



MAPLES
GROUP

OPEN-ENDED FUND COMPANY SERVICES

Customised support for Hong Kong funds

[maples.com](https://www.maples.com)



OPEN-ENDED FUND COMPANY SERVICES

Further establishing Hong Kong as a full-service international asset management centre and preferred fund domicile, the Open-Ended Fund Company (“OFC”) structure simplifies regulations and provides increased flexibility for modern asset managers.

The effective establishment and administration of an OFC demands the support of people expertly placed in the local jurisdiction with an equally deep understanding of the unique challenges and objectives faced by Asian fund managers.

Our fund services team in Asia is comprised of more than 150 services professionals, ensuring our clients benefit from local expertise in time zones convenient to them. Many of our professionals are fluent in Cantonese and / or Mandarin and read or write Chinese to business standard; as such, clients are able to request communications and investor reporting in Chinese and / or English if they prefer.

With an outstanding client service record, our Hong Kong fund services team provides customised, cost-effective fund administration services to managers interested in setting up and registering an OFC.

The Maples Group is a recognised market leader in the provision of fund services, able to assist global fund managers with the most appropriate structures for their needs.

Our services include:

- Fund Launch / Establishment
- Fund Accounting
- Investor Services
- Middle Office
- Fiduciary Services

FUND SERVICES

Fund Launch / Establishment

Supporting fund managers throughout the launch process

Launching an OFC can be a daunting process that is made all the more difficult by both the complexity and competitiveness of the current market environment. The Maples Group's fiduciary and fund administration teams bring the expertise and experience necessary to support fund managers throughout the launch process.

Our services include:

- Reviewing all legal documentation, including offering documents and other supporting documentation, from an operational perspective;
- Ensuring all agreements are in place and regulatory filings completed;
- Managing compliance and due diligence requirements, including Know Your Client ("KYC") and anti-money laundering ("AML") investor verification following Hong Kong's anti-money laundering regulatory regime;
- Ongoing coordination with intermediaries, including legal advisors, auditors, regulators and custodians;
- Establishing the general ledger and creating a chart of accounts for the fund; and
- Establishing an online reporting portal tailored to GP and LP specifications.

Fund Accounting

Delivering accurate and timely net asset valuations

The Maples Group is powered by highly qualified professionals with extensive experience and maintains a proven track record of accurate and timely NAV calculations. We pride ourselves on our unmatched level of high-touch, responsive client service from onshore and offshore jurisdictions. Our global operating model, supported by industry leading fund administration technology platforms and proprietary reporting dashboards, ensures consistent and rapid response times, accommodating all investment structures and strategies.

Our services include:

- Valuing investment positions using independent market data;
- Processing corporate actions and maintaining security masters;
- Reconciling cash, positions and transactions to prime brokers, custodians, managers and other counterparties;
- Independently verifying the existence of private assets;
- Calculating management fees, performance fees and equalisation adjustments;
- Compiling customised analytical reports;
- Preparing financial statements and assisting in the audit process by providing relevant accounting records and supporting schedules; and;
- Calculating net asset values.

Investor Services

Providing consistent and responsive client service

Our team will manage all investor communications providing investors with timely and accurate investment information while ensuring funds are compliant with their regulatory obligations.

Our services include:

- Performing investor due diligence in accordance with Hong Kong's anti-money laundering regulatory regime;
- Processing investor transactions, including subscriptions, redemptions, transfers and distributions;
- Maintaining the register of investors;
- Opening and operating bank accounts to process capital transactions and pay expenses;
- Providing secure, online access to investor reporting, including contract notes, statements, notices and other ancillary documents and correspondence; and
- Providing timely responses to ad hoc inquiries from investors and their authorised representatives.

Middle Office

Assisting managers with operational and technological infrastructure

Our team of middle office professionals delivers bespoke operational processes and technological solutions recognising each client's unique needs and individual nuances of their business processes. Outsourcing daily operational processes and information systems allows managers to focus their resources on making good investment decisions, managing risks and generating alpha.

Our services include:

- Upfront consulting on portfolio structures and operating models, process re-engineering and development of custom reporting and information system solutions;
- Data management, including trade allocations, trade capture, security master maintenance, price data, data enrichment, over-the-counter document review and automated reconciliations;
- Cash and collateral management, including cash reporting and reconciliation, liquidity projections, counterparty exposure, collateral tracking and limit monitoring; and
- Maintenance of a manager's books and records across multiple portfolios.

Portfolio Analytics and Reporting

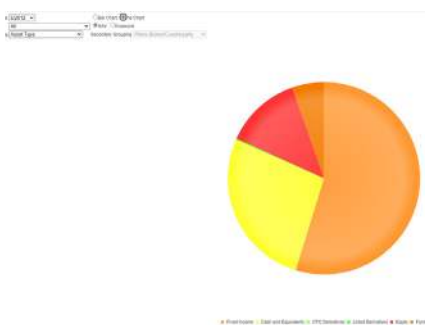
Investors and managers are demanding greater transparency and intuitive risk and performance reporting. The Maples Group delivers comprehensive and specific reporting that captures key metrics accurately in a clear and insightful manner. Data is captured from our accounting and data management systems as well as from external parties (e.g. custodians, administrators, counterparties).

Our reporting provides meaningful, sophisticated and intuitive reporting on performance and risk analytics, including:

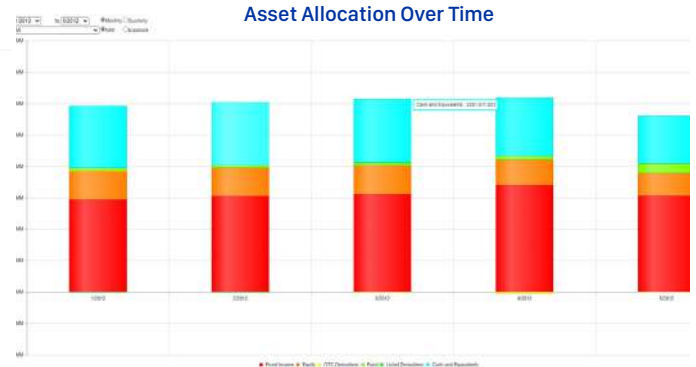
- Flexible reporting for monitoring exposure by counterparty, currency, market sector, etc.;

- Granular breakdown of assets with post trade compliance tools;
- Reporting of cash balances by custodian and by currency as well as tools for cash forecasting;
- Customisable performance calculations across time horizons and performance comparisons against pre-defined or custom benchmarks;
- Reporting of standard deviation, risk adjusted returns, value at risk, what-if scenarios, factor analysis and correlation analysis at multiple levels of abstraction (e.g. fund level, asset class level, strategy level); and
- Custom views for asset classes which capture the nuances of each instrument type.

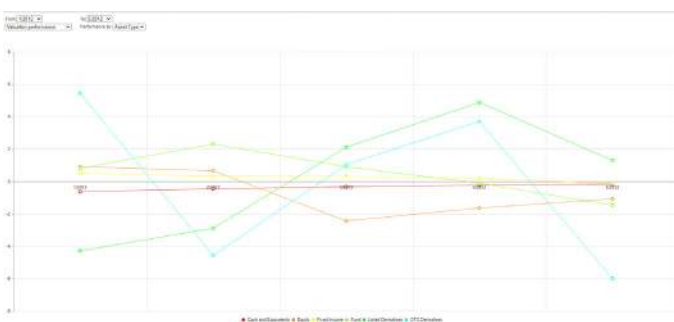
Asset Allocation by Category



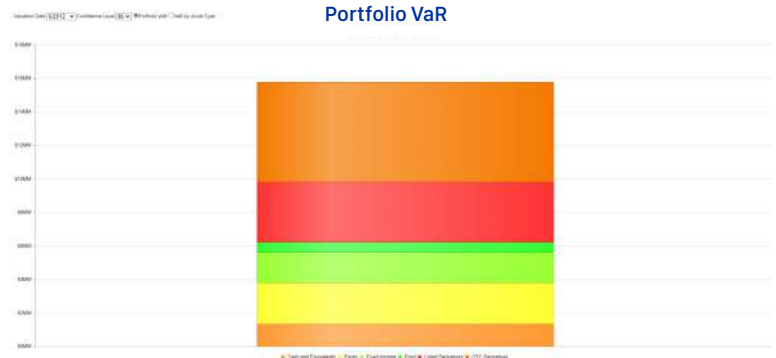
Asset Allocation Over Time



Valuation Performance



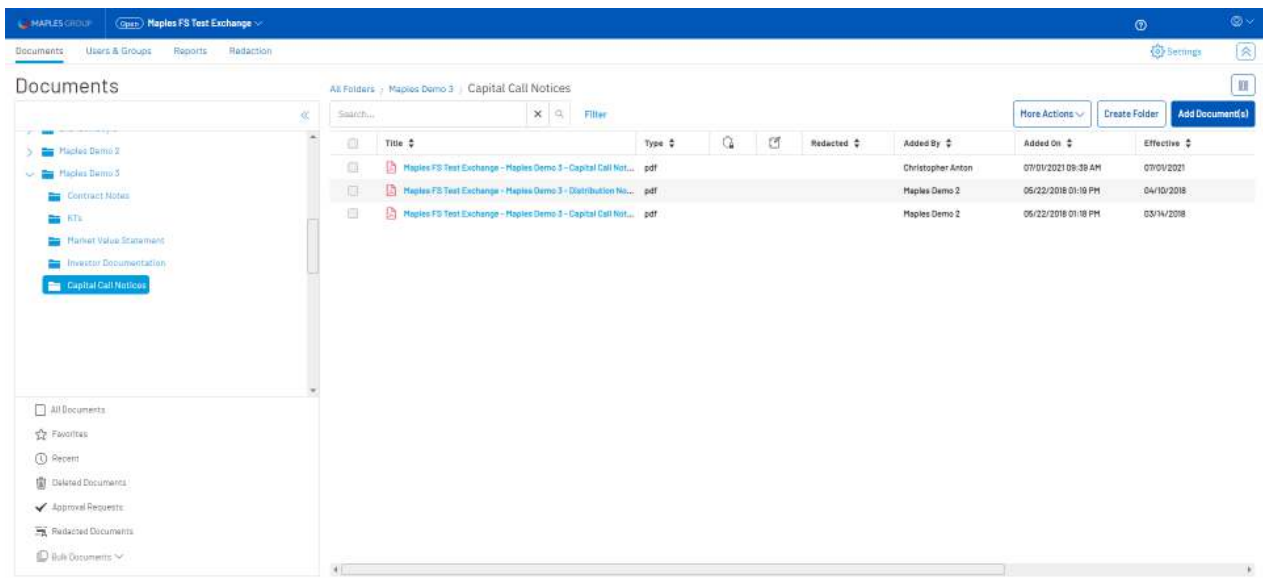
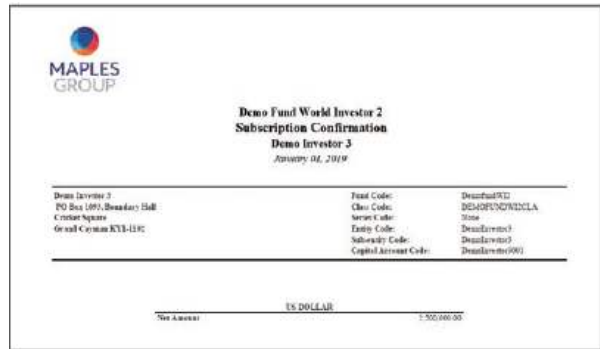
Portfolio VaR



Investor Reporting

Through our online web-based reporting platform, investors will have secure web access to their capital balance and transaction history, statements and contract note confirmations.

Through our document library, documents including contract notes, quarterly manager updates, historical financial statements and other documents can be readily accessed through the same portal.



FIDUCIARY SERVICES

The Maples Group in Hong Kong 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.

Our services include:

Formation Services

- Provide entity formation services to Hong Kong entities;
- Comply with Hong Kong Companies Registry ("HKCR") requirements for formation services;
- Prepare corporate records including articles of association, incorporation forms, company seal, company stamp, share certificates, statutory registers and minute books;
- Provide a registered office address and manage all local communications relating to the company;
- Assist with the establishment of bank accounts, if possible;
- Ensure all statutory and HKCR 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, articles of association, minute books and transaction documents.

Company Secretarial & Board Support Services

- Act as the named company secretary and registered office with the HKCR including maintaining the statutory registers, minute books and seals;
- Provide HKCR compliance alerts and reminders;
- Prepare ad hoc resolutions for company secretarial matters;
- Provide meeting facilities, coordinate annual general meetings and annual returns 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 experienced independent, non-executive directors resident in Hong Kong, including some who speak Cantonese or Mandarin, to corporate entities engaged in:
 - Hedge funds;
 - Private equity funds;
 - General partners to a limited partnership; and
 - Holding companies.

Trustee Services

- Act as trustee to hold voting shares of an investment fund, special purpose vehicle or trust;
- Act as trustee and administrator to employee benefit trusts;
- 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.

Liquidation Services

- Assist with the liquidation or deregistration of Hong Kong entities.

CONTACTS

For further information on our services, please contact:

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Fiduciary Services

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The Maples Group is a leading service provider offering a comprehensive range of legal services on the laws of the British Virgin Islands, the Cayman Islands, Ireland, Jersey and Luxembourg and is an independent provider of fiduciary, fund services, regulatory and compliance, and entity formation and management services. We distinguish ourselves with a client-focused approach, providing solutions tailored to your specific needs. Our global network of lawyers and industry professionals are strategically located in the Americas, Europe, Asia and the Middle East to ensure that clients gain immediate access to expert advice and bespoke support, within convenient time zones.



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