



As a long-established centre of excellence, with more than 20 years experience in Closed Ended Investment Trusts, Capita Financial Group, Specialist Fund Services has a wealth of knowledge and expertise in this traditional marketplace. In conjunction with this wealth of experience, we pride ourselves on providing an efficient, effective and innovative service to this enduring marketplace.

Our highly skilled Investment Companies team has extensive experience in flexible and tailored fund administration. We provide a bespoke service for all types of Investment Vehicles, across the UK, Ireland, Guernsey, Jersey and Gibraltar jurisdictions.

Qualified fund professionals produce accounts to International Financial Reporting Standards (IFRS) and UK Generally Accepted Accounting Principles (GAAP). We also offer end-to-end Fund Administration with Desktop Publishing (DTP), Company Secretarial (CoSec) and Taxation services.

Key Benefits of our Fund Administration Solution

- Qualified Accountants with 20 years of s842 experience
- Tax team providing up-to-date technical support
- Industry-wide Investment Trust technical updates attended
- Regular reporting of s842 status to clients

The Service

- Fund administration and Net Asset Valuation (NAV) calculation
- Transfer agency and shareholder servicing
- Financial statement preparation and audit assistance
- 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 qualified Accountants
- 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