

# US

## Overview of Services

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The Maples Group in the US brings in-depth knowledge of a wide range of investment vehicles and structures, including regulatory and investor requirements, across an extensive global network. A robust institutional-grade infrastructure coupled with a highly responsive approach to client service ensures vehicles we act on are comprehensively supported in navigating the complexities of today's global business landscape.

### Formation Services

- Provide entity formation services to US entities;
- Provide a registered office address and manage all local communications relating to the company;
- Ensure all statutory and regulatory filings are made and all ongoing corporate requirements are satisfied under the relevant laws and regulations; and
- Provide secure online access to entity data via our online portal, eServices. Information available via the portal includes key corporate records such as registers, memorandum and articles of association and transaction documents.

### Company Secretarial & Board Support Services

- Act as the named company secretary and registered office, maintaining the statutory registers, minute books and seals;
- Provide meeting facilities and initiate and attend board of director and annual general meetings either via telephone or in person;

- Prepare and distribute agendas, board packs, minutes and action items to relevant parties; and
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary.

### Directorship Services

- Provide independent, non-executive directors / managers based in Delaware with appropriate experience in investment funds, structured finance vehicles and corporate entities;
- Provide independent directors / managers for bankruptcy remote special purpose entities; and
- Provide directors or managing members to vehicles which can act as general partner.

### Trustee Services

- Provide trust administration services to Delaware statutory trusts; and
- Act as collateral and/or security agent.

## Accounting, Tax & Agency Services

- Prepare US GAAP and IFRS consolidated accounts;
- Monitor obligations and prepare waterfall or other calculations required under the transaction documents;
- Act as escrow agent and provide paying agent services;
- Liaise with the IRS on behalf of a client company for the purposes of an EIN application;
- Prepare relevant IRS Forms W-8 or W-9\*;
- Provide daily or monthly corporate / management accounting where required;
- Provide designated US based 'Partnership Representative' as required for US partnerships for tax purposes; and
- Liaise with auditor(s), where applicable.

## Permanent Office Services

- Provide offices for use by the client company;
- Assist with the procurement of employees to be contracted directly with the client company;
- Facilitate mail delivery and forwarding;
- Provide access to meeting rooms with A/V capabilities; and
- Store corporate records.

## Process Agent Services

- Provide process agent services.

## Bureau of Economic Analysis ("BEA") Filing Services

- Provide survey respondent services to assist clients with their filings, including collating, reviewing and submitting required data to the BEA.

## Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

## Liquidation Services

- Provide filing services in respect of dissolving Delaware entities with the Delaware Secretary of State; and
- Ensure dissolution / cancellation filings for Delaware entities are appropriately made including arranging for filing and paying all required annual franchise taxes.

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For further information on our services, please contact:

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\*based on certain confirmations from qualified tax advisors