



# Fund Services



**Whitmill**  
Highly Personalised Expertise





# Whitmill Fund Services

Whitmill offers independent fund service solutions for fund managers, asset managers and independent advisors.

We establish fund structures in onshore and offshore jurisdictions, and provide independent fund administration services to alternative investment funds, including private equity and real estate funds.

Whitmill has a dedicated Fund Administration team in our Jersey office, consisting of fund administrators with legal and company secretarial expertise supported by qualified accountants and compliance professionals who can provide comprehensive support to your fund structure.

A high level of client service is provided through having a single team of highly qualified and experienced staff who take responsibility for all aspects of the administration of the fund, giving you a single point of contact.

## Our fund services consist of

### Fund Formation

From the outset, Whitmill is able to provide guidance in determining the most effective structure and co-ordinate its implementation. Prior to the establishment and launch stage, it is imperative that the key elements are synchronised and this is where an experienced service provider can be invaluable, ensuring the expectations of the clients and investors are met and often exceeded. It is important to have clarity from the outset to achieve the fund's launch within expected timeframes, as failure to do so can impact both on the profitability of the manager's operations and more importantly, on the confidence of investors. Our team provides pro-active guidance with a "can do" approach to assist with the following matters:

- Establishing offshore and on-shore funds and fund management companies, assisting with fund structuring and liaising with the relevant regulators;
- Arranging and coordinating the drafting of all fund documentation via legal counsel, including placement memorandum, subscription documents, trust instrument, partnership agreement and all other requisite legal documentation as may be required and liaising with all other appointed service providers;
- Effectively communicating with key service providers, such as auditors, prime brokers, bankers and trustees (as applicable); and
- Arranging the set-up and operation of bank and custody accounts.

Once the fund and fund manager's operations are up and running, we offer a highly personalised administration service for the fund.

### Fund Administration

As an independent fund administrator, Whitmill provides customised solutions to relieve fund managers of the burden of administering their funds, and in doing so, give investors the comfort of having a licensed and regulated experienced third party administrator, fully independent of the fund manager.

### Accounting and Valuation

We can also maintain the books and records of the funds. Our services in this area include, but are not limited to the following:

- Preparing the net asset valuation calculations, with frequency ranging from daily to annual;
- Reconciling the fund's portfolio with respective brokers and/or custodians;
- Pricing the portfolio using recognised data vendors, such as Reuters and other pricing agents, depending on the nature of the investments;
- Calculating all fees and accruals, including management and performance fees (such as multi-series and equalisation methodologies);
- Operating the fund's bank account, independently from or in co-operation with the fund manager;
- Co-ordinating the audit process, preparing draft financial statements and liaising with auditors;
- Distributions/dividends;
- Subscriptions/redemptions/matched bargain trades;
- Capital calls; and
- Processing all investor related transactions.

### Investor Relation Services

We provide a full range of services in regard to transfer agency and investor relations, consisting of:

- Maintaining share, unit and partnership registers;
- Processing of all investor related transactions, including subscriptions, redemptions, transfers, capital calls, trades and distributions;
- Monitoring compliance with fund documentation in regard to notice periods, minimum investment amounts and fee payments;
- Collecting and verifying customer due diligence (CDD) and know your client (KYC) documentation in accordance with jurisdictional requirements; and
- Dissemination of statements, reports and other communications to investors.

## Trustee & Nominee Services

Whitmill is approved by the Jersey Financial Services Commission to act in the capacity of trustee and provide nominee services to private client, corporate and fund structures.

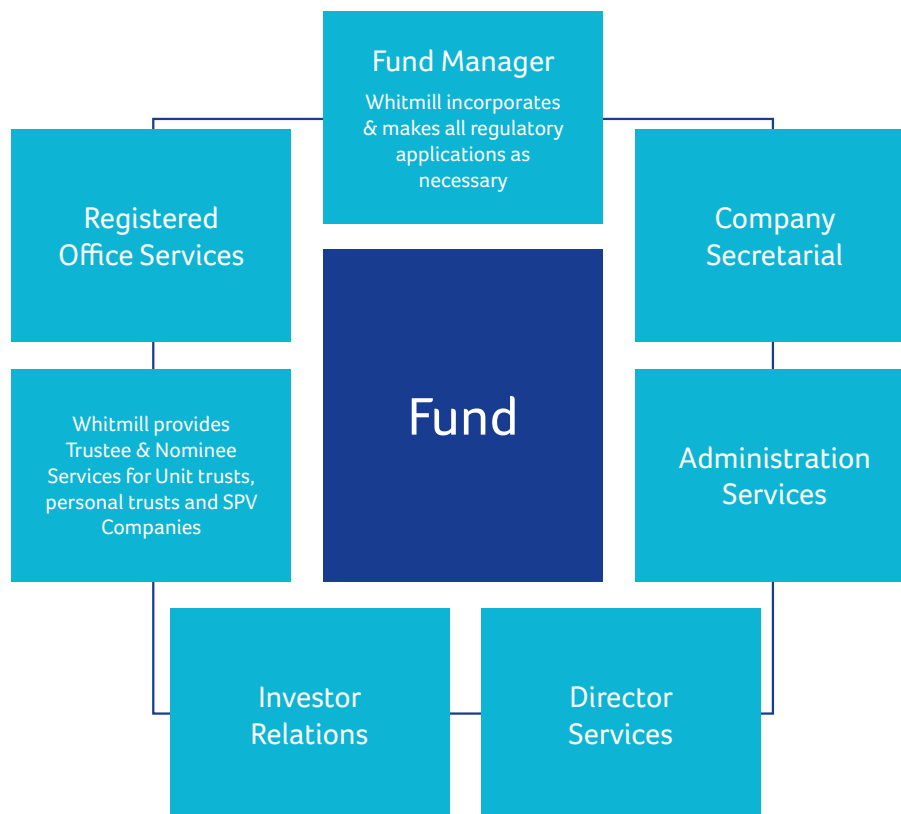
## Corporate Secretarial Services

We provide corporate secretarial services through our experienced legal and administrative professionals located in offices in various jurisdictions. Our services include, but are not limited to, the following:

- Providing company secretarial and registered office services;
- Maintaining the statutory records and minute books;
- Attending to all statutory filings in the country of domicile;
- Arranging for payment of annual fees to local registrars and regulators;
- Attending board and shareholder meetings and taking of minutes; and
- Arranging for the execution of board and shareholder resolutions.

## Director Services

We provide experienced and regulated personnel for the composite of Boards of Directors on a variety of private client, corporate and fund structures, utilizing the appropriate skill sets and requirements of our people to meet our clients' needs.



*Please note that the information and any commentary on the law or tax related matters contained in this document is only intended as a general statement and is provided for information purposes only and no action should be taken in reliance on it without specific legal or tax advice. Every reasonable effort is made to make the information and commentary accurate and up to date, but no responsibility for its accuracy and correctness, or for any consequence of relying on it, is assumed by the author. Further this factsheet is not intended to amount to legal advice.*

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