

Fund office support services



Who are we

Our Fund Office Support Services (**FOSS**) business was established within the **Asset and Wealth Managed Services (AWMS)** unit in 2023. Because of the increasingly complex business and regulatory landscape as well as investors' increased demand for transparency, many asset managers choose to outsource fund administration and reporting operations in order to focus their resources on their core portfolio management activities.

Our FOSS business comprises a team of **highly-skilled and trained finance professionals** who understands the Asset & Wealth industry, and combines human intelligence with the **latest advancements in technology**. We are your trusted outsourced service provider – with our support, you can focus on your core business activities while streamlining your operations and mitigate risks.

Why us



We know alternatives

- Experienced in asset and wealth management, and focused on the right industry and client segment;
- Leverage from knowledge gained, synergies and relationships.



We have the right tech

- Access to our innovative and fund administration technology infrastructure, including our specialised software;
- Focus on data accuracy and consistency, automation of processes;
- Boost your competitive edge by having access to our template deliverables tailored in accordance with best practices, latest market developments and needs within the fund industry;
- Innovative client portal.



We have the right people

- Highly trained and experienced in Singapore FRS, IFRS and US GAAP;
- Serviced by dedicated fund accounting managers who are industry specialists;
- Accumulating best practices and valuable industry and standard insights.



We have an efficient process

- High quality service delivery driven by established operational frameworks, processes and controls;
- One stop shop for all needs and across jurisdictions;
- Flexible to adapt to match your unique needs.

Who are we best placed to serve



Alternative investment funds mainly focusing on Private Equity, Venture Capital, Private Debt and/or Real Assets.



Primarily for **small to medium size boutique asset managers, family offices and asset owners**



Closed-ended regulated and non-regulated structures (VCC, Private Limited, SG Limited Partnership, SG Unit Trust)

Service offerings

Fund establishment

Client onboarding

- Client acceptance
- Onboarding KYC
- Establishment of fund structure in the administration system

Fund accounting service

Accounting and reporting services

- Fund, partnership, SPV and portfolio accounting for simple and complex multi-layer structures;
- Accounting in local GAAP, IFRS and/or US GAAP;
- Management, performance fee calculations and expense accruals
- Quarterly/semi-annual/annual PCAPS

Fund Office Administration Service

- Assistance with Fund's AGMs and EGMs

Transfer agency service

Investors relation

- Capital call, distribution calculation/processing and equalisation accounting
- Investor due diligence and AML/KYC checks
- Maintenance of investors' capital accounts
- Investor communication and reporting
- Tailored manager and investor reporting portal

Financial statement preparation

Financial statement preparation

- Preparation of draft annual financial statements
- Preparation of notes to financial statements
- Liaison and support for audits

Your contacts



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