

# Corporate Services in France

# Corporate Services

We provide corporate and accounting services to multinationals, asset managers and corporate firms.



Accounting, tax  
and legal



Reporting  
and financial  
information



Payroll  
services



Legal and  
contractual audit



Legal assistance  
and domiciliation



Directorship

## Our fund and corporate services asset classes



Private Equity  
& Venture  
Capital



Debt/Credit



Energy &  
Infrastructure



Securitization



Real Estate

## Key corporate services figures in France

No of  
employees

30<sup>+</sup>

No of corporate  
clients

300<sup>+</sup>

Average years of experience  
of senior management

20<sup>+</sup>

## Group key facts and figures

4000<sup>+</sup>

employees

24

jurisdictions

Serving

11

out of 15 leading  
PE firms

\$  
500<sup>bn</sup>

AuA

# Why choose IQ-EQ Corporate services in France?

One-stop-shop services



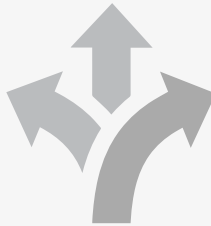
Professional, multi-skilled experts



Extensive industry experience



Unique and flexible operational model



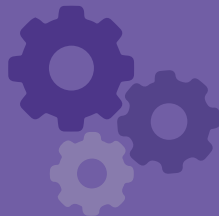
Global leader



Commitment to technology and innovation



Independence – no conflict of interests



ESG engagement



## Accounting tax and legal

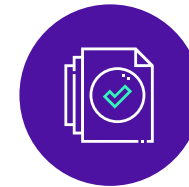
Our accounting team provides tailored services to a broad range of clients including multinationals, CAC 40 companies, asset managers and their portfolio companies. We offer support in bookkeeping, the preparation of annual and periodic management accounts.

Our team assists with the preparation, completion, and submission of VAT and tax returns.

Our services include:



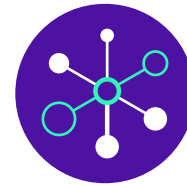
Bookkeeping



Preparation and filing of consolidated annual accounts



Legal and tax services



Forecast, cash flow calculation and business plan compilation



# Payroll services

The day-to-day operational demands of a successful business are increasing in complexity. Whether you are a start-up, a more established company, or an asset manager with multiple portfolio companies. We take care of the tedious task of payroll preparation fund to allow you to focus on your core competencies, and at the same time ensure cost efficiency.

Our services include



Processing the payroll and employer's declarations



Drafting contracts of employment



Staff management assessment



Employee schemes roll out

# Reporting and financial information

We work closely with your finance department to ensure compliance with local regulations and reporting requirements.

We also have strong relationships with a number of firms and can perform the account audit.

- Preparation of monthly/quarterly reports with your Finance department
- Account conversion into another standard
- Statutory account preparation based on your information systems

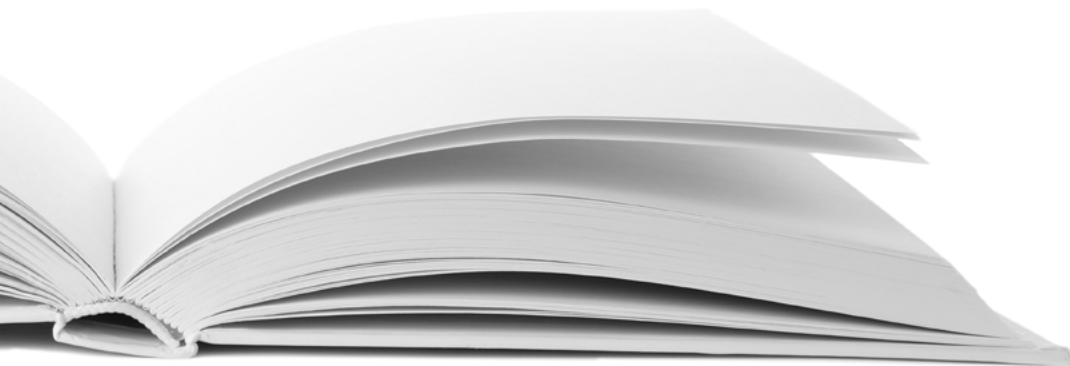


# Legal and contractual audit

We assist with the review of the internal legal and administrative structure of your business, how this operates, and interconnects with the external environment surrounding the company or firm.

## Our services include

- Legal and contractual auditing
- Auditing that meets compliance standards in this profession
- Account certification and related services
- Auditing for merger, transformation and ad hoc missions
- Contractual missions, financial analysis, investigations and evaluations



# Legal assistance and domiciliation

Effectively managing the administrative and statutory legal responsibilities for your organisation is more than a box-ticking exercise.

We can assist you with the management of the legal obligations in following cases:



Accounts  
approval



Companies  
creation and  
transformation



Capital  
transactions

# Directorship

As you expand your business, you may need a professional director as additional resource for your management team.

We can assist you by assigning an experienced manager to act as your company's professional independent Director. We will take care of day-to-day management and ensure your company is compliant with local rules and regulations.

**Our Directors have practical experience and in-depth knowledge of the formation, structuring, administration and regulation areas.**

**Services includes:**

- Appointment of experienced Directors
- Attendance at board meetings
- Signature of all required documentation
- Ad-hoc support



# One stop-shop providing high quality personalized investors' services

IQ-EQ has one of the most complete service offering for asset managers in France. The seeds of our business in France were sown over 20 years ago when entrepreneurs established separate forward-thinking firms. The businesses now operate under IQ-EQ and over and above fund services, we also provide fund management services and fund services which allow us to act as a one-stop-shop services for asset managers.



See one page service offer in appendix for Fund Management and Fund Services

# Fund Management

Through our subsidiary Equitis, part of IQ-EQ, we have an AIFM licence approved by the AMF which allows us to provide fund management services, including:



## Fund creation and structuring

- Oversight and review of draft legal documentation with legal counsels
- Selection of third parties
- Negotiation and review of legal agreements, contracts, SLAs, etc.
- Perform initial due diligence when relevant (e.g. CIF)
- Managing relations with regulators
- Project management and coordination of all internal and external stakeholders



## Fund management (incl risk management)

- Oversight of distribution and monitoring the process
- Cash management
- Administrative support
- Review of regulatory and investment guidelines
- Set-up of proper risk management governance and implementation of fund risk management processes including liquidity and cash management standard
- Statutory account preparation based on your information systems



## Investment

- Analysis of all investment recommendations
  - Risk and financial analysis
  - AML/KYC due diligences on investments
- Ensure conformity with the legal documentation
- Organisation and secretary of Investment Committees

# Fund services

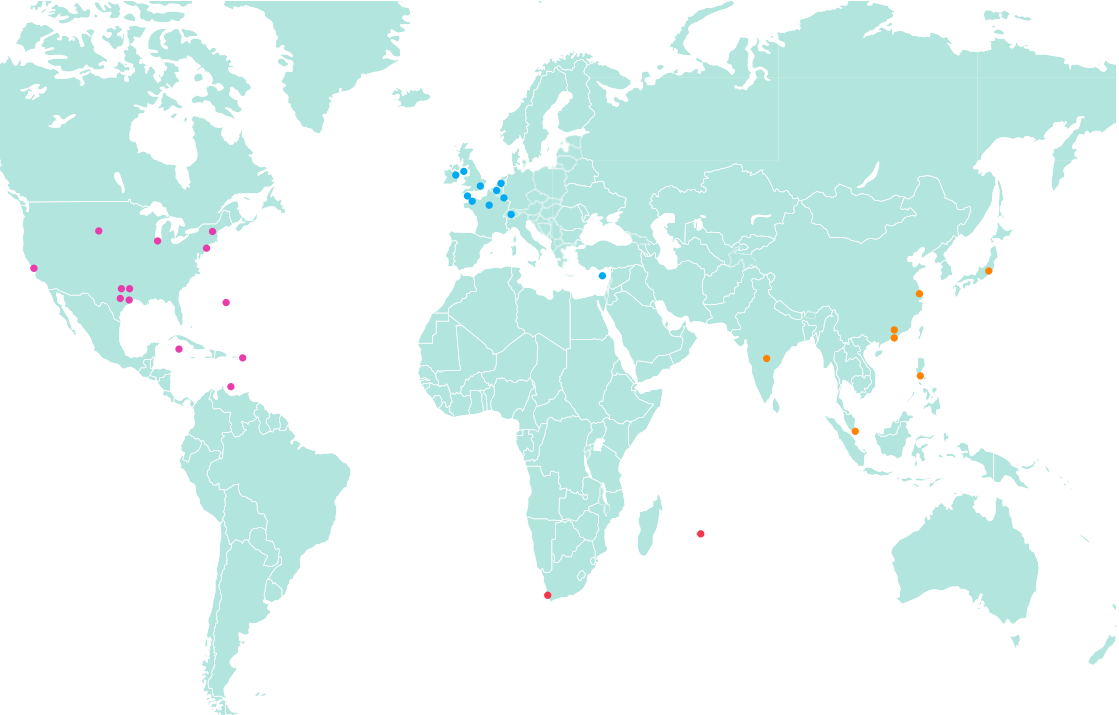
We have the expertise to fully support your back-office and middle-office needs at different stages of your fund's lifecycle from launch through to investment realisation or at any stage in between. We can coordinate the whole project and help you transform your business and achieve maximum value.

We have established team leaders, firewalls and internal processes to ensure proper segregation of duties and oversight of all functions performed, ensuring appropriate supervision and review. This way, we ensure there is full transparency between our fund management and fund services duties.

## We offer:

- CFO secondment services
- Accounting and administration services
- Valuation services





# Our locations

We know that alternative fund services need to be truly multi-jurisdictional to meet current regulatory complexity, as well as keep up with constantly shifting investor demands and regulatory change. It's why we have a global network of offices, including fund professionals in key fund domiciles, across four continents. And we're still growing.

## THE AMERICAS

Bermuda  
British Virgin Islands  
Cayman Islands  
Curaçao  
USA  
(Austin, Bedford NH, Chicago, Dallas, Fort Worth, Houston, New York, Rapid City SD & San Francisco)

## EUROPE

Belgium  
Cyprus  
France  
Guernsey  
Ireland  
Isle of Man  
Jersey  
Luxembourg  
Switzerland  
The Netherlands  
UK

## AFRICA

Mauritius  
South Africa

## ASIA

Mainland China  
(Shanghai & Shenzhen)  
Hong Kong  
India  
Japan  
Philippines  
Singapore



# Your key contacts



**Jean-Noël Servans**  
Head of Corporate Services  
E [jeannoel.servans@iqeq.com](mailto:jeannoel.servans@iqeq.com)



**Renaud Durier**  
Director- Accounting Services  
E [renaud.durier@iqeq.com](mailto:renaud.durier@iqeq.com)



**Jean-Marc Glories**  
Director- Accounting Services  
E [jeanmarc.glories@iqeq.com](mailto:jeanmarc.glories@iqeq.com)



**Pascal Plonquet**  
Director- Accounting Services  
E [Pascal.Plonquet@iqeq.com](mailto:Pascal.Plonquet@iqeq.com)



**Sophie Hubert**  
Chief Commercial Officer,  
France  
E [sophie.hubert@iqeq.com](mailto:sophie.hubert@iqeq.com)



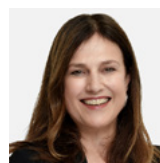
**Emmanuelle Dotézac**  
Director, Funds Business  
Development, London  
E [emmanuelle.dotezac@iqeq.com](mailto:emmanuelle.dotezac@iqeq.com)



**Romain Riebert**  
Head of Fund Management  
E [romain.riegert@iqeq.com](mailto:romain.riegert@iqeq.com)



**Sébastien Péru**  
Head of Fund Services  
E [sebastien.peru@iqeq.com](mailto:sebastien.peru@iqeq.com)



**Anne-Marie Costet**  
CEO, France  
E [annemarie.costet@iqeq.com](mailto:annemarie.costet@iqeq.com)



This document is provided for information purposes only and does not constitute legal, tax, investment, regulatory, accounting or other professional advice. For more information on the legal and regulatory status of IQ-EQ companies please visit [www.iqeq.com/legal-and-compliance](http://www.iqeq.com/legal-and-compliance)

Reference: TC454\_21072022\_01

© IQ-EQ 2022



Find out more  
[www.iqeq.fr](http://www.iqeq.fr)

Follow us  
 