



## Alternative Investment Fund Administration

Investment Studies Center (ISC) @ Union of Investment Companies, is delighted to invite you to a training program called Alternative Investment Fund Administration that helps to equip professionals with essential skills to manage the financial operations of investment funds, including compliance, reporting, and investor relations., according to the following details:

يسر مركز دراسات الاستثمار لدى اتحاد شركات الاستثمار الإعلان عن تنظيم برنامج تدريبي بعنوان إدارة صناديق الاستثمار البديلة ودعوتكم للمشاركة فيه والذي يساعد على اكتساب المهارات الأساسية لإدارة العمليات المالية لصناديق الاستثمار، بما في ذلك الامتثال وإعداد التقارير وعلاقات المستثمرين، وذلك يتم وفقاً للتفاصيل الآتية:

**Training Program:** Alternative Investment Fund Administration البرنامج التدريبي:

**Instructor:** Swapna Joseph المحاضر:

**Dates:** (Monday & Tuesday), 13<sup>th</sup> & 14<sup>th</sup> January 2025 (2 Days) التاريخ:

**Timing:** 09:00AM - 03:00PM الوقت:

**Language:** English لغة البرنامج:

**Venue:** In-person @ UIC premises المكان:

**Course Details, Registration & Fees in link below** تفاصيل البرنامج، التسجيل والرسوم في الرابط أدناه

<http://unioninvest.org/upcomingevents.aspx>  
Registration is open according to availability

**Discounted Fees for UIC Members** KWD 200 الرسوم بعد الخصم لأعضاء الاتحاد

**Non-Members** KWD 250 غير أعضاء الاتحاد

## Alternative Investment Fund Administration

### Introduction:

Alternative Fund administration training equips professionals with essential skills to manage the financial operations of investment funds, including compliance, reporting, and investor relations. It uniquely covers both fund administration and fund accounting. It gives you a focused view of fund operations broadly across administration and accounting aspects.

### **Module 1: Review of Fund Accounting and Administration Services provided by Administrators for Alternative Investment Funds**

- Investor onboarding
- Commitments & Closings
- Account setup
- Equalization ('True-up')
- Interest Compensation Charge
- Expenses
- Management Fee Basics
- Management Fee Challenges
- Payment process
- Computation of fees and accruals
- Computation of amounts to be called / drawdown
- Disburse Capital from the fund
- Distributions from the Fund's Investees
- Computation of distributions to Investors
- Bank reconciliations
- Process and/or monitor corporate actions
- Drawdowns and Distribution Processing and follow up
- Calculation of preferred returns, profit allocations and distributions
- Carried Interest – Preferred Return
- Carried Interest – Catchup
- Carried Interest – Deal-by-Deal Model



- Carried Interest – Whole-of-Fund Model
- Calculation of the net asset value
- Capital account maintenance
- Financial Reporting

## Module 2: Support to Investor Relation Services

- Investor Records
- Transfer of interests
- NAV's and Capital Account Statements
- Capital Calls and Distribution notices
- Remaining Commitments
- % Holding

## Module 3: Fund Audit Preparation

- Audit Coordination and Support
- The year end audit package
- Quarterly (unaudited) financial statements and investor activities to limited partners.
- Review of annual Financial Statements to sign off
- Draft and Final Capital Account Statements before and after audit

## Module 4: Other Accounting Services

- In the Books of General Partner
- For Special Purpose Vehicles
- For Carried Interest Vehicles

## Module 5: Regulatory Reporting



Target Audience:

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



### Expert's Profile: Swapna Joseph

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.