

TMF
GROUP

Fund administration
■ services



Fund administration ■ 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.

Timely and accurate reporting

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

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.

From company formation to ongoing administration and shareholder services

Fund accounting and 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

- safe keeping 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

A foundation of transparency

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

/ CENTRAL COORDINATION

To learn more about how our Fund administration services team may be able to help you, please contact our Geneva office on +41 (0)22 317 1094 or send an e-mail to fund.services@tmf-group.com. Our international team is readily available to answer any questions you may have.



