



Alter Domus
FRANCE

*YOUR PARTNER FOR GROWTH

alterDomus*

Alter Domus FRANCE

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 FRANCE ?

Alter Domus France is located in Paris, a European financial centre which is home to the second largest private equity industry, after London and is the leading location in Europe for multinational firms. At Alter Domus France, both French and international clients can benefit from this highly reputable firm's extensive experience in both Fund and Corporate Services.

CORPORATE SERVICES

OUR RECURRING SERVICES

Accounting outsourcing

- Full support of your accounting obligations
- Bookkeeping and maintenance of ledgers
- Period-end accounts closing
- Preparation of Annual Accounts
- Entity budget control and follow-up
- Issue and communication of inter-company statements during period-end closing
- Audit assistance

Review of your accounting work / Annual accounts

- Review of accounting and tax work
- Issuance of a report with our conclusions and recommendations
- Communication with your group auditor

Reporting

- Assistance with the production/design of your French subsidiaries' reporting
- Preparation of your monthly-quarterly reporting (customised accordingly to your requirements) in your local GAAP (US, UK GAAP or IFRS)

Consolidation of Accounts

- Reconciliation of inter-company accounts
- Review of SPV accounts (local TB)
- 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 and dealing with auditors

Tax Compliance

- Compiling data and filing of periodic and yearly tax returns: VAT, corporate income tax, CVAE/CET, Contribution on rental income, Contribution on distributions, DADS 2, IFU ...
- Organisation and follow-up of tax prepayments and payments
- Follow-up and control of tax statements
- Assistance during tax audits performed by the French tax administration

Payroll Services

- Preparation of monthly pay slips (transmission according to your requirements)
- Follow-up of the applicable Collective Agreement in coordination with your social lawyer
- Declarations of new hires to the appropriate authorities
- Preparation of annual and periodic tax and social declarations
- Assistance with the relations with social organisations

Corporate Treasury Management

• Bank Management

- Assistance with opening bank account, internet access and full documentation
- Maintenance of signatory list
- Administrative assistance of general payable debts payments
- Bank statement and cash reconciliation
- General contact with French banks

• Internal Financial Instruments

- Maintenance of financial instruments (loan and facility agreements)
- Interest calculation, invoicing and communication
- Financial receivable/payable control
- Distribution to investors: statement and payment

• Cash Flow Reporting

- Entity cash flow control and reporting
- Consolidated cash flow control and reporting

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/Managers
- Organisation and minutes of Annual General Meeting
- Filing Annual Accounts with Business Court
- Maintenance of electronic data and permanent corporate data
- Filing of any corporate information with the French authorities
- Maintenance of Shareholder's register

• **Director Mandate**

- We do not provide Director Mandate but we can introduce high qualified profiles depending on your industry

OUR NON-RECURRING SERVICES

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

• **Company Formation Services**

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

Acquisition of a property investment portfolio

• **Initial and Preparatory Work**

Issue of transaction file:

- Collection and analysis of annual accounts (share deal)
- Scheduling of transaction structure through the vehicle
- Transaction step plan
- Cash drawing calculation
- Cash flow structuring (asset deal)
- Control of legal and tax compliance for proposed transaction structure

• **Coordination of the Decision-making Process**

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

- Assistance to the setup of meeting with required quorum
- Issuing of agenda > collection of proxies from absent invitees
- Collection of acquisition and financing report
- Attendance at the meeting and drafting of the minutes

• **Assistance with the Execution of Decisions taken by Management Board**

- Organisation of the Execution of loan agreement or any other financial agreements
- Organisation of the Execution of drawdown from and repayment of bank credit facilities
- Capital call for payment by investors (calculation/notice/collection)
- Capital increase subsequent to capital call
- Organisation of money transfers in creditor settlements/of currency conversion (forex ...)
- Assistance with data room organisation

• **Accounting support**

- Handling the proper transfer of accounting and financial data (deposits, accounts receivable) owned by the previous property owner
- Assistance to the project owner (accounting systems and asset management) and support the integration of the acquired entities

• **Temporary accounting assistance / Transition management**

- Analysis of your needs and proposal of the appropriate qualified team member to third parties
- Support during all the workload period or the transition period

• **Specific assistance in tax compliance (specialisation in the real estate sector)**

- Assistance in the context of exceptional operations such as acquisitions (e.g. due diligence), disposals in case of share deals or asset deals (taxation of capital gains, real estate transfer taxes, VAT), or restructuring operations...
- Securing tax positions while reviewing/drafting the annual tax returns (based on your tax opinion)
- Defending their interest in case of tax audit

• **Liquidation**

- Preparation and review of liquidation legal documents
- Opening / closing bank account and capital collection / repayment
- Proxies and ultimate shareholder certificate (UBO) organisation
- Drafting the Deed of liquidation
- Follow-up on deed registration and filing (trade register excerpt, ...)
- Preparation of accounts as at opening / closing liquidation

FUND SERVICES

- **Fund Launch**

- Assistance with fund launch, including coordination of advisers and service providers (banks and custodians)
- Management of Fund Migration: Reverse Planning Set-Up, Follow-up, Regular Workshops
- 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

- **Investor Communication**

- Responding to investor queries
- Customised 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
- Partnership accounting

- **Administration**

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

- **Reportings**

- AIFMD
- FATCA
- Set-up of Specific Reportings: US / German / Belgium / US tax; "Directive Epargne"; etc.

- **Middle Office Services**

- Full Middle Office Services to bridge the gap between the fund and other service providers

OFFICE

Alter Domus France

37 avenue Pierre 1er de Serbie
75008 Paris
France

T +33 (0)1 56 91 30 00

contact.fr@alterDomus.com

www.alterDomus.com