

INSTITUTIONAL STRENGTH BOUTIQUE SERVICE

INVESTOR SERVICES

Ultimus LeverPoint's Investor Services group leverages the knowledge of a team committed to delivering exceptional investor relations, communication, and document review process as part of our suite of back-office services, allowing clients to focus on core business needs. The subscription document process is often the first instance in which investors formally interact with our clients' funds. Working closely with our clients' investors, the Ultimus LeverPoint team makes the subscription process understandable and transparent, minimizing the administrative burden for investors in completing long and often complicated agreements.

Ultimus LeverPoint's experienced investor services team specializes in the nuances of subscription documents and Anti-Money Laundering, and possesses extensive experience in communicating directly with private fund investors. We maintain AML and subscription document processes in line with current industry standards and best practices, confirming investor documents remain in full compliance throughout the lifecycle of the investment.

After initial investment, we continue to work with investors to verify that they are receiving communications in a timely and easily accessible manner, in addition to providing prompt support for any inquiries they may have.

Services Include:

- ▲ Distribution of offering documents and investor assistance in subscription document completion
- ▲ Review of subscription documents for accuracy and completeness
- ▲ Anti-Money Laundering/Know Your Customer identity verification procedures
- ▲ Investor transaction coordination and processing
- ▲ Responding directly to investor inquiries
- ▲ Distribution of investor statements and other correspondence via online portals or secure emails
- ▲ Maintenance of investor demographic, qualification and contact information
- ▲ Fund of fund investment document completion

Our culture is focused on being accurate, responding quickly, and going the extra mile for our clients.

Our Professionals

The professionals at Ultimus LeverPoint are recruited through a rigorous selection process, trained through our in-house training programs, and have strong technical skills. Our culture is focused on being accurate, responding quickly to needs and requests, and going the extra mile for our clients. Our associates assist fund managers as they navigate the fund administration challenges by implementing proper internal controls and fund management tools so the client's focus can remain on investments and investors.

We are Process Driven

By incorporating strong processes for accuracy and technical competence, Ultimus LeverPoint delivers customized solutions for each of our clients. With comprehensive written procedures to guide our activities, these processes have been constructed to help us deliver operational excellence and quality control throughout every aspect of our operation. Our adherence to these procedures is documented in our comprehensive SSAE18 SOC 1, Type II audit report, which is completed by Grant Thornton on an annual basis. As a result, we consistently deliver quality work on a timely basis.

Partnership Accounting Services

Ultimus LeverPoint provides full-service capabilities, combined with customized accounting and administration solutions to managers of various sizes and strategies of Private Equity Funds, which allows us to handle complexities that may be too challenging for some administrators.

▶ *At Ultimus LeverPoint, we understand that each asset manager has unique business circumstances. Therefore, even if your fund has a highly complex structure, we have the professionals, processes and systems in place to adapt to your needs and can provide you with operational excellence and superior customer service.*

**Please contact us today at inquiry@ultimusleverpoint.com or 888.673.8964
www.ultimusleverpoint.com**