

## Our offices:

London | Athens |  
Thessaloniki | Lefkosia |  
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Belgrade | Podgorica |  
Tirana | Skopje |  
Zagreb | Ljubljana |  
Pristina | Banja Luka |  
Sarajevo | Cairo |  
Alexandria | Tbilisi |  
Kyiv | Tehran

## Associated Offices:

Moscow | Beirut | Erbil

For more information please  
contact us at:

[info@eurofast.eu](mailto:info@eurofast.eu)  
[www.eurofast.eu](http://www.eurofast.eu)



# FUND ADMINISTRATION SERVICES

## FUND LAUNCH AND ESTABLISHMENT

- Fund formation
- Application preparation and investor identification
- Fund structuring
- Ongoing licensing services

## REGULATORY COMPLIANCE

- Interacting with the Cyprus regulatory authority and the Central Bank of Cyprus to fulfil reporting requirements
- Exchanging information with controlling parties such the external manager, compliance, the depository and the auditor

## ACCOUNTING SERVICES:

- Net asset valuation calculations
- Reconciliation of cash and security balances with third parties
- Bookkeeping & maintenance of accounting records
- Full support to fund auditors for the preparation of annual financial statements
- Safe keeping of supporting documentation including confirmations, invoices and receipts
- Tailored accounting
- Distribution of profits
- Tax filings

## TRANSFER AGENCY SERVICES:

- Collection of KYC documentation from potential investors
- Keeping and maintaining the Fund Register
- Timely and accurate processing of subscriptions, redemptions, transfers and conversions requested by investors
- Calculation of subscription and/or redemption fees and communication of these to investors for settlement
- Processing of transfer requests
- Issuance and/or re-issuance of certificates

## REPORTING SERVICES:

- Maintenance of investor registers
- Distribution of investor holding reports and statements
- Attending to investor queries and requests
- Monthly reporting to the Central Bank of Cyprus, as required