

Fund Administration

At Crowe Horwath First Trust Fund Services, we understand that the business of managing a fund can be challenging — between fundraising, selecting and managing investments and maintaining relationships, there is also the administrative aspects that are time-consuming but equally crucial to ensure that proper records are maintained and compliance requirements are met.

Established in 2005, Crowe Horwath First Trust Fund Services has been providing tailored and reliable fund administration solutions to support the administration of hedge funds, fund of funds and private equity funds.

We provide a complete and cost effective outsourcing of fund accounting and administration services to enable fund managers to focus on their core competencies of fund-raising and portfolio management.

With our highly skilled team, well-developed processes and IT infrastructure, our expert team comprising of members with years of managerial experience, Crowe Horwath First Trust Fund Services is able to bring together a unique blend of alternative investment experience and knowledge to support the backoffice requirements of hedge funds, private equity funds, and fund of funds.

Fund administration solutions we provide include:

- Fund Launch
- Portfolio Accounting and Valuation
- Investor Reporting

Crowe Horwath First Trust Fund Services is confident that our range of quality services in fund administration can give you the peace of mind to enable you to focus on your business of growing the funds under your management.

Fund Launch

Our fund launch services cover all aspects of a fund launch to give you the best possible start to your fund management business.

Our range of services includes:

- Reviewing all documentation, including offering memorandum and investment management agreement
- Arranging introductions to, and subsequently coordinating with attorneys, auditors, brokers and custodians
- Advising on the relevant fund management license with the Monetary Authority of Singapore
- Setting up a bank account for the fund



Contact Information

Tony Tan, Senior Partner
tony.tan@crowe.sg

Michelle Lim, Associate Director
michelle.lim@crowe.sg

Alice Chin, Associate Director
alice.chin@crowe.sg

Siti Aisyah, Senior Manager
siti.aisyah@crowe.sg

For general enquiries, email us at
enquiry@crowe.sg

Crowe Horwath First Trust
Outsourcing Pte Ltd
8 Shenton Way
#05-01 AXA Tower
Singapore 068811
Tel +65 6223 7757
Fax +65 6223 7737

Portfolio Accounting and Valuation

Valuation of a fund portfolio and proper accounting of investment transactions are crucial to ensure proper compliance.

Our wide-ranging services in this area include:

- Maintain accounting books and records of the fund in accordance with the fund's governing documents and International Financial Reporting Standards
- Record investment trading activities into the fund accounting ledger
- Perform investment position reconciliation
- Calculate the net asset value of the fund
- Calculate management and performance fees in accordance with equalization or series accounting
- Capture banking data and reconcile cash movements
- Undertake independent portfolio pricing and monitoring, where possible
- Coordinate annual fund audits

Investor Reporting

We provide the complete range of services to support investor record-keeping, transaction processing and reporting. We will:

- Establish and maintain the register of investors
- Reconcile, process and confirm investor subscriptions and redemptions
- Track investor commitments, capital calls and distribution
- Deliver confirmations and month end investor statements
- Handle communication with investors of the fund
- Distribute customized fund-level reports online via secure website or email