



Alter Domus

## PRIVATE CLIENTS

Complete, integrated and  
personalised approach for Private Clients



\*YOU PRESERVE, WE FOCUS.

alterDomus\*

# Alter Domus

## PRIVATE CLIENTS

### ALTER DOMUS

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 offer and today counts 40 offices and desks across five continents. This international network enables clients to benefit globally from the expertise of more than 2,000 experienced professionals active in fund administration, corporate secretarial, accounting, consolidation, tax and legal compliance and debt administration services.

We are proud to serve 17 of the 20 largest private equity houses, 15 of the 20 largest real estate firms and 17 of the 20 largest private debt managers in the world.

In an international environment, you need simple solutions to address complex financial issues. Individuals, family and corporate businesses, foundations: we know how your requirements differ, so we develop personalised solutions unique to your structures.

We assist you with a single objective in mind: to help you protect and build up your wealth for the years to come.

We strive to deserve your confidence and are at your service each time you need us.

### YOU WANT TO COMMUNICATE EASILY AND OPENLY WITH YOUR PROVIDER

We realise your trust depends on the relationship you establish with us. You will have a single contact person, whatever your question and no matter the jurisdiction involved.

This dedicated person will then coordinate with the teams operating in each country and respond with the appropriate solution.

We take great pride in our ability to build long-term relationships with our clients. We know how valuable your businesses are to you and we understand that you are looking for a tailor-made solution.

### YOU NEED AN EXPERIENCED AND INDEPENDENT DIRECTOR TO MANAGE YOUR COMPANY

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

Our experienced local directors can take care of managing your companies in each of the countries in which 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.

### YOU WANT A PROVIDER ABLE TO UNDERSTAND YOUR SPECIFIC BUSINESS NEEDS

Our teams are composed of truly multidisciplinary members who specialise in the business of unlisted corporations. They understand the specifics of your activities, are aware of the difficulties you may encounter and know precisely with which regulations you have to comply.

Wherever we operate, our teams are driven by the same commitment: to deliver the highest quality services with quick response times and the utmost attention to confidentiality.

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

You may not be able to predict how your workload will fluctuate throughout the year.

We are flexible enough to adapt to these changes and we are dedicated to maintaining the way you conduct your business.

You need not hire or train extra staff and can completely rely on us to act in accordance with regulatory requirements.

Our specialised teams are ready to assist you with a complete range of solutions to meet your expectations. We offer customisable services and are open to discussing new ideas. We will rise to meet new challenges.



WE ARE PROUD  
TO SERVE  
**17 OF THE 20**  
LARGEST PRIVATE  
EQUITY HOUSES



WE ARE PROUD  
TO SERVE  
**15 OF THE 20**  
LARGEST REAL  
ESTATE FIRMS



WE ARE PROUD  
TO SERVE  
**17 OF THE 20**  
LARGEST PRIVATE  
DEBT MANAGERS  
IN THE WORLD

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

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

With a secure login, Alter Domus Connect fully complies with existing document management standards and provides a highly secure and automated document distribution process.

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

Being a high-net-worth individual or an unlisted corporation, you have to comply with both local and international requirements. We have acquired a great deal of expertise in doing business in jurisdictions in which we maintain an office.

We are able to work within deadlines to produce statutory and consolidated financial statements in accordance with local GAAP, US GAAP and IFRS.

## OUR SCOPE OF SERVICES

- **Company Formation Services**
  - Setting up companies
  - Ongoing privileged relationships with local administration, banks and other financial sector professionals
  - Coordinating and contacting independent tax specialists, lawyers and family offices while setting up those structures
  - Implementing complex international structures as part of restructuring plans, succession planning, mergers and acquisitions, intellectual property
- **Management of Companies**
  - Provision of independent directors, managers and legal signatories
- **Corporate Services**
  - Organising board meetings and shareholders' meetings
  - Maintaining shareholders' register
- **Administrative and Accounting Services**
  - Providing companies with a registered office
  - Handling the day-to-day operations of companies and follow-up of third-party relationships
  - Keeping company books and preparing periodical reports for the companies' governing bodies
  - Preparing statutory and consolidated financial statements
- **Tax Compliance Services\***
  - Preparing corporate tax returns and tax balances of companies and maintaining relevant contacts with the authorities
  - Preparing VAT returns and maintaining the VAT records of companies
  - Answering client demands in terms of tax planning in close collaboration with external tax advisors, as needed
- **Consolidation\***
  - Preparation of group consolidated financial statements in accordance with local GAAP, US GAAP or the International Financial Reporting Standards (IFRS)
- **Statutory Audit\***
  - Audits carried out by statutory auditors in order to ensure that annual accounts are in accordance with the accounting standards, the accounting records and supporting documentation for companies which are not already subject to legal audit by an independent auditor
- **Liquidation Services\***
  - Can act as liquidator or provide assistance to the liquidator
  - Provision of a variety of customised services related to the liquidation of companies
  - Maintenance of company accounts, periodical reports and liquidation accounts
  - Handling of day-to-day company operations and monitoring of third-party relationships
  - Provision of secretarial services linked to company liquidation: organisation of shareholders' meetings, maintenance of shareholders' register, handling of legal formalities
  - Coordination of the liquidation: contact with independent tax specialists, lawyers and notaries while liquidating companies

- **Regulatory Services**

- CRS /FATCA Services
  - Assistance to status determination
  - Registration
  - Account identification
  - Reporting
- KYC Services
  - KYC due diligence on investors/shareholders
- AIFMD Reporting

- **Transfer Pricing Services**

- **Alter Domus Connect**

- Electronic Document Management System provides complete paperless environment with hard copy back-up
- Full access to electronic versions of corporate documents 24/7

\* these services may not be provided in certain jurisdictions

For additional details on our services and locations:  
[www.alterDomus.com](http://www.alterDomus.com)

Or please contact us:  
[private-clients@alterDomus.com](mailto:private-clients@alterDomus.com)