

COMMERCIAL • PRIVATE CLIENT • PENSIONS & BENEFITS

Supporting structures

Fund Administration Structures

Carey Group is a leading provider of bespoke specialist fund administration services across a diverse range of strategies, structures and jurisdictions. From straight forward to more complex structures, we pride ourselves on listening carefully to clients and applying specialist knowledge to implement the most effective and efficient solutions.

Provision of timely and accurate information is at the core of any fund administration service offering and Carey Group is focussed on service delivery to clients, no matter what the fund size or strategy.

Carey Group's experienced and qualified teams offer a client focussed best practice service from a number of key European locations including Guernsey, Luxembourg and Cyprus. Our deep rooted knowledge and experience covers a wide range of fund structures and domiciles including hedge funds, fund of funds, property funds, private equity funds, infrastructure funds and managed accounts.

W: www.careygroup.gg
E: info@careygroup.gg



CAREY GROUP

ALDERNEY • CYPRUS • GENEVA • GUERNSEY • LUXEMBOURG • MONACO • UK • ZURICH

FUND ADMINISTRATION

Fund & Company Formation Services:

- ▶ Assistance and guidance with the formation of funds
- ▶ Assistance and guidance on private equity funds closings
- ▶ Review of offering documents and other constitutional documentation
- ▶ Access to a wide network of contacts (Auditors, Lawyers, Tax Advisers, Banks etc).
- ▶ Stock Exchange listing services

Fund Accounting & Portfolio Valuations:

- ▶ Calculation of NAV
- ▶ Full reconciliation of all fund transactions, assets and portfolio holdings
- ▶ Independent pricing of portfolios
- ▶ Production of capital account statements
- ▶ Production of management account statements
- ▶ Production of financial statements (in a wide range of accounting standards)
- ▶ Audit liaison

Registrar/Transfer Agent:

- ▶ Maintenance of register of shareholders / investors
- ▶ Processing of subscriptions, redemptions and transfers
- ▶ Communications of shareholder / investor statements
- ▶ Additional fund performance reports and communications
- ▶ Shareholder / investor due diligence collection, review and maintenance
- ▶ Dividend and commission payments

Administration Services:

- ▶ Capital call notice processing and monitoring – private equity
- ▶ Distribution processing and monitoring – private equity
- ▶ Invoice logging and payments
- ▶ Cash management

Corporate Services:

- ▶ Provision of corporate secretarial services
- ▶ Provision of Registered Office
- ▶ Provision of director(s) & company secretary
- ▶ Acting as Corporate Service Provider and Registered Agent
- ▶ Provision of board meeting facilities
- ▶ Production and maintenance of minutes and resolutions

Compliance Services:

- ▶ Provision of Compliance Officer and Money Laundering Reporting Officer (MLRO)
- ▶ Statutory regulatory reporting
- ▶ Liaison with the applicable regulatory bodies
- ▶ Production of compliance reporting on regulated structures
- ▶ Compliance monitoring
- ▶ Corporate Governance monitoring

Banking/Brokerage/Custody:

- ▶ Carey Group will work with the quality institution of your choice or provide introductions where possible.

For specific information on our service offerings from each location, please contact:

- ▶ Guernsey office T: +44 (0)1481 700300
- ▶ Luxembourg office T: +352 266 448 1
- ▶ Cyprus office T: +357 22 45 25 25

For general enquiries, please call +44 (0)1481 700300 or email us at info@careygroup.gg

