

Ogier Global
Investor Services Asia



Ogier

Our experts
provide a full
range of services
to meet investors'
requirements.

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Who we are

An agile business, anticipating fundamental changes in our clients' needs.

What we do

Ogier's corporate and fiduciary services division, Ogier Global, works with investors to meet legislative and regulatory requirements to provide bespoke solutions to meet their administrative needs.

Our highly experienced and responsive team of experts are able to provide a full range of services to entities based in BVI, Cayman, Dubai, Guernsey, Hong Kong, Jersey, Luxembourg, Singapore and the United Kingdom.

We work with leading financial institutions, investment managers, corporations and their advisers across a range of industry sectors including investment management, energy and natural resources, real estate, telecommunications, media and technology, infrastructure and healthcare.

Where we are

With professionals based in Europe, the Americas and Asia, we are able to provide global coverage across all time zones.

Our approach

We get straight to the point, managing complexity to get to the essentials.

Our clients enjoy the benefits of being able to build long-term, personal relationships across both our legal and administration teams and working with a single service provider able to support their commercial objectives.

Supported by market-leading technology, our interactive entity administration platform and client service portal, Ogier Connect, gives clients real time access to statutory information and documents.

Investor Services

Ogier Global offers a team of experts that can provide the following services:

Fund accounting services

- Calculating and preparing net asset value (NAV) in accordance with regulatory requirements
- Providing NAV prices and other NAV and fund deliverables within the agreed timelines
- Providing the fund manager with unaudited reporting within the agreed upon timeframe
- Processing portfolio related transactions
- Calculating management fees and other service fees as well as providing our expertise in helping to create performance fee models to meet the investment manager's expectations
- Cash monitoring
- Title verification of assets – in the event a custodian is not appointed
- Facilitating and supporting the annual audit with respect to liaising with fund auditor and the client to answer, distribution queries, capital asset queries and any queries related to the financial statement preparation
- Distributing the audited financial statements

Registrar and transfer agency (RTA) services

- Establishing and maintaining register of investors
- Processing investor subscriptions, redemptions, switches and transfers according to the fund's legal documents
- Liaising with investors and prospective investors
- Arranging distribution payments
- Distributing investor communications

Financial statement preparation (stand-alone)

- Ogier will offer the preparation of the financial statements under International Financial Reporting Standards (IFRS)
- Generally Accepted Accounting Principles (GAAP) on an annual basis and normally in line with the fund's audit

Special purpose vehicle (SPV and General Partner (GP) accounting services (when required)

- Maintain the general ledger and accounts
- Record investments on the general ledger
- Prepare the draft unconsolidated financial statements for the required entities

Bank account management service

- Upon the approval of invoices, check for the appropriate signature(s) of the payment authorisation documents against the approval limits for each payment and perform call back if required
- Check the authorisation documents for payments if adequate supporting and bank wire details are provided
- Prepare the payment with the required bank
- Account for payment in the required accounting system

Fund's Annual Return

- Prepare the fund's annual return (FAR) and provide the FAR to the auditor for filing with the regulator together with the fund's audited financial statements

Investment screening services

- Provide investment (and if requested, vendor) screening services using specialised due diligence screening software.

FATCA, CRS (AEOI) and investor on-boarding

To supplement our other offerings, it may be beneficial for clients to elect to delegate certain obligations under the AEOI and AML regime to Ogier Global. These services can be provided separately or collectively with our other investor services.

Our services include:

- Registering each entity deemed to be a financial institution with the Internal Revenue Service (IRS) to obtain a Global Intermediary Identification Number (GIIN)
- Submitting the required notification to the Tax Information Authority (TIA) and acting as principal point of contact (PPoC)
- Updating and maintaining the register of investors or limited partnership interests
- Reporting the requisite information on each “reportable account” to the TIA prior to the applicable deadlines
- Completing and filing the requisite information on reporting financial institution to the TIA prior to the applicable deadlines
- Ensuring compliance with the requisite record keeping requirements

Investor onboarding, including:

- Receiving and reviewing investor subscription agreements to ensure completeness
- Conducting investor KYC in accordance with the Anti-Money Laundering Regime of the Cayman Islands
- Conducting AEOI due diligence on investors to identify the tax residency of each investor and to determine whether the interest held by that investor constitutes a “reportable account” under the tax transparency rules



Our highly experienced and responsive team of experts are able to provide a full range of corporate administration services to entities based in BVI, Cayman, Guernsey, Jersey, Hong Kong, London, Luxembourg and Singapore.



Our locations

Beijing

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The point of innovation It's at the heart of everything we do.

Whether we are pioneering new ways to service clients or fostering a culture of continuous improvement, innovation is at the heart of everything we do.

It all starts with our clients. Ogier's drive to innovate stems from our commitment to providing a market-leading service that empowers clients.

An innovation mind-set

Transforming the delivery of professional services.

We are achieving this through a cultural revolution to embed an innovation mind-set throughout our business, equipping our people with continuous improvement tools and techniques.

Our executive-level sponsored programme is based around innovation, efficiency and consistency and it leverages the proven success of continuous improvement methodology within non-legal industries.

Ogier's continued investment in its people and technology is transforming the delivery of professional services to our global client network.

Ogier Connect

Empowering clients on-the-go
Designed by our Ogier Global team, Ogier Connect is an easy-to-use portal that provides clients with round-the-clock, real-time access to the latest statutory documents, registers of ownership, board packs, invoices and more. It uses leading encryption technology for client security.



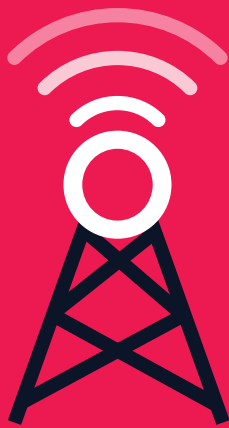
Introducing

Ogier | Connect

The corporate administration portal



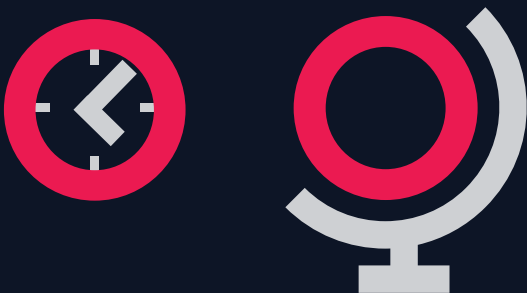
For a full demonstration or to discuss further email info@ogier.com or speak to your Ogier key contact.



Live information
at your fingertips



Ownership and control
information in one place



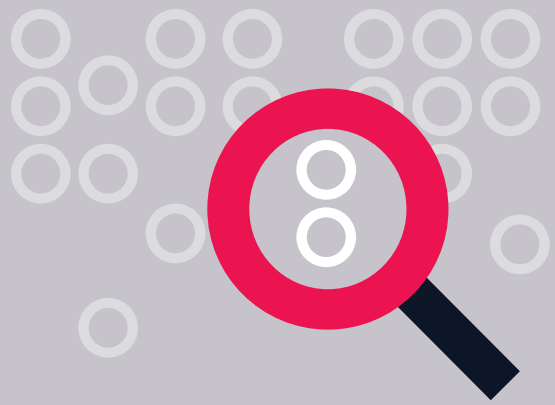
All your documents and data
in one place, available anytime,
anywhere



Accurate, efficient
management of multiple
entities from one single account



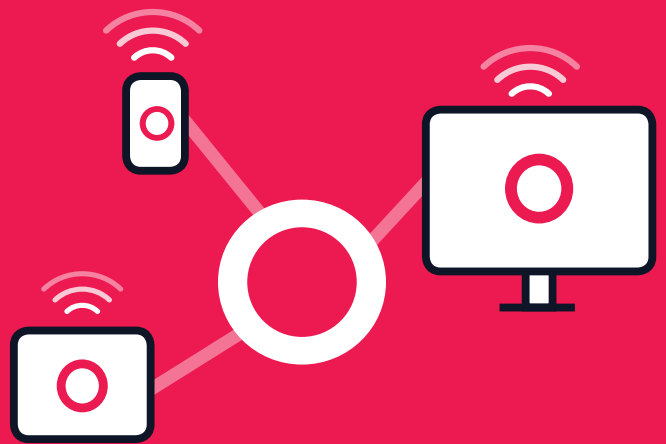
Initiate requests
for actions



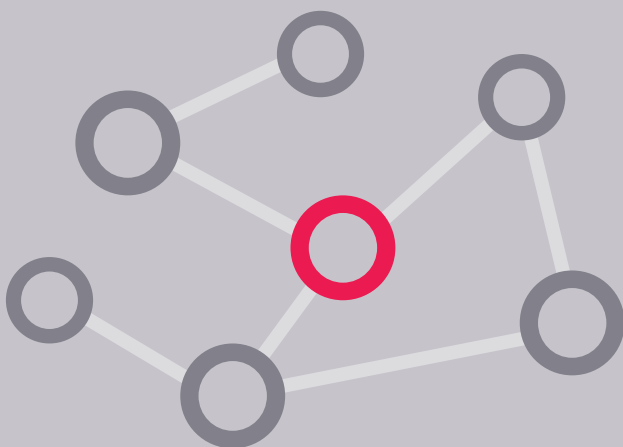
Monitor workflow progress
at your convenience



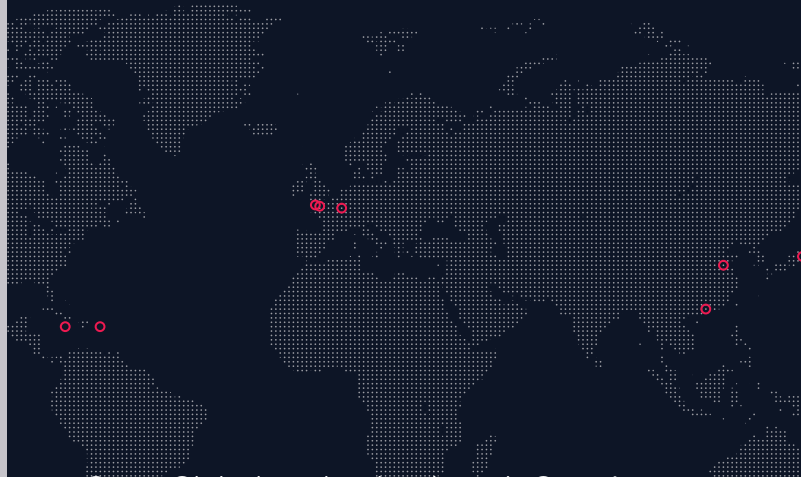
A secure portal provided in conjunction
with our market-leading security partners,
using SSL encryption and dual-factor
authentication



Collaborate with your Ogier
Global team on-the-go, from
multiple devices



Multiple jurisdictions,
one portal



Ogier Global works closely with Ogier's partner-
led legal teams to incorporate and administer a
wide variety of vehicles. We focus on providing
excellent and seamless client service between
legal and corporate services.

Singapore key contacts



Tervinder Chal
Managing Director
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Terv has more than 20 years of financial services experience with a strong understanding of the industry, an established network and industry reputation.



Connie Chan
Associate Director
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Connie is an associate director of Ogier Global in Singapore. With extensive experience in corporate secretarial services, she provides a full suite of services to a broad range of Singapore companies. Communicating directly with clients, she advises them on Singapore company formations and all aspects of statutory administration and annual compliance.



Nicolas Chia
Manager
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Nicolas is a manager in Ogier Global's investor services team in Singapore. He has more than six years of fund accounting experience in the Private Equity industry, covering closed-ended investment funds.

Hong Kong key contacts



Bill Chiang
Managing Director
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Bill is a Director of Ogier Global's Hong Kong corporate administration team. Bill and his team work together with Ogier's legal team to provide seamless services to clients in the establishment and administration of BVI, Cayman and Hong Kong corporate entities for IPO, debt financing transactions and investment funds.

Bill has 10 years' experience in the financial services industry and specialises in the establishment and administration of offshore fund vehicles. Bill has extensive experience in IPO transactions, share registration services and the establishment and administration of corporate fund vehicles.



Fellini Si
Director
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Fellini is a Director of Ogier Global's investor services team in Hong Kong. Fellini has 15 years of fund administration and accounting experience in the Private Equity industry. She has been an accounting professional and working in the fund administration services sector since 2005. She has been instrumental in the establishment of fund administration services with various service providers and brings a wealth of experience to her roles in administering various types of Private Equity/Venture Capital as well as Real Estate Funds.



Stephanie Lam
Senior Manager
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Stephanie has solid experience in investor services, including investor due diligence, registrar transfer agency and FATCA/CRS services. She also has certain knowledge and experience in handling private equity funds, hedge funds and corporate services.

Prior to joining Ogier Global, Stephanie served as the Assistant Vice President in the Investor Services Division at one of the leading fund administrators in Hong Kong.

**Legal
Corporate and Fiduciary
Consulting**

Beijing
British Virgin Islands
Cayman Islands
Dubai
Hong Kong
Guernsey
Ireland
Jersey
London
Luxembourg
Shanghai
Singapore
Tokyo

Ogier provides practical advice on BVI, Cayman Islands, Guernsey, Irish, Jersey and Luxembourg law through our global network of offices across the Asian, Caribbean and European timezones. With a growing team of more than 900 people around the world, we regularly win awards for innovation, client service and quality. Regulatory information can be found at ogier.com