

Supporting your Success, Guiding from Experience



The Portcullis Group



At Portcullis, we understand the complexities of the fund industry and are dedicated to providing comprehensive, tailored and cost-efficient fund administration services to meet the unique needs of our clients.

We support your fund's reporting, investor servicing and compliance requirements, allowing you to focus on your core fund management expertise.

Our Fund Administration teams in Singapore and Hong Kong have been serving clients for over 15 years. Our services are designed to relieve your administrative burdens, streamline operations and enhance transparency and compliance.

With a proven track record of delivering reliable and efficient solutions in the fund industry, as fund administrator, licensed trustee and custodian, Portcullis is your trusted partner in helping you achieve your goals.

Let us handle the complexities of fund administration so you can concentrate on what matters most – growing and managing your investments.

The Portcullis Advantage



Seamless Service:

Comprehensive fund administration and support services across various functions of the fund and its investors, seamlessly integrated.



Dedicated Teams:

Dedicated teams of fund administrators in Singapore and Hong Kong providing competent and timely services, readily available to our clients.



Reliable Partner:

Rigorous internal and external audits to assure our clients of our high-quality services. Widely recognized and attested partner for your fund services needs.

Quality Assurance and Accountability



Accredited with ISAE 3402 Type 2 certification, a globally recognized standard that ensures that our controls and processes meet the highest industry benchmarks.



Winner of the HFM Asia Services Award 2024 for Best Administrator-Client Services (Emerging Managers) affirming our dedication to delivering outstanding client support and service excellence.



Licensed by the Monetary Authority of Singapore to act as

- Approved Trustee for retail Collective Investment Schemes
- Trustee for A/I unit trusts
- Capital Markets Services Licensee for Custodial Services

PORTCULLIS FUND ADMINISTRATION (S) PTE LTD
PORTCULLIS TRUST (SINGAPORE) LTD

16 Raffles Quay, #19-01 Hong Leong Building,
Singapore 048581
Tel: +65 6496 0498 | Email: Info.Singapore@portcullis.co

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PORTCULLIS FUND ADMINISTRATION (HK) LIMITED
PORTCULLIS FUND SERVICES (HK) LIMITED

15/F, BOC Group Life Assurance Tower,
No. 136 Des Voeux Road Central, Central, Hong Kong
Tel: +852 2525 9991 | Email: Info.hongkong@portcullis.co

Our Fund Services Timeline



Comprehensive Services Tailored To Your Needs

Incorporation & Onboarding

- Assist with full suite of corporate secretarial services
- Review and feedback on fund documentation
- GIIN and ISIN applications
- Assist with bank account opening
- Efficient client onboarding process
- Detailed walkthrough with client on the day-to-day administration of the Fund

Investor Relations

- Full CDD/KYC capability of onboarding investors
- Maintaining share registries and processing investor transactions
- Conducting periodic reviews and risk ratings
- Handling all investor communications
- 24/7 access to information on their investments via Portcullis Online Portal (POP)
- FATCA and CRS review and filing

Fund Administration

- Dedicated onshore team
- Full range of fund accounting services for wide range of investment structures, such as Hedge Funds, Private Equity and Venture Capital Funds, Fund of Funds, Mutual Funds, Family Office
- Capable of accounting for both traditional and alternative asset classes
- Experienced in preparation of NAV calculations and practical implementation of each fund's distinct fee structure
- Co-ordinates with the auditors for a smooth audit process
- Specialized managerial access to a wide range of reports via POP, accompanied by digital capabilities to enhance an efficient workflow

Trustee

- Act as Trustee for both private and retail unit trusts
- Act as Trustee for Real Estate (REITS)
- Safeguarding the fund's assets
- Maintaining unitholder registry
- Fulfil fiduciary responsibilities

Custody Services

- Specialized in handling fund-of-funds investments
- Familiar with onboarding process of a wide range of funds
- Periodic reporting
- Asset servicing

Leveraging On Our Expertise

Providing extensive services beyond fund administration to your fund, fund management company and investors.

Fund & Fund Management Corporate Secretarial Services

Corporate secretarial support
Bookkeeping, payroll and income tax filings
Handling GST remissions

Tax Services

GST registration and remission
Annual return and tax filing

Family Office & Private Trust Services

Private trust formation and administration
Trustee
Succession planning

Contact the Portcullis Office in your location to discuss your business needs

Singapore



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Hong Kong



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WhatsApp Us

