

# IQ-EQ France

## External CFO services in 3 minutes

### Introduction

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.

Our **External CFO department** team provides our clients with ad hoc or ongoing support using experts in the financial, accounting, regulatory, legal and tax fields; through a one-off nor a permanent mode. **Our clients can choose a fully or partially External CFO Service** operating at either the Management Company or the Fund's level.

Our team consists of experienced former CFOs and Financial Controllers who can meet all our clients' requirements and challenges.

Our tailor-made approach means you can delegate part or the overall of your Finance department considering a defined scope of tasks to support you managing your Funds or Management Company. We work with you and your wider team (investors, legal advisors, regulator, custodian, internal compliance officer, statutory auditors, etc.) to arrange the relationship based on your needs. Our teams can also support fundraising activities.

Our offering includes the following main services:



#### Fund administration – sample of tasks

- Fund administration: capital calls, distribution notices, capital account statements, etc.
- Control and check fund expenses including management fees, etc.
- Agree fund positions, LP commitments, carried interest calculations, etc.
- Monitoring constraints and thresholds (quotas, ratios)
- Monitoring the LPs database and queries (Q&A, portal reporting, etc.)



#### Fundraising – Assistance in...

- Preparation of DDQs and related database
- Preparing and checking subscription process (forms, side letters, MFN, etc.)
- Performing investor's procedures such as KYC/AML
- Monitoring the negotiations with LPs, registering LPs in connection with the custodian, etc.



#### Management company – Expertise

- Coordination of service providers (accountants, delegated internal compliance officer, suppliers, banks, custodian, etc.)
- Assistance with closing investment and divestment transactions
- Planning and monitoring quarterly fund deadlines
- Preparing financial reporting (LP reporting, responses to LP queries, IRR calculations, etc.)
- Budget monitoring and cost controls
- Calculating management fees, preparing fund's invoices and recharges
- Preparing and monitoring of payments
- Statutory auditors monitoring
- Tax management
- Cash monitoring
- Regulatory filings: ratios, French AMF databases, minimum equity threshold, compliance procedures, etc.
- COSEC and other legal duties
- Monitoring of SPVs or co-invest vehicles funded by the Funds

## Our dedicated team



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## Our onboarding process

- Preparation of the service proposal
- Definition of the project scope with the client
- Project kick-off: team introductions, schedule, service level, responsibilities, network access, etc.
- Signature of the contractual agreement (engagement letter)

\*Data as of March 2024

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