



REGISTRAR & TRANSFER AGENCY SERVICES

Gallium offers registrar & transfer agency services for collective investment schemes. Our registrar and transfer agency team deals professionally and courteously with all aspects of investor communication, while adhering to the statutory obligations required to maintain your fund register. Our team works alongside our fund accountants or are available as a standalone offering.

The Client

Gallium can assist many different types of client e.g. property managers, asset managers, hedge fund managers, private wealth managers, advisory firms or distributors. Typically, they are looking to expand their business or bring a new product, services or fund to market.

The Service

We have a long track record of assisting clients with the maintenance of investor registers and the processing of transfer requests in respect of various structures including companies, limited partnerships, limited liability partnerships and unit trusts. Our comprehensive service includes the following:

- Establishing and maintaining registers of investors for funds in accordance with statutory requirements.
- Performing investor due diligence such as know-your-customer and anti-money-laundering identification procedures
- processing investor applications for subscription;
- processing investor transfers;
- processing investor redemption;
- issue capital calls/drawdown notices;
- issuance of investor certificates;
- dividend and commission payments;
- processing payments in respect of subscriptions and redemptions;

- responding professionally and promptly to enquiries from investors;
- bank reconciliations for investors subscription capital;
- publication and distribution of net asset value per participation to each investor;
- liaising with the fund auditors on various investor spot checks;
- despatching investor notices, proxies and proxy statements prepare by or on behalf of the fund in connection with the holding of meetings of investor; and
- despatching to investors and anyone else entitled to receive the same in accordance with the fund documents and any applicable law copies of the audited annual financial statements.

Why Gallium?

Gallium assists clients by:

- ✓ Providing useful and timely information.
- ✓ Providing a comprehensive range of registrar and transfer agency services.
- ✓ Dealing with shareholder/investor communications.
- ✓ Enabling them to concentrate their time on business management rather than administration matters.

Gallium has worked with many leading institutional and professional fund managers and continues to provide registrar and transfer agency services to numerous clients.

Our registrar and transfer agency team covers the fundamental aspects of investor communications, allowing you to focus on enhancing relationships with your clients

Next Step

If you are interested in the registrar and transfer agency service then please contact us to obtain further information and to arrange a meeting to discuss your requirements in more detail.



Gallium Fund Solutions Limited is authorised and regulated by the Financial Conduct Authority
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Registered in England No. 06634506