Altree Fund Services

General Client Questionnaire

The answers to the following questions will enable us to more efficiently discuss your fund administration requirements and will also form the basis of any fee proposal.

Contact information:

First name	
Last name	
Title	
Company	
Address	
Work phone	
Fax number	
E-mail address	
Company website (if applicable)	

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Fund Structure:

Jurisdiction where Fund is incorporated (e.g. Cayman, BVI)	
Corporation or Partnership	
Fund structure (e.g. stand alone, Master/Feeder)	
Number of classes	
Purpose of classes	
Is the Fund listed on a Stock Exchange. If yes, which one	

Launch:

What is the proposed launch date of Fund	
Expected value of Fund at launch	
Expected value of Fund in one year	
Which law firms are you working with	
Which prime broker(s) will the Fund be using	
Which firm of auditors will the Fund be engaging	

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Investment Strategy:

Investment type		**% of portfolio**
Equity	Quoted	
	Unquoted	
	Emerging markets	
Fixed income – Government	G10	
	Non G10	
Fixed income – Corporate	Quoted	
	Unquoted	
Fixed income – other	Convertible	
	Repos	
Derivatives	Futures	
	Options	
	OTC	
Foreign exchange		
Fund of funds		

Pricing sources & expected trading volumes:

Pricing sources (e.g. Bloomberg, Reuters)	
Expected number of trades per day	
Expected number of positions held	
Other comments	

Shareholders:

	6 months	1 year	After 1 year
Expected number of investors			
Expected number of investor transactions per month			

Frequency of subscriptions (e.g. weekly, monthly, quarterly)	
Frequency of redemptions (e.g. weekly, monthly, quarterly)	
Frequency of NAV calculations	
Frequency of any estimated NAV calculations	
Any reporting to outside parties (e.g. Bloomberg, FT, IHT, Tass)	
US tax reporting requirements (e.g. PFIC, K1)	
Other comments	

Performance fee calculation:

Methodology (e.g. equalisation, series, other)	
Is a hurdle rate employed	
Frequency of calculation (e.g. annually, quarterly)	

We thank you for your time in completing the above questions.

Please return completed form to info@altreefundservices.com

Or alternatively, it may be faxed to: +1 441 295 6735