



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**

1. Contact information (Promoter)

1. Name	
2. Contact Person (if different to above)	
3. Company	
4. Address	
5. Telephone number	
6. Email address	
7. Other funds promoted	
8. Number of staff	
9. Details of license held (if applicable)	

2. General Fund information

1. Fund name (new)		
2. Name of Fund (existing)		
3. Structure		
4. Fund type		
	Open-ended	Close-ended
5. Fund domicile		
6. Expected launch date		
7. Expected fund size at launch USD/EUR/GBP		
8. Expected fund size after a year USD/EUR/GBP		
9. Expected fund life: Listing of fund (if required / jurisdiction)		
10. Fund base currency		
11. Reporting currency		
12. Distribution mechanism		

3. Investment information

1. Investment objective summary			
2. Investment policy summary			
3. List the types of investments in the portfolio	Equity	Private Equity	
	Bonds	Cryptocurrency	
	Derivatives	Other	
	Real Estate	(Please provide details)	
4. Special risks related to asset classes			
5. Portfolio allocation			
6. Markets covered			
7. Frequency of trading/investing			
8. Average number of positions			
9. Description of leverage, if any			
10. Hedging strategy, if any			
11. Short selling allowed?			

4. Investor information

1. Seed money secured (new fund)	Yes	No	If yes, amount USD / EUR / USD		
2. Expected number of investors (at launch)					
3. Expected maximum number of investors					
4. Minimum initial investment					
5. Investor type					(if other, please specify)
6. Subscription frequency	weekly	monthly	quarterly	annually	
7. Redemption frequency	weekly	monthly	quarterly	annually	
8. Distribution mechanism					
9. Dividend payments frequency	weekly	monthly	quarterly	annually	
10. Investor reporting frequency					
11. Redemption threshold / Gate					
12. Other considerations					

5. Valuation & Accounting

1. Date of financial year end			
2. 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)		
3. Date of first financial statements (new fund)			
4. Date of latest financial statements (existing fund)			
5. Expected start-up/organisational costs (to be borne by the fund)			
6. Start-up costs capitalised?	Yes	No	
	If yes, what's the expected amortisation period?		
	3yrs	5yrs	Other
	If other, please provide details		
7. Valuation method / policies			
8. Asset pricing source(s)			
9. Accounting standard considerations			
10. Management fee level			
11. Performance fee level			
12. Performance fee calculation details			
13. Equalisation method utilise			
14. Hurdle rate employed			
15. Frequency of crystallisation			
16. Profit allocation method			
17. High Water Mark basis			
18. Broker fee			
19. Administration fee (existing fund)			
20. Investment advisory fee			
21. Custodian fees			
22. Legal fees			
23. Multi-currency needs?			

6. Corporate structure

1. Expected number of directors	<input type="text"/>		
2. Will the fund be	<input type="text"/>		
	If self-managed, is a corporate director required?		
		Yes	No
3. Has offering document been prepared?	Yes	No	(if yes, please provide copy,draft)
4. Has legal / tax advice been obtained?	Yes	No	(if yes, please provide copy,draft)
5. Number of share classes	<input type="text"/>		
6. Share class currencies	<input type="text"/>		

7. Miscellaneous

Any special tax related requirements?	<input type="text"/>
Special share class / investor arrangements (eg use of side letters)	<input type="text"/>
Other requirements regarding publication of NAVs or investor reporting	<input type="text"/>
Other	<input type="text"/>

8. Other service providers

1. Investment Manager
2. Investment Advisor
3. Legal / tax adviser
4. Auditors

9. 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

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