



We are producing documents for the fund industry. We are committed to produce high quality financial accounts, prospectuses, and shareholder mailings in a hassle free and timely manner for you.



In 2015, we translated into 19 different languages

► EXCELLENCE

We are hardworking and fully dedicated to projects entrusted to us, we strive to provide our clients the highest quality standards.

► INNOVATIVE

Our industry evolves constantly, so do we. We anticipate and adapt in order to fully support you in all the challenges you face.

► RELIABLE

We build our client relations on trust, dialogue and perseverance; we are fully committed to helping reach the goals of your organisation.

KEY FIGURES

- Founded in 2006
- Team of 19 professionals
- Offices in Luxembourg and Warsaw
- Servicing 26 key players of the mutual fund industry in Luxembourg, UK, Ireland, France, Poland, Germany and Singapore
- Financial document management for 512 funds and sub-funds with AUM of over 80 billion US\$, distributed into 37 countries

KNOWLEDGE

EXPERTISE

APPROVAL

EXECUTION

DISSEMINATION

We are an agile team of professionals, executing each project on time and on budget. We take ownership of the projects that are handed to us and use common sense when carrying out the tasks at hand. Through excellent background knowledge and by integrating into each client's team, we take away the worries and prove that we can be trusted with all kinds of projects.



PROJECT ORGANISATION SERVICES

- Experienced dedicated PM teams
- Full understanding of our client's objectives and products
- Support with client specific service requirements
- Initial planning and guidance throughout the lifecycle of a project
- Organisation of all services with all related parties
 - Translators, typesetters, proofreaders, printers
 - Fund administrators, auditors, TA, local offices, legal counsels
- Respect of budget and deliverables

TRANSLATION SERVICES

- Financial translations
- Proofreading
- Localisation
- Network of qualified proven translators
- All European and Western languages, most Asian and Middle East languages covered
- Glossary compilation
- Sworn translations
- Thorough quality control procedures

TYPESETTING SERVICES

- Experienced and qualified financial typesetting team
- Quality and version control
- Proof production management
- Blacklining, conversion and bookmarking
- Editable PDF and print ready file production

FINANCIAL REPORTING

- UCITS and AIF reports
- Audited annual reports, interim reports and monthly reports
- Direct liaison with administrators for source data
- Semi-automated production of multi-lingual financial report and accounts
- Advice and guidance on layout
- Full respect of corporate branding

PROSPECTUS DISTRIBUTION SUPPORT

- Fund Prospectus production
- Support with document filing
- Advice and guidance on translation requirements
- Tailor-made documents per jurisdiction
- Direct liaison with local offices and legal counsels
- Maintenance of registration matrix
- Dissemination and distribution of final documents
- Thorough quality control procedures

EGM, AGM, PROXY VOTING

- Shareholder Mailing production
- Annual General Meetings (AGM), Extraordinary General Meetings (EGM)
- Electronic and traditional hard copy mailing
- Multilingual notice to shareholders and proxy voting forms
- Personalisation of documents
- Fulfilment
- Mail return management



237,461 pages typeset