

# Cayman Islands

## Overview of Services

---

The Maples Group in the Cayman Islands 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 Cayman Islands entities;
- Prepare corporate records including company seal, company stamp, share certificates, registers and minute books;
- 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 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.

### Directorship Services

- Provide independent, non-executive directors based in the Cayman Islands with appropriate experience in investment funds, structured finance vehicles, insurance and corporate entities; and
- Provide directors or managing members to vehicles which can act as general partner.

### 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 US GAAP and IFRS consolidated accounts;
- Prepare investor or other reports required by transaction documents;
- Arrange for ancillary day-to-day financial and administrative services;
- 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; 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 Stock Exchange (as well as other exchanges for Cayman Islands incorporated vehicles); 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.

### Regulatory & Compliance Services

- Facilitate client compliance with FATCA including applying for a Global Intermediary Identification Number, classification of account holders and accounts, remediation of reportable accounts and ongoing monitoring of FATCA compliance;
- Provide a qualified, named Anti-Money Laundering ("AML") professional to act as Money Laundering Reporting Officer ("MLRO"), Deputy MLRO or anti-money laundering compliance officer for Cayman Islands and Irish vehicles;
- Provide a Compliance Officer ("CO") and Deputy CO MLRO for Cayman Islands and Irish vehicles;
- Manage the suspicious activity reporting process;
- Implement and monitor a risk based AML programme;
- Liaise with regulatory authorities or investigative agencies;
- Deliver relevant staff AML training; and
- Provide annual AML inspection.

\*based on certain confirmations from qualified tax advisors

## 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 voluntary wind up of Cayman Islands companies;
- Provide dissolution of trusts and partnerships; and
- Arrange simultaneous de-registration of funds which are registered as mutual funds with CIMA.

---

For further information on our services, please contact:

**Peter Huber**

+1 345 814 5728

[peter.huber@maples.com](mailto:peter.huber@maples.com)

**Guy Major**

+1 345 814 5818

[guy.major@maples.com](mailto:guy.major@maples.com)