

# Apex Fund Services (Cayman) Ltd.

- Registered Office
- Corporate Services
- Directorships
- Company Formation



LEADING THE WAY FORWARD IN FUND SERVICES

# Services

- ▲ **Registered Office:** maintenance of a registered office for Cayman entities
- ▲ **Directorships:** providing a director to investment vehicles and other entities
- ▲ **Corporate Secretarial Services:** acting as secretary to companies, including arrangement of board meetings, preparation of resolutions and dispatching notices
- ▲ **Company Formation:** acting as a formation agent, providing company formation services
- ▲ **Agent for Service of Process:** accept service of process (and legal notices) on behalf of companies as required to be served on such companies
- ▲ **Flexible fee structures:** clients offered bundled services as part of administration packages provided by the Apex Group

# Global Presence

## The Apex world is truly flat

Apex's local presence across the globe provides a dynamic and powerful offering to any hedge or private equity fund.



Bahrain | Bermuda | Canada | Cayman Islands | China | Cyprus | Dubai | Hong Kong | India | Ireland | Isle of Man | Luxembourg | Malta | Mauritius | Singapore | USA

# Why Choose Apex Cayman

- ▲ Real-time responses – client queries are acknowledged immediately and answers provided within a period no later than 24 hours.
- ▲ Transparency – where the Apex Group provides multiple services to the same client, any potential conflicts are disclosed and managed in the interest of the client
- ▲ Competitive Fees – due to ability to offer bundled packages, lower fees can be offered to clients than industry competitors
- ▲ Regulation- Apex Cayman is regulated by the Cayman Islands Monetary Authority
- ▲ Efficiency – offering multiple services results in all queries being dealt with quickly and efficiently

# Registered Office

- ▲ Providing a registered office or business address for a company
- ▲ Providing an accommodation, correspondence or administrative address for a company or for any other person
- ▲ Filing statutory forms, resolutions, annual returns and notices
- ▲ Maintenance of the minute book of a company, to include copies of the certificate of incorporation, board resolutions, shareholder resolutions, the memorandum and articles of association of a company and other constitutional documents
- ▲ Maintenance of register of mortgages and charges, register of shareholders, register of directors and officers

# Directorship Services

- ▲ Acting as or fulfilling the function of or arranging for another person to act as or fulfil the function of a director, alternate director or an officer of a company
- ▲ Reviewing and commenting upon offering memoranda and constitutional documents in connection with launch or restructuring of investment fund
- ▲ Reviewing and commenting upon third party service agreements
- ▲ Liaising with (and overall supervision of) a company's service providers, including investment managers, administrators, prime brokers
- ▲ Drafting requisite resolutions and minutes

# Corporate Secretarial

- ▲ Acting as or arranging for another person to act as secretary, alternate, assistant or deputy secretary of a company
- ▲ Arranging board meetings, taking minutes, preparation of resolutions and dispatching relevant notices
- ▲ Ensuring that minute book of company includes copies of all notices, minutes and resolutions of meetings of the directors and shareholders and other correspondences
- ▲ Assisting with the certification of company documentation, including a company's register of directors and other documentation as may be required by third parties

# Company Formation

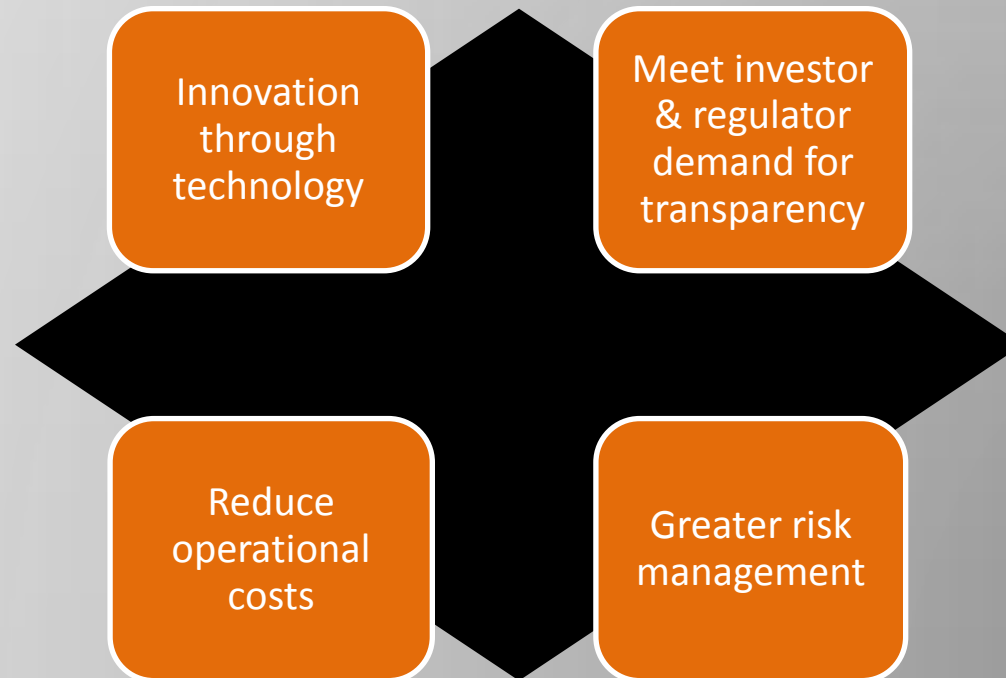
- ▲ Acting as a formation agent for a company, including arranging the registration, formation, sale, transfer or disposal of companies or providing for the initial subscribers to the memorandum and articles of association
- ▲ Acting as a nominee shareholder for a company
- ▲ Acting as or fulfilling the function of or arranging for another person to act as or fulfil the function of an authorised custodian
- ▲ Providing other corporate services involving the control of the whole or a substantial part of the assets of a company

# Agent for Service of Process

- ▲ Acting as or fulfilling the function of or arranging for another person to act as or fulfil the function of a person authorised to accept service of process on behalf of a foreign company carrying on business in the Cayman Islands
- ▲ Accept any legal or other notices required to be served on companies


# Adding Value

## Supporting the middle office function for Clients



# Contact Information

For a competitive fee quote or more information regarding the services of Apex Fund Services (Cayman) Ltd., please contact the Cayman office:

 Telephone: +345-747-2739 / +345-938-2739 / +345-938-0360 /  
+44-77-80-997-609

 Email: [info@apexfunds.ky](mailto:info@apexfunds.ky)

# Apex Awards

## Internationally Recognised for Service



**Winner:** Best Fund Administrator  
Dubai, Bahrain, Bermuda



# Disclaimer

Although the information contained herein is believed to be reliable, we make no representation as to the accuracy or completeness of any information contained herein or otherwise provided by us. The ultimate decision to proceed with any transaction rests solely with you. We are not acting as your advisor or agent. Therefore, prior to entering into any proposed Agreement for services you should determine, without reliance upon us or our affiliates, the economic risks and merits, as well as the legal, tax and accounting characterizations and consequences of the transaction, and independently determine that you are able to assume these risks. In this regard, by acceptance of these materials, you acknowledge that you have been advised that (a) we are not in the business of providing legal, tax or accounting advice, (b) you understand that there may be legal, tax or accounting risks associated with the transaction, (c) you should receive legal, tax and accounting advice from advisors with appropriate expertise to assess relevant risks, and (d) you should apprise senior management in your organization as to the legal, tax and accounting advice (and, if applicable, risks) associated with this transaction and our disclaimers as to these matters.

Statements made in this document relating to Apex Cayman's services are intended as a summary and not a complete description and may be subject to change. The services referred to herein do not constitute legal, trade execution or settlement services.

The terms set forth herein are intended for discussion purposes only and subject to the final expression of the terms of a transaction as set forth in a definitive Agreement and/or confirmation. This proposal is neither an offer to sell nor the solicitation of an offer to enter into a transaction.