

SERVICES FOR SENIOR PRIVATE EQUITY EXECUTIVES

The Family Office team at Ocorian have a number of Senior Private Equity Executives as clients. This factsheet summarises the main services that Ocorian provides to those clients.

SCOPE

The services that we provide are often performed for the executive and also other related asset holders (such as their spouse or any trusts or companies that they have settled). The main aim of Ocorian Family Office is to take the administrative burden away from the Executive and their family to free up their time for their business life or family life.

SERVICES PROVIDED

We provide the following:

- Book-keeping for all personal accounts and entities
- Monthly cashflow reporting across all accounts identifying inflows and outflows
- Household expense reporting and budgeting
- Periodic net asset reporting across all financial and personal assets and reporting on changes from one period to another
- Monitoring cash balances across all accounts and arranging top-ups where necessary
- Bill paying for personal expenses
- Making capital call payments for Private Equity investments
- Instructing the client's banks and investment managers to make investments under the direction of the client
- Tracking and reporting on bank and investment manager charges
- Corporate and trustee administration for any entities within the family structure
- (including provision of Directors, Registered Office and Company Secretary)
- Tracking distribution notices from Private Equity investments and ensuring that they are received correctly by the bank
- Ensuring that onshore/offshore funds are kept separate and that payments are made from the correct account
- Collating data for submission to the client's tax advisers for specific issues (such as carried interest calculations) or for annual tax compliance work (annual tax returns)
- Compliance with international reporting obligations (e.g. US F-BAR, CRS forms etc)
- Making charitable payments under the client's direction and collating the associated information needed for tax returns and tax reclaims. Management of the client's own charitable foundation where applicable including dual qualified US/UK structures
- Acting as a central repository for all key documents, so that key documents can be found in short timescales when needed.

FEES

There are two areas of cost to the client family;

Set-up

We charge a one-off fee for the initial collation of the data and for getting access to client bank accounts (read-only or fully authorised depending on whether we are to make bill payments/investment payments or not). This is charged on a time-spent basis.

Ongoing

Typically the recurring fee will be set in advance of each calendar year and will then be billed on a "no surprises" fixed fee basis quarterly throughout the year. Any additional tasks which are requested by the client will be billed in addition and a separate fee for those services agreed in advance of undertaking the work.

OCORIAN: WHO WE ARE

Ocorian is an international, award-winning provider of fiduciary, accounting and administration services to the private client, corporate, funds and real estate sectors. With almost 300 employees and over 45 years' experience, we have a presence in Jersey, Guernsey, London, Dublin, Mauritius, Singapore, Luxembourg and Cayman. Renowned within the industry for maintaining long term client relationships, we provide experienced, highly skilled people in key markets to ensure that we can support the diverse needs of our international clients.

Ocorian was recognised as the 'Trust Company of the Year' at the annual STEP 2016/2017 awards ceremony

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