



Alter Domus

AUSTRALIA

\*YOUR PARTNER FOR GROWTH

alterDomus\*

# Alter Domus AUSTRALIA

**Alter Domus is a fully integrated Fund and Corporate services provider, dedicated to international private equity & infrastructure houses, real estate firms, multinationals, private clients and private debt managers. Our vertically integrated approach offers tailor-made administration solutions across the entire value chain of investment structures, from fund level down to local Special Purpose Vehicles.**

Founded in Luxembourg in 2003, Alter Domus has continually expanded its global service offering and today counts more than 40 offices across 20 countries. This international network enables clients to benefit globally from the expertise of more than 2,400 experienced professionals active in fund administration, corporate secretarial, accounting, consolidation, tax and legal compliance, depositary services and debt administration services.

We are proud to serve 17 of the 20 largest private equity houses, 19 of the 20 largest real estate firms and 16 of the 20 largest private debt managers in the world.







**16 of the 20**  
LARGEST  
PRIVATE DEBT  
MANAGERS  
IN THE WORLD



**17 of the 20**  
LARGEST  
PRIVATE EQUITY  
HOUSES  
IN THE WORLD



**19 of the 20**  
LARGEST  
REAL ESTATE  
FIRMS  
IN THE WORLD

## WHY AUSTRALIA ?

Australia's strategic location, education and skills of its workforce have contributed to the successful development of the financial services industry.

Australia provides a safe, low-risk environment in which to do business. Australia has consistently demonstrated economic resilience, political stability, a transparent regulatory system, and a record of steady growth. Underpinned by 27 consecutive years of annual economic growth, an AAA rating and the highest forecast annual GDP growth among major advanced economies. With the Asia Pacific region expected to account for approx. 45% of Global GDP by 2022 (21% in 1982), Australia is well positioned both geographically and politically via existing trade agreements to take advantage of this growth.

Apart from having a robust regulatory framework and an efficient fiscal regime, Australia offers significant operational advantages. Its main benefits include:

- Ranked 5th in the world for overall economic freedom
- Ranked 14th in the world for ease of doing business, 5th when comparing nations of similar or greater population.
- Ranked 9th in the world for quality of life
- Qualified and professional workforce
- Commonly known for its strengths in mining, agriculture and tourism. Australia also boasts the 6th largest pool of managed fund assets in the world.
- Well positioned as a trade and investment base for doing business with Asia. Existing agreements promote the flow of goods and services within the Asia-Pacific region.
- Beneficial tax regime
  - Access to over 40 Double Taxation Agreements with various countries in the EU, Africa, China, India and the United States
  - Concessional tax arrangements for approved Managed Investment Schemes

Source : Benchmark Report 2018 - [www.austrade.gov.au](http://www.austrade.gov.au)

## CORPORATE SERVICES

### OUR RECURRING SERVICES

#### Domiciliation and Corporate Secretarial

- **Domiciliation and Legal Assistance**
  - Provision of registered address and management headquarters
  - Responsible for Corporate legal compliance
  - Organisation and minutes of Board of Directors
  - Organisation and minutes of AGM
  - Filing financial statements and Annual Return with Registrar of Companies
  - Maintenance of electronic data and permanent corporate data
  - Filing of any corporate information with Australian authorities
  - Maintenance of Shareholder's registers
  - Maintenance of Director's and Officer's register
  - Organisation of dividend distributions
  - Director Mandate
- **Director Mandate**
  - Permanent involvement in day-to-day and strategic management
  - Representation of the entity in dealings with third parties
  - Board meeting attendance

#### Corporate Treasury Management

- **Bank Management**
  - Opening bank account, internet access and full documentation
  - Maintenance of signatory list
  - Organisation of general payables & debts payments
  - Bank statement and cash reconciliation
  - Cash deposit
  - General contact with Australian banks
- **Internal Financial Instruments**
  - Maintenance of financial instruments
  - Interest calculation, invoicing and communication
  - Financial receivable / payable control
  - Distribution to investors : statement and payment
- **Cash Flow Reporting**
  - Australian entity cash flow control and reporting
  - Consolidated cash flow control and reporting

# Alter Domus AUSTRALIA

## Accounting

- Maintenance of accounting file
- Bookkeeping and maintenance of ledgers
- Period-end accounts closing
- Preparation of financial statements
- Entity budget control and follow-up
- Issue and communication of inter-company statements during period-end closing
- Assistance and dealing with auditors
- Liaise and coordinate with third party service providers

## Consolidation of Accounts

- Reconciliation of inter-company accounts
- Review of local entity trial balances
- Review of local entity trial balances formatted for consolidation
- Preparation of consolidation adjustments
- Consolidation of auxiliary schedules
- Consolidation of trial balance
- Preparation of consolidated financial statements
- Assistance and dealing with auditors
- Liaise and coordinate with third party service providers

## OUR NON-RECURRING SERVICES

### New Development Project / Development Progress / Development Delivery / Project Exit

- **Company Formation Services**
  - Setting up companies, branches, partnerships and trusts
  - Implementing complex international structures as part of restructuring plans and M&A
  - Selecting and coordinating with the best independent tax specialists and lawyers in Australia in setting up the appropriate structures
- **Initial and Preparatory Work**

Issue of transaction file :

  - Collection and analysis of financial statements (asset deal)
  - Scheduling of transaction structure through the vehicle
  - Transaction step plan
  - Cash drawing calculation
  - Cash flow structuring
  - Control of legal and tax compliance for proposed transaction structure
- **Decision-making Process**

Board of Directors meeting and / or Investors Committee meeting organization :

  - Setup of meeting with required quorum
  - Issuing of agenda > collection of proxies, etc.

- Collection of acquisition and financing report
- Attendance at the meeting and drafting of the minutes

- **Execution of Decisions Taken by Management Board**

- Execution of loan agreement or any other financial agreements
- Proxy and certificate organization with notarized signatures and apostil
- Execution of drawdown from and repayment of bank credit facilities
- Capital call for payment by investors
- Capital increase subsequent to capital call
- Organization of money transfers in creditor settlements
- Assistance with data room organization

- **Entity Set up and Liquidation**

- Preparation and review of incorporation / liquidation legal documents – Liquidator mandate
- Opening / closing bank account and capital collection / repayment
- Proxies and ultimate shareholder certificate organization
- Deed of incorporation / liquidation
- Follow-up on deed registration and filing

- **Process Finalization**

- Communication of all documentation to third parties
- Collection or compiling of transaction “Bible”
- Participation in the administrative organization of the local entity

## FUND SERVICES

- **Fund Launch**

- Assistance with fund launch, including coordination of advisers and service providers (banks, trustees and custodians)
- Investor due diligence and anti money-laundering verification
- Implementation of systems and processes
- Reviewing fund documentation from an administrative perspective

- **Carried interest**

- Maintaining records and calculating carried interest
- Administration of carried interest structures

- **Compliance Support**

- Full compliance support at fund launch and beyond

- **Investor Communication**

- Responding to investor queries
- Customized investor reporting and mailings
- Maintaining investors contact information

- **Accounting and bookkeeping**

- Portfolio accounting
- Fund accounting, production of financial statements and fund reporting
- General ledger and bookkeeping
- Supervision of audit process
- Managed Investment Trust (MIT) accounting / Partnership accounting

- **Administration**

- Comprehensive administration services including maintenance of partnership / investor register, managing capital calls, coordinating administration of investment process, etc.
- Transfer of LP and other fund interests
- Managing distributions
- Coordinating custody, cash management and treasury services

- **Middle Office Services**

- Full Middle Office Services to bridge the gap between the fund and other service providers, including trade settlements, transaction reconciliations, delivery of various reports at asset managers' desktops, etc.
- Investigation of failed settlements and transparent reporting for managers

## OFFICE

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