

# Global Fiduciary Services

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The Maples Group 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.

## Directorship Services

- Provide independent, non-executive directors based in key financial jurisdictions to Abu Dhabi, Bermuda, British Virgin Islands, Cayman Islands, Delaware, Dubai, Hong Kong, Ireland, Jersey, Luxembourg, Netherlands, Singapore and UK entities; and
- Provide directors or managing members to vehicles which can act as general partner.

## 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 in person or via telephone;
- 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.

## Trustee Services

- Act as trustee to hold voting shares of an investment fund, special purpose vehicle or trust;
- Provide trustee services to investment funds structured as unit trusts; and
- Provide private wealth trustee and trust administration services to Bermuda, British Virgin Islands, Cayman Islands, Hong Kong and Jersey trusts and foundations.

## Accounting, Tax & Agency Services

- Prepare 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;
- Provide daily or monthly corporate/management accounting where required;
- Liaise with the IRS on behalf of a client company for the purposes of an EIN application;
- Prepare IRS Form SS4 for corporations, partnerships and LLCs\*;
- Prepare relevant IRS Forms W-8 or W-9\*;

\*based on certain confirmations from qualified tax advisors.

- 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; and
- Assist with the procurement of employees to be contracted directly with the client company.

### Listing Agency & LEI Services

- Provide listing services for the Cayman Islands, Irish and Luxembourg Stock Exchanges; and
- Provide support in registering and maintaining or renewing existing or lapsed LEIs.

### Power of Attorney & Proxy Agent Services

- Serve as proxy for shareholders who are unable to attend shareholder meetings; and
- Arrange for an appropriate power of attorney when required.

### Commodity Pool Operator Services

- Serve as commodity pool operator on certain client commodity pools; and

- Prepare financial reports for such commodity pools needing to comply with reporting and recordkeeping requirements of the Commodity Futures Trading Commission and National Futures Association.

### Insurance Management Services

- Keep and maintain the books and records of the insurance company;
- Monitor ongoing activities to ensure compliance with the approved business plan, laws, rules and regulations;
- Act as the primary contact between the insurance company and the Cayman Islands Monetary Authority;
- Coordinate the insurance company's board meetings; and
- Serve as the main point of contact for the insurance company's service providers.

### Conflict Review Services

- Provide a dedicated Conflicts Advisory Review Services team to review and approve affiliate trades.

### Facilities Agent Services

- Provide Irish and UK facilities agent services for European UCITS.

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For further information on our services, please contact:

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