



FUND SERVICES



BCT

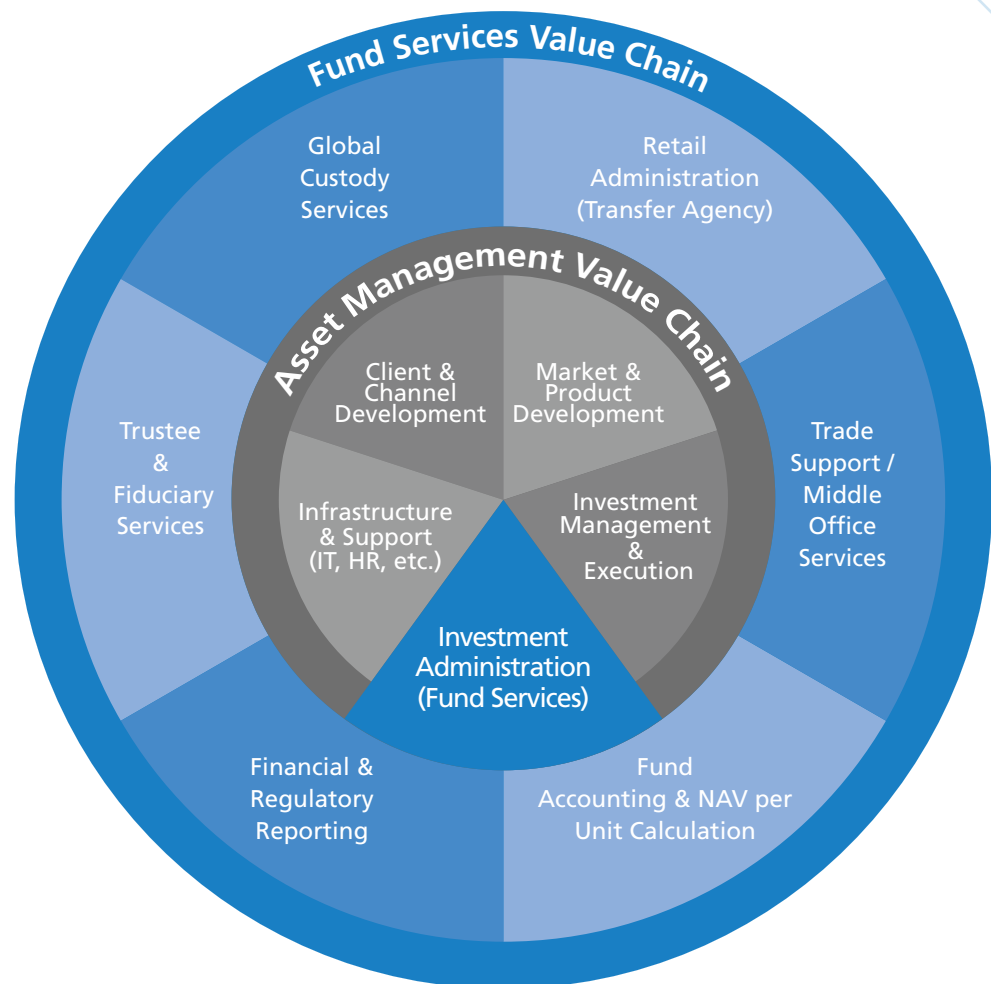
銀聯集團

Bank Consortium Trust Co Ltd



TRANSFER AGENCY SERVICES (RETAIL ADMINISTRATION SERVICE)

Catering to the needs of institutional investors and asset managers, BCTC offers shareholder or transfer agency services for investment funds. With relevant experience, our service team is dedicated to providing timely services to shareholders.



KEY SERVICES INCLUDE

- » Processing of unitholder application, subscription, redemption and transfers;
- » Dividend payments and re-investments;
- » Death case and probate handling;
- » Fund compliance monitoring;
- » Monitoring of anti-money laundering; and
- » Client-defined reporting.

TRADE SUPPORT / MIDDLE OFFICE SERVICES

In facilitating effective fund management, a full range of middle office solutions is offered:

- » Security and FX trade processing;
- » Pre-settlement compliance monitoring and compliance breach reporting;
- » Issuance of security trade instructions to global sub-custodians;
- » Late and failed trade monitoring and resolution;
- » Corporate action processing; and
- » Cash management.

FUND COMPLIANCE SERVICES

With a team of seasoned fund compliance professionals, BCTC offers integrated portfolio / fund compliance monitoring with:

- » Customised, fund specific monitoring for investment restrictions specified in fund prospectus and regulations;
- » Daily checking covering security type, issuer, security maturity and ratings;
- » Timely update provided to asset managers on regulatory changes impacting funds; and
- » Regular compliance training on investment and regulatory changes relating to funds for BCTC's internal compliance and fund administration professionals.

FUND ACCOUNTING & NAV PER UNIT CALCULATION

BCTC offers complete fund accounting and support services for funds investing in a wide range of instruments (equities, fixed income, etc.) in global markets. With a scalable and flexible technology system, we can cater for funds with multi-class, multi-layer, multi-currency and multi-manager structure, as well as mutual funds, unit trusts, pensions, RMB funds and QFII funds.

KEY SERVICES INCLUDE

- » Providing multi-currency general ledgers and detailed trial balances;
- » Books and records maintenance;
- » Security pricing and fair valuation;
- » Accounting and valuation of investment fund and pensions schemes, including NAV per unit calculation;
- » Cash and stock reconciliation;
- » Preparation of financial statements;
- » Monitoring of investment compliance and regulatory compliance;
- » Reporting of investment breaches;
- » Preparation of returns as required by regulators;
- » Filing of statutory reports and returns to the MPFA / SFC as well as offshore regulatory bodies; and
- » Client reporting.



FINANCIAL & REGULATORY REPORTING

In the face of increasing demand from regulators and investors for more disclosure and greater transparency, BCTC works closely with clients and provides reports according to their requirements.

Besides financial reporting & regulatory reporting services covering reporting of investment breaches, preparation of returns and filing of statutory reports as required by regulators, and unit trust and pension fund financial reporting for fund accounting operations and auditing.

REPORTS WE PROVIDE INCLUDE, BUT NOT LIMITED TO:

- » Cash projection;
- » Security holding;
- » Trade settlement report;
- » Portfolio / fund valuation report;
- » NAV per unit calculation report;
- » Shareholder monthly holding report; and
- » Compliance report.



GLOBAL CUSTODY SERVICES

BCTC works with global sub-custodians, whenever possible, to give clients contractual settlements for trades in different markets. We meet the varying needs of clients with best-in-class service through automation and straight-through-processing (with our STP rates averaging more than 95%), allowing clients to get the latest available information and mitigate risks in their global investments. Our failed trade rate is below 0.5%, hence the possibility of failed trades that deny trading at critical investment opportunity are substantially reduced.

OUR KEY SERVICES INCLUDE:

- » Safekeeping of assets;
- » Monitoring of global sub-custodians on a regular basis;
- » Trade settlement, failed trade monitoring and timely resolution;
- » Income collection, corporate action processing and voluntary corporate action notification;
- » Comprehensive portfolio reporting including cash projection report and security holdings;
- » Providing support during Hong Kong holidays;
- » Client-defined reporting.



“BCT exercises due care in fulfilling their fiduciary responsibility, allowing us to concentrate on our core competency in investment management.”

Terry Pan
Chief Executive Officer
Greater China, Singapore and Korea





CONTACT US

If you are interested in any of the following services:

- » **Fund Services**
- » Trustee & Fiduciary Services
- » Pension Services

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