



Real Estate Fund Administration is a fundamental and core part of our business. Capita Financial Group, Specialist Fund Services is a long-established centre of excellence providing an extensive back office service for Real Estate funds, ensuring you receive effective and efficient operational service of your funds.

As the Real Estate market matures, there are constant market developments in structuring and financing property-based funds. We are constantly reviewing our systems to accommodate new industry regulations; as well as providing a flexible, tailored and bespoke Real Estate Fund Administration service across the UK, Ireland, Jersey, Guernsey and Gibraltar jurisdictions.

Our clients comprise market-leading Fund Managers, Real Estate Companies, Investment Houses and International Real Estate Investors.

Key Benefits of our Fund Administration Solution

- An extensive knowledge base of best practice and experience developed and enhanced over the last 20 years
- Qualified fund professionals producing accounts to UK Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
- Providing an end-to-end Fund Administration Service with Desktop Publishing (DTP), Taxation and Company Secretarial (CoSec) Services available
- Experience in all types of Collective Investment Schemes (CIS); Real Estate Investment Trusts (REITs), Investment Trusts, LP/GP structures and Listed Vehicles

The Service

- Fund Administration and Net Asset Value (NAV) calculation
- Management accounts
- Financial statement preparation and audit liaison
- Transfer agency and shareholder servicing
- Company Secretarial Services (CoSec)
- Compliance monitoring
- Anti-Money Laundering Reporting Officer

The Operating Model

- Dedicated Client Relationship Manager with day-to-day knowledge of clients' fund activities, providing a single point of contact
- Accounts/NAV production by dedicated professionals
- Periodic reporting to the Investment Manager and the Board
- Robust sign-off procedures
- Harnessing Capita Financial Group's capabilities in utilising the latest SunGard technology and Utopia-V
- A sound compliance environment required by the Regulator