



Your trusted partner for UK-US Asset Management Services

ABOUT CENTRALIS

We have a dedicated team of professionals able to assist clients in setting up a new business, expanding internationally or simply looking to benefit from partnering with an outsourced corporate services provider.

We use market leading technology to deliver client focused services, which can be tailored as necessary for each individual client. We understand that each client has their own requirements, across different sectors and borders, and will invest the requisite time to understand your business goals and operational needs as part of our on-boarding process.

All clients are allocated a senior individual in the business as their relationship manager who takes primary responsibility for ensuring the highest levels of service delivery and client satisfaction.

- **With an exemplary track record, our team of specialists provides a complete service, making us the ideal partner for all your UK-US asset management services' needs.**

COMPANY SECRETARIAL SERVICES

We are flexible in our approach to company secretarial services and can be light touch or take the lead in corporate governance. Our services can include:

- managing the incorporation/formation process of both UK entities, with Companies House, and US entities, in the appropriate State
- providing a registered office address or set up a Single Alternative Inspection Location ("SAIL") address at our UK offices
- providing a Registered Agent (if required) for a US entity
- applying for an Employer Identification Number in respect of a US entity
- providing a template operating agreement (if required) for a US entity
- organising and managing board, committee, shareholder and member meetings (preparing agendas, notices and comprehensive packs electronically)
- drafting minutes arising out of meetings and arranging approval of the same
- preparing and filing resolutions with Companies House, for UK entities, to approve accounts, appoint or remove directors and other relevant corporate actions
- for a US entity, providing reminders in respect of Franchise Tax (i.e., in the state of Delaware)
- assisting with applications to do business (for a US entity) in a State other than that in which the entity was formed
- maintaining statutory records on our electronic database

DIRECTOR SERVICES

In the UK and US, we can provide one or more UK/US resident directors/managers to provide corporate governance oversight and attend regular board/member meetings. We can also facilitate introductions to third-party asset management independent directors as required.

ACCOUNTING SERVICES

We advise clients on the most appropriate accounting set-up for their business and guide them through the best practice approach for financial, statutory and corporate reporting.

We use market leading software to facilitate efficiencies in monthly and annual accounting processes as well as provide clients with real-time access to accounts. We can provide a fully outsourced finance function if required.

Our accounting services can include:

- maintaining entity accounts and records utilising market leading software
- administering company bank accounts for the payment of local invoices and other treasury related transactions
- completing bank reconciliations on a daily/weekly/monthly basis
- preparing monthly/quarterly management accounts and reports including on a consolidated basis
- calculating and monitoring capital requirements for FCA compliance and reporting purposes (for UK entities, if necessary)
- providing authorised signatories in line with payment controls and bank mandates
- managing the entity's underlying activity, engage with intra-group and third-party counter-parties and reviewing company performance (e.g. analyse reporting and financial covenants and monitor performance of intra-group borrowers)
- preparing and issuing periodic invoices (intra-group or third-party)
- assisting with any ad hoc group consolidation audits
- assisting with preparation of a UK firm's ICARA (if relevant)
- preparing statutory annual accounts (if required e.g. in the UK) in accordance with appropriate financial reporting standards and liaising with auditors as appropriate
- providing part-time or full-time secondees to help with short-term, or longer, staffing requirements

PAYROLL & EMPLOYEE BENEFIT SERVICES

In the UK, we provide an online payroll service to facilitate the best employee experience. This is underpinned by dedicated payroll professionals who will keep your business ahead of changes to UK legislation affecting staff compensation. Our services can include:

- registering your business with HMRC for payroll
- providing full payroll administration services for employees, directors and partners (as appropriate) including online access and electronic payslips
- managing all payroll reporting deadlines
- liaising with HMRC over queries or concerns
- preparing annual salary calculations for employees and/or directors
- assisting with any payroll audits initiated by the relevant UK authorities
- liaising with third-party pension administrators and other benefits providers

We are also able to facilitate the running of payroll in the United States. This will include registration of the payroll in the relevant State(s) and subsequent running of (typically) fortnightly payroll and year-end processes (e.g. provision of Forms W-2). In addition, we are able to facilitate the provision of US employee benefits and retirement solutions (e.g. medical, vision and dental insurance in addition to 401k plans).

UK HUMAN RESOURCES SUPPORT

We can provide support in respect of the HR elements that will:

- ensure your business is compliant with UK legislation
- position your business within the market to attract and retain the employees you seek

Services can include:

- guidance on an effective recruitment plan
- provision of template employment contracts (as there is no 'at will' employment in the UK)
- effective background screening of potential employees
- establishing an effective on-boarding process, so that your employees become more effective quicker
- providing an employee handbook that reflects the ethos of your business and establishes the policies you need
- fully outsourced UK HR support – so you can focus on running your business

UK & US TAX COMPLIANCE SERVICES

We provide a range of UK tax compliance services that complement our other service lines. We will work collaboratively with existing tax advisors to implement specific structuring requirements.

Our UK tax services can include:

- preparing and filing VAT returns, in compliance with the Making Tax Digital regime
- preparing and filing annual business tax returns – both partnership and corporate tax
- preparing P11D and P11D(b) returns
- initial applications for and subsequent submission of PAYE Settlement Agreement calculations and Short-Term Business Visitor(s) reporting respectively
- liaising with HMRC regarding any tax investigation

We are also able to facilitate completion and the submission of business tax returns in the United States e.g. Form 1065.

UK BUSINESS SERVICES

We can assist with administrative and infrastructure requirements including:

- subleasing a fully-equipped, modern office facility on a shared or dedicated basis in London
- providing full meeting room and conference call facilities
- providing a dedicated e-mail address, telephone and fax number
- providing a mail forwarding service

CONTACT US



Adam Hewitson

UK Country Head

adam.hewitson@centralisgroup.com



Jon Hanifan

Business Development Director

jon.hanifan@centralisgroup.com