

Amicorp Luxembourg S.A. provides all Group products and services, including establishing and managing Luxembourg companies and investment funds, providing directors, bank account establishment and management, and extensive interaction with other international jurisdictions.

AMICORP LUXEMBOURG SERVICES

COMPANY MANAGEMENT

Our corporate and private services include:

- ➔ Incorporation of companies in Luxembourg
- ➔ Registered office
- ➔ Directors
- ➔ Statutory auditor
- ➔ Professional services to ascertain good standing
- ➔ Bank account management

INCORPORATION OF COMPANY

Our incorporation services include:

- ➔ Assistance during the structuring process
- ➔ Coordination and intermediary for third party service providers (Notary, Lawyers, Tax Advisors, Banks, Local Authorities)
- ➔ Preparation of all legal documents and deeds related to the incorporation process

COMPANY LEGAL SERVICE

Our legal services comprise:

- ➔ Supervising matters related to local requirements
- ➔ Keeping the corporate records of the companies
- ➔ Preparation and keeping of the annual meetings of the Board of Directors and of the Shareholders
- ➔ Preparation and keeping of all additional meetings of the Board of Directors and of the Shareholders
- ➔ Preparation of all relevant agreements concerning the activity of the companies
- ➔ Filing the relevant resolutions with the Registration Office and Companies' Register
- ➔ Filing the Annual accounts with the Registration Office and the Companies' Register
- ➔ Provision of administrative, secretarial, filing and legal services

ALTERNATIVE INVESTMENTS FUNDS

Our accounting services consist, amongst others of:

- ➔ Preparation and execution of payment instructions
- ➔ Bank account management
- ➔ Provision of accounting services

- ➔ Preparation of accounting records
- ➔ Preparation of cash flow/budget
- ➔ Preparation of annual financial statements in accordance with Lux GAAP
- ➔ Preparation of interim financial statements
- ➔ Preparation of consolidated reports/financial statements; and Assistance with audit

TAX

- ➔ Provision of tax and annual tax return services
- ➔ Preparation and filing of the Luxembourg Annual Tax Return
- ➔ Preparation and filing of the Luxembourg periodic and annual VAT Returns
- ➔ Assistance to external tax advisors for preparing and filing tax returns

FUND SERVICES

Amicorp Luxembourg Fund Services can provide administration services to investment funds on a global scale.

Our services include:

- ➔ Fund structuring
- ➔ Selection of jurisdiction, vehicle(s), third-party providers (turnkey package)
- ➔ Third party providers coordination and interface with supervisory authorities
- ➔ Incorporation
- ➔ Support legal advisors in preparing legal documents required (Prospectus, and the alike)
- ➔ Fund Administration
- ➔ NAV calculation & communication
- ➔ Expense posting, payment of invoices
- ➔ Fee calculation
- ➔ Luxembourg regulatory reporting
- ➔ Financial statements and ancillary reports:
 - Statement of assets and liabilities
 - Statement of operations
 - Statement of changes in net assets
 - Portfolio valuation report
 - Management and performance fee report
- ➔ Audit Support
- ➔ Registrar & Transfer Agency
- ➔ Maintenance of investors register
- ➔ Processing of subscriptions, redemptions, capital calls, distributions

- ➔ Compliance and due diligence measures over investors:
 - KYC acceptance
 - AML
 - Regulatory requirements
- ➔ Dealing with investor queries
- ➔ Conservation of documents
- ➔ Corporate management
- ➔ Management company/GP incorporation
- ➔ Registered office provision
- ➔ Provision of managers/directors to the management company/fund
- ➔ Corporate secretarial activities
- ➔ Monitoring fund activities & proper corporate governance
- ➔ Regulatory services:
 - AIFMD – assistance provided with the necessary reporting, pertaining to all funds being marketed to European investors or fund managers established within the EU
 - FATCA – adherence to the Foreign Account Tax Compliance Act reporting obligations and assistance provided to ensure ongoing FATCA compliance
 - Quarterly returns - preparation and submission of the quarterly Central Bank returns
 - Annual returns - preparation and submission of the annual return
- Annual tax returns - preparation and submission of annual tax return

SETTING UP OF COMPANIES ABROAD

Our clients have access to our extensive global network and we can assist them with setting up structures with Amicorp not only in Luxembourg but also in other jurisdictions where we have offices.

ADDITIONAL SERVICES AVAILABLE

Through Amicorp Fund Services:

- ➔ Euroclear & Clearstream fund trading
- ➔ Security Identifier requests (ISIN/Cusip)
- ➔ Outsourcing Middle Office services
- ➔ Online questionnaire:
<http://amicorp-funds.com/amifundsquestionnaire.html>

Through Amicorp Outsourcing Services:

- ➔ Development Marketing Material
- ➔ Web design & hosting
- ➔ Outsourcing compliance checks
- ➔ Accounting services for special purpose vehicles

AMICORP GROUP YOUR BUSINESS IS OUR BUSINESS

Amicorp is a boutique service provider with a dedicated network of international experts and specialists. We offer a wide range of customized solutions to help businesses grow and be successful. Our innovative solutions include cross-border structuring, corporate assurance and regulatory compliance support, and multi-facet business support alternatives for companies wanting to invest or expand locally or globally. In addition, we offer fund administration, financial services and global family office solutions, all addressing the distinct needs of our clients. We collaborate with and support clients in over 100 countries worldwide; we offer them solutions that they are looking for in today's ever-changing macro environment.

*International networking
and global experience by a team of 700+ knowledgeable experts*



FOR MORE INFORMATION

Jorge Pérez Lozano
Managing Director
Tel.: +352 262 7431
j.perez@amicorp.com



www.amicorp.com | To receive all our latest news updates, subscribe to our [newsletter](#)
PUBLISHED BY AMICORP GROUP - ENGLISH 02/22

Disclaimer: This flyer is intended for informational purposes only and does not constitute tax, legal or professional advice. Nothing herein is to be considered as creating a service provider-client relationship between the recipient and Amicorp. Recipients should not act or rely on any information contained in this memorandum without seeking appropriate legal, tax, or other professional advice on the particular facts and circumstances at issue. The information is "AS IS" and Amicorp makes no express or implied representations or warranties or guarantees the completeness, accuracy or timeliness of this information. Your use of this information is at your own risk and responsibility.