



Alter Domus  
SINGAPORE



\*YOUR PARTNER FOR GROWTH

alterDomus\*

# Alter Domus SINGAPORE

**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.

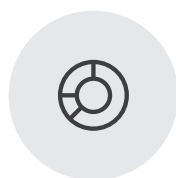
We are proud to serve 17 of the 20 largest private equity houses, 19 of the 20 largest real estate firms and 16 of the 20 largest private debt managers in the world.







**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 SINGAPORE ?

Singapore, a prosperous city-state with ultramodern infrastructure, has long been recognized as one of the most competitive places in the world to do business. Singapore's government and regulators are highly transparent and business-friendly, which encourages many of the world's largest companies to establish presence here. A key international financial center, Singapore offers a pro-business environment, excellent infrastructure, cost-competitiveness, and a highly skilled cosmopolitan labor force; it is also strategically located within a few hours of many of the most vibrant economies in the region. Singapore's main benefits include:

- Leading financial services center and wealth management hub
- Efficient and transparent judicial system based on common law
- Excellent physical and technological infrastructure
- Broad availability of highly skilled professionals
- High quality banking system and professional services

## SINGAPORE TAX SYSTEM

- Individual tax rate up to 22%, corporate tax of up to 17% with additional incentives
- No capital gains
- Exemption of tax on dividends received from subsidiaries upon certain conditions
- Exemption of tax for foreign-sourced income or income derived from foreign trusts
- Extensive network of double tax treaties with 64 countries:

Australia	Austria	Bahrain	Bangladesh	Belgium
Brunei	Bulgaria	Canada	China	Cyprus
Czech Republic	Denmark	Egypt	Estonia	Fiji
Finland	France	Georgia	Germany	Hungary
India	Indonesia	Israel	Italy	Japan
Kazakhstan	South Korea	Kuwait	Latvia	Libya
Lithuania	Luxembourg	Malaysia	Malta	Mauritius
Mexico	Mongolia	Myanmar	Netherlands	New Zealand
Norway	Oman	Pakistan	Papua	
New Guinea	Philippines			
Poland	Portugal	Qatar	Romania	Russian
Federation				
Slovak Republic	Slovenia	South Africa	Sri Lanka	Sweden
Switzerland	Taiwan	Thailand	Turkey	Ukraine
United Arab Emirates	United Kingdom	Uzbekistan	Vietnam	

The Alter Domus team in Singapore is fluent in English, Mandarin, and Cantonese.

## CORPORATE SERVICES

### OUR RECURRING SERVICES

#### Domiciliation and Corporate Secretarial

- **Domiciliation and Legal Assistance**
  - Provision of registered address
  - Responsible for corporate legal compliance
  - Organization and minutes of Board of Directors
  - Organization and minutes of General Meetings
  - Filing of relevant corporate information with the Accounting and Corporate Regulatory Authority (ACRA)
  - Maintenance of statutory corporate registers
- **Director Mandate**
  - Involvement in day-to-day management
  - Representation of the entity in dealings with third parties
  - Board Meeting Attendance

#### Corporate Treasury Management

- **Bank Account Management**
  - Assistance with opening bank of account, internet access and documentation
  - Maintenance of signatory list
  - Bank statement and cash reconciliation
  - General contact with Singapore banks
- **Internal Financial Instruments**
  - Maintenance of financial instruments (loan and facility agreements)
  - Interest calculation, invoicing, and communication
  - Financial receivable/payable control
  - Distribution of investors' statements and payment
- **Cash Flow Reporting**
  - Singapore entity cash flow control and reporting
  - Consolidated cash flow control and reporting

#### Accounting

- Maintenance of accounting file (document validation, filing, etc.)
- Bookkeeping and maintenance of ledgers
- Period-end accounts closing
- Preparation of financial statements
- Entity budget control and follow-up
- Issuance and communication of inter-company statements during period-end closing
- Assistance in dealing with auditors

# Alter Domus SINGAPORE

## Consolidation of Accounts

- Reconciliation of inter-company accounts
- Review of Special Purpose Vehicle ('SPV') accounts
- Review of SPV accounts formatted for consolidation
- Consolidation adjustments
- Consolidation of auxiliary schedules and consolidated fund structure
- Consolidation of trial balance
- Consolidated financial statements
- Assistance in dealing with auditors

## Tax Compliance

### • Corporate Tax

- Preparing income tax computations
- Compilation of data for yearly income tax returns
- Filing yearly income tax returns
- Organization and follow-up on tax prepayments and payments
- Maintain contact with the Inland Revenue Authority of Singapore (IRAS)
- Answering client questions on tax-related matters in close collaboration with external tax advisers
- Follow-up and control of tax statements

## OUR NON-RECURRING SERVICES

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

#### • Company Formation Services

- Setting up local companies, branches, partnerships
- Implementing complex international structures as part of restructuring plans and M&A
- Selecting and coordinating with independent tax specialists and lawyers in Singapore in setting up these structures

#### • Initial and Preparatory Work

Issue of transaction file :

- Collection and analysis of financial statements (asset deals)
- Scheduling of transaction structure through SPV
- Transaction step plan
- Cash draw calculations
- Cash flow structuring (asset deals)
- 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 and collection of proxies from absent invitees
- 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 facility
- Capital call for payment by investors (calculation/notice/collection)
- Capital increase subsequent to capital call
- Organization of money transfers
- 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 (UBO) organization
- Deed of incorporation/liquidation in front of Notary
- Follow up on deed registration and filing (companies register certificates)

#### • Process Finalization

- Communication of all documentation to third parties
- Collection or compiling of transaction processes and procedures
- Participation in the administrative organization of the SPV

## FUND SERVICES

### • Fund Launch

- Assistance with fund launch, including coordination with advisers and services providers (banks, brokers, custodians)
- Review prospectus, SLA, Operating Memorandum and other relevant documents as it relates to administration of the fund
- Complete due diligence and anti-money-laundering checks
- Implementation of systems and processes

- **Net Asset Value Calculation**

- NAV will be calculated as mandated by the offering document, partnership agreement, SLA and the respective fee letter on each valuation point
- NAV result will be provided per agreed timeline

- **Carried Interest**

- Calculation of carried interest and arrangement of the settlement in accordance with the relevant offering documents/agreement
- Maintenance of records

- **Administration Services**

- Conduct all appropriate investor identification checks, including KYC/AML
- Comprehensive administration services including maintenance of investor register, managing capital calls, coordinating administration of investment process, etc.
- Transfer of LP interests
- Management of distributions
- Coordination of cash management and treasury services
- Ensure proper completion of subscription forms and determine eligibility
- Send drawdown/distribution notices, acknowledgement, and statements to investors; copy Investment Manager if necessary
- Follow up on outstanding KYC items with investors if necessary
- Handle enquiries and phone calls from investors
- Customized investor reporting and mailing

- **Accounting and Bookkeeping**

- Portfolio accounting
- Fund accounting, production of financial statements and fund reporting
- General ledger and bookkeeping
- Supervision of audit process
- Partnership accounting

- **Reporting**

- Generation of various reports for fund managers/general partner and investors, including, but not limited to:
  - Account Statement
  - Statement of change of partnership interest
  - NAV Statement and other reports per agreed valuation package
  - Carried Interest Statement

Reports can be customized per clients' preferences.

- **Transactions**

- Subscriptions/Contributions
  - Applications processed in accordance with the relevant offering documents/agreement
  - Provide investors with required fund documents and remittance information
  - Send drawdown notice and acknowledgement to investors
  - Perform AML checking
  - Communicate with Investment Manager / General Partner on contribution status via provision of contribution summary

- **Distributions**

- Distribution processed in accordance with the relevant offering documents/agreement and agreed procedures
- Send distribution notice to investors
- Perform AML checking
- Arrange payment of proceeds to investors via checks or wire transfers

- **Transfers**

- Transfer of interest processed in accordance with relevant offering documents/agreement
- Perform necessary KYC checking
- Printing and sending of confirmation advices to transferor and transferee
- Update registers

- **Corporate Action, Corporate Secretarial, and Infrastructure Support**

- Allocate dividend payment in the event a dividend is paid
- Assist in handling other corporate action events as appropriate
- Provide registered office space and assist funds with setting up physical infrastructure
- Make statutory filings as mandated by relevant regulations
- Provide assistance with board meetings and coordination with various parties as needed
- Coordinate various activities for start up funds, including setting up phone lines, network connections, and disaster recovery infrastructure.

## **BUSINESS PARTNERS**

### **BUSINESS OFFICE SERVICES**

[www.bos-international.com](http://www.bos-international.com)

- High-quality furnishings, including desk, desk trolley, office chair, filing cabinet and telephone
- Company name at office entry door
- Broadband internet access and WiFi
- Allocation of a telephone line
- Personalized telephone answering services
- Mail and courier services
- Reception of visitors from 8am to 6pm, Monday to Friday
- 24-hour access with your personal access card
- Daily cleaning of the premises
- Electricity, heating and air conditioning
- Organization of board meetings
- Facilities and administrative services

### **OFFICE**

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