

# IQ-EQ France

## Corporate services in 3 minutes

Within the private asset ecosystem, IQ-EQ is a major international investor services group, with over 5,000 employees in 25 countries and assets under administration (AUA) exceeding US\$750 billion. Supported by the dynamics of our group and with the ambition of contributing to the creation of added value for our customers, IQ-EQ in France supports entrepreneurs, alternative investment professionals and managers by offering them a range of services across the entire investment value chain.

With a team of 30 people including experienced chartered accountants and specialized professionals, our offering in France is built around five service lines dedicated to our customers, whether they are independent companies, groups or subsidiaries, management companies or any other vehicle dedicated to investment, asset holding structures or operating companies:

1. Accounting and tax assistance
2. Payroll assistance
3. Audit assistance
4. Legal assistance
5. Management assistance

These five service offerings include the following main missions:



### Accounting and tax assistance

- Bookkeeping & supervision
- Tax: management of all tax returns, including VAT and corporation tax
- Annual accounts, interim accounts, periodic reporting
- Preparation of consolidated financial statements
- Preparing payments
- Assistance with tax and Urssaf audits
- Managing relations with statutory auditors
- Advice on management and organization of the accounting function



### Payroll

- Compilation of monthly pay slips, preparation of all payroll-related social declarations (mainly monthly DSN)
- Preparation of all payroll-related tasks (pre-declaration of payroll deductions, etc.) (e.g. hiring, declaration of work stoppages, affiliation to social security schemes, management of daily allowances)
- Assistance with the execution of employment contracts (drafting of employment contracts, termination procedures, simulations) and the implementation of company-specific contracts (provident scheme, profit-sharing)



### Legal assistance

- Direct debit
- Corporate legal secretariat
  - approval of annual financial statements amendments to articles of association such as transformation, change of closing date, capital transactions
- Assistance with universal asset transfers, mergers and asset contributions
- Assistance with personal taxation (tax returns and property wealth tax)



### Audit

- Statutory audit, including statutory audit of annual and consolidated financial statements
- Services other than certification of financial statements (attestations, capital transactions)
- Other CAC engagements (ad hoc assignments in the event of capital transactions, contribution auditing,



## Management

- Appointment as company representative (natural or legal person)
- Active management in compliance with legal requirements
- Power restrictions (joint determination)
- Reporting according to defined format and frequency

## Our dedicated team



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## Our onboarding process

- Initial contact with the customer, understanding issues and expectations
- Drawing up a service offer, then formalizing it with a letter of engagement (service contract, formalities associated with entering into a relationship)
- Organization of the mission, selection of contributors according to the skills required, definition of the timetable and deliverables, collection of documentation to build up our file, configuration of our tools

\*Data as of July 1, 2023

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