

# Jersey Overview of Services

Maples Fiduciary, a division of MaplesFS, provides specialised fiduciary, entity formation and management and administration services to a wide range of global financial institutions, institutional investors, investment managers, international corporations and private clients.

We work closely with our affiliate Maples and Calder, along with other leading international and domestic law firms, audit firms and other consultants and service providers. Maples Fiduciary is located in key international financial centres across the Americas, Europe, Asia and the Middle East. The following is an overview of services provided by our Jersey office:

## Formation Services

- Provide entity formation services to Jersey entities;
- Prepare corporate records including company seal, company stamp, share certificates, registers and minute books;
- Provide a registered office address and manage all local communications relating to the entities; and
- Ensure all statutory and regulatory filings are made and all ongoing corporate requirements are satisfied under the relevant laws and regulations.

## Company Secretarial and Board Support Services

- Act as the named company secretary and registered office, maintaining the statutory registers, minute books and seals;
- Provide meeting facilities, initiate and attend board of director and annual general meetings either in person or via telephone;
- Prepare and distribute agendas, board packs, minutes and action items to relevant parties; and
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary.

## Directorship Services

- Provide independent, non-executive directors based in Jersey with appropriate experience in investment funds, structured finance vehicles and corporate entities; and
- Provide directors or managing members to vehicles which can act as general partner.

## Trustee Services

- Act as trustee to hold voting shares of an investment fund, special purpose vehicle or trust; and
- Provide private wealth trustee and trust administration services to Jersey trusts.

## Accounting Services

- Prepare GAAP and IFRS consolidated accounts;
- Provide daily or monthly corporate / management accounting where required;
- Liaise with auditors, where applicable; and
- Provide support in certain regulatory reporting and tax requirements.

## Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

## Liquidation Services

- Provide voluntary wind up of Jersey entities; and
- Provide dissolution of Jersey trusts and partnerships.

For further information on our services, please contact:

**Robert Lucas**

+44 1534 495 371

robert.lucas@maplesfs.com

**Cleveland Stewart**

+44 1534 495 370

cleveland.stewart@maplesfs.com