

# OVERVIEW

*“Any project is possible, any objective can be reached, as long as the best structuration is found. As fund architect, our philosophy is to get through any obstacle and position our services above and beyond”*

*Infinity Fund Services Limited*



## SUMMARY

---

|                                  |       |           |
|----------------------------------|-------|-----------|
| <b>ABOUT US – IN BRIEF</b>       | ----- | <b>3</b>  |
| <b>KEY MARKETS</b>               | ----- | <b>4</b>  |
| <b>FIELDS OF EXPERTISE</b>       | ----- | <b>5</b>  |
| <b>SERVICES</b>                  | ----- | <b>6</b>  |
| ▪ Fund Set-Up (p6)               |       |           |
| ▪ Fund Valuation (p7)            |       |           |
| ▪ Fund Accounting (p8)           |       |           |
| ▪ Additional Services (p8)       |       |           |
| <b>APPROACH &amp; PHILOSOPHY</b> | ----- | <b>9</b>  |
| <b>LOCATIONS</b>                 | ----- | <b>11</b> |
| <b>CONTACT US</b>                | ----- | <b>12</b> |



## ABOUT US – IN BRIEF

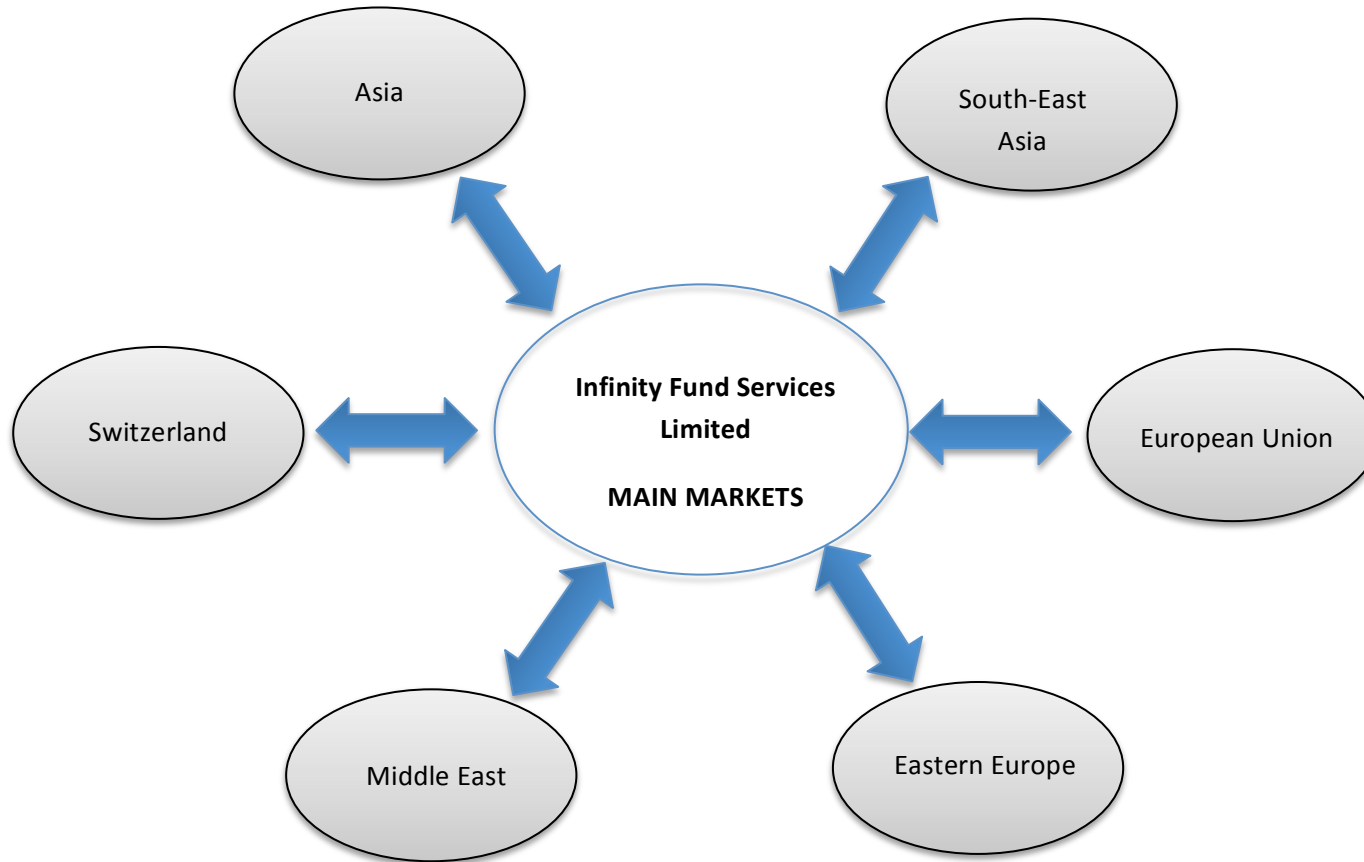
---

- Infinity Fund Services Limited (IFS) is a BVI based and Hong Kong based **Fund Administrator** and **Transfer Agent** regulated by the **Financial Services Commission (FSC)** in the British Virgin Islands and authorised by the **Cayman Islands Monetary Authority (CIMA)** and the **Monetary Authority of Singapore (MAS)**. IFS sets up and administrates regulated **BVI**, **Cayman Islands** and **Singapore** investment funds and management companies for worldwide asset managers, wealth managers, financial institutions, HNWIs and corporates.
- IFS Team has over **20 years professional experience** in Fund Administration, Banking, Investment Banking, Fund Consulting and Fund Audit.
- **Client oriented, vision of excellence, creation of value, innovation, independent.**
- Financial Authority & Regulation: **BVI Financial Services Commission** ([www.bvifsc.vg](http://www.bvifsc.vg)).



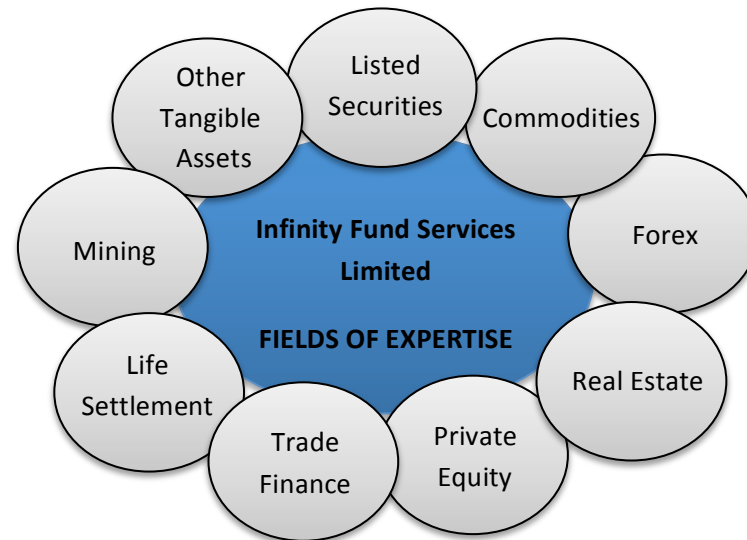
## MAIN MARKETS

---



## FIELDS OF EXPERTISE

---



## SERVICES (1/3)

---

### ALL-IN ONE, IN-HOUSE SERVICES

#### Fund Set-Up

- Unique, confidential and highly customised structuration advice.
- Systematic cost efficient approach.
- KYC documents collection, internal check and follow-up.
- Incorporation of the fund company and management company.
- Genesis, drafting and maintenance of the offering memorandum.
- Drafting and maintenance of subscription forms, transfer forms and redemption forms.
- Drafting of the entire FSC (or CIMA, or MAS) application pack including drafting of agreements between the fund, the management company and if any, appointed investment advisor(s).
- Drafting of the management company compliance manual.
- Licensing of entities (funds, management companies and if any, investment advisors, corporate directors and corporate voting shareholders) and individuals (individual directors, individual voting shareholders and compliance officer).
- Follow-up with financial authorities (BVI Financial Services Commission, Cayman Islands Monetary Authority, Monetary Authority of Singapore) during the licensing process and along the fund's entire life.
- Collection, dispatch and custody (if needed) of original corporates documents and business licenses (fund and management company).
- BVI, Cayman Islands and Singapore registry agent and domiciliation services for funds and management companies: providing address and domicile in the BVI, Cayman Islands and Singapore, administering correspondences from/to the BVI Financial Services Commission, CIMA and MAS, providing certified and apostilled copies of corporate documents (if needed) and amendments of corporate documents upon request.
- Introduction to reputable custodian banks, cash agents and brokerage houses and full account opening assistance for funds and management companies. IFS is a recognised agent of reputable banking institutions and brokerage houses especially in Europe, Switzerland, Middle East and Asia.
- Introduction to selected auditors and if any to external appraisers.
- Set-up and delivery of ISIN code, CFI Code, Bloomberg Ticker and Telekurs Valoren (IFS maintains close relationship with main data vendors).



## SERVICES (2/3)

---

### ALL-IN ONE, IN-HOUSE SERVICES

#### Fund Valuation

- Highly accurate Net Asset Value (NAV) calculations and timely distribution.
- Flexible valuation periods (weekly, bi-monthly, monthly, quarterly, semi-annual and annual).
- 4 eyes exhaustive quality check by experienced IFS Team.
- Daily reconciliation of cash balances with appointed custodian(s) and cash agent(s).
- Daily reconciliation of cash balances and trading positions with appointed broker(s).
- Upload of daily trading activity from IFS clients' trading system or appointed broker(s).
- NAV letters to investors.
- Gathering of independent financial data from external appraisers and data vendors.
- Multi-currency transactions monitoring.
- NAV data compilation into several reports dispatched to promoters, auditors, advisors, regulatory authorities, data vendors, etc.
- Administrative follow up and communication with investors.



## SERVICES (3/3)

---

### ALL-IN ONE, IN-HOUSE SERVICES

#### **Fund Accounting**

- State-of-the-art fund accounting system.
- Cash management and day-to-day reconciliation with appointed custodian(s) and cash agent(s).
- Monitoring of investments to make sure they are in line with the provisions in the offering memorandum.
- Computation and settlement of charges and expenses in accordance with the offering memorandum and agreements with service providers.
- Maintenance of the shareholders' register: gathering of KYC docs on investors, issuance of contract notes and share certificates, follow-up of historical transactions per investor.
- Holding of shareholders and board of directors meetings.
- Preparation of interim and annual financial statements.
- Annual audit coordination with appointed auditors.

#### **Additional Services**

- Set-up of Special Purpose Vehicles and general administration services (registrar, accounting, account opening).
- Websites creation and maintenance for investment funds and management companies.
- Stock exchange listing (regulated investment funds).





## APPROACH & PHILOSOPHY (1/2)

---

### CLIENT ORIENTED, VISION OF EXCELLENCE, CREATION OF VALUE, INNOVATION, INDEPENDENT

With IFS Ltd approach, structure your business through your own regulated BVI and /or Cayman Islands and/or Singapore investment fund(s) will allow you to:

- **optimise and institutionalise your investments**
- **optimise your visibility**
- **optimise and control your assets and cash**
- **optimise your operational costs**

IFS offers **accuracy** and **reactivity**:

- All-in-one timely services performed in one operational centre, systematic exhaustive quality check by experienced IFS Team
- IFS Team is reachable anytime.
- Immediate initial meeting and / or conference call.
- Complete offer of services within 48 hours with detailed investment structure organisation chart and at least a 3-year pricing simulation.

IFS offers **expertise** and **confidentiality**:

- In-house and customised structuration advice monitored by highly experienced IFS team.
- One unique investment structure for each customer.
- Strict client data protection.



## APPROACH & PHILOSOPHY (2/2)

---

### CLIENT ORIENTED, VISION OF EXCELLENCE, CREATION OF VALUE, INNOVATION, INDEPENDENT

IFS offers **flexibility** and **control**:

- Cost efficient approach.
- Introduction to the appropriate custodians, cash agents, brokerage houses and auditors anytime, anywhere (in a country recognised by the BVI FSC, CIMA and MAS).
- Account opening assistance, anytime, anywhere (in a country recognised by the BVI FSC, CIMA and MAS).

Infinity Fund Services Limited is regarded by its clients as “a **world class family office** for asset managers, wealth managers, financial institutions, HNWIs and corporates”.

**"Any project is possible, any objective can be reached, as long as the best structuration is found. As fund architect, our philosophy is to get through any obstacle and position our services above and beyond"**

*Infinity Fund Services Limited*



## LOCATIONS

---

### BVI / HONG KONG



## CONTACT US

---

### GENERAL CONTACTS

#### HONG KONG

##### **INFINITY FUND SERVICES (HONG KONG) LIMITED**

Suite 1427, 26<sup>th</sup> Floor,  
77 Connaught Road Central,  
Central,  
Hong Kong  
Tel: +852 3589 3380  
Fax: +852 3589 3381  
Email: [info@infinityfundservices.com](mailto:info@infinityfundservices.com)

#### BVI

##### **INFINITY FUND SERVICES LIMITED**

Trident Chambers,  
Wickhams Cay, P.O. Box 146,  
Road Town, Tortola, VG1110  
British Virgin Islands  
Email: [info@infinityfundservices.com](mailto:info@infinityfundservices.com)





“Above and beyond”

[www.infinityfsgroup.com](http://www.infinityfsgroup.com)



INFINITY FUND SERVICES