Your true partner to progress

Global fund administrator delivering tailor-made services to investment funds

CIRCLE PARTNERS

Global reach, local expertise and presence

Circle Partners is a global fund administrator providing a comprehensive range of fund administration and corporate services to investment funds.

Company profile

We are a global, independent fund administrator with over 15 years of experience in fund administration, fund set-up and fund structuring. Established in the year 2000, with our first office in the Netherlands, we now offer our services from the world's major financial jurisdictions to a wide range of investment funds, special purpose vehicles, companies and foundations. Our clients are asset managers, banks and family offices, based in Europe, North and South America and Asia, with funds based in onshore and offshore jurisdictions .

Global footprint

Our offices are located in the Netherlands, Luxembourg, Switzerland, the United Kingdom, Slovakia, the United States, the Cayman Islands, the British Virgin Islands and Curaçao. This global footprint allows us to take advantage of different time zones and equally to tap into local knowledge.

Our philosophy

We fully understand the needs of our clients, managing a wide range of strategies and asset classes, both in traditional and alternative investments. In response, we offer our clients a one-stop shop solution, helping them to focus solely on growing their businesses and achieving their strategic goals.

Range of services

We offer a full range of fund administration, middle office, investor relation, reporting and corporate and legal services to hedge funds, fund of funds, real estate funds, private equity funds and mutual funds. For ancillary services, we work closely together with banks, brokers, auditors, notaries and tax and legal experts.

People

Our people have a proven track record in the fund industry and excel in what they do. They develop a thorough understanding of our clients' organizations and products and use this to deliver an outstanding level of service. Our people are what differentiates us and are the cornerstone of what we do.
Each location has a dedicated team, focused on delivering a responsive and personalized service. Our clients appreciate the direct lines of communication with staff, management and principals alike and we are committed to going the extra mile in satisfying our clients' needs and exceeding their expectations.

Technology

Our client-focused approach is complemented by the use of cutting-edge information systems to provide the highest level of services. We understand that a first-class technology is a key aspect of successful fund administration. Financial markets evolve and our clients are constantly facing new challenges.
To meet these challenges, they want integrated, efficient and secure processing of their fund data in a timely and accurate manner. We invest in our systems to ensure that the services we offer to our clients are among the best in class. Our core systems and their providers are dedicated to the investment management community and are continuously adapting to market developments and regulatory changes.

FUND ADMINISTRATION SERVICES

As a specialist provider of fund administration services, we understand the challenges that our clients face in today's environment: the continuously changing requirements for managing a fund and increasingly complex reporting duties. Our knowledgeable and experienced teams fully understand the characteristics of a broad range of investment funds. Our goal is to ensure that our clients can solely concentrate on the management of their funds' portfolios, rather than on back-office operations. We offer a complete range of fund accounting and administration services for hedge funds, fund of funds, real estate funds and private equity funds, including:

- Maintaining the official books and records
- Portfolio pricing and valuation
- Net Asset Value (NAV) calculation at the required frequency
- Performance fee calculation by using different equalization methods
- Various fee (incl. carry) calculations and payment services
- Equity multiplier and internal rate of return (IRR) calculation
- Distribution waterfall calculation
- Expense calculation and payment services
- Partnership accounting
- Audit assistance
- Tailor made reporting

MIDDLE OFFICE SERVICES

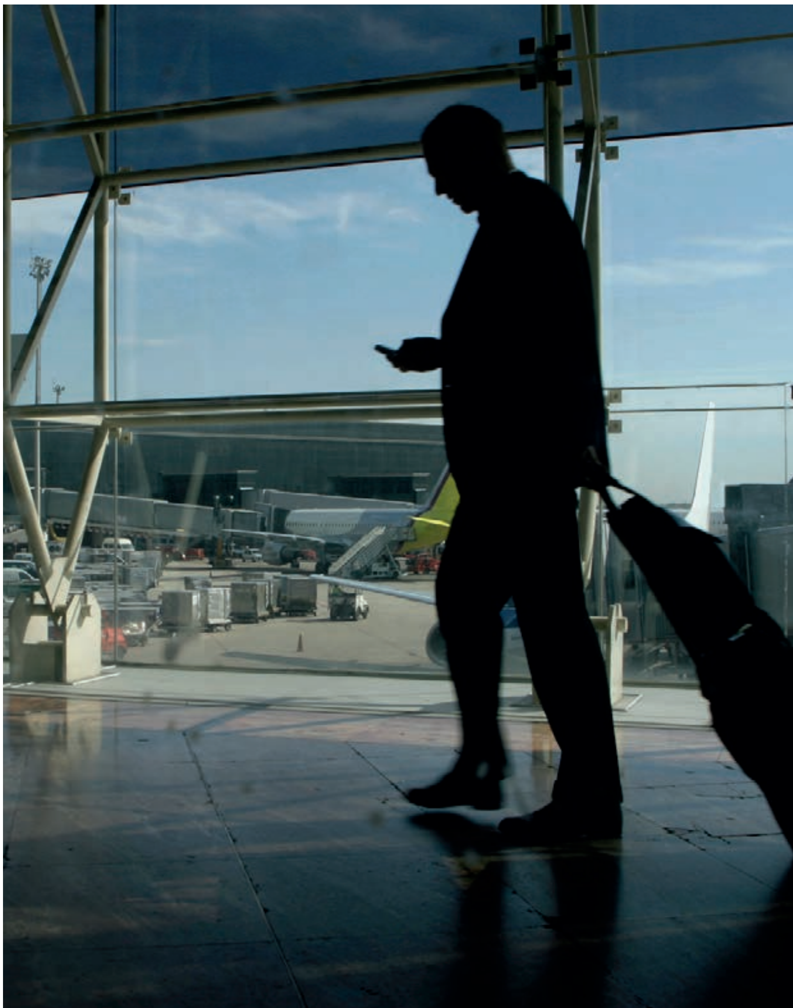
We provide the following middle office services so that our clients can leverage our expertise and in turn free up in-house resources, allowing them to stay focused on their primary investment objectives:

- Daily corporate action processing
- Daily prime broker position, proceeds/cash and trade reconciliation
- Reconciled T+1 P&L reporting
- Trade and position break reporting
- Ad-hoc trades and position activity reporting

INVESTOR RELATION SERVICES

Special care is given to accurate and swift communication with the funds' investors, ensuring a smooth and satisfactory service and helping our clients to create a sound reputation for their funds. Our investor relation team provides a full range of registrar, transfer agency and investor relation services consisting of:

- Investor transactions processing
- Preparation and handling of capital calls and distributions
- Maintenance of the unit/share register
- Cash management
- Eligibility, know your customer (KYC) and anti-money laundering (AML) checks
- Communication with the investment manager, investors and third parties
- Web-enabled reporting to unit/share holders



REPORTING SERVICES

In an environment of ever increasing regulatory changes and growing investor needs, we understand that timely and accurate reporting is essential for all stakeholders.
We meet our clients' reporting needs, including the provision of financial, regulatory and tax reporting services:

Financial reporting
We prepare quarterly, semi-annual and annual financial statements. We work with external software vendors and have developed a bespoke application that prepares and compiles financial statements under IFRS and (Dutch, Luxembourg and US) GAAP.

Regulatory reporting
We directly provide the relevant regulatory bodies in the domicile of a fund with appropriate financial information in the required format and at the correct interval (as prescribed by law). In addition, we can assist fund managers in meeting their own certain regulatory requirements. This includes among others:

- Alternative investment managers directive (AIFMD) reporting (Annex IV)
- Form PF reporting assistance
- Blue Sky filings assistance
- Monitoring of ERISA thresholds

Tax reporting
We can provide the necessary reports and support to fund managers, in order that they can produce the required investor tax reports. We can also provide the relevant tax authority with information specific to the holdings of a fund. Examples are:

- Reporting under the U.S. Foreign Account Tax Compliance Act ("FATCA")
- Reporting under U.K. Foreign Account Tax Compliance Act ("FATCA") for U.K. Crown Dependencies and Overseas Territories
- K-1 reporting assistance

CORPORATE AND LEGAL SERVICES

We assist clients in navigating through the regulatory and legislative environment in multiple jurisdictions by offering a full range of corporate and legal services.
Our local presence and in-depth local expertise ensures that clients receive services of the highest quality. In addition, we can recommend third party service providers in most jurisdictions.

Incorporation services
We specialize in the incorporation and set up of funds in major fund jurisdictions like the Netherlands, the British Virgin Islands, the Cayman Islands and Luxembourg.
We provide a comprehensive range of incorporation and set-up services:

- Advice on the type of structure meeting a client's needs
- Drafting of the offering and constitutional documents of a fund
- Assistance in opening of bank, custody and brokerage accounts
- Assistance in obtaining business or professional authorization and tax registration
- Obtaining security identifiers
- Coordination with other service providers such as auditors, banks, legal advisers and public notaries
- Set-up of a management company

Legal services
Our legal team provides on-going legal services to existing funds:

- Organization and recording of board and shareholders' meetings
- Submission of reports to local authorities
- Preparation and filing of statutory returns
- Assistance in the opening of bank, custody and brokerage accounts
- Review and preparation of corporate legal documents
- Liaising with local legal and tax advisers
- Assistance with liquidations or re-domiciliations

Domiciliation and management services
The staff of each location has an extensive knowledge and provides a full range of domiciliation services:

- Registered agent, registered office and secretarial services
- Registration with local authorities
- Provision of local directors for the (day-to-day) management of a fund
- Maintenance of register of shareholders and members
- Protection and archiving of corporate documents and records as required by law

CIRCLE
PARTNERS

What do our clients benefit from?

Convenience

Our clients benefit from our one-stop shop approach helping them to focus on growing their businesses and achieving their strategic goals.

Global Presence

Our clients benefit from our presence in the main financial locations and our local in-depth expertise of different jurisdictions in selecting the best location for their fund set-up.

Efficiency

Our clients benefit from cost and time efficient solutions for middle- and backoffice support, administration and other supplementary services that are crucial for the fund set-up and management.

Expertise

Our clients benefit from the professional guidance of experts who have a long record of accomplishment in the fund industry and excel in what they do.

Tailor Made Service

Our clients benefit from our flexible approach to deliver tailor-made service solutions to the specific needs of clients.

Continuity

Our clients benefit from working permanently with the same highly skilled and experienced staff due to a very low staff turnover. The company's board of directors and local managers have on average more than 15 years relevant working experience.

THAT MAKES US YOUR PARTNER TO PROGRESS

Reliable, professional, personalised service is at the heart of what we do!

CIRCLE PARTNERS

Global reach, local expertise and presence

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Your true partner to progress