



Your trusted partner for UK 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.

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 UK entities with Companies House
- providing a registered office address or set up a Single Alternative Inspection Location ("SAIL") address at our UK offices
- 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 to approve accounts, appoint or remove directors and other relevant corporate actions
- maintaining statutory records on our electronic database

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 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

- 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 firm's ICARA (if relevant)
- preparing statutory annual accounts (if required) 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

PRUDENTIAL REPORTING

We can help you by offering expertise and experience in navigating complex regulatory requirements and ensuring compliance with reporting obligations. By outsourcing this function to us, you can free up resources and focus on your core business activities, while also reducing risk and improving the accuracy and timeliness of your reporting. We can also provide valuable insights and support in managing risk and improving financial performance.

ANNEX IV REPORTING

Our team of consultants tailor solutions to meet client requirements, and adapt them as needs change. These include:

- For EEA AIFMs and non-EEA fund managers:
 - Advice and analysis on reporting requirements
 - Interpretation of the underlying regulations
 - Bespoke and user-friendly versions of the reporting templates, accompanied with explanations to ensure you know what is being submitted
- Review and challenge of in-house or administrator-prepared reports
- Advice on discrete questions relating to taxonomies or interpretation of regulation.

PAYROLL & EMPLOYEE BENEFIT SERVICES

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

TAX COMPLIANCE SERVICES

We provide a range of 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

DIRECTOR SERVICES

We can provide one or more UK 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.

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 contract
- 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 BUSINESS SERVICES

We can assist with administrative and infrastructure requirements including:

- providing full meeting room and conference call facilities
- providing a dedicated e-mail address, telephone and fax number

CONTACT

We would be delighted to discuss our services in more detail. Please contact the following for further information.



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