FUND ADMINISTRATION

As one of the world's largest fund administrators, CACEIS has a long history of providing flexible and reliable solutions to its clients, both asset management companies and institutional investors, from the most straightforward to the most complex investment strategies.
Our fund administration services are fully integrated with our custody, depositary-trustee, middle-office and fund distribution services capabilities.

CHALLENGES AND OPPORTUNITIES With a strong foothold in the industry, CACEIS is the partner of choice you need. In today's market environment, we are focused on responding to your ongoing market challenges through our extensive fund administration services. We can support multiple structures across multiple domiciles, with expertise in both traditional and alternative investment vehicles. Our global organisation combined with our local expertise are designed to support your business development worldwide and allow you to seize new opportunities.

BESPOKE SERVICE DESIGN Our services are designed to incorporate a high level of flexibility and the emphasis we put on gaining a thorough understanding of your business practices combined with our recognised expertise in fund administration ensure our solutions are a perfect fit for your unique and changing requirements.

A TOP RANKING INTERNATIONAL PLAYER

FUND ADMINISTRATION No. 1 IN EUROPE

FUND ADMINISTRATION No. 6 WORLDWIDE

GLOBAL INSIGHT, LOCAL EXPERTISE AND CONTACT

LOCAL PRESENCE IN MAIN MARKETS

- Locations in Luxembourg, Ireland, France, Switzerland, Germany, Belgium, the Netherlands, the United States, Canada and Hong Kong

CONSISTENT FUND ADMINISTRATION SERVICES RELYING ON A GLOBAL AND UNIQUE FUND ADMINISTRATION PLATFORM

- Structure particularly suited to providing support to clients marketing their funds worldwide
- Consistent services, control processes and reporting, wherever the funds are domiciled
- Single point of entry for management companies, offering a global view of the activity managed
- Easily accessible online reporting through OLIS interactive web portal

DEDICATED EXPERTS TO SERVE YOU

- Client oriented organisation of the accounting teams
- Highly skilled and experienced staff
- Commitment to upholding quality of service in terms of responsiveness and accuracy
- Recognised expertise in designing and administering complex structures such as multi-class, multi-manager, intra-pooling, extra-pooling, master-feeder funds, as well as cross-border cloning, our patented technology

EFFICIENT "FOLLOW THE SUN" ORGANISATION PROVIDING OUR CLIENTS WITH ON TIME SERVICES

- Local contact favoured with both managers and distributors through our European, Asian and US offices to support clients in their development and according to their organisation
- Earliest possible processing of information by using our presence in different time zones

caceis INVESTOR SERVICES

PROACTIVE SUPPORT RELATED TO NEW REGULATORY REQUIREMENTS/OPPORTUNITIES

- Continuous regulatory & fiscal watch
- Participation to main technical industry committees
- Evolutive offer to accompany our clients in the framework of major new regulations such as Solvency II, UCITS IV, AIFMD, IFRS (e.g. provision of fully-transparent portfolio data, fund administration of cross-border master/feeder funds)

COMPREHENSIVE FUND ADMINISTRATION SERVICES

RELIABLE PORTFOLIO ACCOUNTING, VALUATION AND NAV CALCULATION

- Wide variety of vehicles supported across multiple domiciles and jurisdictions
- Expertise both in traditional (including UCITS, ETFs, institutional mandates) and alternative investment vehicles (including hedge funds, funds of hedge funds, real estate and private equity funds)
- Pricing flexibility enabling clients to select their privileged source and collection timings
- Independent and accurate valuations of portfolio assets using multiple pricing sources (including Bloomberg, Thomson Reuters, Six Telekurs, Markit, Standard & Poors)
- Dedicated team to value OTC derivatives and structured products
- Performance fee calculation and control
- Multi-currency and multi-class accounting systems

FULLY COMPLIANT REGULATORY, FINANCIAL AND TAX REPORTING

- Simplicity and security by outsourcing to CACEIS the manufacturing of the various reports required by local authorities and regulators
- Regulatory reporting including annual and semi-annual reports, Key Investor Information Document, Basel III and Solvency II reporting
- International reporting including financial and statistic reporting, as well as fiscal reporting
  - Taxable Income per Share (TIS)
  - Taxable Income at Distribution (TID)
  - Portfolio Turnover Rate (PTR) and Total Expense Ratio (TER)
  - Aktiengewinn (equity gain), Zwischengewinn (interim profit), Immobiliengewinn (real estate profit)
  - Dividend Distributed Income (DDI)
  - Annual Deemed Distributed Income (ADDI)
- Financial reporting dedicated to Institutional Investors (in particular for IFRS and GAAP)
- Investment restriction monitoring (ex-post accounting & financial controls and warnings)
- Fund data dissemination to information providers and the financial press

OTHER VALUE-ADDED SERVICES

- Swing pricing
- Price chasing
- Partnership structure administration (including US LPs)
- Structuring and asset globalisation techniques (pooling, cloning)

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INVESTOR SERVICES

A SINGLE ACCESS POINT FOR CLIENTS

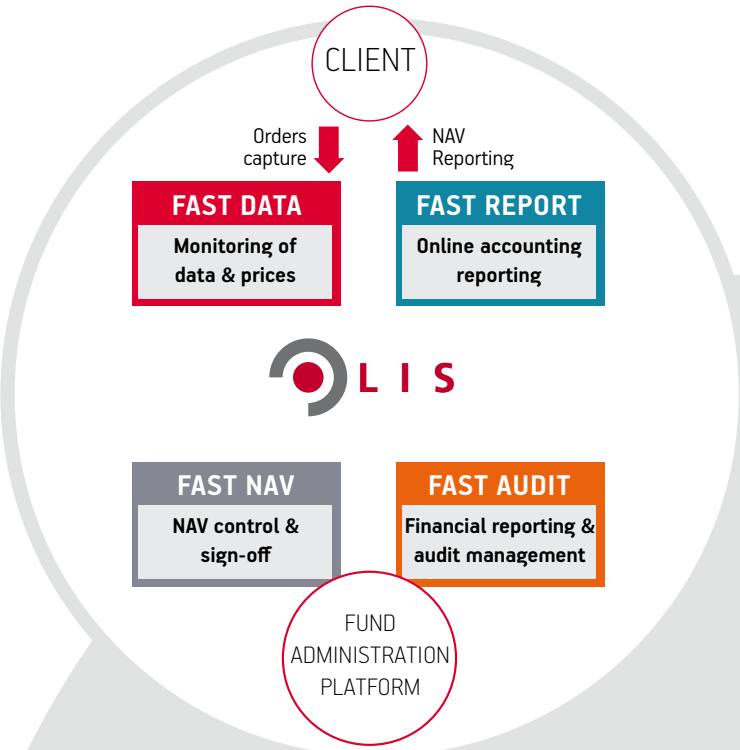

ILLUSTRATION OF KEY PERFORMANCE INDICATORS (KPIs)

SECURE AND HIGHLY-CONTROLLED ENVIRONMENT

PROVEN MASS-PRODUCED PROCESSES

- 940,000 financial data captured and checked daily
- 2,600 NAVs calculated daily
- High level of STP at all steps, ensuring reduced operational risks and increasing accuracy
- Advanced and secure IT systems

CONSTANT FOCUS ON CONTROLS & QUALITY RECOGNISED BY AUDITORS AND CLIENTS

- ISO 9001 certification
- SSAE 16 and ISAE 3402 Type II auditing
- Continuous improvement of procedures and daily monitoring of operations approach
- Controls operated and documented at all steps:
  - Data management
  - Workflow monitoring
  - Valuation
  - Reconciliations
  - NAV calculation
  - Fund events
  - Regulatory reporting
  - Financial & tax reporting
  - Information systems
- Activity report: broad range of Key Performance Indicators enabling our clients to monitor and assess the quality of the service provided, such as:
  - Evolution of holdings
  - Subscriptions and redemptions
  - Statistics on transactions volumes
  - Statistics on discrepancies
  - Percentage of NAVs delivered on time
  - Percentage of NAVs refused by asset managers

Leading Technology

All our services run on cutting-edge, industry-leading technology, which we have rolled out across our global network of companies. In doing so we ensure clients receive the same high standard of servicing around the world.

Asset Protection and Security

Asset protection is a key concept that underpins our entire business philosophy, and is upheld through rigorous controls and ongoing monitoring of all types of risk. And by working with CACEIS, you know you are backed by one of the world's most stable banks, Crédit Agricole.

Relationship Management

Experience shows that no two clients are alike, which is why we devote ourselves to understanding your business and your goals. Building a close business relationship and customising our flexible services to company's needs, ensures a close strategic fit between your company and our services at all times.

Regulations and Best practices

The close cooperation between all our entities ensures that best practices and information on local and international regulatory developments are spread rapidly throughout the group, so every client benefits from our combined knowledge and skills, no matter where they operate.

For more information on CACEIS and our products please visit

www.caceis.com

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INVESTOR SERVICES

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