

# Fund Services in Hong Kong

Our clients know what they want to achieve. We know how to get there. Working with some of the sharpest minds in corporate law and finance, we pull together the right blend of services to suit each client's unique situation. With an international network of experts and a rich history in the financial world, we have the people and knowledge to help you succeed. Partnership, premium quality and personal attention. That's how we've remained a leader in Trust and Corporate Services since 1952.

At Intertrust, we understand that each client has its own needs and challenges: a start-up asset management company needs professional guidance on set-up its first fund and on-going operational issues while a medium-to-large size company needs flexibility and full cooperation with its team to facilitate its new product launch.

As a fund administration service provider, our mission is to provide comprehensive, reliable, flexible and quality administration support, enabling our clients to concentrate on their investment functions and core businesses.

## Our Services

With our industry knowledge, we specialise in different fund structures, covering single/multi-class, master-feeder, segregated portfolios, partnership, unit trust and fund-of-funds. We are dedicated to provide the following to cater for clients' individual needs and requirements:

- ▶ **Fund setup, pre-launch advice and guidance**  
Our client focused professionals:
  - ▶ assist and provide pre-launch advice and guidance on fund structure and establishment
  - ▶ review and provide advice on the operational and procedural aspects of fund documentation
- ▶ **liaise and co-ordinate with investment managers, legal counsel, prime broker, custodians and auditors to facilitate launching of the fund**
- ▶ **Fund accounting and valuation**  
Our fund accountants:
  - ▶ maintain full accounting records and calculate net asset value in accordance with the fund's prospectus
  - ▶ prepare different performance fee calculations such as series accounting and equalisation
  - ▶ prepare financial statements and co-ordinate financial audit process
  - ▶ assist in preparation of K1 and PFIC reports
  - ▶ provide assistance to clients on customised reporting
- ▶ **Registrar and transfer agency**  
Our investor services team:
  - ▶ processes all types of investor transactions in respect of subscription, redemption, switching and transfer
  - ▶ maintains a register of investors
  - ▶ reviews due diligence documents from investors
  - ▶ issues confirmations and statements to investors
  - ▶ prepares and distributes advice of dividend distributions to investors
  - ▶ provides assistance to clients on monitoring ERISA and US Pension Status
- ▶ **Custodian**  
Our custodian services professionals:
  - ▶ act as custodian of cash and certificates of private equities
  - ▶ receive subscription monies from investors and dividends from underlying investments
  - ▶ attend to payments to investors and service providers from the funds held
- ▶ **Trustee**  
Our trust professionals:
  - ▶ set up the trust where the fund takes the structure of a unit trust
  - ▶ act as trustee and provide on-going trust administration services

## Back office and other services

With our global network, we can offer a full range of business and administrative support to our fund clients, in particular, private equity funds.

- ▶ Our China Services experts can assist in the setting up of Wholly Foreign Owned Enterprises (WFOEs) for private investments in Mainland China
- ▶ Our Corporate Services professionals can set up special purpose vehicles (SPVs) in Hong Kong, Singapore, British Virgin Islands and other jurisdictions and provide corporate secretarial services to the SPVs
- ▶ Our Business Services team can provide full accounting services to the WFOEs and SPVs

For information on our Fund Services, please contact our team for further assistance.

Our clients come from every corner of the globe. Different countries, different cultures. Just like us. We have more than 1,000 professionals in more than 20 countries worldwide. So we have the local knowledge and sensitivity to see things from your point of view.

**Intertrust Hong Kong**

38th Floor Central Plaza  
18 Harbour Road  
Wanchai, Hong Kong  
tel (852) 2802 7711  
fax (852) 2802 7733

[hongkong@intertrustgroup.com](mailto:hongkong@intertrustgroup.com)



Setting the standard since 1952

[www.intertrustgroup.com](http://www.intertrustgroup.com)