

VENTURE CAPITAL, REAL ESTATE, AND PRIVATE EQUITY SERVICES OVERVIEW

PRE-LAUNCH CONSULTATION

- Introduction to key service providers
- Review and comment on draft offering memorandum and limited partnership agreement
- Design logistics of investor communication and reporting packages

FUND ACCOUNTING & ADMINISTRATION SERVICES

- Prepare quarterly unaudited management reports and investor capital statements
- Record income, expenses and capital transactions in accordance with Fund's governing documents
- Prepare and distribute capital call notices and provide wiring instructions to investors
- Prepare and provide distribution notices to investors
- Record investment value based on information provided by independent appraisers or General Partner
- Calculate management fee and carried interest based on Limited Partnership Agreement (or equivalent) provided by Client
- Calculate distribution in accordance with waterfall provisions in Limited Partnership Agreement (or equivalent)

INVESTOR SERVICES

- Prepare and distribute quarterly investor capital statements through secure online portal
- Maintain investors' outstanding capital commitments
- Provide a suite of automated services through secure online portal, including transaction history, fund performance reporting, fund analytics reporting
- Provide AML/KYC services for new investor onboarding

YEAR END SERVICES

- Liaise with Fund's auditor in connection with year-end audit planning
- Provide necessary information in connection with Fund's annual audit and tax preparation
- Assist in preparation of GAAP and IFRS financial statements with footnote disclosures

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