

# Vistra Fund Services Questionnaire

To be filled in and returned to Vistra Fund Services ("VFS").

- Contact information
- General information
- Service required from VFS
- Service providers
- Investment information
- Investor details
- Valuation and financial
- Corporate

## Introduction

Welcome to our fund services questionnaire.

As an independent administrator we work closely with you to develop the fund structure and its processes. We will always adapt to fit your requirements, not make you change to fit ours. With Advent Geneva World Investor, we have opted for the most agile and powerful system in the market to meet the diverse requirements of the funds we service.

Should you have any difficulties in completing this questionnaire, please contact us as follows:

### Luxembourg

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Email [london@vistra.com](mailto:london@vistra.com)

## Contact information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company / Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

URL (if applicable): \_\_\_\_\_

next

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Investment information

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## General information

Name of the sponsor

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Proposed name of the fund (new)\*/  
Name of fund (existing)\*

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Structure\*\*

If other, please specify

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Fund type

If other, please specify

---

Fund domicile

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If stock exchange listed,  
specify the exchange

---

Duration of the fund

---

Fund base currency

---

Number of share classes

---

Share class currencies

---

Frequency of valuation

weekly
  monthly
  quarterly
  annually

---

Expected launch /  
take on date

---

Offering period  
(for new fund only)

---

Expected USD/EUR fund  
size at launch / take on

---

Expected fund  
size after one year

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\* If the fund is set up as an umbrella structure, please fill in one fund questionnaire per sub-fund to be launched/transferred

\*\* Please attach the fund prospectus, the articles of incorporation and a structure chart (if applicable)

previous

next

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General information

Service required from VFS

Service providers

Investment information

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Valuation and financial

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## Service required from VFS

- Fund of fund custody

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- Fund set up and incorporation

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- Portfolio accounting and valuations

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- Transfer agency

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- Financial reporting

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- Corporate secretarial

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- Directors / trustee

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- Investment management / adviser company set up

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## Service providers

- Investment manager(s), if any;  
and details of regulatory / licencing body

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- Investment adviser(s), if any;  
and details of regulatory / licencing body

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- Legal and tax adviser(s)

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- Current administrator  
(existing fund)

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- Custodian

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- Prime broker / brokers

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- Auditor

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- Bank

---

- Other

---

previous

next

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Contact information

General information

Service required from VFS

Service providers

Investment information

Investor details

Valuation and financial

Corporate

## Investment information

Outline of investment objective

Outline of investment policy

List the types of investments in the portfolio (equity, bonds, derivatives, real estate, private equity...)

List the markets in which these securities will be traded

Expected number of positions in the portfolio as of valuation point

Valuation method

Expected number of investments trades per valuation period

If leverage is to be employed, describe how it will be achieved

If hedging strategy is to be employed, describe how it will be achieved

Other comments

previous

next

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Service required from VFS

Service providers

Investment information

Investor details

Valuation and financial

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## Investor details

Seed money secured (new fund)  n/a  yes  no

Expected number of initial investors

Expected maximum number of investors

Minimum initial investment

Lock up period

Type of investor  retail  institutional  HNWI

Countries of domicile for targeted investors

Expected volume of investor transactions on each dealing point / valuation point

Frequency of investor subscription  weekly  monthly  quarterly  annually

Other frequency, please specify

Frequency of investor redemption  weekly  monthly  quarterly  annually

Other frequency, please specify

Frequency of dividend payments, if any  weekly  monthly  quarterly  annually

Load fee (FEL, redemption charges)  
U.S. tax reporting requirements

previous

next

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Service providers

Investment information

Investor details

Valuation and financial

Corporate

## Valuation and financial

Date of financial year end for the fund

Frequency of financial statements, etc

annually
  six monthly
  other

If other, please detail

Date of first financial statements (new fund)

Date of latest financial statements (existing fund)

Management fee level

Advisory fee level (if applicable)

Performance fee  
If any, including equalisation details if appropriate

Hurdle rate employed

Frequency of crystallisation

Accounting standard

## Corporate

Number of general partner or board of directors / managers meetings per annum

Location of the meeting(s)

Expected general partner or board of directors / managers fees in USD/EUR

Responsible party for general partner or board of directors / managers and officer liability insurance

previous

SUBMIT FORM