Private equity & property fund services

Our services

Our experienced team is able to provide tailored services for a wide range of fund structures.

Below are details of services RBC can provide. The list is not an exhaustive and is dependent upon your unique requirements.

Client and investor relationship management

- Completion of due diligence checks on investors in line with local legislation
- Review of all relevant Fund documentation, including limited partnership agreements, unit trust deeds, company memorandums and articles of association
- Ongoing compliance with the Fund documentation and any applicable laws and regulations
- Liaison with promoter, legal advisers, lenders, property agents, investors and other interested parties
- Monitoring of service against agreed service levels to ensure timely delivery.

Ongoing data management, accounting & reporting

- Maintenance of Fund accounting records in line with agreed accounting standards
- Production of monthly NAV calculations
- Production of quarterly financial reporting
- Production of annual financial statements and liaison with the auditors
- Fee calculations and payments, as required
- Production of periodic reporting as required by lenders
- Provision of other reporting, as agreed from time to time
- Circulation of reporting to promoter, investors, lenders, as appropriate.

Registered office, directorship & corporate secretarial services

- Provision of officers to the Fund and underlying SPVs, as required
- Provision of trustee to unit trust(s), as required
- Maintenance of investor and other registers
- Attendance at, and preparation of, meeting packs and minutes for investment committee meetings, board meetings and trustee meetings, as required
- Preparation and circulation of investor meeting documentation including notice, form of proxy, attendance lists, agendas and minutes.

Transaction processing

- Issue of capital drawdown notices to investors and monitoring cash receipts
- Timely issue of payment instructions for investment purchases, investor distributions, fees and expenses
- Liaising with promoter, legal advisers, lenders and other parties in relation to the acquisition or disposal of property assets
- Issuance of distribution (capital and income) notices to investors and onward remittance of proceeds
- Dealing with lenders in relation to loans provided on individual properties
- Ongoing management of loan facilities such as the re-fixing of any revolving credit facilities, refinancing, pre-payments and repayments, payment of interest and associated reporting.

Banking services (in-house third party treasury function)

- Negotiation of the best market terms available for deposited funds and foreign exchange transactions, as required.
- Cash management between financial institutions to ensure diversification of risk.

Why choose us?

Strength. Our team is part of RBC Wealth Management, a division of one of the top five banks in North America and Canada's largest bank, RBC. RBC is one of the world's largest financial institutions and one of only seven banks worldwide that carries a Moody's triple-A rating. RBC is consistently regarded as a stable institution with high quality balance sheet, proactive risk management strategy and a strong liquidity position.

Expertise. We have a highly qualified and experienced multi-disciplinary team. Originally part of Coopers & Lybrand, our team's strength is drawn from its accountancy heritage and includes highly experienced administrators, accountants and company secretaries. We are also able to draw on the broader experience of RBC, including legal, investment and private banking professionals.

Experience. We have been providing fund administration services for a wide variety of fund structures of differing size and complexity, since 1992. Today, we administer over 50 funds and a similar number of related vehicles including, private equity, venture capital, real estate and other alternative asset class funds.

Flexibility. Our services can be tailored to suit your requirements. Our people work with you to ensure that your funds are administered in the most efficient and effective manner possible.

Dedication. Our specialist team structure provides a personal and tailored service. We enjoy long term relationships with our clients. Our senior team have been working together for more than 8 years.

Ethics. RBC has long believed in the importance of corporate responsibility. Our business is governed by integrity, all employees are encouraged to provide a supportive workplace, contribute to communities and promote environmental sustainability.

We would be delighted to talk to you in detail about how we could help you meet your specific needs. Please feel free to contact us at any time:

→ **Call** +44 (0) 8000 566 550

→ **Email** pepf@rbc.com

→ **Or visit** www.rbccees.com