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# TAURUS

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ADMINISTRATION SERVICES

“Achieving sustainable long-term success through a dedicated strategic partnership with our clients, their funds and investors.”

# About Us

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Taurus Administration Services was formed in 2006 and since then has been an accounting and fund administration business, providing a comprehensive suite of accounting, fund administration and corporate services, to a range of investment funds and corporate entities.

Our valued team is made up of qualified and experienced multi-lingual professionals and we pride ourselves in delivering a professional, competitive, efficient, and timely service to our esteemed clients. At Taurus, we are committed to offer a tailored service with a personal approach to our clients' needs as well as the regulatory and investment environment within the relevant jurisdictions.

We administer a diverse portfolio of investment funds and entities including hedge funds, mutual funds, property funds, feeder funds, multi-share classes funds, funds with various segregated portfolios which follow various investment strategies.

# Key Features

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Knowledgeable about unique alternative asset classes, ongoing outstanding fund administration services, continuously improve client relationship



Regular, open and transparent



Meeting deadlines, deliver excellent quality value added



Fair and competitive

# Key Stats

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## 50+

Years of collective experience

## 100%

Of staff qualified or studying

## \$130M

Assets under administration

# Our People

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Our most  
valuable **asset**

Focused on recruiting, retaining and developing  
talented **motivated professionals**

Promote **diversity, honesty and integrity**



Invest in enhancing  
our people's industry  
and technical  
knowledge,  
and **client  
understanding**

**Encourage** leadership  
and **reward** creative,  
innovative high-  
performance

# Key Personnel

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**Javier Cabrera**  
Head of Fund Services  
jcabrera@taurusadmin.com



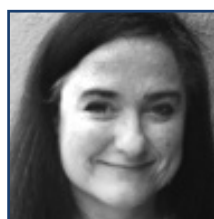
**Kimberley Borg**  
Fund Accounting  
kborg@taurusadmin.com



**Rafal Wojtas**  
Fund Operations  
rwojtas@taurusadmin.com



**Tiziana Tomasello**  
Senior Fund Accountant  
ttomasello@taurusadmin.com



**Liz Daly**  
Shareholder Services  
ldaly@taurusadmin.com

# Services

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## Fund Accounting

- NAV calculation including all fees, commissions, distributions calculations, statements and payments
- Assistance in preparation of financials statements
- Assistance and coordination of the annual audit process
- General banking, bank reconciliations and cashflow reporting
- Reconciliation of assets
- Maintenance of financial records
- Multi-currency and multi-share class/segregated portfolio accounting
- Publishing fund data on proprietary websites
- Various Reporting such as KPIs for board meetings and investment strategy meetings
- Liaison with bankers, fund manager, promoter, distributors, valuation agents, brokers, custodian and trustees

## Registrar and Transfer Agency

- Maintenance of information, records and registers of officers and investors
- Subscription and redemption processing
- Issuing contract notes to the investors
- Ensure compliance with AML, due diligence and KYC requirements as required by regulatory authorities and fund documents, and secure maintenance of related information and records
- Handling of corporate actions
- Issuing of regular weekly dealing summaries
- Issuing of regular investor statement of holdings
- Regular communication with investors and prompt responses to investor queries
- Administration of distributions from the fund in accordance with board instructions



## Fund Structuring and Formation

- Preparation of offering document and/or prospectus
- Submission / filing of necessary documentation
- Liaison with lawyers, auditors, custodians and regulatory bodies
- Setting up of bank accounts (including online banking) and internal fund processes and procedures
- Assistance in handling formation and licensing processes
- Provide promotion assistance, IT/web and design support services for prospectus and other documentation required



## Compliance and Corporate Services

- Ensuring compliance with investment policies and restrictions
- Ensuring compliance with legislation and other regulatory requirements
- Regular communication of updates and requirements, and ensuring these are implemented
- Review and assistance in the preparation of terms of business, resolutions, agreements, corporate documents and compliance reporting
- Participation in board meetings and investment strategy meetings
- Maintenance of corporate records including minutes book, convene and coordinate regular and annual meetings
- ISIN, SEDOL, CUSIP (and others) registrations
- Coordination with legal counsel
- Annual filings and reporting to regulators and stock exchanges
- Issuing of monthly Newsletters
- Maintenance of website and investor web registration

# Assets Under Administration

## AUA per Type (%)

Traded Life Policies Settlement

34.92

FoF Investments

30.09

Strategic Investment Land Assets

17.50

Debt Securities - Bonds

10.90

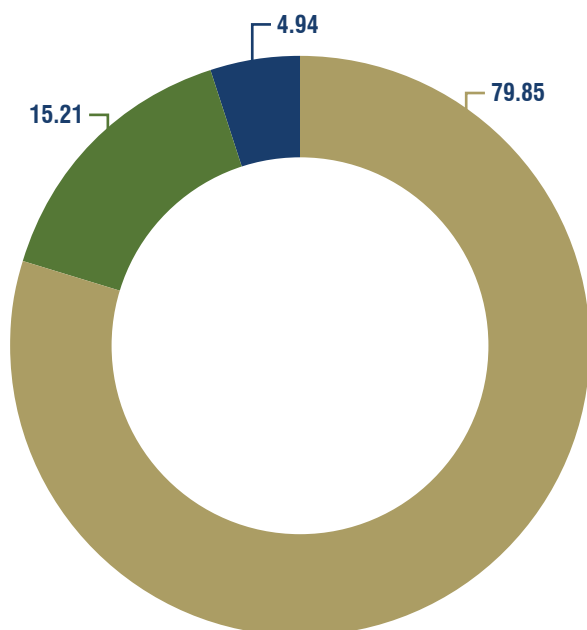
Real Estate - Properties

6.16

Managed Accounts

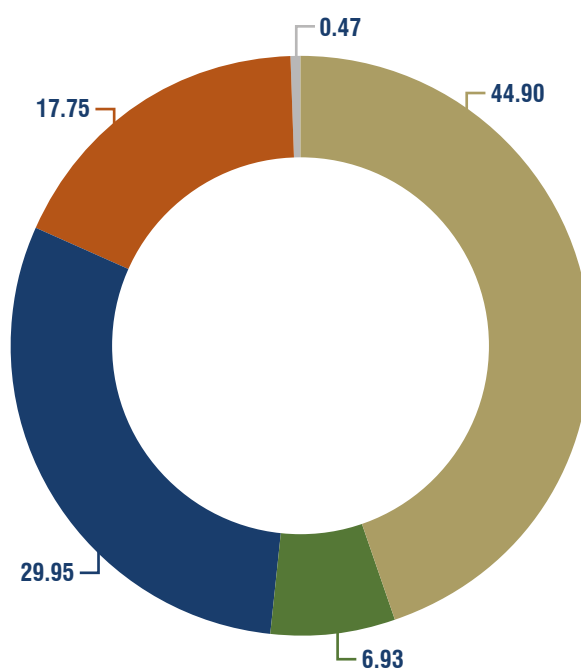
0.43

## AUA per Entity Type (%)



- Open-end Investment Company
- Closed-end Investment Company
- Limited Entity

## AUA per Currency (%)



- USD
- GBP
- NOK
- EUR
- CHF

# Fund Accounting Software

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We service our fund clients using our core system Pacific Fund System's PAXUS ("PAXUS").

PAXUS is a world leading specialist accounting and administration application system designed specifically for the alternative fund administration industry. PAXUS is a robust and reliable market-leading system that replaces a number of systems and processes including the securities portfolio, valuation, allocation system, general ledger, fee calculation and share registry module in one state-of-the-art integrated solution.

Taurus Administration Services has been using PAXUS for a number of years and has benefitted from increased quality delivery, quicker valuation reporting, ability to deal with various complex funds and structures including multi-currency and multi-share class, increased overall efficiency, reduced risk of error and saving of significant IT costs.

Taurus Administration Services ensures that the highest standards of IT security and data protection are met. All our information systems are subject to robust information security management.



## Partners

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Wharton Capital Corporation



STUARTS  
WALKER  
HERSANT  
HUMPHRIES

## Disclaimer

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This document contains general information only and its purpose is not to provide any specific professional advice whether of a financial, legal, tax or other nature. Since it is recommended that business decisions be based only on qualified professional advice, Taurus Administration Services or any related parties will not be held liable for any damages which might result as a consequence of relying on the information contained within.



**TAURUS**  
ADMINISTRATION SERVICES

**Company Name:** Taurus Administration Services Ltd  
**Registered Office:** 85 Great Portland Street  
London, W1W 7LT, UK  
**Telephone:** +44 20 3314 0308  
**Fax:** +44 20 3048 3038  
**Email:** [contact@taurusadmin.com](mailto:contact@taurusadmin.com)  
**Website:** [www.taurusadmin.com](http://www.taurusadmin.com)