REAL ESTATE

You invest, we set up.
You develop, we administer.

alterdomus.com

ALTER DOMUS

Alter Domus wants to become the global outsourcer of choice for real estate vehicles through high quality services and distinctive technology.

Alter Domus offers integrated services, from fund level down to property company, in order to support business, regulatory and compliance requirements, in each of the jurisdictions where Alter Domus operates.

Our experience tells us that each of our clients has its own business particularities, aspirations and service expectations. The solutions that work for one simply do not work for another.

Keeping this in mind, we develop tailor-made solutions adapted to your structures.
We operate in various jurisdictions with the same objective in mind: to meet your expectations.

YOU WANT A PROVIDER CAPABLE TO UNDERSTAND YOUR BUSINESS.

Your contacts at Alter Domus are highly qualified professionals, specialized in real estate, who will translate your needs in solutions.

We offer you a “one-stop shop” concept: we take care of the entire process from fund administration to property company management.

YOU WANT EASY AND FLUID COMMUNICATION WITH YOUR PROVIDER.

Because we realize your trust depends on the relationship we build with you, a single contact person will coordinate all of your needs and requirements within our multijurisdictional organization.

We favor an open exchange of ideas with you to proactively develop new solutions that increase efficiency.

YOU NEED A FLEXIBLE PARTNER TO HELP YOU RESOLVE WORKLOAD FLUCTUATIONS.

By our size and multi-competence staff, we have the resources to quickly mobilize professionals who can promptly and efficiently respond to unpredictable events and requests.

No need to hire and to train additional staff, you can totally rely on us to act in accordance with regulatory requirements.

YOU NEED TO COMPLY WITH LOCAL AND INTERNATIONAL STANDARDS WITHIN STRICT DEADLINES.

You have to comply with both local and international requirements. We have acquired a great deal of expertise in real estate administration.

Thanks to a multidisciplinary and pro-active approach, you benefit from wide range of services (such as standalone and consolidated financial statements under local, US GAAP and IFRS) that are adapted to provide on time and "as requested" results while ensuring full legal and regulatory compliance.

YOU AND YOUR ADVISERS NEED AN EASY AND WORLDWIDE ACCESS TO COMPANY DOCUMENTS

Our web-based electronic document management system allows you to save time with worldwide 24/7 access to all documents related to your structure. Any document your advisers may need can easily be found, viewed and downloaded in PDF format.

With a secure login, our Client Portal tool fully complies with existing document management standards and provides a highly secure and automated document distribution process.

YOU NEED AN EXPERIENCED AND INDEPENDENT DIRECTOR TO MANAGE YOUR ENTITIES.

When incorporating a structure, you may look for a local professional to help you manage all aspects of your entity in the strictest confidence.

Our experienced directors can take care of managing your entities in each of the countries where we operate. Thanks to their deep backgrounds in their respective markets, you can rely on them to understand your business and be an effective partner for the life of your entities.

OUR SCOPE OF SERVICES COVERS

Regulated and non-regulated Real Estate vehicles

Real Estate Vehicle Launch

- Assistance and coordination of advisers and services providers
- Investor due diligence and anti money-laundering verification
- Review vehicle documentation from an administrative perspective
- Full compliance support at vehicle launch and beyond

Real Estate Vehicle and Corporate Administration

Acting as central administration of regulated vehicles*:
Investor communication including maintenance of register, management of capital call, distribution, investment statements, customized reporting and investor's query reply

From top vehicle entity down to property company:

- **Management of Companies**
  Supply with independent directors, managers and legal signatories
- **Domiciliation and Corporate Services**
  Registered office, corporate and legal compliance (board and shareholders' meeting), maintenance shareholders' register and legal formalities
  Supply with independent directors, managers and legal signatories
- **Corporate Treasury Management**
  Cash flow and consolidated cash flow control and forecast
  Bank and treasury management
- **Accounting**
  Bookkeeping, accounting and reporting in local GAAP
  Stand alone and consolidated financial statements under local, US GAAP and IFRS
  Regulatory compliances (NAV calculation and reporting...)
- **Tax Compliances***
  Return preparation, maintenance relevant contact with corresponding authorities, review tax statement and assistance with tax audit
- **Cross Border Coordination and Interfacing with Third Parties**

Real Estate Projects (acquisition, development and disposal) and related structuring support

- Analysis of transaction documentations, advisers' recommendations
- Issue of execution step plan and coordination with third parties
- Calculation and preparation of transaction cash drawing
- Inter-actions with involved parties
- Organization and participation of decisional process (board of directors, investment committee...)
- Coordination and Execution of decisional process in respect to:
  - Entities set up (banks, notaries, legal & tax advisers)
  - Transaction deeds (power of attorney...)
  - Capital calls and cash transfer
  - Increase in capital
  - Transaction financial instruments
  - Cash distribution
- Transaction process finalization including communication of final documentation, organization of newly set up entities

Special Services*

- **Liquidation Services**
  Offer liquidator mandate or assistance to liquidator
  Coordination third parties involved in liquidation (notaries, legal and tax advisers, financial institutions...)
  Corporate administrative and legal compliance (accounting, reporting, tax...)
  Corporate secretarial compliance (shareholders' meeting...)
  Handling day-to-day company business and monitoring third party relationship
  Supply with customized services related to company liquidation
- **Assistance with Office Set-Up and Dedicated Organization**
  Assistance with premises and IT installation
  Assistance with human resources (recruitment, payroll...)

* these services may not be provided in certain jurisdictions

CONTACT

For additional details on our services and locations:
alterdomus.com

Or please contact us:
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