

WHAT WE OFFER



FUND OPERATION & COMPLIANCE

- Provision of FCA regulated operator
- Set up and on-going advice and compliance
- Investor correspondence, meetings and register maintenance
- Processing of application forms and AML checks
- Advice on wind-up



ACCOUNTING & FINANCE

- Accounting
- Liaison with tax advisers and auditors
- Management of bank accounts
- Fund performance data and investor reporting
- Capital calls & calculation of distributions/performance fees



ADMINISTRATION & MANAGEMENT SERVICES

- GP accounting and directors
- Company secretarial services
- Provision of registered office
- Trust accounting
- Acting as trust manager and fund manager



DEPOSITARY SERVICES

- Depositary services for closed-ended private equity and real estate funds
- Safeguarding of fund assets
- Monitoring and reconciling cash flows
- Overseeing the conduct of the fund manager



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ncm fund services

Fund Operation, Accounting and Administration

NCM Fund Services Limited is authorised and regulated
by the Financial Conduct Authority



OUR APPROACH

The goal of NCM Fund Services is to provide a fund administration service bettered by no-one, to funds investing in unlisted assets and to think like our clients from inception of the fund onwards.

We act for over 120 funds with gross assets of over £2 billion investing in different asset classes such as property, private equity, venture capital, family limited partnerships, commodities, renewables etc.

“The fund manager makes the investment decisions, we do everything else” is our mantra. The full service range is provided by highly experienced and qualified staff typical of an independent company owned by its management team.

“We appreciate NCM’s efficiency, accuracy and flexibility as it makes our role as fund manager much easier.”

Manager of large private equity fund, UK
NCM act as Regulated Operator and General Partner.



DETAILED SERVICES

Regulated Operator & Compliance

- **Provision of an FCA regulated operator**
Many funds require an FCA regulated operator by law - NCM is highly experienced in this area and provides a very efficient set-up and on-going service.
- **High level advice on set up**
Advice is provided on the whole fund life from cradle to grave, to help ensure the best commercial and tax efficient structure including approval of investor documentation (information memorandum, s21 etc).
- **Investor correspondence, meetings and register**
We deliver the highest quality investor material in a fulsome and timely manner and we maintain the fund register and make necessary filings on transfer/death etc.
- **Application process**
Efficient processing of applications including filings, investor communications and AML checks.
- **On-going advice and compliance**
NCM staff are always up to date on necessary compliance and application of rules and filings specific to a client fund.

Fund Accounting & Finance

- **Accounting**
NCM provides regular management reports and accounts to the fund manager and investors and prepares statutory accounts.
- **Liaison with tax advisers and auditors**
We handle the relationship with audit and tax advisers to minimise the time commitment of the fund manager.
- **Management of bank accounts**
NCM opens and manages bank accounts including the handling and calculation of all payments.



- **Investor reporting**
High quality publication of reports for investors including: fund accounts, performance and other analysis.
- **Capital call and calculation of distributions/ performance fees**
NCM performs all calculations relating to the amount and timing of calls and distributions and sends required notices to investors.
- **Ad hoc financial analysis**
We also undertake other financial analysis such as budgeting and forecasting, asset allocation splits etc.

Fund Administration & Management Services

- **GP services**
NCM performs general partner services from ownership to provision of directors, accounting and company secretarial activities.
- **Company Secretarial Services**
All company secretarial requirements are provided such as distribution of notices, preparation of minutes, calling of meetings, Companies House filings and provision of a registered office.
- **Trust manager and accounting**
A partnership will often have a trust as one of the partners and we act as trust manager as well as providing other trust services such as accounting.
- **Fund management**
We are an FCA authorised manager and provide a bespoke fund management oversight role where there is an appropriate Investment Adviser. This will include providing an Investment Committee.