

Fund Administration Services









Today, Tomorrow, Together



Our response to today's challenges

- The ever-changing regulatory landscape and the increasing investors' demand for transparency and exceptional levels of service, create a lot of challenges but also opportunities in the market. The rapidly evolving use of technology and increased operational risks are a driving trend towards choosing the proper fund administrator.
- Fund administration is a key function carrying out a set of activities in support of the actual process of maintaining a collective investment scheme and primarily comprises of middle and back office desks.
- In an increasingly complex business and regulatory ecosystem, fund managers and fund promoters choose to outsource fund administration operations to external specialist companies. By doing so, fund managers are allowed the freedom to focus their resources on investment management while at the same time they mitigate risks emanating from activities which are critical for the successful operation of the fund.

Our added value

-  • Our fund services team comprises of people with different academic and professional backgrounds (finance, accounting and legal), hence every task is assigned to and performed by the appropriate specialist.
-  • Mitigate your operational risk by using an experienced service provider with integrated specialised fund accounting, transfer agency and compliance teams.
-  • Benefit from the goodwill inherent in and worldwide recognition of the PwC brand whilst promoting your fund to prospective investors.
-  • Access to our innovative and state-of-art fund administration technology infrastructure, including our specialised software.
-  • Gain added value from our unlimited resources as in cases of need we draw knowledge from our Tax, Vat, Legal or Accounting experts, whichever necessary, for the benefit of our clients.
-  • Meet investors' expectations for independent and on-time reporting from a reliable source while at the same time improve director's protection.
-  • Stay alert and updated as to the recent developments and trends affecting the domestic and international funds industry via our regular newsletters and bulletin.
-  • Boost your competitive edge by having access to our template deliverables tailored in accordance with best practices, latest market developments and needs within the fund industry.



- “Bridge-the-gap” between the fund and other service providers
- Host visits and exchange information with control functions
- Reconcile and record investment transactions with brokers
- Interact with the regulator and other competent authorities whenever necessary

- Calculate the Net Asset Value
- Reconcile cash balances with banks
- Calculate management fees
- Allocate performance fees per investor and apply equalisation methods
- Record market value of portfolios using independent pricing sources

- Determine the relevant classification of each partner/investor
- Compile self-certification forms and prepare compliance reports for local and foreign authorities

- Prepare annual financial statements and interim management accounts
- Maintenance of general ledger in accordance with IFRS
- Assist with the audit process
- Safe-keep invoices, receipts, payment confirmations and other supporting documents

- Handle queries, relating to regulatory compliance issues
- Assist with queries on issues relating to the provisions of the relevant governing laws and directives
- Provide frequent updates regarding new directives, regulations, circulars and announcements issued from time to time
- Notifications to the Regulator

- Process transfer requests from partners/investors and update registers
- Collect partners/investors identification documents (KYC and AML)
- Facilitate subscription and redemption applications
- Obtain supporting evidence on investor eligibility

- Direct Tax
- Indirect Tax
- Company Secretary
- Legal Support

- Net Asset Value Statement
- Portfolio Holding Statement
- Preparation of regulatory and statistical reports



Our approach

Your Fund has the opportunity, as well as the drive, to create the culture, systems and processes that will differentiate it in the future. Any business that is fast growing however, will face challenges. Our experience in dealing with Funds enables us to identify the types of professional services you will require in order for your business to run smoothly and efficiently by:

- Working seamlessly with you, while maintaining a 'no surprises' approach with no hidden costs.
- Communicating with you on a regular basis to ensure that you are aware of any issues and of the progress of our work with respect to deadlines.
- Monitoring your reporting calendar and maintaining regulatory timeframes required for delivery in order to ensure that all reporting deadlines are met.
- Acting as a dedicated "watchdog" in a totally independent manner to the fund manager and promoting transparency in the fund operations.
- Proactively identify issues to help you avoid costly breaches of compliance requirements and providing complete support to deal with them upfront.

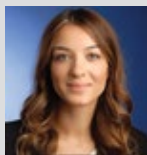


We know that high quality service is of utmost importance to you!

Contact us



Andreas J Yiasemides
Partner
Head of Risk, Compliance & Regulation
andreas.yiasemides@pwc.com
T: +357 - 22 555 035



Christia I Evagorou
Director
Fund Services
christia.evagorou@pwc.com
Tel: +357 22 555 165

PricewaterhouseCoopers Ltd

PwC Central, 43 Demostheni Severi
Avenue, CY-1080 Nicosia, Cyprus
P O Box 21612, CY-1591 Nicosia, Cyprus



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