



**TMF**  
GROUP

**Fund administration  
services**



# Fund administration services

## From fund formation to ongoing administration and shareholder services

TMF Group is a leading provider of a complete and independent service to fund managers. We work with most of the world's leading independent money managers and family offices, as well as funds of funds, banks and institutions. Transparency and expert oversight are at the heart of our services.

TMF administers a wide range of investment funds and other pools for collective investment. TMF is a truly independent third party fund administrator, providing customized service, flexibility and close attention to detail.

*TMF Fund Administration Services is in compliance with an unqualified statement of Assurance (SAS70 Type II) covering the fund accounting, valuation services and investor relation processing services.*



## Your cross-border operations and investments – compliance assured

As the complexity and risks of managing your international operations and investments intensify, you need a partner able to navigate the details of local compliance requirements.

## Global coverage – local delivery

With over 100 wholly-owned offices worldwide, TMF Group offers a comprehensive range of compliance and administrative services which are critical for clients from a financial, reputation and risk management perspective. Our services are delivered in each country by our expert staff, professionals who have the key local knowledge and speak the language.

TMF's international client base is highly diversified, including many Fortune 500 and FTSE quoted companies. Over the years we have formed specialist teams in supporting different niche sectors, including structured finance, fund administration, real estate investment, private equity, IP licensing and collection, private wealth, and pension and employee benefits solutions.

### ■ **Timely and accurate reporting**

Fully reconciled Net Asset Value calculations are reported in a timely and accurate manner for investment funds established inside and outside the EU, including investment funds listed on the Dublin and Amsterdam Stock Exchanges.

### ■ **A foundation of transparency**

To mitigate risks and to optimize efficiency, we have designed and implemented systems and procedures to further strengthen transparency, accountability and management, all of which offers you a strong competitive advantage.

## ■ Fund accounting and daily valuation services

- preparing books of accounts, calculating the Net Asset Value with reference to share movements
- preparing financial statements tailored to client requirements, including statements of assets and liabilities, operations, changes in net assets and cash flows
- calculation of all fees and retrocessions
- to ensure maximum efficiency and accuracy in the preparation of the Net Asset Value calculations, we have electronic interfaces with (prime) brokers and custodians in all major financial centers in the world
- we also have extensive experience in processing and pricing alternative investments and derivatives

## ■ Custodian services

- safekeeping of non listed securities, including hedge funds
- executing trades, completion of all trade related documents, preparing payment orders and communication with counterparties
- processing of corporate actions

## ■ Shareholder services

- full registrar and transfer agency services
- multi-lingual shareholder services desk
- processing of subscription and redemption requests
- provision of the Net Asset Value to data vendors to ensure that current and potential investors have timely access to these valuations



### OUR FUND ADMINISTRATION SERVICES TEAM

To discuss how we can help your organization, please get in touch with your local TMF representative via our website at [www.tmf-group.com](http://www.tmf-group.com). Or send an e-mail to [fund@tmf-group.com](mailto:fund@tmf-group.com). Our international staff is ready to meet your request.



**TMF**  
GROUP

### Simplified international management

We offer a single point-of-contact for all clients, wherever they are doing business. Your Account Manager will work with you to gain an in-depth understanding of your objectives and plans, and will ensure that these are fully communicated to our local professionals and acted upon in full. This ensures seamless day-to-day communication and management across multiple jurisdictions, keeping all your interests on track.

### Independence of choice

TMF is independent. This means we are free to work with your existing auditors, advisors or banks without you having to worry about corporate governance or local regulator restrictions.

### Operational excellence

We are committed to constantly improving our service so that you are assured of world-class standards in delivery and satisfaction. This includes industry standard quality measures and controls, ensuring you always receive the timely data and analysis needed to support your decision making and business planning.

Fourth edition, Version 1, 2011

Whilst we have taken reasonable steps to provide accurate and up to date information in this publication, we do not give any warranties or representations, whether express or implied, in this respect. The information is subject to change without notice.

None of the information contained in this publication constitutes an offer or solicitation for business, a recommendation with respect to our services, a recommendation to engage in any transaction or legal, tax, financial, investment or accounting advice. No action should be taken on the basis of this information without first seeking independent professional advice. We shall not be liable for any loss or damage whatsoever arising as a result of your use of or reliance on the information contained herein.

This is a publication of TMF Group B.V., P.O. Box 75215, 1070 AE Amsterdam, the Netherlands (contact@tmf-group.com). TMF Group B.V. is part of the TMF Group, consisting of a number of companies worldwide. A full list of the names, addresses and details of the regulatory status of the companies are available on our website: [www.tmf-group.com](http://www.tmf-group.com).

© 2011 TMF Group B.V.

51-4/6

[www.tmf-group.com](http://www.tmf-group.com)