



The Alternative Administrator

WHO IS FAIRWAY GROUP?

Fairway Group is an independent local owner-managed group, comprising of Fairway Trust Limited, Fairway Fund Trustee Services Limited, Fairway Fund Services Limited and Fairway Pension Trustees Limited.

As a Group we are proud of our independence and our goal is to be the partner of choice for trust, funds and pension services. Our fund business has a 100% client retention and low staff turnover meaning consistency for our clients.

We provide a transparent, personal and flexible approach to administration and always go the extra mile for our clients. The funds team pride themselves on being approachable and responsive, providing attention to detail so that your business is conducted with the utmost care and professionalism.

All of our team are either professionally qualified or studying and all senior management have big firm experience but have now chosen to work where the client can come first.

We have a wide breadth of experience across all fund types and asset classes within the team enabling us to support our clients and their business aspirations.

The funds team is supported by two professionally qualified Compliance Officers with more than 30 years collective experience and the Head of Funds has also, during her career, on boarded in excess of 2000 investors into Jersey based funds and has significant regulatory experience.

Our funds system is custom built and can be tailored to the clients' needs so that we can support you in delivering the best possible reporting to investors.

The Fairway Group companies are regulated by the Jersey Financial Services Commission.

£3.3bn
IN ASSETS UNDER
ADMINISTRATION

100%
CLIENT
RETENTION

15 YEAR
TRACK RECORD

100%
CLIENT
RETENTION

£1.5bn
IN ASSETS UNDER
ADMINISTRATION

100%
OWNER
MANAGED

FUND AND CORPORATE SERVICES

Fairway Fund Services Limited ("FFSL") and Fairway Fund Trustee Services Limited ("FFTSL") conduct fund administration, trustee and Manager of Managed Entity ("MoME") services for Jersey-based fund and managed business operations. Our experienced and qualified team ensure that a high quality, director-led service is provided to all clients. All of our senior team members have previously worked for large global administrators, but have now chosen to work in a smaller boutique environment where the client comes first.

Our own accounting team is supported by a team of qualified chartered accountants available for all fund accounting requirements at Bracken Rothwell, which is a local chartered accountancy firm under common ownership of the Fairway Group.

("FFSL") provides administration, corporate secretarial, manager and registrar services to fund entities. ("FFTSL") provides trustee and AIFM services. We often provide services to first time Fund Managers and to true alternative asset classes, including emerging Markets, Fintech and sports funds

Our team have all worked on more traditional asset classes and have significant experience in administering hedge and real estate structures, both open and closed ended.



Pippa Davidson (Director)
Head of Fund Services

During her career, Pippa has built up a strong fund administration background together with significant regulatory expertise giving her considerable experience in providing administration, manager and trustee services to all fund classifications offered in Jersey, across a wide selection of asset classes, including real estate, private equity, venture capital and hedge. She has also gained considerable expertise in governance, risk management and fund administration and can provide significant support and oversight for all types of fund structures.

In her previous role at Deutsche Bank AG, she held responsibility for all fund services business compliance; compliance oversight for the bank's fund operations in the Channel Islands and she also assisted with compliance arrangements in Ireland and the US. During this time, she also acted as a Compliance Officer and Money Laundering Compliance Officer to the largest hedge fund platform in the Channel Islands.

KEY TEAM MEMBERS

Alistair Rothwell (Director)
Co-founder and shareholder of the Fairway Group.

Alistair is on the board of a number of real estate and private equity funds and has significant experience in the provision and oversight of trust and company services. Alistair's experience spans real estate (UK, Europe and Middle East), hedge and private equity funds, amongst a range of other asset classes.

Alistair trained and qualified as a Chartered Accountant with Ernst & Young, where he specialised in financial reporting for special purpose vehicles, funds and Jersey regulated entities such as trust companies and investment businesses. Alistair's current fund engagements include very private and COBO only type structures through to expert and non-domiciled materially equivalent expert funds, acting in the capacity of Fund Director, or Director of the Managing Trustee or General Partner.





Louise Bracken-Smith (Director)

Co-founder and shareholder of the Fairway Group and managing Director of Fairway Trust Limited.

Louise has been on the board of a number of real estate, private equity and venture capital funds that include very private and COBO only type structures, through to Expert and non-domiciled materially equivalent Expert funds, acting in the capacity of Fund Director and is currently acting as Director of the Managing Trustee.

Louise also sits on the board of the managed trust and fund services businesses to which Fairway acts, such appointments include Emirates NBD Trust Company (Jersey) Limited, a subsidiary of Emirates NBD Bank PJSC.

Luc Guillou (Associate Director)

Luc has extensive experience in the funds industry having previously worked for an international investment bank, responsible for overseeing the valuation of approximately 50 managed accounts with varying strategies.

During his career, he has worked on leading managed account hedge fund platforms and has audited a number of hedge, private equity and real estate funds. He is a qualified chartered accountant and has previously acted as an associated person with the National Futures Association, the independent self-regulatory organisation for the U.S. futures market.

In his role, he will help support the team with valuation and accounting services and provide invaluable support to clients.





Steve Young (Senior Compliance Officer)

Steve joined Fairway Fund Services in February 2016 and brings 15 years of risk management experience to the group. He joins us from a major multinational bank where he had a variety of roles before becoming CO to their real estate business and was heavily involved in the management of sanction risk across the bank.

Steve has significant regulatory experience of a wide variety of both Jersey and Guernsey fund structures, including UK listed entities.

He holds qualifications from ICSA, ICA and is currently studying investment management with the Chartered Institute for Securities and Investment.

CLIENT COMMITMENT



- Provide a helpful, proactive and tailored service to meet the needs of every client.
- Find ways of adding value to our clients' ventures and provide support and guidance to achieve their goals.
- Be genuine, honest and transparent with fees, services and all communications.
- Welcome feedback from our clients to help us develop and strive to deliver the best possible service.
- Be mindful of the needs of our clients and understand what drives them.
- Provide a consistent director led service for clients.
- Be a low maintenance partner of choice and ensure that we stay one step ahead of client needs.

DETAILS OF SERVICES PROVIDED



Structure Establishment

- Fund/entity launch support and establishment of vehicles in Jersey
- Operating review of constitutional documents
- Liaison between promoter, lawyers, regulators, tax advisors and auditors
- Drafting operating procedures and Service Level Agreements (SLAs)



Administration

- Day-to-day administration services to the Fund and related vehicles
- Guidance on complex/unusual transactions and events
- Arranging payments in accordance with Fund documentation
- Bank account operation cash management and treasury services
- Consolidated accounting and bespoke reporting services
- Financial and management reporting for Fund and related vehicles
- Audit support
- Net Asset Value, carry and incentive fee calculations and performance fees
- Fund asset reconciliation
- VAT returns and provision of tax data



Company Secretarial

- Provision of Company Secretary
- Organising and attending board meetings and ancillary work
- Arranging statutory filings
- Maintaining statutory registers and primary records
- Provision of Registered Office services
- Creation and distribution of board packs using a sophisticated programme which allows secure distribution of board packs to directors and attendees, and is compatible with I pads/Android devices.



AIFM Services

- Responsibility for compliance with the AIFMD/AIF Codes of Practice in Jersey
- Risk monitoring in accordance with AIFMD/Jersey AIF Codes
- Preparation and filing of regulatory returns to Jersey, UK and other regulators as required
- Review of investor communications to ensure appropriate disclosures included
- Review of Financial Statements to ensure appropriate disclosures



Investor services

- Tailored reporting services
- Maintenance of Investor registers
- Distribution of Investor communications
- Co-ordinating subscriptions, commitments and drawdowns
- Arranging payment of dividends, distributions and redemptions
- Organising Investor meetings



Compliance services

- Provision of Money Laundering Reporting Officer, Money Laundering Compliance Officer and supporting functions
- Provision of Compliance Officer, where required
- Tailored compliance review and reporting services, including risk monitoring and assessments
- Design of bespoke policies and procedures
- CDD collection and on-going monitoring
- Communication with Regulators
- Ensuring local legal and regulatory compliance



Director services

- Provision of experienced director(s) in Jersey, including:
- Qualified Accountants
- Chartered Secretaries
- Network of appropriately qualified non-executive directors

Systems

Fairway utilises a bespoke fund management and accounting system designed specifically for our use so that it can be tailored for every client, branded and distributed to investors securely.

Fairway utilises a pricing feed from Thomson Reuters for net asset valuations

Our accounting system is supported by a client database which allows us to automatically risk assess investors, monitor and conduct AML checks, deliver reporting on subscriptions, drawdowns and redemptions, and provide wider operational risk management tools to our clients.

The system is produced in Jersey and therefore we have on hand local technicians

Our IT provision is accredited to ISO27001 the leading industry standard for IT security.



KEY CONTACTS

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Please visit our new website for further information.

<https://www.fairwaygroup.com/>

Fairway Group Limited is the holding company of Fairway Trust Limited, Fairway Pension Trustees Limited, Fairway Fund Trustee Services Limited and Fairway Fund Services Limited which are regulated by the Jersey Financial Services Commission.



www.fairwaygroup.com

