

Supporting structures

Carey Group Luxembourg Specialised Investment Services

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.

Carey Group Luxembourg will be next to you as early as your investment planning process starts. Our team focuses its efforts on serving the specific administrative and operating needs of private equity, real estate, hedge funds and other specialized investment managers.

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CAREY GROUP

Carey Group Luxembourg - Specialised Investment Services

FUND & COMPANY FORMATION

- ▶ Assistance with the fund/company formation, including multi-stakeholders coordination.
- ▶ Review of the constitutional documentation from an operating and administrative perspective.
- ▶ Investor due diligence including anti money-laundering verification. Coordination of the KYC process with banks.
- ▶ Drafting of the Fund's operating memorandum with other stakeholders.
- ▶ Set up of on- and off-shore carried interest vehicles.

CORPORATE AND ADMINISTRATION SERVICES

- ▶ Provision of a registered office.
- ▶ Management of the day-to-day operations and correspondence of the fund/company.
- ▶ Operating and administrative coordination of the closing and transaction processes.
- ▶ Corporate secretarial services including organisation and management of the board and shareholders meetings.
- ▶ Ensure compliance with legal and statutory requirements.
- ▶ Customisable reporting available on secured web-based remote access.
- ▶ Business Center: Dedicated fully furnished office space available.

ACCOUNTING (LUXGAAP & IFRS)

- ▶ General Ledger and bookkeeping.
- ▶ Net asset Value calculation.
- ▶ Consolidation of accounts.
- ▶ Production of financial statements and customised interim reporting.

- ▶ Carried interest and performance fee calculation.
- ▶ Coordination of the external audit process.

TAX COMPLIANCE

- ▶ Preparation of corporate tax returns.
- ▶ Preparation of VAT returns.
- ▶ Coordination with external tax advisors regarding tax planning and assessment needs.

REGISTRAR/TRANSFER AGENT

- ▶ Opening and maintenance of the investor and carried interest registers.
- ▶ Subscription, redemption and transfer of shares management.
- ▶ Capital call management and follow-up.
- ▶ Distribution management.

QUALIFIED COMPANY DIRECTORSHIP

- ▶ Qualified individual directors for (un)regulated structures (including SIFs & SICARs).
- ▶ Proactive guidance and monitoring of the fund/company's activities.

LIQUIDATION SERVICES

- ▶ Preparation of the liquidation accounts and tax returns
- ▶ Multi-stakeholders coordination of the liquidation process (including external audit).
- ▶ Maintenance of the fund/company's files during the legally mandatory period.

CAREY GROUP CONTACTS

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