



INVITATION TO A WORKSHOP ON FUND ACCOUNTING AND ADMINISTRATION SERVICES

We are pleased to announce that the Union of Investment Companies is organizing a workshop addressing fund administration and fund accounting, provided by Administrators for Alternative Investment Funds with 18 years of Banking experience, which gives a focused view of fund operations broadly across administration and accounting aspects. This is a distinctively relevant program tailored for fund administrators/accountants/other fund support personnel.

By

Swapna Joseph, Fund Administrator Expert

(Attached you can find the Agenda & the Instructors' Profile)



Sunday 26th May 2024



09:00AM – 12:00PM



UIC Premises

Registration

Please register through the link: <https://www.unioninvest.org/upcomingevents.aspx>

Not after 23rd May 2024 (Priority for first registered)

Agenda:

- ❖ Investor onboarding
- ❖ Commitments & Closings
- ❖ Account setup.
- ❖ Equalization ('True-up')
- ❖ Interest Compensation Charge
- ❖ Expenses
- ❖ Management Fees
- ❖ Payment processes
- ❖ Computation of fees and accruals
- ❖ Computation of amounts to be drawdown
- ❖ Disbursement of Capital from the fund
- ❖ Distributions from the Fund's Investees
- ❖ Computation of distributions to Investors
- ❖ Bank reconciliations.
- ❖ Drawdowns and Distribution Processing and follow up.
- ❖ Calculation of preferred returns, profit allocations and distributions
- ❖ Carried Interest
- ❖ Calculation of the net asset value
- ❖ Capital account maintenance.
- ❖ Financial Reporting
- ❖ Special Purpose Vehicles

Methodology:

- ❖ Lectures and discussions

Target Group:

- ❖ Fund administrators
- ❖ Accountants
- ❖ Auditors
- ❖ Compliance professionals
- ❖ Investment managers
- ❖ Support staff for custodians, banks or trusts
- ❖ Investor Relations
- ❖ Private Bankers



اتحاد شركات الاستثمار
UNION OF INVESTMENT COMPANIES

Instructor Profile

SWAPNA ELIZABETH JOSEPH

Experienced Banking Professional
Investment Fund Administrator

EXECUTIVE PROFILE

Established Fund Administrator with 18 years of Banking experience with National Bank of Kuwait one of the leading Banks in the Middle East, with strong leadership skills, uniquely involved in corporate and asset management with an emphasis in alternative investments. Exceptional problem solver focused on developing relationships and managing a team that achieves results. Deep experience with key service providers, portfolio managers and clients. Responsible for setting up and managing in-house Alternative Fund Administration Department, training subordinates, and managing it for 15 years. Reporting to CFO and reviewed by CEO, recognized by colleagues for high standards and integrity to build and manage teams, interact with client fund investments, and contribute to the growth and direction of the firm.