



Abacus fund administration

QUESTIONNAIRE

Expert Wealth
Management &
Financial Solutions

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 **ABACUS**
FINANCIAL SERVICES • EST. 1974

Welcome to **Abacus Fund Administration Limited**

Abacus is a fully licensed Fund administrator and has a team of qualified professionals dedicated purely to offering clients an exceptional service and exceeding their expectations. We believe in quality and accuracy of delivery and speed of execution are at the heart of success in this industry and we have carefully positioned ourselves as a multi-jurisdiction administrator based in Gibraltar but capable of delivering on a range of different funds in a number of locations. We provide a full range of services for a variety of fund vehicles in Gibraltar and the Cayman Islands. We are also pleased to procure support services such as company administration, residency solutions and non-fund accounting through our group companies in Gibraltar and elsewhere.

It goes without saying that we value long-term relationships with all our clients. We work with you to achieve an in-depth understanding of your strategy and ask that you complete this questionnaire as fully as possible so that we can best meet your specific objectives.

Should you have any difficulties in completing this questionnaire, please contact:
funds@abacus.gi

CONTACT INFORMATION (PROMOTER)

Name:

Contact person:
(if different to above)

Company:

Address:

Telephone number:

Email:

Other funds promoted:

Number of staff:

Details of license held:
(if applicable)

GENERAL FUND INFORMATION

Fund name (new):

Name of Fund (existing):

Structure:

Fund type:

Open-ended

Close-ended

Fund domicile:

Expected launch date:

Expected fund size
at launch USD/EUR/GBP:

Expected fund size after
a year USD/EUR/GBP:

Expected fund life:

Listing of fund:
(if required / jurisdiction)

Fund base currency:

Reporting currency:

Distribution mechanism:

INVESTMENT INFORMATION

Investment objective summary:

Investment policy summary:

List the types of investments in the portfolio:

Equity	Private equity
Bonds	Cryptocurrency
Derivatives	Other
Real estate	(please provide details)

Special risks related to asset classes:

Portfolio allocation:

Markets covered:

Frequency of trading/investing:

Average number of positions:

Description of leverage, if any:

Hedging strategy, if any:

Short selling allowed?

INVESTOR INFORMATION

Seed money secured (new fund): Yes No If yes, amount USD / EUR / GBP

Expected number of investors:
(at launch)

Expected maximum number of
investors:

Minimum initial investment:

Investor type: (if other, please specify)

Subscription frequency: weekly monthly quarterly annually

Redemption frequency: weekly monthly quarterly annually

Distribution mechanism:

Dividend payments frequency: weekly monthly quarterly annually

Investor reporting frequency:

Redemption threshold / Gate:

Other considerations:

VALUATION & ACCOUNTING

Date of financial year end:

Annual Financial reporting:

* required if fund is set up as EIF/ EIF PCC
(will be agreed in conjunction with the funds auditor)

(if other, please specify)

Date of first financial statements:
(new fund)

Date of latest financial statements:
(existing fund)

Expected start-up /
organisational costs:
(to be borne by the fund)

Start-up costs capitalised? Yes No

If yes, what's the expected amortisation period?

3 yrs 5 yrs other

If other, please provide details :

Valuation method / policies:

Asset pricing source(s):

Accounting standard
considerations:

Management fee level:

Performance fee level:

Performance fee calculation
details:

Equalisation method utilised:

Hurdle rate employed :

Frequency of crystallisation:

Profit allocation method:

High Water Mark basis:

Broker fee:

Administration fee:
(existing fund)

Investment advisory fee:

Custodian fees:

Legal fees:

Multi-currency needs?

CORPORATE STRUCTURE

Expected number of directors:

Will the fund be:

If self-managed, is a corporate director required? Yes No

Has offering document been prepared? Yes No (if yes, please provide a copy/draft)

Has legal /tax advice been obtained? Yes No (if yes, please provide a copy/draft)

Number of share classes:

Share class currencies:

MISCELLANEOUS

Any special tax related requirements?

Special share class / investor arrangements
(eg use of side letters)

Other requirements regarding publication of NAVs or investor reporting

Other

OTHER SERVICE PROVIDERS

Investment Manager:

Investment Advisor:

Legal / tax adviser:

Auditors:

SERVICES REQUIRED

Incorporation / set up

Accounting & Valuation services

General Administration

Company Secretarial

Registrar & Transfer Agent

Corporate Tax Compliance

Investment Director Setup

I have read and understood the [Terms and Conditions](#)

TRUSTED TO DELIVER VALUE

Expert Wealth Management & Financial Solutions

The Abacus Group

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