

Ogier Global  
Corporate administration



Ogier

# Delivering fully integrated legal and corporate administration services.

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## Who we are

An agile business, anticipating fundamental changes in our clients' needs.

### What we do

Ogier's corporate administration business, Ogier Global, works with our partner-led legal teams to incorporate and administer a wide variety of vehicles including public and private companies, partnerships and trusts.

Our highly experienced and responsive team of experts are able to provide a full range of services to entities based in BVI, Cayman, Guernsey, Jersey and Hong Kong. These include:

- Incorporation
- Registered office
- Company secretarial
- Ongoing corporate administration
- Board support services
- Directorships
- Bookkeeping, accounting and reporting services
- Liquidation/termination services
- Process agent

We work with leading financial institutions, investment managers, corporations and their advisers across a range of industry sectors including funds and investment management, energy and natural resources, real estate, telecommunications, media and technology, infrastructure and healthcare.

### Where we are

With professionals based in Asia, the Americas and the Channel Islands, we are able to provide global coverage across all time zones.

### Our approach

We get straight to the point, managing complexity to get to the essentials.

Our clients enjoy the benefits of being able to build long-term, personal relationships across both our legal and administration teams and working with a single service provider able to support their commercial objectives.

Supported by market-leading technology, our interactive entity administration platform and client service portal, Ogier Connect, gives clients real time access to statutory information and documents.



A stellar job with handling clients and their incorporations. Client feedback, 2018



So impressed with the efficiency of the OGL team. Client feedback, 2018



Ogier is pioneering new ways of working and is committed to passing efficiencies onto our clients

**Jamie Bore**  
Group Partner &  
COO

## Our services

### Formation services

We specialise in the formation of companies and the registration of limited partnerships in BVI, Cayman, Guernsey, Jersey and Hong Kong and also assist clients with the preparation and filing of incorporation documentation.

Our experienced team cuts through any complexity and our market-leading technology platform ensures we can service each client's individual needs quickly and effectively.

### Registered office

Ogier Global provides registered office services to clients, including the provision of a registered office address, retention of minute books and statutory registers, preparation and filing of annual returns and ongoing regulatory compliance. Our teams of local lawyers, company secretaries and paralegals remain up to date on the latest regulations in each jurisdiction, ensuring our clients are guaranteed ongoing compliance.

### Company secretarial

Our company secretarial team provides post incorporation services for corporate entities. We deal with each entity within its own context in order to provide the right solution for clients in line with relevant regulatory requirements. Our services include:

- Provision of a named company secretary for companies
- Annual compliance and statutory maintenance
- Updating and maintaining registers, minute book and other statutory records
- Distributing notices and materials for shareholder and director meetings

- Scheduling and managing board meetings
- Preparation and filing of annual returns
- Ongoing secretarial and administrative support

### Ongoing corporate administration

We provide each client with a tailored solution which is designed to align with the specific needs of their business in the jurisdictions in which they operate. Our clients benefit from the close proximity to Ogier the law firm and its legal expertise. Our ongoing corporate administration services include:

- Implementation of changes to company structures
- Regulatory compliance, including in relation to Automatic Exchange of Information obligations
- Set up/management of bank accounts
- Working with professional advisors and regulatory bodies

### Board Support services

Ogier Global offers a team of experts that can provide the right governance framework for your corporate structures. Our Board Support team provides governance support to company directors and works hand in hand with our company secretarial team in order to provide a comprehensive service to our clients. Our Board Support service includes:

- Creation of meeting agendas
- Preparation and distribution of meeting packs
- Attendance at board or shareholder meetings
- Preparation and circulation of minutes

- Maintenance of minutes and records
- Interface with company secretarial team as required

### **Directorships**

Ogier Global offers experienced and highly qualified directors who understand the needs of your business. We add value through our expertise in corporate governance, financial markets and managing complex structures. Our directorship service includes:

- Provision of one or more experienced directors
- Discharge of duties through appropriate involvement in activities of a company
- Interaction with sponsors, managers and other service providers
- Oversight of delegated functions
- Compliance, including review of changes to statutory documentation
- Attendance at regular board meetings
- Corporate governance

### **Bookkeeping, accounting and reporting services**

Our team provides the full spectrum of accounting and reporting services for an extensive range of entities. In addition we can provide administrative support for activities such as payroll, pensions, employee benefit trusts and the management of real estate investments. Our service includes:

- Bookkeeping, accounting and financial reporting
- VAT registration and administration
- Payroll services
- Bank account reconciliation

- Audit liaison
- Financial statement review and assessment

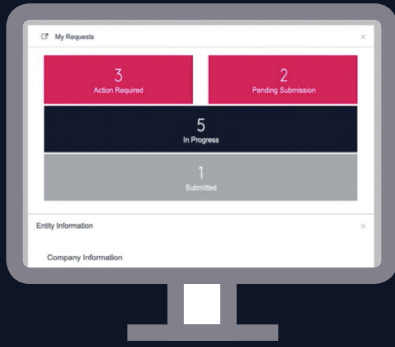
### **Termination services**

Ogier Global can conduct the voluntary winding up of (solvent) companies in Cayman, Hong Kong and Jersey. Our team has extensive experience of dissolving structured finance vehicles and investment funds and can also provide termination services for companies and partnerships. In instances of greater complexity, or where there are questions as to solvency, pre or post-termination transactions or residual liabilities, we can bring in the expertise of our legal colleagues at Ogier.

### **Process agent**

We offer process agent services for clients who require a third party to accept legal proceedings on their behalf. Our process agent services are available to clients who may or may not be using our lawyers on a transaction.

Our appointment procedure is straightforward thanks to our technologically advanced client service platform. We can offer process agent services to our clients 24 hours a day, through our network of offices.



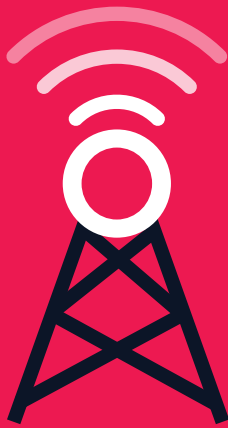
Introducing

# Ogier | Connect

The corporate administration portal



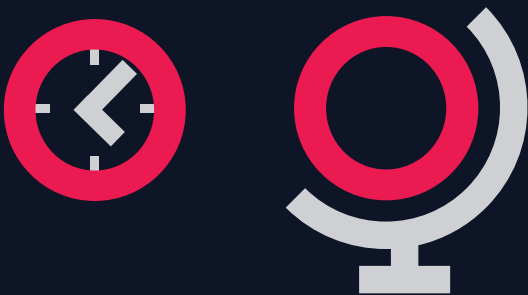
For a full demonstration or to discuss further email [info@ogier.com](mailto:info@ogier.com) or speak to your Ogier key contact.



Live information  
at your fingertips



Ownership and control  
information in one place



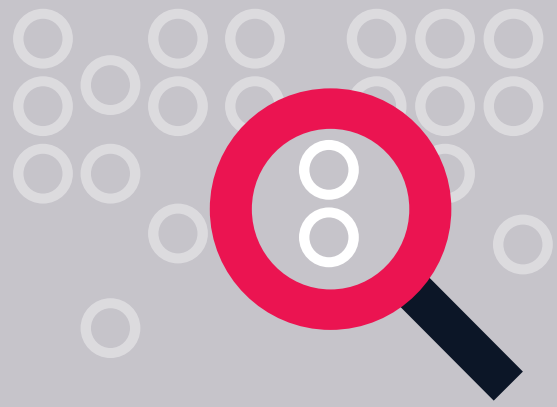
All your documents and data  
in one place, available anytime,  
anywhere



Accurate, efficient  
management of multiple  
entities from one single account



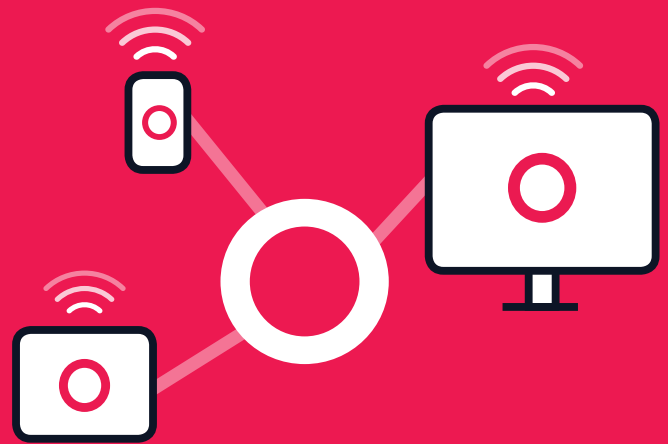
Initiate requests  
for actions



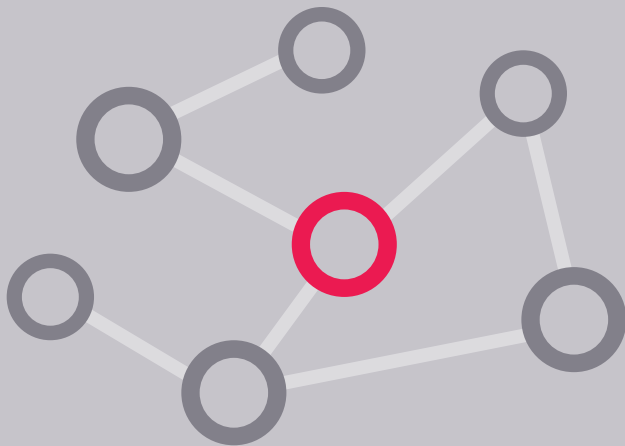
Monitor workflow progress  
at your convenience



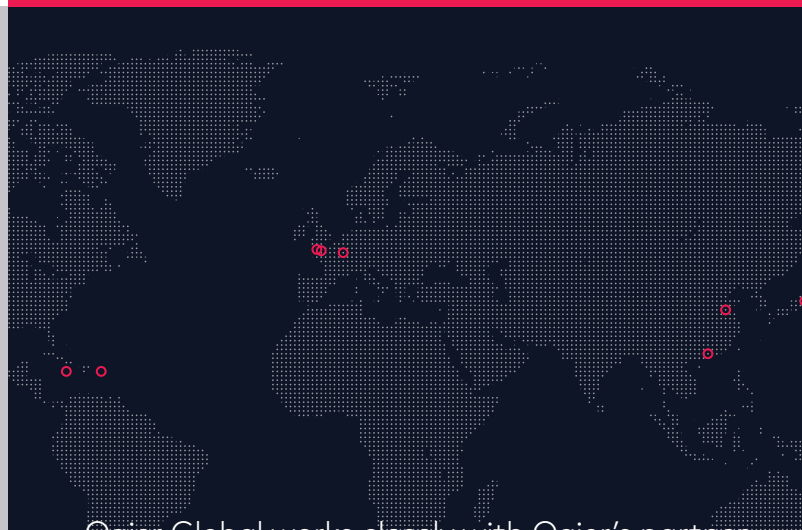
A secure portal provided in conjunction  
with our market-leading security partners,  
using SSL encryption and dual-factor  
authentication



Collaborate with your Ogier  
Global team on-the-go, from  
multiple devices



Multiple jurisdictions,  
one portal



Ogier Global works closely with Ogier's partner-  
led legal teams to incorporate and administer a  
wide variety of vehicles. We focus on providing  
excellent and seamless client service between  
legal and corporate services.

## Our experience

Cross-jurisdictional teams working collaboratively to add real value to your business.



The Ogier team is great.  
Client feedback,  
2018

We work closely with Ogier's Banking and Finance, Corporate and Commercial, Investment Funds and Real Estate legal teams to provide a commercial, expert and efficient service.

### **Banking & Finance**

Our administrators work alongside Ogier's banking and finance lawyers in the BVI, Cayman, Guernsey, Jersey and Hong Kong to provide fast and efficient formation and administration services for vehicles used in a wide variety of debt finance transactions including:

- Asset Finance
- Debt Capital Markets
- Derivatives
- Fund Finance
- Islamic Finance
- Leveraged Finance
- Real Estate Finance
- Structured Finance

Our presence in all major time zones ensures that complex transactions can be effected within the tightest of deadlines.

Ogier Global supports leading financial institutions, asset managers and corporates listing on The International Stock Exchange (TISE), Cayman Islands Stock Exchange, Hong Kong Stock Exchange (HKEx), Singapore Stock

Exchange (SGX) and other major international exchanges.

Our directors specialise in the efficient and accurate administration of complex bespoke transactions, including the provision of experienced independent directors, share trustee services (to both charitable and purpose trusts, including STAR Trusts in Cayman), SPV accounting and administration and AEOI registration and reporting services to orphan SPVs.

### **Corporate**

Ogier Global specialises in the formation and administration of a wide variety of corporate vehicles and trusts used for domestic and cross border transactions, IPO, M&A, joint ventures, re-structuring and reorganisation and investment holding.

Ogier has an excellent transactional track record, particularly in relation to public company work. Renowned for our in-depth understanding and long-standing experience in the market, we are sought out for being at the forefront of the financial services industry.



### Investment Funds

We have extensive experience working with start-ups through to global asset managers across the spectrum of asset classes to establish and provide ongoing **company secretarial** services to:

- investment managers/advisors
- master/feeder and standalone fund vehicles
- segregated portfolio companies (SPC) and protected cell companies (PCC)
- general partners and limited partnerships
- carry vehicles and special purpose vehicles (SPV) to hold downstream investments.

We also have specialist knowledge and experience in providing trustee services to Cayman Islands domiciled unit trusts, particularly from the Japanese market, where unit trusts continue to be the preferred investment vehicle of choice.

We can establish and administer a full range of fund products, including:

- Hedge
- Hybrid
- Private Equity
- Venture Capital
- Real Estate
- Fund of Funds
- Managed Accounts
- Family Office/Private Wealth
- Debt Funds

### Real Estate

Our team works with sovereign wealth funds, listed real estate firms, fund managers and individual private clients across multiple jurisdictions through our international hubs in Cayman, the Channel Islands and Hong Kong. Our real estate related services include:

- Creation and management of ownership structures
- Managing the real estate aspects of corporate transactions
- Identifying and recording real estate holdings
- Arranging and structuring appropriate finance
- Real estate specific tax filings i.e. VAT and CIS returns
- Supplier payment runs
- Monitoring and oversight of business plans
- Debt covenant reporting
- Working closely with appointed real estate advisors to deliver strategic goals

## Contact us

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**Legal and Corporate Services**

British Virgin Islands  
Cayman Islands  
Guernsey  
Hong Kong  
Jersey  
London  
Luxembourg  
Shanghai  
Tokyo

Ogier provides practical advice on British Virgin Islands, Cayman Islands, Guernsey, Jersey and Luxembourg law through our global network of offices. Ours is the only firm to advise on these five laws. We regularly win awards for the quality of our client service, our work and our people.

Ogier Global (BVI) Limited and its subsidiaries are licensed and regulated by the British Virgin Islands Financial Services Commission.

Ogier Global (Cayman) Limited is regulated by the Cayman Islands Monetary Authority.

Ogier Global (Guernsey) Limited and its subsidiaries are licensed and regulated by the Guernsey Financial Services Commission. Registration no 63501.

Ogier Global (Jersey) Limited and its subsidiaries are regulated by the Jersey Financial Services Commission.

Regulatory information can be found at [ogier.com](http://ogier.com)