



Service List

Facilities Management

- Dedicated office space at premier locations in San Francisco and New York
- Sourcing, moving and installation of furniture and equipment
- Installation and maintenance of telecommunications equipment for voice, internet and data
- Full service internet support, including exchange server, email hosting and domain registration
- Install and maintain trading systems and portfolio reporting capabilities
- Remote network access systems, including Blackberry Enterprise server
- Comprehensive hardware and software integration and support
- System-wide security protocols

Fund Accounting and Administration

- Full service administration for hedge funds including investor relations, performance and capital reporting and regulatory compliance
- NAV and partnership accounting on a monthly basis for both domestic and offshore funds
- Manage annual audits and tax preparation
- Customized manager reports and investor reporting
- Coordination with all third party service providers to the fund including auditors, counsel, and prime brokers.

Corporate Accounting

- Establish banking relationships and open operating accounts
- Provide guidance on business insurance requirements and co-ordinate with broker on obtaining necessary coverage
- Maintain general partner's financial accounts
- Accounts payable services for business expenses including office lease, building insurance, maintenance and utilities
- Maintain and file state net capital reports where applicable
- Coordination with outside accountants for tax and audit preparation
- Sourcing and administration of employee benefits including medical, dental and 401-K plans and implement payroll processing arrangements
- Guidance on human resource and labor-related laws (e.g. Cobra, FMLA, disability, etc.)
- Ongoing IRS, state and municipal tax registrations and payment processing of income taxes, payroll taxes and any city/county business taxes

Compliance

- Coordinate state and federal investment advisor registrations
- Coordinate regulatory filings as needed
- On demand compliance advisory regarding position taking and fund accounting
- Implementation of comprehensive program to meet new SEC registration requirements

Trade Operations

- Dedicated buy-side trading support
- Daily reconciliation of accounts for all brokerage activity
- Coordinate needed account documentation for broker relationships
- Customized manager report including commission allocation analysis
- Web-based reporting capabilities

C O N I F E R



S E C U R I T I E S

Start-up Services

- Implementation of comprehensive investment advisory compliance program, including registration
- Manage set-up document flow for all service providers, including fund counsel, auditors, directors
- Source offshore vendors such as counsel, registered office and directors
- Implementation of prime broker and executing broker relationships, including coordination of all related documents and due diligence
- Sourcing, rental, moving and installation of office furniture and equipment
- Installation of in-house lines, internet, trading phones, PBX and voicemail (including remote access)
- Install trading & portfolio reporting systems