

IQ-EQ France

Fund Administration 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 **Fund Administration** team is an extension of our External CFO Service fully in charge of the Fund Administration of your funds or can also be appointed as a stand-alone team in charge of your back and middle-offices. Our clients can choose a full outsourcing scheme or select part of our offer to outsource the fund administration and/or fund accounting of their fund.

Our team consists of Financial Controllers and Fund Accountants, at junior and senior level, who can meet all our clients' requirements and challenges.

We provide services to over 50 management companies, operating as a trusted partner, successfully administering over 130 funds to the very highest quality standards in the industry using robust platforms, valued added tools and a strong team management. Our organisation is designed to deliver a turnkey service covering a wide range of tasks performed in compliance with ISAE 3402-certified operational procedures. Our robust IT systems ensure that our services are reliably delivered every day by our Fund Administration team for the benefit of our clients. Alongside our technological platform, we have multidisciplinary professionals who ensure that clients get the technical expertise they need in multiple areas (accounting, tax, legal, regulatory, etc.)

Every year, we invest heavily in technology to improve our Fund Administration practice. With IQ-EQ, you get a high-quality service to support your organisation, reducing your fixed costs and including a true partner to keep responsive and flexible on day-to-day basis while you focus on your investment and core businesses.

Our offering includes the following main services:



Fund accounting

- Bookkeeping of the Funds of all transactions (assets, cash, etc.)
- Reconciliation procedures (securities / LPs units)
- Preparation of the pack NAV including valuation of the assets
- Cash monitoring
- Financial statements and AIFM management reports
- Assistance with statutory auditors



Fund administration

- Preparing, sending and monitoring capital calls and distribution notices
- Preparing and sending reports and related capital account statements to investors
- Checking management fees, operating expenses and custodian fees
- Managing payments of the funds (invoices, etc.)
- Calculating legal and tax quotas or regulatory ratios
- Managing bridge financing and other credit facilities
- Preparing regulatory filing (Banque de France, French AMF databases, FATCA/CRS, etc.)

Our dedicated team



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Our onboarding process

- Project analysed and operational manager assigned
- 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

Information only and is not designed to provide legal, tax, investment, regulatory or accounting advice, or any other professional advice. For more information relating to the legal and regulatory status of IQ-EQ, please visit www.iqeq.com/legal_and_compliance

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