

Fund Administration Services

1. Fund structuring

- assist and provide guidance on fund formation
- review and provide guidance on the operational and procedural aspects of fund documentation
- conduct due diligence check and liaise with regulatory body
- liaise and coordinate with investment manager, legal counsel, brokers, custodians and auditors to facilitate a smooth fund launch

2. Legal administration

- provide company secretary and related services
- maintain statutory records
- keep minutes and resolutions and arrange for statutory filing
- organization of board meetings
- prepare board minutes and resolutions
- assist corporate action
- provide other compliance services

3. Fund accounting and reporting

- prepare and maintain full accounting records
- prepare financial statements monthly, quarterly and annually
- coordinate with auditors on auditing of the financial statements
- calculate management fee and performance fee of the investment manager
- prepare fully-integrated valuation reports as well as customized financial reports
- calculate allocation of profit and capital return

4. Investor reporting

- process all types of investor transactions such as subscriptions, redemptions, switching and transfers
- prepare and maintain register of investors
- review due diligence documents from investors
- issue confirmations and statements to investors
- prepare and distribute notifications of dividend distributions to investors

5. Depositary service

- set up of tailor-made escrow solutions to secure investor funds in a trusted third-party account

To discuss how we can assist you, please contact one of our specialists.

Why choose Sino Corporate Services?

Sagacious - Sino's senior officers are members of recognised professional and business associations.

Many years working in Corporate and Business Services enables them to apply wisdom, experience and profound knowledge to the implementation of your plans

Committed - all staff have been trained to ensure that Sino always acts with **integrity** and in the best interests of you our client; we are committed to ensure that outcomes meet your needs

Service - we will always be available to handle your enquiries and instructions and you will never have to wait more than **24 hours** to hear from us in respect of any request

<http://sinocsl.com>

Key contacts

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