

# Family Office

## Introduction

### Unlocking the opportunities for your family office

Family offices of all sizes are evolving to meet the increasingly complex challenges of global wealth stewardship.

IQ-EQ Family Office Services provide a full suite of services to help manage these challenges.

## Supporting your family offices' evolution

Our knowledge and experience provides your investors with accurate and timely financial reporting, allowing you to focus on growing your investment management business.



### Design your family office

We work closely with you and your advisors to determine how best to structure both your family wealth, and the family office.

### Build your family office

We establish the required framework quickly and efficiently to support the governance and efficacy of your family office.

### Execute your plan

We collaborate with in-house and external specialist advisors. This can include working in close collaboration with banks, investment managers, luxury asset specialists, insurers, specialist asset administration services and private funds reporting functions.

### Guard and facilitate

Our experienced professionals deliver the highest standards of wealth governance and oversight.

We facilitate smooth administration across all services from company secretary, CFO, trustees, property and lifestyle concierge. In addition, we can leverage our full continuum of professional support through regulatory compliance, technology and reporting.

## Our Services

### Family office establishment and administration

Set up your family office quickly and efficiently with our range of services:

- Working closely with your advisors to identify your needs and how best to articulate your family's values for future generations
- Helping you and your advisors to establish a Family Office constitution or charter
- Structuring, incorporation and administration of your family office structure
- Provision of Company directors and secretary
- Preparation of accounts
- Processing monthly payroll
- Issuing of pay slips and arranging for payment of salaries

### Legal and tax advice liaison and stewardship

We can connect you with our global network of law firms and tax advisors and project manage the designing of your family office.

### Asset holding services

In line with the sophistication of your family, we can structure and administer all asset holding requirements including:

- Private funds
- Carry vehicles
- Trusts
- Private trust companies
- Family holding companies
- Foundations
- Family investment companies
- Limited partnerships
- Loan or registered agent services (including equivalent fiducie in France)

### Asset protection

We work closely with your specialist advisors to help design suitable global strategies for the protection of wealth, in particular in relation to:

- Compliance within a changing international tax, regulatory and legislative environment
- Family relationships and protection from disputes
- Intergenerational transfer of wealth
- Privacy and reputational considerations

### ESG services

Having the right ESG framework in place has become a top priority for family offices. We can assist with set up, data acquisition and management.

- ESG set up
- ESG data acquisition and management

## Luxury assets

We have a dedicated luxury assets team that can assist with the establishment and administration of holding structures for many types of luxury assets, including cars, yachts, aircraft and art. We provide:

- Aircraft holding/leasing structures
- Classic car holding structures and management services
- Yacht holding structures
- Structures for holding art collections
- Luxury asset management, secure storage and movement/shipping oversight
- All related regulatory and tax reporting and compliance filings
- Bookkeeping, accounting and accounts/financial statement preparation for all such holding entities (stand alone and consolidated and in line with GAAP)
- Guidance and stewardship for certain employment and permanent residency applications

## The private office

We also provide personal concierge, lifestyle and property care services in London including:

- Sourcing and purchasing property
- Property management and security
- Lifestyle services
- Education: organise private tutors, music lessons, summer camps, coursework, university applications and placement to a desired school or university
- Staffing requirements, no matter how bespoke
- Assist with personal banking
- Assist medical and health appointments
- Manage all travel needs either for business or pleasure, from planning and arranging detailed travel itineraries to yacht and aircraft charters
- Reputation management

## CFO support services

Our Chief Financial Officer Support Services provide assistance to family offices in establishing and operating a strong accounting and financial reporting infrastructure. We tailor the work around your needs including:

- Accounting and administrator oversight
- Budgeting and analysis
- Cash flow control
- Annual audit process
- Implementing new finance and operating systems
- Management company financial control and budgeting

## Multi asset class specialist administration

We support the establishment, administration, compliance, and accounting for all types of private funds structures including:

- Liquid and illiquid funds
- Co-investment vehicles
- Hybrid funds
- Private funds
- SPVs and cell companies
- Alternative asset fund administration and domiciliation (private equity, real estate, debt, hybrid and hedge)
- Fund management (regulated and unregulated, including private fund co-investment and joint venture structures)
- Regulatory hosting services in the UK
- Intellectual property administration (patents, image rights and others)

## Risk management, compliance and reporting

Ensuring your family office and investment structures comply with the ever increasing regulatory and reporting environment. This can include:

- MaxComply, our adaptable and customisable compliance software helps family offices, families and corporates manage their AML/KYC regulatory activities effectively and efficiently
- Numerous forms of regulatory applications and annual filings in multiple jurisdictions globally
- Monitoring regulatory changes globally to ensure compliance at all times
- Assisting with regulatory licensing and compliance (UK only)

## Multi-Asset Consolidated Reporting and Documentation management

We provide look through portfolio reporting to the individual holding/assets for family office portfolios that have multiple investment advisors and underlying managers. Our document management system ensures that our clients get easy access to core reporting and legal documentation held in a secure single location.

We utilise 16 different technologies and softwares to ensure we provide a tailored solution for our clients. Clients can then monitor their performance, accounting information and even ESG metrics as well as benchmark these against a variety of indices, all through our online Cosmos solution.

## Key facts and figures\*

People worldwide	Worldwide location	Assets under administration	Minimum senior team experience	Funds under administration
<b>5500<sup>+</sup></b>	<b>25</b>	<b>\$750<sup>+</sup> bn</b>	<b>20 yrs</b>	<b>800<sup>+</sup></b>

## Key contacts



### Ilias Georgopoulos

Global Head of Private and Institutional Asset Owners

**E** [ilias.georgopoulos@iqeq.com](mailto:ilias.georgopoulos@iqeq.com)

**T** +352 466111 4630



### Alex Dean

Head of Family Office, Europe and Middle East

**E** [alexander.dean@iqeq.com](mailto:alexander.dean@iqeq.com)

**T** +44 759 451 9420



### Richard Behmer

Head of Private Wealth, Luxembourg

**E** [richard.behmer@iqeq.com](mailto:richard.behmer@iqeq.com)

**T** +352 466111 3640

Scan the QR code to learn more on our Family office services.



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