



Fund Administration Services

Arendt Services has a comprehensive suite of fund services to support international investors and asset managers in developing and administering their Luxembourg fund structures:



Our services are available on a stand-alone basis or bundled together. We assemble dedicated teams that create tailored solutions which are delivered to the highest quality standards.

Our reports include many customisation options and can be modified according to our clients' needs.

With our extensive internal skill sets we are able to deliver integrated and seamless end to end solutions to all entities within the fund structure (SPVs, General Partner companies, securitisation vehicles, etc.).



Fund administration and Transfer agency services

Arendt Fund Administration Services is positioned as an independent fund administration specialist with a clear focus and expertise in the following asset classes: private equity and venture capital, real estate, debt instruments, infrastructure, microfinance and funds of funds. We service regulated funds and SICARs as well as non-regulated funds (organised as SCSp, SCAs, SCS, etc.)

Our Fund administration and Transfer agency services include:

Fund accounting and Reporting

- Calculation of the fund Net Asset Value;
- Preparation of interim financial statements;
- Preparation of audited annual accounts;
- Audit assistance and coordination of the flow of information during audit fieldwork;
- Preparation and follow-up of wire instructions;
- Consolidation services in IFRS, Lux GAAP or other major international GAAPs;
- Preparation of other regulatory reports (CSSF, BCL, AIFM, etc.);
- Supplying GPs, AIFMs and investment managers with the pre-agreed information including KPIs.

Investor services

- Processing capital calls to investors and distributors;
- Investor onboarding: reviewing subscription and transfer documents and collecting and reviewing the documents required for customer due diligence (“AML/KYC”) purposes;
- Capturing and tracking investor capital activity and maintaining capital accounts/partners’ register;
- Generating and dispatching capital account statements and other investor reports.



Domiciliation

- Provision of a registered seat;
- Creating and keeping the fund’s files on the basis of the documents received and/or drawn up by Arendt Services.



Fund corporate secretarial services

Arendt Fund Administration Services provides corporate services to Luxembourg UCITS, SICARs, AIFs, non-regulated funds and their management companies including:

- Handling of the day-to-day mails received and day-to-day administration;
- Management of the convening and organisation of physical board meetings: (i) convening of the board meeting with chairman, (ii) compilation of the board pack, (iii) attendance to the board meeting, (iv) drafting and management of the minutes of the board in liaison with the various parties involved, (v) follow-up of any action list;
- Organisation of (i) the general meeting of the shareholders/partners in relation to the approval of the annual accounts, (ii) relevant filing with the Luxembourg Trade and Companies’ Register and (iii) as the case may be with the CSSF;
- Filing of annual and semi-annual (if any) accounts, and, as the case may be, long form report and management letters with the Regulator (when required);
- Incorporation of SPVs;
- Opening of bank accounts.



Liquidation services

Arendt Services offers a complete suite of services to support clients in all aspects of the liquidation of their funds and related entities as well as coordination with a corporate entity that may act as liquidator.



Director/Manager mandates

Arendt Services can arrange experienced resident directors/managers for the management body of your UCITS, part II funds, SIFs, SICARs or non-regulated funds.



Tax compliance services

Arendt Services has a specialist in-house tax compliance team which prepares direct and indirect tax returns as required for the different types of corporate and partnership entities in your fund structures.

Arendt Services can also ensure your structures are fully compliant with CRS or FATCA.

Our added-value to your funds

- + **Unique quality focus and experience** in administering complex structures;
- + **Dedicated team** of fund administration specialists focusing on alternative investments: private equity, venture capital, real estate, debts, energy infrastructure, etc.;
- + Fund corporate secretary team with **market leading regulatory insight** for UCITS, SICARs, AIFs, non-regulated funds and management companies;
- + **In-house specialist** tax compliance team;
- + **Robust technology platform**;
- + **Availability of staff and management** on an ongoing basis at any time to guarantee a quick turnaround time on queries and full compliance with regulatory deadlines;
- + Our staff and management are part of the **unanimously recognised investment funds training and knowledge sharing programs** within Arendt. This ensures our clients benefit from the latest industry insights and can rely on services which are always one step ahead of the constant changes in the regulatory and tax environment.

