

Hawksford for Funds



Fund Services

Committed to Alternatives.

We provide flexible fund administration services targeted at a wide range of alternative asset classes and fund structures.

Whether you are a well-established or first time fund manager, you will have direct access to a management team and staff with broad industry experience, years of technical expertise and a hands-on approach to support the day-to-day running of your fund.

The funds industry is dynamic, and continuously changing. You need a trusted partner who can take on the regulatory, financial, tax compliance and corporate governance responsibilities, so that you can focus on managing your funds and devising the best investment strategies.

We add value to the operational aspects of running a fund by creating bespoke solutions and developing services with the sole intention of helping clients succeed.





**"Our core focus is our clients.
We pride ourselves on having
experts in the industry who are
forward thinking and who care
about client service."**

Michel van Leeuwen, Group Chief Executive

Best of breed services

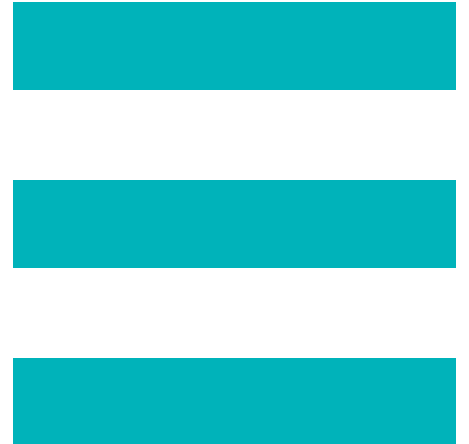
**Invested in people.
Invested in technology.
Invested in our clients.**

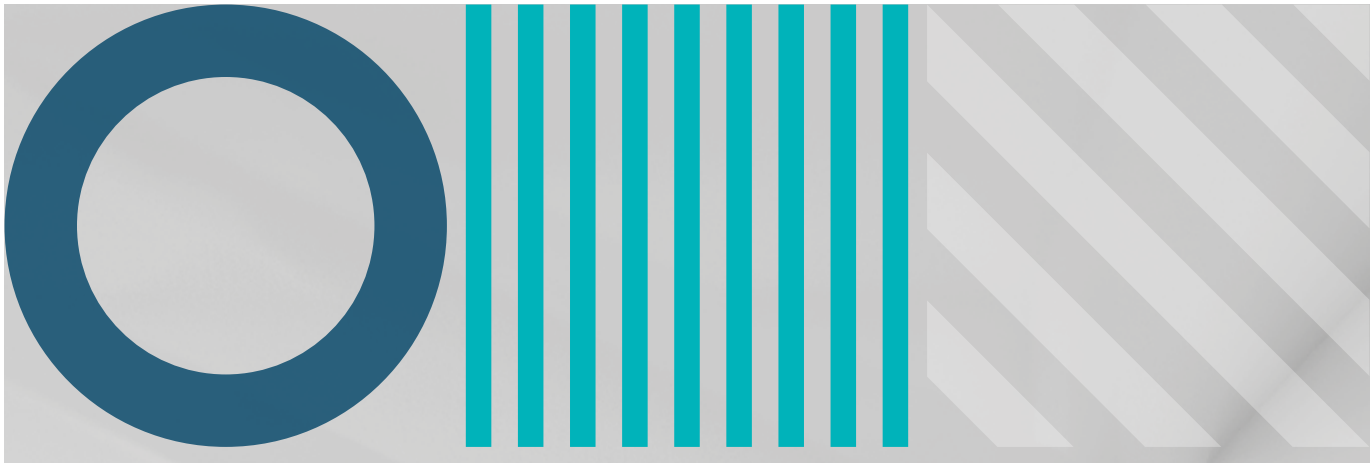
State of the art technology bolsters our processes and systems, guaranteeing a robust client service across our international offices. We use industry leading technology to ensure exceptional client service with sophisticated reporting and data management.

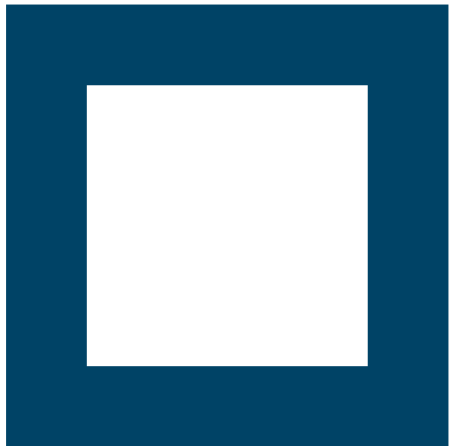
We continuously invest in our people and global operating platform, providing us with the ability to deliver data solutions through automated work flow. Having the best technology saves time and money.

"My role is to listen and understand client requirements. From there, we work together to find bespoke solutions which simplify any complex issues. We recruit the best people and provide them with the right tools to deliver these solutions day after day."

Simon Page,
Global Head of Funds







Three guiding principles underpin our fund administration capability

Rigorous

The funds industry is constantly evolving. This calls for middle and back office support which is rigorous; a culture of control, risk management and compliance. Clients demand the very highest standards of accuracy, on-time reporting and flexible administration solutions. We offer an accounting and reporting function that is subject to exacting processes. We absorb the regulatory burden for all filing and compliance requirements.

Being a part of a wider Group, we can draw on an extensive network of internal and external non-executive directors to navigate the stringent compliance landscape.

Technical

While we have particular strength and expertise in the administration of private equity, real estate and venture capital, we also provide in-depth knowledge and technical experience to deliver exceptional fund administration across the breadth of alternative asset classes.

We are funds professionals with expertise spanning a wide range of services. Director-led relationship management, supported by an intelligent, qualified and energetic team, creates the perfect environment for delivering bespoke client services.

Dynamic

As an independent company, Hawksford is able to respond to clients' diverse and evolving requirements. We are small enough to be nimble and uncompromisingly client focussed, but large enough to provide industry-leading technology, expertise and best practice.

This entrepreneurial way of working suits many of our likeminded clients, who return to us again and again with their future funds requirements.

Fund solutions

Making your life easier.

Our specialist Funds team provide a bespoke service with end-to-end solutions supporting funds and their expanding reporting requirements. These customised administration services provide private equity, real estate and venture capital expertise in fund administration to help our clients achieve their commercial goals.

Team approach to servicing our clients.

Our experienced team, flexibility and solutions driven approach is what sets us apart.

The lead Director on any engagement will develop a clear and comprehensive operating model and service team that encompasses the entire fund lifecycle and is tailored specifically to fit clients' requirements.

We work tirelessly to build effective working relationships through transparent, pro-active communication and timely responses to client requests. We want our clients to experience Hawksford as an extension of their own back office.

Our team has many years of experience in administering a wide range of asset classes including:

- Private equity
- Real estate
- Mezzanine
- Venture capital
- Infrastructure
- Fund of funds
- Natural resources
- Secondaries

Across a range of structure types including:

Partnerships

- Limited partnerships
- General partners
- Incorporated partnerships

Companies

- Limited liability
- Limited by guarantee
- Protected cell
- Incorporated cell

Trusts

- Private trusts
- Private trust companies
- Property unit trusts
- Unit trusts
- Purpose trusts

"Simon never fails to impress with his energy, attention to detail and professionalism."

Client of Hawksford.



Why Jersey

Substance and sophistication.

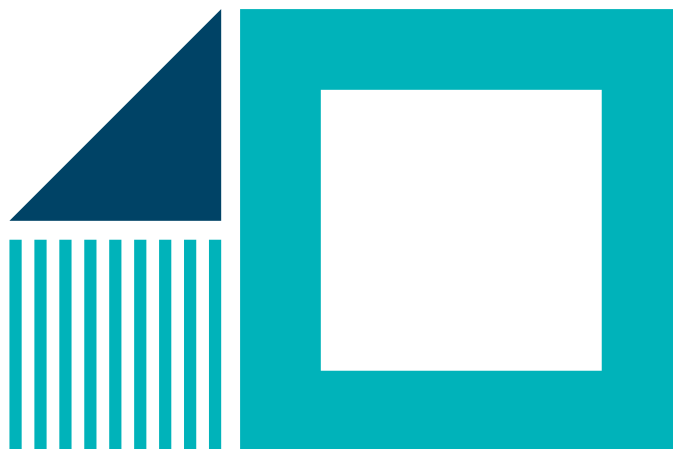
When it comes to fund administration services, fund managers want reassurance they are working with a jurisdiction of substance and sophistication. Jersey, where Hawksford is headquartered, is a well-regulated international finance centre offering a comprehensive and robust infrastructure.

Jersey is leading the way with products and services that meet the changing requirements of the international financial community. For over 50 years, Jersey's political and economic security, its robust legal

framework and strict adherence to international financial regulation, have been a major attraction to businesses and investors. Jersey continues to enhance laws and regulations in order to provide choice for investors and remain a leader in fund services.

This expert alternatives industry allows for swift transaction processes and prompt regulatory optionality providing synergies across Hawksford's business to ensure we provide a first class service to our clients.

Hawksford's Jersey office is the nerve centre of our funds services, providing internationally sound administration solutions to globally mobile clients.





Services you want

Hawksford is a premier, outsourced, service provider to the alternative investment market.

Innovative and agile product solutions

Our clients' requirements are diverse and evolving. By building close working relationships we gain true insight, enabling us to create tailored solutions in response to a dynamic environment.

Hawksford is a full service provider to the alternative investment market through innovative product solutions, broad industry experience and unparalleled service levels.

On-boarding and establishment

- Co-ordination and management of the fund launch
- Review and comment on constitutional documentation, with a template library to leverage if required
- Liaison with professional advisers and intermediaries

- Collation of the fund's due diligence
- Drafting and implementation of operating procedures and associated service level agreements / key performance indicators
- Drafting and implementation of reporting frameworks
- Opening of bank accounts and subsequent management

Compliance services

- Provision of Compliance Officer, MLRO, MLCO and supporting functions
- Bespoke compliance review and reporting
- Communicate with the local regulator
- On-going monitoring and oversight of KYC/CDD documentation
- FATCA and CRS services
- AIFMD reporting

Trustee and director services

- Provision of experienced directors in Jersey
- Access to a wide portfolio of professional Non-Executive Directors

Fund accounting and financial reporting

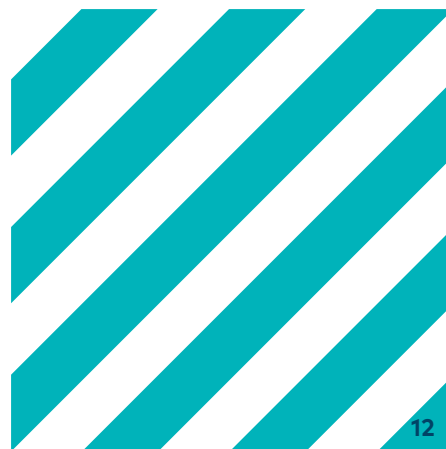
- Maintenance of accounting books and records and associated reporting
- Production of audited financial statements
- Management of audit
- Carried interest, other incentive fee and NAV calculations
- Regulatory reporting and filing
- Management reporting
- Reconciliation of fund assets
- Provision of tax data

Corporate governance and company secretarial

- General administration services – tailored to the fund structure, and including all investor services reporting
- Co-ordinating and attending board meetings and associated supplementary work
- Maintenance of statutory records and registers
- Payments in accordance with fund constitutional documentation
- Ensuring local legal and regulatory compliance
- Registered office and domiciliation services
- Acting as an approved Jersey manager of a managed entity (MoME)

Investor services

- Tailored reporting services
- Maintenance of registers
- Distribution of investor communications
- Co-ordinating subscriptions, commitments and drawdowns
- Arranging payment of dividends, distributions and redemptions
- Organising investor meetings



Values you can trust

We work hard to maintain and share a culture that you, your advisers, our staff and our shareholders can be proud to be a part of.

Collaborative

Working together to solve problems and overcome obstacles, building rapport and relationships with every interaction. We ensure every interaction is meaningful and productive, putting you at the centre of everything we do.

Expert

Our rich experience and technical expertise is blended with an entrepreneurial attitude. Being creative and agile in looking for ways to help our clients, is always underpinned by the foundational rigour that comes from being specialists.

Confident

We are confident in our understanding of your business and its needs. We take time to fully understand your business, goals and priorities, helping you to turn opportunities into reality.

Trusted

Trust is the ultimate measure of success. We understand the importance of our role in helping you achieve your objectives and strive, in everything we do, to be transparent and worthy of the trust you place in us.







Who to contact

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Not all services are available from each jurisdiction in which we operate. Please contact us for more information.

Thinking beyond
tomorrow

www.hawksford.com

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