

AMENDMENT ADMINISTRATION & MATERIAL NON-PUBLIC INFORMATION SERVICES

CORTLAND DCM SOLUTIONS

Alter Domus provides a full range of loan and portfolio solutions for investors and managers of loans and other high yield corporate credit instruments

Alter Domus' solutions are comprehensive, encompassing all middle and back office operations to originate, invest in, and manage a loan/credit portfolio. Alter Domus' solutions are scalable, from the smallest SMA to multi-billion-dollar structured portfolios, our operations and technology solutions are cost efficient and scaled to suit your needs. Alter Domus' solutions are flexible to fit your needs, not the other way around. Alter Domus' services are available as component or in package solutions, to suite your infrastructure needs and strengths. Solutions are delivered on-time whether that is in North America, Europe or Asia. Around the globe and around the clock, leading alternative investment managers rely on Alter Domus' services and solutions. Alter Domus is an active member of the LSTA. Our finances and operations are audited annually. Alter Domus provides a copy of our comprehensive SSAE 18 SOC I Type II certification to clients.

AMENDMENT ADMINISTRATION

Alter Domus provides leveraged loan investors the needed help administering amendments, soliciting private ratings, etc.

AMENDMENT ADMINISTRATION OUTSOURCING

- Monitor & track announced and pending amendments
- Provide reporting of open amendments and corresponding deadlines, subject to agreed-upon procedures to manage public/private separation of information
- Communication between Client and Administrative Agent to ensure votes are cast within stated timeframes
- Monitor electronic workspaces and other channels for announcements and notifications of upcoming amendments
- Track, store, and follow established guidelines, distribute copies of voting materials, amendments, and related documentation

AMENDMENT REVIEW & EXECUTION AGENCY SERVICES

- Review amendment scope and content
- Evaluate amendment versus rules-based suitability standards for Alter Domus to vote— for or against
- Deem amendments suitable or unsuitable for vote execution
- Execute amendments— vote for or against— deemed suitable
- Refer amendments deemed unsuitable to Client's designated point of contact
- Perform periodic internal review of suitable/unsuitable validation process

MATERIAL NON-PUBLIC INFORMATION ADMINISTRATION SERVICES (MNPI)

In an effort to assist our clients manager their unique compliance and MNPI segregation needs, Alter Domus developed a process to effectively shield a client from the receipt (direct or inadvertent) of MNPI. Additionally, Alter Domus' solution provides a review and filter of any relevant MNPI that may lead to (i) a trading decision or (ii) potential receipt of amendment fees. The two services, Amendment Administration and MNPI firewall service, together constitute a best practices approach to the segregation and isolation of MNPI while providing for prudent credit decisions related to amendments and associated fee income opportunities.

The MNPI Firewall service includes:

- Alter Domus becoming named credit contact for all loans in the portfolio
- Alter Domus screening all information received via the private channel to assess the type, quality and relevance of such information with an eye toward what types of credit decisions may need to take place with the client's purview
- Acting on certain amendments, as provided for within guidelines established by the client at the outset of the engagement
- Liaising with approved contact points of the client in situations deemed to warrant communication regarding certain private information—e.g. compliance officer, legal officer, etc.

ADDITIONAL LEVERAGED LOAN SERVICES

- Loan Administration
- Loan Trade Settlement
- Agency Services



- OFFICES
- DESKS

AMERICAS

- Cayman Islands
- USA:
 - Chicago (IL)
 - New York (NY)
 - Darien (CT)
 - Austin (TX)
 - Indianapolis (IN)
 - Los Angeles (CA)
- Canada
- Latin America

EUROPE

- Belgium
- Cyprus
- France
- Germany
- Guernsey
- Ireland:
 - Dublin & Cork
- Jersey
- Luxembourg
- Malta
- Spain:
 - Barcelona & Madrid
- The Netherlands
- United Kingdom
- Italy
- Nordic
- Poland
- Portugal
- Russia & CIS
- Switzerland

MIDDLE EAST & AFRICA

- Mauritius
- Israel
- Middle East

ASIA-PACIFIC

- Australia
- China:
 - Beijing, Nanjing & Shanghai
- Hong Kong
- Singapore
- India

YOUR TEAM

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Many leading international asset managers, lenders and asset owners choose Alter Domus as their partner for growth. Whether a stand-alone fund with limited investments, or a large multi-billion-dollar fund with complex investment streams across multiple jurisdictions, we understand your world.

Vertical integration allows us to build dedicated teams to provide support and bespoke solutions across your entire value chain. By tapping into a talent pool of some 2,500 employees across more than 40 offices and desks, our expertise and cutting-edge technology combine to put you ahead of the game.

With an established professional focus on the private equity, infrastructure, real estate, and debt and capital markets sectors, we offer fund administration, corporate services, depository services, transfer pricing, domiciliation and management company services. Our specific experience in the debt and capital markets sector allows us to provide specialist solutions such as loan administration, agency services, trade settlement and CLO manager services.

*YOU GROW. WE SUPPORT.

www.alterDomus.com