



**Alter Domus**

# PRIVATE EQUITY AND INFRASTRUCTURE

Tailor-made services for the Private Equity industry

\*YOUR PARTNER FOR GROWTH

**alterDomus\***

# PRIVATE EQUITY AND INFRASTRUCTURE

## ALTER DOMUS

Alter Domus is a fully integrated fund and corporate services provider, dedicated to international private equity & infrastructure houses, real estate firms, private debt managers, multinationals, capital markets issuers and private clients. 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.

For more than fifteen years, our teams have been known for the quality of their services and their technological expertise.

The privileged professional relationships we have established during these years ensure efficiency and smooth coordination in the conduct of all your projects.

We are responsive and focused on your needs from the moment we begin our work until we facilitate your exit.

We earn your confidence by delivering solutions that perfectly fit your requirements.

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

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

We offer our clients a vertically integrated solution: we take care of the entire process, from fund administration to set-up and support of the administrative, corporate, management and tax aspects.

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 WANT TO COMMUNICATE EASILY AND OPENLY WITH YOUR PROVIDER

We realise your trust comes from the relationship you establish with us.

You will have a single contact person, whatever your question and no matter which jurisdiction is involved. This dedicated person will then coordinate with the teams operating in each country and respond with the appropriate answer.

Your dedicated team is available to assist with your every need. We maintain an open exchange of ideas with clients to proactively develop new solutions that increase efficiency.

## 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, whether as a result of your transaction volumes or other events. We are flexible enough to adapt to these changes and we are dedicated to maintaining the way you conduct your business.

Our specialised teams are ready to assist you from fund administration to deal exit, with a complete range of solutions in a timely manner.



**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**

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

Alter Domus Connect, our web based electronic document management system allows you, your investors and advisers to save time with worldwide 24/7 access to all information related to your funds and investment holding companies.

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

As your needs change, so do our solutions. Our teams are constantly working to update and perfect our system. We also do our best to adapt our solutions to your technical infrastructure whenever possible.

## **YOU NEED AN EXPERIENCED AND INDEPENDENT DIRECTOR TO MANAGE YOUR INVESTMENT HOLDING COMPANIES**

When incorporating a structure 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 entities 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.

## **OUR SCOPE OF SERVICES COVERS FUND SERVICES**

- **Fund Launch**
  - Assistance with fund launch, including coordination of advisers and service providers (banks 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
- Customised investor reporting and mailings
- Maintaining investor contact information

### • **Accounting and Bookkeeping**

- Portfolio accounting
- Fund accounting, production of financial statements and fund reporting
- General ledger and bookkeeping
- Supervision of audit process
- 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
- Acting as central administration agent of Luxembourg SICARs and SIFs

### • **Middle Office Services**

- Investigation of failed settlements and transparent reporting for managers

### • **Depository Services**

- Oversight duties
- Safekeeping of assets
- Cash monitoring

## **CORPORATE SERVICES**

### • **Company Formation Services**

- Setting up companies
- Implementing complex international structures as part of restructuring plans, mergers and acquisitions
- Coordinating and contacting independent tax specialists and lawyers while setting up those structures
- Ongoing privileged relationships with local administration, banks and other financial sector professionals

### • **Management of Companies**

- Provision of independent directors, managers and legal signatories

- **Corporate Services**

- Organising board meetings and shareholders' meetings
- Maintaining shareholders' register
- Following up on legal formalities

- **Administrative, Accounting Services and Consolidation**

- 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 in different GAAP
- Preparing statutory and consolidated\* financial statements in accordance with local GAAP, US GAAP or the International Financial Reporting Standards (IFRS)

- **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 our client's demands in terms of tax planning in close collaboration with external tax advisors, as needed

- **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

\* 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-equity@alterDomus.com](mailto:private-equity@alterDomus.com)**