

FUND  
ADMINISTRATION  
SERVICES



## FACT SHEET FUND ADMINISTRATION SERVICES

WE OFFER AN EXCEPTIONAL FUND ADMINISTRATION SOLUTION, DELIVERING A BESPOKE, TECHNICAL AND PROACTIVE SERVICE. SIMPLE OR COMPLEX, PRIVATE OR PUBLIC, WE HAVE A WEALTH OF EXPERIENCE IN THE FUNDS ARENA.

### Why Estera Fund Administration?

We deal with fund managers, financial institutions, high-net-worth individuals, family offices and institutional and professional investors, providing fund setup, accounting, net asset valuation calculation, registrar and transfer agency services, together with company administration services to a range of alternative investment fund strategies, including hedge, fund-of-fund, property and private equity.

We have considerable experience managing the take on of new and transfer of existing structures. We fully appreciate the importance of a seamless transition from a client and investor perspective and we add value by actively project managing the introduction of such structures.

We also offer a range of technical fund services including forensic accounting, licensed manager, orderly wind down of distressed funds, due diligence, the provision of back office manager functions and the administration of fund management structures.

### Setup and statutory services

- Seamless coordination with our client's chosen legal firm throughout the drafting of fund documentation and entity formation
- Provision of directors
- Provision of registered office, registered agent, authorised representative and/or company secretarial services
- Share trustee/nominee services

### Investor services

- Performing investor anti-money laundering procedures in accordance with regulatory requirements
- Provision of Money Laundering Reporting Officer/Compliance Officer
- Accepting investor subscription, switch, transfer and redemption applications
- Maintaining client bank accounts for the receipt of subscription monies
- Payment of redemption proceeds to investors
- Maintaining the investor register of the fund
- Provision of online access to our investor services system records to both investors and managers



**Together with our leading systems, our qualified, experienced teams deliver a highly personal, client-focused and professional service tailored to the specific needs of our clients.**

## FUND ADMINISTRATION SERVICES continued

### Investor services continued

- Issuing investor statements, confirmations, contract notes and call notices
- Processing distribution/dividend payments
- Provision of FATCA and Common Reporting Standard compliance services

### Accounting and administration services

- Maintaining the accounting records of the fund
- Calculation of the fund's net asset valuation on a daily, monthly, quarterly, semi-annual or annual basis
- Maintenance of the investment portfolio including securities pricing and reconciliation of the asset position
- Calculation of management and performance fees/profit allocations on series or share equalisation methods
- Provision of portfolio performance reports to fund managers
- Preparation of interim and annual financial statements
- Provision of accounting advice in relation to fund restructuring
- Assistance with opening and maintaining operating bank accounts, and the payment of fund expenses therefrom

### About Estera

Established for more than 25 years, our strong legal heritage, rooted in our previous partnership with Appleby, and resolute commitment to the delivery of service excellence is what sets us apart.

Our unique global footprint across the jurisdictions of Bermuda, British Virgin Islands, Cayman Islands, Guernsey, Hong Kong, Isle of Man, Jersey, Mauritius, Seychelles and Shanghai helps provide clients with the best jurisdiction, product and service mix.

Together with our leading systems, our qualified, experienced teams deliver a personal, client-focused and professional service tailored to the specific needs of our clients.

[estera.com](https://www.estera.com)

Bermuda  
British Virgin Islands  
Cayman Islands  
Guernsey  
Hong Kong  
Jersey  
Isle of Man  
Mauritius  
Seychelles  
Shanghai

Regulatory information is available at [estera.com](https://www.estera.com)

For further information, please  
contact one of our team members.

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