3 sales and predicted end prices are derived using the regression on Q3-Q4 sales. These predicted prices are in log form rather than the cash terms that are required for generating indexes. The predicted log prices are transformed in the following manner to correct for bias:

\[
\hat{P} = \exp(\ln\hat{P}) \times \exp\left(\frac{\sigma^2}{2}\right)
\]

Where:

\( \sigma^2 \) is the Mean Squared Error of the regression generating the predicted price.

**Stage 4 – Generation of indicator**

The transformed start and end prices are then each summed for all assets within a particular country or sector. The difference between these two totals, in percentage terms, represents a value-weighted capital movement derived from transaction evidence.

These rates of change are chain-linked quarter-on-quarter to produce time series by country and sector.
## APPENDIX II: GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruals accounting principle</td>
<td>The assumption that payment is timed to the due date rather than to the date of monetary transfer.</td>
</tr>
<tr>
<td>Active management</td>
<td>Management that results in significant alteration to the physical condition or letting situation of a property.</td>
</tr>
<tr>
<td>Allocation (also known as Structure score)</td>
<td>In Attribution Analysis, the portion of the relative return of a portfolio attributable to its weightings relative to the benchmark in each market segment.</td>
</tr>
<tr>
<td>Appraisal</td>
<td>See Valuation.</td>
</tr>
<tr>
<td>Arithmetic mean</td>
<td>The sum of numbers in a series divided by the count.</td>
</tr>
<tr>
<td>Attribution analysis</td>
<td>Technique used to calculate that part of a portfolio’s relative return derived from its relative weighting in the strong or weak sectors of the market (structure score) and that part which is due to the exceptional performance of the portfolio’s own assets within each segment of the market (property score).</td>
</tr>
<tr>
<td>Benchmark</td>
<td>The average against which the performance of a portfolio or group of properties is measured. For MSCI, benchmarks cover all assets and investment holdings including purchases, sales, developments, indirect holdings and where appropriate, other financial assets and liabilities.</td>
</tr>
<tr>
<td>Capital employed</td>
<td>The denominator of the total return, capital growth and income return measures, which is calculated as the sum of the start-period capital value of all assets covered and the capital expenditure over the period.</td>
</tr>
<tr>
<td>Capital expenditure</td>
<td>Expenditure on purchase, development, refurbishment or major improvement of property.</td>
</tr>
<tr>
<td>Capital growth (also known as indirect return)</td>
<td>The increase in the value of a property or group of properties net of capital expenditure or capital receipts, expressed as a percentage of the capital employed.</td>
</tr>
<tr>
<td>Capital receipts</td>
<td>Receipts for changes in the owner’s interest in a property and other payments such as surrender premiums that can be capitalized where the loss has an impact on the value of the asset.</td>
</tr>
<tr>
<td>Covenant (lease)</td>
<td>In real estate risk analysis, an estimation of the level of tenant credit-worthiness. This is usually derived from information from a leading credit rating agency.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
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<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Development</td>
<td>Property under construction or land where construction is planned.</td>
</tr>
<tr>
<td>Direct investment/holding</td>
<td>For real estate, properties held within an investment portfolio or fund, either individually or as a group, as distinct from any financial structures that may support them.</td>
</tr>
<tr>
<td>Direct return</td>
<td>See Income return.</td>
</tr>
<tr>
<td>Distribution yield</td>
<td>The sum of a fund’s distributions per unit over a period expressed as a percentage of its net asset value per unit at the end of the period.</td>
</tr>
<tr>
<td>Equivalent yield</td>
<td>The discount rate that equates future income flows to the current gross capital value.</td>
</tr>
<tr>
<td>Fixed rate currency conversion</td>
<td>For multinational real estate reporting, a monthly fixed rate method is applied in which monthly fixed rates are used.</td>
</tr>
<tr>
<td>Frozen index history</td>
<td>The case where all historical results are fixed, so that the addition of new data into the relevant index will not affect the results stated for earlier periods.</td>
</tr>
<tr>
<td>Fund</td>
<td>A financial structure, usually in the form of a co-ownership vehicle, by which investors come together to hold real estate. The performance of a fund as obtained by its unit-holders derives not only from the properties it contains, but also from the effects of debt (gearing/leverage), cash holdings and fees.</td>
</tr>
<tr>
<td>Geometric mean</td>
<td>The nth root of the product of a series of numbers (where n is the count of the numbers). Geometric means are generally used for calculating average rates of growth.</td>
</tr>
<tr>
<td>GIPS</td>
<td>Global Investment Performance Standards created and administered by the CFA Institute.</td>
</tr>
<tr>
<td>Ground rent</td>
<td>The rent payable to the freehold owner of the land for the right to the operating income and control of the asset by the lessee.</td>
</tr>
<tr>
<td>Headline measure</td>
<td>The most important performance measures for investors, namely the total return, capital value growth and income return for MSCI’s private real estate indexes.</td>
</tr>
<tr>
<td>Held non-stabilized</td>
<td>Asset filter that excludes any assets with development or transaction activity and also excludes assets less than 75% let for more than half the reporting period.</td>
</tr>
<tr>
<td><strong>Held stabilized</strong></td>
<td>Asset filter that excludes any assets with development or transaction activity and only includes assets more than 75% let for more than half the reporting period.</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Income return (also known as direct return)</strong></td>
<td>The net income receivable for a property expressed as a percentage of the capital employed.</td>
</tr>
<tr>
<td><strong>Indirect investment/holding</strong></td>
<td>In real estate, investment in a fund or other financial structure that holds property assets.</td>
</tr>
<tr>
<td><strong>Indirect return</strong></td>
<td>See capital growth.</td>
</tr>
<tr>
<td><strong>Initial yield</strong></td>
<td>The rent passing, net of ground rent, for a property expressed as a percentage of the capital value.</td>
</tr>
<tr>
<td><strong>International Valuations Standards (IVS)</strong></td>
<td>Internationally agreed standards for the valuation of real estate, as established by the International Valuations Standards Council (IVSC).</td>
</tr>
<tr>
<td><strong>IOSCO</strong></td>
<td>The International Organization of Securities Commissions.</td>
</tr>
<tr>
<td><strong>Irrecoverable expenditure</strong></td>
<td>Non-rental costs incurred for the day-to-day operation of a property, which cannot be recovered from its tenants.</td>
</tr>
<tr>
<td><strong>Lettable</strong></td>
<td>The state of a property in which it is able to be leased, fully or partially, to tenants.</td>
</tr>
<tr>
<td><strong>(Market) capital value</strong></td>
<td>Capital value of the property as defined by the International Valuation Standards Committee, being “the estimated amount for which a property should exchange on the date of valuation, between a willing seller and a willing buyer in an arm’s-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.”</td>
</tr>
<tr>
<td><strong>Market rental value</strong></td>
<td>The rental income estimated to be achievable were a property or occupational unit to be newly leased, assuming a normal market lease contract.</td>
</tr>
<tr>
<td><strong>Mid-rate</strong></td>
<td>For currency conversion, the mid-point of bid and offer rates.</td>
</tr>
<tr>
<td><strong>Money-weighted</strong></td>
<td>For performance measures, those in which returns generated by different assets or groups of assets are weighted in proportion to their monetary value. All real estate performance measures are money-weighted over monthly periods.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Multinational</td>
<td>In MSCI reporting, covering two or more national markets.</td>
</tr>
<tr>
<td>Net income receivable</td>
<td>Income receivable on a property from rental contracts or any other sources by the owner over a defined period, less any irrecoverable operating expenditure incurred.</td>
</tr>
<tr>
<td>Non-operating assets</td>
<td>Properties are treated as non-operating assets if they are bought, sold or under development or major refurbishment during the measurement period</td>
</tr>
<tr>
<td>Open market capital value</td>
<td>See Market capital value.</td>
</tr>
<tr>
<td>Operating costs</td>
<td>Non-rental costs incurred for the day-to-day operation of a property.</td>
</tr>
<tr>
<td>Over-renting</td>
<td>For let property units where the open market rental value is less than tenant rent payable, the difference.</td>
</tr>
<tr>
<td>Portfolio</td>
<td>A group of properties or other assets managed as an entity on behalf of an investor or investors.</td>
</tr>
<tr>
<td>Part transaction</td>
<td>Transaction activity on an existing asset, which can include the selling or purchasing of (adjacent) parcels of land or units in an existing property, the acquisition of a head lease interest or an increase or decrease in ownership share</td>
</tr>
<tr>
<td>Property management cost</td>
<td>Cost incurred by the owner for administering a property, including rent reviews and lease renewals, but excluding portfolio management costs.</td>
</tr>
<tr>
<td>Real Estate Market Size report</td>
<td>Annual survey by MSCI of the value of the size of the professionally managed global real estate investment market at a national level.</td>
</tr>
<tr>
<td>Real Estate Index Committee (REIC)</td>
<td>The Real Estate Index Committee (REIC) is responsible for overseeing the development and interpretation of methodologies and data collection for real estate index and benchmarking analyses.</td>
</tr>
<tr>
<td>Relative return</td>
<td>The ratio of the return on a portfolio, segment or individual asset, to that of a benchmark, expressed as a percentage.</td>
</tr>
<tr>
<td>Rent passing</td>
<td>Income receivable annually on rental contracts in place, as at the end of a defined period.</td>
</tr>
<tr>
<td>Rent receivable</td>
<td>Income receivable on rental contracts from a property by the owner over a defined period.</td>
</tr>
<tr>
<td><strong>Reversionary potential</strong></td>
<td>The ratio of current market rental value to rent passing (both gross of ground rent), expressed as a percentage.</td>
</tr>
<tr>
<td><strong>Reversionary yield</strong></td>
<td>The open market rental value of a property expressed as a percentage of the capital value.</td>
</tr>
<tr>
<td><strong>Same store</strong></td>
<td>Same store is a subset of all assets and ensures a consistent sample of assets across the measurement period without any part transactions or development activity.</td>
</tr>
<tr>
<td><strong>Selection (also known as property score)</strong></td>
<td>In Attribution Analysis, the portion of the relative return of a portfolio attributable to the performance of its properties relative to their benchmarks in each market segment.</td>
</tr>
<tr>
<td><strong>Sharpe Ratio</strong></td>
<td>The ratio of the risk premium, defined as the average return less the risk free rate of return, to the total risk of the portfolio, measured by the standard deviation.</td>
</tr>
<tr>
<td><strong>Standard Index</strong></td>
<td>A Standard Index is defined by its country or regional (for multinational indexes) scope, its reporting frequency and its basic index methodology, and has the broadest coverage for the market concerned.</td>
</tr>
<tr>
<td><strong>Standing investment</strong></td>
<td>Properties are treated as standing investments following their first actual valuation after completion of development, or after purchase in the case of investment properties, and continue to be included as standing investments until their final valuation prior to sale.</td>
</tr>
<tr>
<td><strong>Time-weighted</strong></td>
<td>For performance measures, those in which returns generated for different time periods are weighted equally in producing returns for longer periods, irrespective of the amount of capital employed in each period.</td>
</tr>
<tr>
<td><strong>Top slice income</strong></td>
<td>For property units where current rent is higher than open market rental value, the difference.</td>
</tr>
<tr>
<td><strong>Total return</strong></td>
<td>The most important measure of overall investment performance used to compare different assets across time periods. It incorporates both capital and income elements, and is calculated as the percentage value change plus net income accrual, relative to the capital employed.</td>
</tr>
<tr>
<td><strong>Tracking error</strong></td>
<td>The standard deviation of the difference in return between a portfolio and a benchmark. The tracking error shows the extent to which portfolio returns move in line with the benchmark over a given time period.</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Transaction linked indicator</strong></td>
<td>A hybrid market indicator published by MSCI in which transactions and open market capital values are linked to produce measures of market movement that capture more of the true volatility of real estate investments than is possible using capital values alone.</td>
</tr>
<tr>
<td><strong>Unexpired lease term</strong></td>
<td>The period of time remaining until the current lease contract ends.</td>
</tr>
<tr>
<td><strong>Universe</strong></td>
<td>A dataset covering a whole investment market for the purposes of an index or for benchmarking. For real estate this is normally defined as a national market area.</td>
</tr>
<tr>
<td><strong>Vacancy</strong></td>
<td>MSCI defines a vacant unit as one with no lease, no previous lease holding over and no temporary contract in place, and where any previous lease has been disclaimed. Vacancy does not apply to tenants in administration where leases are technically in place.</td>
</tr>
<tr>
<td><strong>Vacancy rate</strong></td>
<td>Calculated as both the sum of market rental value in vacant units as a percentage of total market rental value excluding development units, and the sum of vacant floor area in completed properties as a percentage of total lettable floor area.</td>
</tr>
<tr>
<td><strong>Valuation</strong></td>
<td>The process by which an estimation of market capital value is made for an investment property. The valuation process also generates a large amount of supporting data used by MSCI for analyzing portfolios and markets.</td>
</tr>
<tr>
<td><strong>Variable rate currency conversion</strong></td>
<td>For multinational real estate reporting, converting all currencies throughout the performance history at the exchange rates in effect at the end of each month.</td>
</tr>
<tr>
<td><strong>Volatility</strong></td>
<td>Portfolio or asset risk, defined as the standard deviation of the series of returns around the arithmetic mean.</td>
</tr>
<tr>
<td><strong>Weighted contribution to return</strong></td>
<td>Measure of the contribution of an individual asset or group of assets to the return of the portfolio over a defined period. The weighted contributions of all the assets in a portfolio sum to its return.</td>
</tr>
<tr>
<td><strong>Yield</strong></td>
<td>The ratio of income to capital value expressed as a percentage.</td>
</tr>
<tr>
<td>Yield impact</td>
<td>The impact of a change in yield on capital value, expressed as a percentage.</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Yield ratio</td>
<td>The ratio of equivalent yield to reversionary yield. This is only available for markets where equivalent yield can be calculated.</td>
</tr>
</tbody>
</table>
### APPENDIX III: VERSIONING TABLE

<table>
<thead>
<tr>
<th>VERSION</th>
<th>PUBLICATION DATE</th>
<th>KEY CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>March 2016</td>
<td>Clarification of valuation requirements: valuations that are external and compliant with international valuation standards are preferred, but internal valuations and values compliant with a local professional standard are accepted, provided they are Market Values. Change to the Asset Exclusion Policy: reflects the decision to discontinue discretionary asset exclusion and not to exclude assets for reasons other than insufficient data quality. Change to the Correction Policy: correction period extended from 12 to 36 months.</td>
</tr>
<tr>
<td>V1.1</td>
<td>June 2016</td>
<td>Added Section 4 on real estate index usage, which was left out in the March 2016 edition due to an administrative error and was included in previous versions of the methodology documents.</td>
</tr>
<tr>
<td>V2.0</td>
<td>July 2016</td>
<td>Several methodological enhancements impacting the results were implemented: • Discontinuation of discretionary flagging • Introduction of a new global interpolation method • Implementation of a global dominance rule • Amended currency conversion • New index reweighting • Standardization of global yields • New “same store” index type • Revised assumptions on property management fees • New global market size reweighting</td>
</tr>
<tr>
<td>V2.1</td>
<td>February 2017</td>
<td>Several amendments have been made to the document: • Paragraph 3.9 is added on Geographic Reporting, explaining the geographical hierarchy used in reporting. • Paragraph 2.1 text on the direct real estate return investment computation methods amended to give more clarity on the definition and the difference between the samples. • Paragraph 5.1 added on the real estate index design guidelines.</td>
</tr>
<tr>
<td>V2.2</td>
<td>November 2017</td>
<td>Several amendments have been made to the document: • Paragraph 2.1 held-down valuations are included in the all asset grouping • Paragraph 2.1 Active Management Segmentation is added • Paragraph 2.2.7 is added on Net Operating</td>
</tr>
</tbody>
</table>
Income Growth
• Paragraph 2.4.1 Modified Dietz Methodology is amended to give more clarity on the definition
• Paragraph 3.3.1 Fixed Rate Conversion. The first paragraph, which referred to the old methodology, has been removed
• Paragraph 4.1.4 Weighted Contribution to Relative Portfolio return is expanded to apportion the reconciliation term
• Paragraph 4.1.5 Attribution of Relative Returns is expanded to apportion the residual
• Paragraph 4.1.5 Attribution of Relative Returns. Terminology change from Structure Score to Allocation and from Property Score to Selection

V 2.3 April 2018
Several amendments have been made to the document:
• Additional paragraph in section (2.1) on the all assets filter in analytics products
• Added section 2.1.10 on internal rate of returns
• Added the gross capital adjustment for Ireland in section 2.2.3

V 3.0 January 2019
A large number of amendments have been made to the document. The most important are highlighted below:
• The MSCI Property Fund Index Methodology has been separated out and included in the MSCI Methodology for Property Fund Indexes
• The Index Design Guidelines and Policies section has been separated out and included in the MSCI Real Estate Index Design Guidelines and Policies
• The methodology deviation section within the real estate analytics products has been separated out and included in the Methodology Changes for MSCI Real Estate Analytics Products
• The Valuation Guidelines have been separated out and included in the MSCI Requirements for Real Estate Valuations
• The below sections have been added:
  - 2.3 Data Treatment Practices and Assumptions
  - 3.1 Definition of Standard Indexes
  - 3.3.1 Detailed Property Type
  - 3.4.3 Geographical Breakdown for UK Regions
  - 3.5 Peer Group Indexes
  - 3.6 Value Band Filter Indexes
  - 3.7 Green Property Indexes
  - 3.8 Spliced Indexes
  - 4.7 Ranking / Distributions of Returns
  - 4.11 Client Supplied Weighting
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