

## MUTUAL FUND SOLUTIONS

Ultimus tailors comprehensive mutual fund services to meet the unique needs of various-sized advisers and fund groups, supporting both series trusts and proprietary trusts. Whether you're starting a new mutual fund or have existing funds, we craft solutions to help grow your business. As an investment adviser, you can depend on our industry expertise to establish or reorganize your funds and our proven methodology to convert your existing funds and shareholders to our services.



### Fund Organization

*Organize your fund right from the start*

- Provide technical and operational consultation on fund set up, including a focus on product pricing and distribution strategy
- Prepare registration statement (Form N-1A) and respond to SEC feedback
- Prepare the investment advisory agreement and coordinate reporting procedures
- Full support of reorganization of funds from other trusts



### Distribution

*Enhancing your efforts with differentiated solutions*

- Provide all statutory and legal distribution services such as FINRA review, agreement execution, commission and 12b-1 payment management
- Consultation services to support product development, implementation of a distribution strategy and strategic introductions to gatekeepers and analysts
- Access to proprietary website that offers comprehensive platform details, educational content, industry calendar and partner directory
- Monthly webinars covering distribution related topics including marketing, technology, governance as well as guest panelists from relevant industry platforms



### Compliance/CCO Support Services

*Mitigate risk in the operations of your fund*

- Provide a qualified Chief Compliance Officer to administer the trust's policies and procedures
- Support development of written policies and procedures
- Conduct initial and ongoing due diligence and adviser consultation with site visits
- Maintain the books and records on behalf of each trust
- Consult with adviser CCO on regulatory developments



### Legal Administration

*Focus on your fund's everyday details*

- A team of experienced '40 Act attorneys and paralegals provide daily support to your fund
- Coordinate Board of Trustees meetings
- Prepare and supervise all regulatory filings
- Review and coordinate state Blue Sky registrations
- Support new fund launches and organizations



### Fund Accounting & Financial Administration

*Calculate your fund's success*

- CPAs, tax experts and experienced accountants serve your fund
- Maintain the fund's general ledger and expense budget and accruals
- Price fund securities, compute and report daily NAV and cash availability
- Support annual audit, tax processes, preparing and filing all financial reports
- Compute performance, turnover, and expense ratios



### Transfer Agency

*Keep your shareholders well informed*

- Process purchase and redemption orders
- Provide NSCC interfaces and participant IDs for automated fund trading
- Complete investor statements, trade confirmations and tax reporting
- Monitor redemption fees and all written agreements with intermediaries (SEC rule 22c-2)
- Anti-money laundering and Identity theft monitoring and prevention
- Process IRA purchases, transfers, withdrawals and roll-overs
- Provide shareholder services through our call centers, on-line and/or telephonic account access

*At Ultimus, we understand that each investment manager has unique business circumstances. Therefore, we provide customized solutions to meet your specific business needs and mutual fund strategy requirements.*

*We look forward to speaking with you.*

**Please contact us today at [inquiry@ultimusfundsolutions.com](mailto:inquiry@ultimusfundsolutions.com) or 800.813.1421**

**[www.ultimusfundsolutions.com](http://www.ultimusfundsolutions.com)**

*Ultimus Fund Solutions, LLC provides fund distribution services through its affiliated broker-dealers: Ultimus Fund Distributors, LLC, Unified Financial Securities, LLC, and Northern Lights Distributors, LLC. Each of which is a registered broker-dealer and member of FINRA.*