

## Corporate services in 3 minutes

Within the private assets ecosystem, IQ-EQ is a leading international investor services group, with over 5,800 employees across 25 countries and assets under administration (AUA) exceeding US\$750 billion. Supported by the dynamics of our group and committed to creating added value for our clients, IQ-EQ in France supports entrepreneurs, alternative investment professionals and managers by offering them a complete range of services across the entire investment value chain.

With a team of 30 professionals, including experienced chartered accountants and specialised experts, our corporate services offering in France is structured around five service lines dedicated to our clients, whether they are independent companies, corporate 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 services include the following main missions:



### Accounting and tax assistance

- Bookkeeping and supervision
- 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 audits and audits conducted by the Union de Recouvrement des Cotisations de Sécurité Sociale et d'Allocations Familiales (Urssaf), which is responsible for collecting social security contributions in France
- Managing relations with statutory auditors
- Advice on management and organisation of the accounting function



### Payroll

- Compilation of monthly pay slips, preparation of all payroll-related social declarations, monthly Déclaration Sociale Nominative (DSN)
- Preparation of all payroll-related tasks: pre-declaration of payroll deductions and other payroll-related activities, such as hiring, declaring work stoppages, affiliating employees to social security schemes, and managing 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 Commissaire aux Comptes (CAC), including ad hoc assignments in the event of capital transactions, contribution auditing, transformation 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 client, understanding issues and expectations
- Drawing up a service offer, then formalising it with a letter of engagement (service contract, formalities associated with entering into a relationship)
- Organisation 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 November, 2024

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