

A person is seen from the side, looking at a laptop screen. The screen displays a project management dashboard with various tasks and progress bars. The dashboard is titled 'Project' and has tabs for 'CHECKLOG', 'IN PROGRESS', 'REVIEW', and 'FINISHED'. The tasks listed include 'Date formatting', 'Attachment viewer', 'SVG icons', 'Counter widget', 'Email report', 'Table formatting', 'Share links', 'Push notifications', 'Chart UX', 'Login page', and 'Resize thumbnails'. Each task has a progress bar and a status indicator. The person is holding a pen and pointing at the screen. The background shows a window with blinds.

# PARTNERING WITH BROADSCOPE FUND ADMINISTRATORS

Broadscope® 

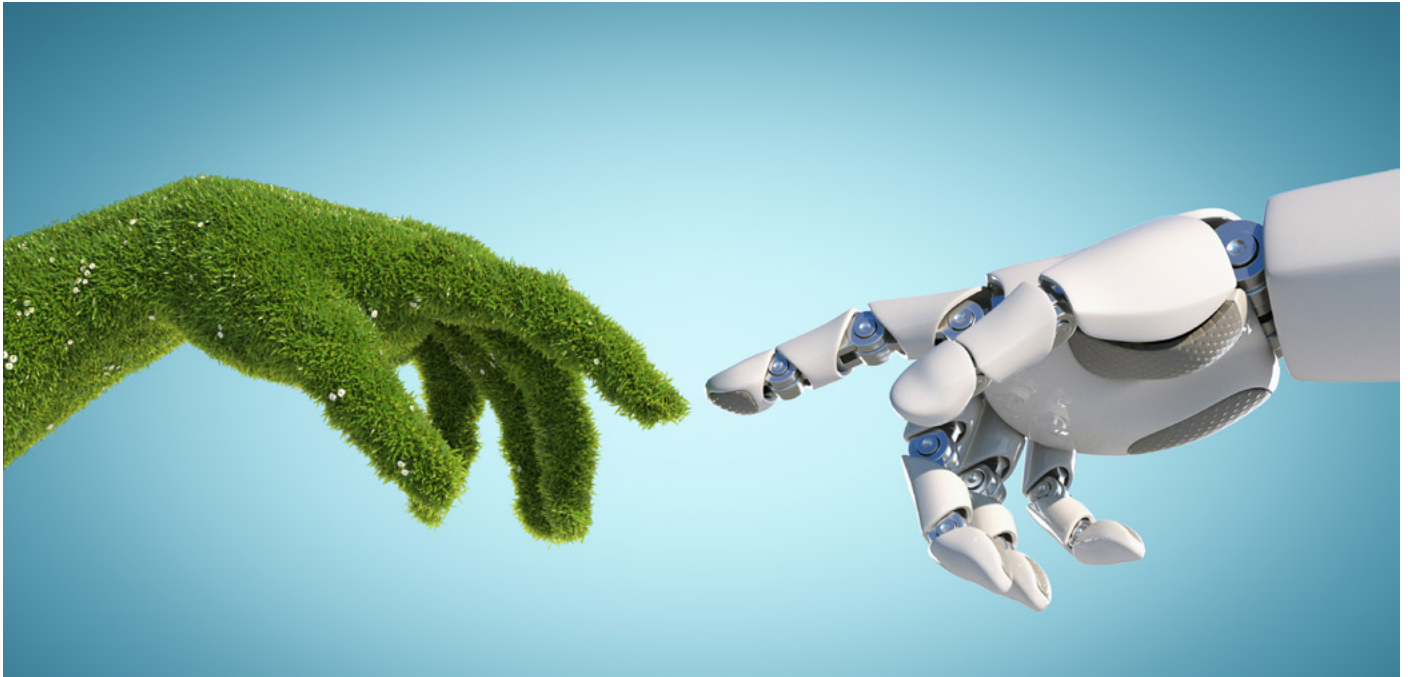
  
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## CONTENTS

About us	3
Overview	4
Funds	5
General Partner Entities	7
Institutional Investor Portfolios	8
Regulatory and Compliance Assistance	10
Management Companies	12
ESG	13





Broadscope is a part of the Apex Group. As a combined business we have the ability to reach globally, service locally and provide cross-jurisdictional solutions. This powerful partnership results in a combined team of 500 locally based employees across the Americas, administering 578 private equity funds and supporting the most well-known institutional PE investors in the USA.

With \$120bn AuA in private equity assets in the Americas alone, clients are at the heart of everything we do. Our local team in the region is dedicated to delivering a personal service with an unrivalled knowledge of the local market. Our senior team has provided high-quality fund administration to the private equity industry in the US since 1991 and we have a focus exclusively on the private equity industry, in addition to other teams servicing Infrastructure, Private Debt, Venture, Real Estate, Hedge Fund, Fund of Funds, Fund Platform, Family Office, Asset Owner and '40 Act Managers.

Being part of the Apex Group allows us to deliver that locally enhanced relationship, with the backing of a global business that provides access to new markets. Apex Group has over 4,000 employees, based across 45 offices worldwide, which enables us

to work with our globally connected team to facilitate any cross-jurisdictional requirements our clients may have and has resulted in a 99% client retention rate.

We have continually improved and evolved our capabilities to offer the broadest range of services in the industry; including fund services, digital banking, depositary, custody, super ManCo services, business services including HR and Payroll and a pioneering ESG Ratings and Advisory services for private markets. This single-source solution makes it possible for us to deliver a comprehensive range of services across the full value chain and we tailor that solution to each individual client.

Partnering with Broadscope and the Apex Group enables our clients to transform their cost and operational base, and to focus on investment activity and drive business' performance and growth.

“

They have been a **fantastic partner**.  
Their service has been **outstanding**.  
I could not wish for a better third  
party private equity partner. They  
would be first on my list every time.

”

We offer a comprehensive range of fund administration services supported by senior professionals with broad experience in private equity fund administration. Our customizable and scalable technology allows our clients and their investors to access their investment data using dynamic reporting tools and drill-down functionality through a secure web portal.

The independent checks and balances delivered by our experienced administrators along with the transparency offered through our technology provides clients and their investors with the level of comfort demanded by today's regulated environment.

Our professionals work together with your management team to create synergies for the benefit of all parties, including your investors. Our services are tailored and our technology is customized to meet your needs. Each client is assigned a team of experienced professionals who provide an unmatched level of day-to-day personal service that is responsive and accurate.

At Broadscope, we support all closed-end private equity funds and all affiliated entities within a fund complex.

Fund types include:

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- Buyout
- Growth Equity
- Venture Capital
- Private Debt
- Real Estate
- Infrastructure
- Litigation Finance
- Secondaries
- Specialty Funds



Your accounting and investor data is integrated into a seamless, single platform system that is extremely flexible and customizable. There is no patchwork of different technologies, no work-around processing and no layered front ends sitting on old technologies. Our technology solution facilitates efficiencies and dramatically reduces the risk of error. Each workflow process - capital calls, distributions, allocations, portfolio purchases and sales, etc. — is automated within our system and processed using proven checks and balances.

Investment and investor detail and all related reports for all of your fund entities are maintained in a secure data environment in the cloud, accessible via the Client Extranet, our secure, two-way communications portal. Online access and dynamic reporting capabilities are provided for immediate access — and your data and reports are easily downloadable in various formats.

Our technology solution facilitates efficiencies and dramatically reduces the risk of error.

## Accounting and Reporting Services

- Annual and interim financial reporting
- Investor capital account maintenance and reporting
- Management fee calculation and allocation
- Profit and loss allocation processing
- Carried interest allocation and distribution calculations
- Portfolio investment tracking for specific allocations at the GP level
- Gross and net IRR computations
- Portfolio performance reporting
- Track portfolio detail using client-defined metrics
- Track and reconcile underlying investments for fund of funds entities
- Manage independent audits



## Tax Services

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- Provide tax strategy identification and planning
- UBTI, ECI and foreign withholding reporting
- Annual tax allocations through investor level, for review by independent tax accountants
- Prepare annual tax estimates for fund of funds entities and direct funds with portfolios that include flow-through investments
- Coordinate preparation of K-1 Schedules
- Manage independent tax review and filing of final tax returns

## Investor Services

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- Coordinate fulfillment of all investor deliverables
- Secure web-based delivery and dynamic reporting
- Maintain investor and related contact data using a proactive approach to ensure data is current
- Assist with transfers of ownership interests
- Timely response to investor inquiries

## Cash Management and Administrative Services

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- Review of fund documents during fund formation
- Monitor cash receipts
- Manage cash and short-term investments
- Facilitate cash transfers and payments for funding portfolio investments
- Manage vendor accounts payable
- Coordinate capital call process
- Coordinate cash and in-kind distributions
- Monitor cash forecasting for fund of funds entities





# GENERAL PARTNER ENTITIES SERVICES



The accounting and investor data for your General Partner entities is integrated with the same seamless, customized system used for your investment funds. As a result, related transactions are recorded simultaneously. This dramatically increases accounting and reporting efficiencies. Immediate access is available to you for review as needed — and your data and reports can be easily downloaded in various formats.

The accounting and investor data for your General Partner entities is integrated with the same seamless, customized system used for your investment funds.

## Services include

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- Annual and interim financial reporting
- Facilitate cash transfers, vendor payments and inter-bank transfers
- Monitor cash receipts
- Investor capital account maintenance and reporting
- Coordinate capital call process
- Cash and in-kind distribution processing
- Profit and loss allocation processing
- Track, allocate and distribute carried interest plan
- Manage independent audits
- Annual tax allocations for review by independent tax accountants
- Coordinate preparation and distribution of K-1 Schedules
- Secure web-based delivery and dynamic reporting

# INSTITUTIONAL INVESTOR PORTFOLIOS SERVICES



We provide cash management, accounting and reporting services to Institutional Investors managing large portfolios of alternative investment funds. Your portfolio and other accounting data is integrated into one seamless, customized system — no patchwork of different technologies, no work-around processing. This facilitates efficiencies and dramatically reduces the risk of error. Each workflow process is designed to provide you with timely access to your portfolio data for review as needed.

Investment data and all related reports for your investment portfolios are maintained in a secure data environment in the cloud and are available via our Client Extranet, our secure, two-way communications portal. Online access and dynamic reporting capabilities are provided for immediate access — and your data and reports are easily downloadable in various formats.

“ I used to work in audit and have worked with several administrations. I find that my primary contact at Broadscope has more **in depth knowledge of the industry** than other administrations. ”





# INSTITUTIONAL INVESTOR PORTFOLIOS SERVICES



## Tax Services

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- Monitor UBTI and ECI related transactions
- Coordinate tax estimates
- Summarize K-1 and other tax activity of portfolio holdings for review with independent tax firm

Online access and dynamic reporting capabilities are provided for immediate access — and your data and reports are easily downloadable in various formats.

## Accounting and Reporting Services

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- Accounting for portfolio and other transactions as necessary
- Facilitate capital calls and other payments from underlying investments
- Monitor cash distributions and other cash receipts
- Monitor receipt of in-kind distributions
- Cash forecasting of portfolio funding requirements
- IRR and other portfolio performance reporting
- Look-through reporting of underlying investment holdings
- Coordinate review of portfolio holdings with independent audit firm
- Reconcile holdings with external custodian and other service providers
- Secure web-based delivery and dynamic reporting



Our regulatory and compliance assistance begins with understanding your specific compliance program, developing procedures to support the program, automating data maintenance and reporting routines and managing regulatory examinations.

## FATCA (Foreign Account Tax Compliance Act)

- Assist with the development and implementation of a FATCA compliance program, unique to each client's operating structure
- Prepare a gap analysis of investor classification documentation
- Remediate investor documentation gaps
- Assist with FATCA registration for foreign entities
- Implement FATCA investor documentation and withholding procedures
- Implement automated routines to capture and maintain required data and documentation
- Prepare all required FATCA reports for submission within the FATCA Portal

## U.S. Patriot Act

- KYC (Know Your Customer) / CIP (Customer Identification Program)
- Assist with the development and implementation of KYC and CIP policies and procedures
- Collect and analyze investor identity documentation
- Perform PEP (Politically Exposed Person) screenings
- Perform Enhanced Due Diligence screenings

An essential element to Broadscope's full service fund administration offering is assisting our clients in fulfilling their regulatory and compliance responsibilities.



# REGULATORY AND COMPLIANCE SERVICES



## AML (Anti-Money Laundering)

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- Assist with the development and implementation of internal AML policies and procedures
- Cross-check new investors against the World Check database, including OFAC and other global watch lists
- Coordinate ongoing screening of investors against watch lists
- Coordinate responsibilities and procedures with client, external counsel and independent AML service providers

## SEC Reporting

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### Form ADV

- Coordinate filing requirements for registered investment advisors with client and external counsel
- Capture and maintain financial data required for Form ADV
- Coordinate the document filing process

### Form PF

- Coordinate applicable SEC reporting requirements and filing deadlines
- Implement automated routines to capture and maintain required data
- Prepare draft of Form PF report for review and approval by client and external counsel
- Coordinate the document filing process through the PFRD (Private Fund Reporting Depository)





At Broadscope, we provide accounting, tax and administrative services required to support your Management Company. These services are provided by the same client service team who administers your investment funds and General Partner entities. Our Management Company administrative offering completes the full turnkey solution that complements our comprehensive suite of fund administration services.

## Services include

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- Prepare annual budget
- Monthly budget to actual reporting
- Monitor cash receipts
- Manage vendor accounts payable and process payment of vendor invoices
- Reconcile inter-company accounts within fund complex
- Invoice and monitor reimbursements from portfolio company investment entities
- Manage payroll with outside vendor
- Coordinate with other specialist service providers
- Prepare annual financial statements
- Manage independent audit process
- Tax strategy identification and planning
- Manage independent tax process
- Secure web-based delivery



“A world class ESG Ratings & Advisory service that influences significant behavioral change, driving capital flow towards ESG performance and better companies.”

Not only has rising stakeholder and employee pressure increased a business' need to provide timely and accurate ESG data, but so have anticipated regulation changes. Our ESG Ratings and Advisory services were established to satisfy the urgent market requirement for a high quality, global, independent service to fulfil private sector ESG needs by scoring and rating companies based on quality ESG data, intelligence and insights. We aim to influence significant behavioral change in order to drive capital flow towards ESG centric companies.

## ESG Health Check

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- Quantitative overview
- 36 easy-to-answer questions
- Quick and simple

## ESG Rating, Reporting & Benchmarking

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- Comprehensive dataset (300+ individual data points)
- Quantitative scoring and reporting
- Benchmark against best-in-class ESG standards, sector peers, UN SDGs and performance overtime
- Live incident reporting and reputational risk analysis

## ESG Invest Check

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- For investment managers to align to key ESG regulations and leading standards in the financial sector
- 30 questions focused on the investment cycle easy-to-answer questions
- Improve ESG investment policies and approaches based on best practice

## Carbon Footprint Assessment

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- Assess climate impact based on key frameworks.
- Energy consumption evaluation
- Calculate Scope 1 and Scope 2 emissions footprint
- Identify and quantify key Scope 3 sources of emissions
- Strategic roadmap for improvement



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If you want to free up time to focus on important strategic issues, please contact us.

**We have a lot to offer.**

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