

PROPERTY FUND ADMINISTRATION

Background

Whether onshore or offshore, full fund structure and investment manager or solely the main fund vehicle itself, administration of a property fund is not a core skill set for many managers. Consequently, valuable management time is often wasted on non-core activity, increasing the risk of missed investment opportunities or, worse still, resulting in a failure of a regulatory nature.

Solution

Fund Corporation are a team of professionally qualified, highly experienced individuals with extensive experience of administering property funds of various sizes, investment focus and regional diversity. They therefore understand the key drivers of the industry, focusing on investor relations and transaction completion.

They adopt the same high quality methodology as those working in-house, whether back office or deal facing, with an absolute focus on attention to detail, delivering correctly, on time, every time. All of our processes are completely transparent, operating as part of a manager's core support team.

Our range of services encompass all of the expected back office functions, from the launch of the fund, including incorporation of the requisite legal entities, to managing the investment process, cash management, accounting, periodic investor and statutory reporting, organising board and annual general meetings and handling distributions. We are happy to take on as little or as much as you require.

The Cost

We operate a transparent, fixed cost, charging policy wherever possible in order to ensure that there are no hidden costs for the fund. Where there are areas with a degree of uncertainty over activity levels (for example the investment process) then we would seek to recover our costs on a 'time spent' basis in discussion with you.

We will carry out an annual review of our service levels and costs with you to ensure that the fees remain competitive and our performance has been of the highest standard.

We would be delighted to discuss your requirements in more detail in order to provide you with a detailed estimation of our costs and to arrive at a mutually agreeable fee level.

Further details

To explore our services further, please contact one of our directors:-

Paul Everitt

Tel +44 1481 732889

Email paul.everitt@fundcorpci.com

Roger Parry

Tel +44 1481 732882

Email roger.parry@fundcorpci.com

www.fundcorpci.com