

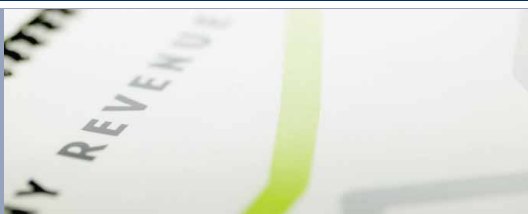
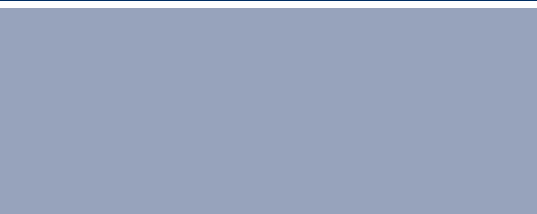


# AMINEWS

Business Process Outsourcing

News Flash

Investment Portfolio  
Administration Services



## Investment Portfolio Administration Services

Amicorp's Investment Portfolio Administration provides investment managers, private bankers and high net worth Individuals the service of consolidating investment statements. The investor obtains clear reports on the total value of their portfolio. The reports contain valuable information on the distribution of their portfolio across different banks, investment institutions, markets, currencies, and investment vehicles.

### Introduction

Investment Management Institutions are under increased pressure to provide more value added services to their clients. In today's market the increasing complexity and diversification of investments are adding an additional layer to the current work-load of these professionals.

The time required to perform these administration and back office tasks impede further on one's already full schedule to support new solutions and to increase client portfolios.

Investment Portfolio Administration Services offers investment managers, private bankers and high net worth individuals a solution for accurate and timely reporting on investment portfolios. The service includes data input, statement reconciliation, updated positions through a live feed from top financial firms (e.g. Bloomberg), as well as maintenance of all transactions and positions within one information system, from which customized reports can be generated as per the clients requirements.

### The Advantages

Amicorp has the systems, processes and experienced staff to administer and consolidate investment portfolios. The advantages of using our Investment Portfolio Administration Service include:

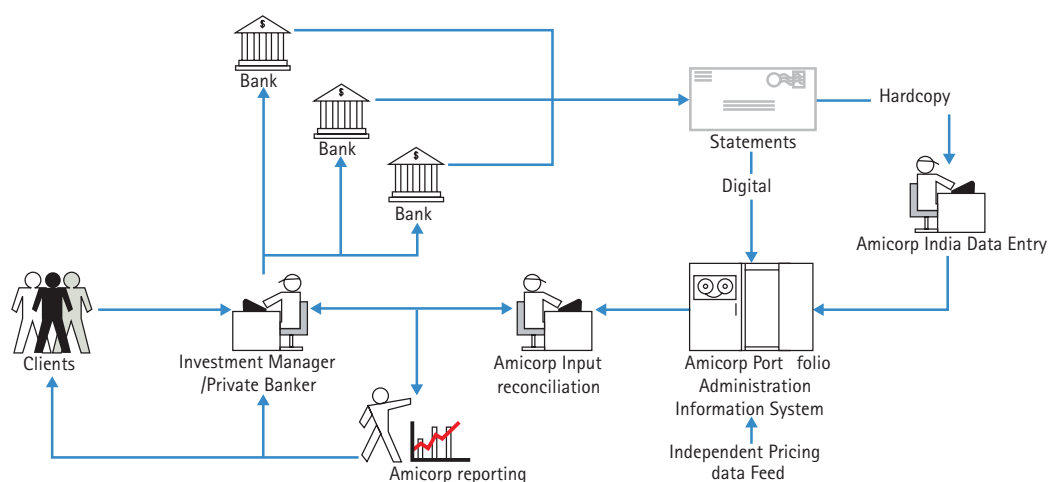
- Enables portfolio analysis on a consolidated level;
- Improved service quality and communication with clients;
- Investment managers focus on core competencies: providing investment advice, client relationship management and client acquisition;
  
- Accurate, timely, and valid reports;
- Customizable reports;
- Online availability of reports and graphs;
- Independent pricing of investments ensures accurate valuation;
  
- Data processing is efficient and automated;
- No peripheral costs, such as software and hardware investments; and
- State of the art IT systems at our secure datacenter location in Switzerland, guaranteeing continuity and confidentiality of information.

## Investment Portfolio Administration Services

### The Service Delivery

Portfolio data can be obtained online, via electronic files and/or in a hardcopy format. The data is stored on a secure server in Amicorp's data center in Switzerland. Dedicated service agents at our office in Bangalore, India perform data entry within 24 hours of delivery.

Amicorp provides clients a dedicated relationship manager that provides an ongoing direct two way communication link to address any concerns immediately. The relationship manager also coordinates any issues that may arise with the investment portfolio administration. All reporting can be done under the logo or (letterheads) of your own office, to permit a seamless delivery environment.



### Service Costs

Amicorp leverages on economies of scale and processing expertise to provide an economical solution that adds value to your organization. Well experienced people with the required know-how for data input and reconciliation can be costly. We leverage on our highly skilled team in India, providing the same or higher levels of experience and performance, against a much lower cost. Furthermore, investment consolidation software can be expensive and often involves a setup fees, capital expenditures and annual licensing costs. The fees for investment portfolio administration are based on the amount of transactions that occur within the portfolio.

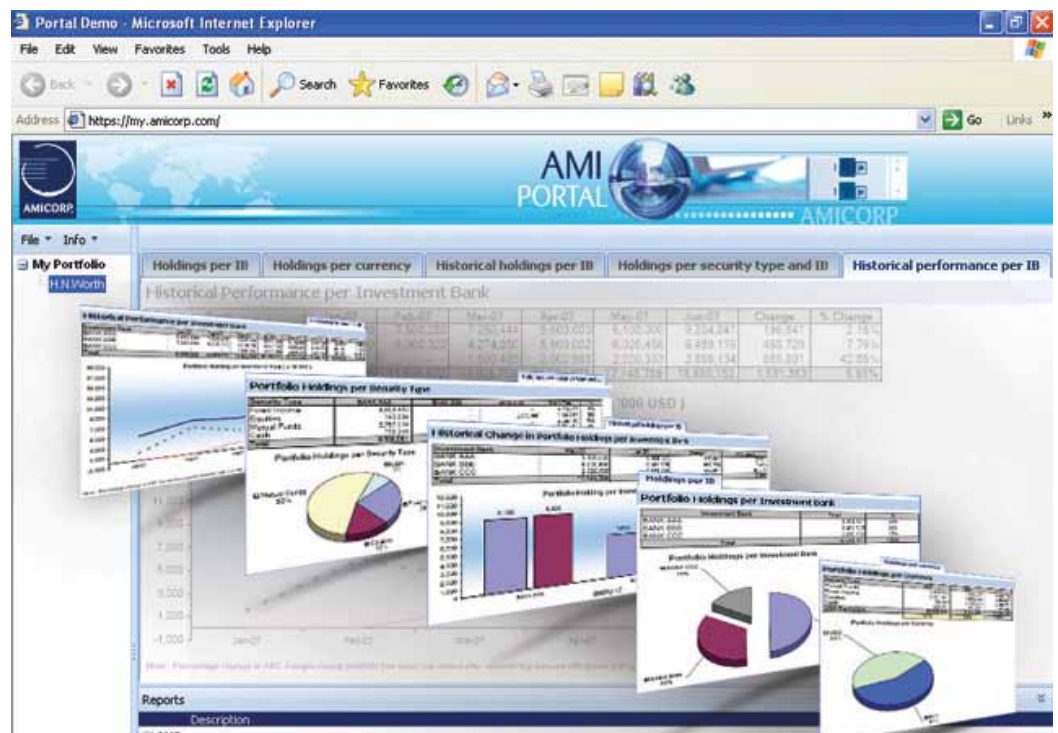
## Investment Portfolio Administration Services

### Online Reporting

Reports are made available to the investment manager and/or investor online. These can be downloaded as PDF files and all current portfolio summaries can be viewed as well. The investment portfolio reports can be customized to a client's request. The main reporting options include performance reports with:

- Historical performance graphs;
- Graphs showing change in portfolio value over time;
- Performance per industry sector;
- Performance per bank; and
- Performance per investment type.

A sample of the online reporting functionality is shown below:



### Conclusion

Amicorp BPO Services leverages the expertise of being a financial services company for over 15 years. We offer our clients a high-end investment portfolio administration service delivered from our operations in India. This allows clients to benefit from working with a specialized financial firm that offers the cost advantage of a top quality BPO operation. The investment portfolio administration service provides investors the required control over their portfolios, enabling them to make better investment decisions for the future.



## Investment Portfolio Administration Services

### Global Presence

Amicorp is present in over 20 countries. For more detailed information on Amicorp's Investment Portfolio Administration / Statement consolidation Services, contact the Amicorp office nearest you or any of the team members below:



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