

IQ-EQ France

External CFO services in 3 minutes

Introduction

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.

Our **external CFO department** provides clients with ad hoc or ongoing support using experts in financial, accounting, regulatory, legal and tax fields, either on a one-off or permanent basis. **Clients can choose a fully or partially external CFO service**, operating at either the management company or fund level.

Our team consists of experienced former CFOs and financial controllers who are equipped to meet all our clients' requirements and challenges.

Our tailor-made approach allows you to delegate part or all of your finance department considering a defined scope of tasks to support the management of your funds or management company. We work with you and your wider team—investors, legal advisors, regulator, custodian, internal compliance officer, statutory auditors, and others—to tailor the relationship based on your needs. Our teams can also support your fundraising activities.

Our offering includes the following main services:



Fund administration – sample of tasks

- Fund administration: capital calls, distribution notices, capital account statements, and more
- Control and check fund expenses including management fees, and other related costs
- Agree fund positions, limited partner (LP) commitments, carried interest calculations, and other key financial metrics
- Monitor constraints and thresholds (quotas, ratios)
- Monitor the LP database and queries (Q&A, portal reporting, etc.)



Fundraising support

- Preparation of Due Diligence Questionnaires (DDQs) and related database
- Preparing and checking subscription process: forms, MFN, and more
- Conducting investor procedures such as Know Your Customer (KYC) and Anti-Money Laundering (AML) procedures
- Monitoring the negotiations with LPs, registering LPs in connection with the custodian, and other related activities



Management company – Expertise

- Coordination of service providers : accountants, delegated internal compliance officers, suppliers, banks, custodians, and other service providers
- Assistance with closing investment and divestment transactions
- Planning and monitoring quarterly fund deadlines
- Preparing financial reports: LP reporting, responses to LP queries, Internal Rate of Return (IRR) calculations, and more
- 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 fillings: ratios, French AMF databases, minimum equity threshold, compliance procedures, etc.
- Company Secretarial (COSEC) and other legal duties
- Monitoring Special Purpose Vehicles (SPVs) or co-investment vehicles funded by the Funds

Our dedicated team



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The onboarding process with each of our clients proceeds as follows for any financial management outsourcing project:

- Review of your project and introduction to an external Chief Financial Officer
- Preparation of a tailored service proposal to meet your specific needs
- Definition of the scope of work to ensure clarity on responsibilities and deliverables
- Start of the project: introduction of the team, timeline, service levels, responsibilities, and access to relevant networks
- Signing of contractual commitments through an engagement letter

*Data as of November 2024

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