



FUND SERVICES

Our offshore Fund Services Division provides a range of services concerned with the start up and ongoing administration of investment funds.

These range from fund administration to company secretariat facilities, and we regularly project manage the establishment of funds and associated structures, liaising with all our clients' professional advisers in the process to ensure a smooth launch.

And, from unit trusts to funds of funds, our experienced practitioners possess expertise in all varieties of fund structures. We also understand the issues and considerations associated with all types of asset class.

We are based on the Island of Guernsey - long known for its practical, innovative and flexible approach in the investment fund arena - and inherent in our service provision is a robust compliance culture and business continuity planning that ensures our clients receive a consistent and very personal service.

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We can tailor our services to suit your requirements. While some clients choose to employ us on specific aspects of their affairs, others opt for a complete fund administration service encompassing all of the following:

Initial set up of Funds:

Review of documentation, establishment of bank and custody accounts, anti money-laundering and due diligence

Share Registration:

Maintaining share registers, distributions, receipts/payments and handling correspondence

Fund Accounting:

Maintenance of accounting records, calculation and expenses payments

Net Asset Valuations:

Preparation of valuations and publication of reports

Report and Accounts:

Liaison with fund auditors and preparing full audit documentation

Corporate Secretariat:

Maintaining statutory records, attendance at Board meetings, provision of directors and registered office

Our expertise spans all fund structures and asset classes, including:

- Open and closed ended investment companies
- Unit trusts
- Fund of funds and funds of hedge funds
- Private equity

The fund administration industry is constantly evolving and we enjoy the challenge of creating new and innovative products in this arena. If you have an idea, we are always happy to discuss how it may be possible to create the service you need.

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