

# IQ-EQ France

## Fund Administration 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 range of services across the entire investment value chain.

Our Fund Administration service complements our external CFO offering or can function as an independent solution for outsourcing the back and middle office operations of the funds you manage. Clients can choose either full or partial outsourcing, with the option to focus solely on fund administration and/or accounting management for their funds.

Our team includes Financial Controllers and Fund Accountants, at both junior and senior level, who are fully equipped to meet the diverse needs and challenges of our clients.

We work with over 50 management companies, operating as a trusted partner, administering more than 130 funds to the very highest industry standards, using robust platforms, valued added tools and strong team management. Our organisation is structured to deliver a turnkey service that covers a wide range of tasks, all performed in compliance with ISAE 3402-certified operational procedures. Our robust and reliable IT systems ensure that our Fund Administration team consistently delivers dependable services to our clients. Alongside our technological platform, our multidisciplinary professionals offer the technical expertise clients need across various areas (accounting, tax, legal, regulatory, etc.).

Each year, we invest heavily in technology to continuously enhance our Fund Administration practice. With IQ-EQ, you get a high-quality service that supports your organisation, reduces your fixed costs and includes a true partner who remains responsive and flexible in day-to-day operations, allowing you to focus on your investments and core business.

Our offering includes the following main services:



## Fund accounting

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



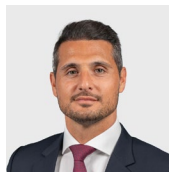
## Fund administration

- 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 fund payments (invoices, etc.)
- Calculating legal and tax quotas or regulatory ratios
- Managing bridge financing and other credit facilities
- Preparing regulatory filings (Banque de France, French AMF databases, FATCA/CRS, etc.)

## Our dedicated team



**Lucie Bouard**  
Head of Middle Office  
E [lucie.bouard@iqeq.com](mailto:lucie.bouard@iqeq.com)



**Romain Mifsud**  
Chief Commercial Officer,  
France and Switzerland  
E [romain.mifsud@iqeq.com](mailto:romain.mifsud@iqeq.com)



**Bertrand d'Anselme**  
CEO, France  
E [bertrand.danselme@iqeq.com](mailto:bertrand.danselme@iqeq.com)



**Christophe Pasquier**  
Chief Commercial Officer  
E [christophe.pasquier@iqeq.com](mailto:christophe.pasquier@iqeq.com)

## 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 November 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 <https://iqeq.com/legal-and-compliance/>

Reference: IH4303\_20112024  
© IQ-EQ 2024

Find out more  
[www.iqeq.com](http://www.iqeq.com)

Follow us

