

## 3rd party administration services provided by BCT

### BCT – Third-Party Administrator that has what it takes

Bank Consortium Trust Company Limited is well-established and well-positioned as a Third-Party Scheme and Fund Administrator. Our pride and confidence is based on a long record of service excellence enjoyed by an impressive and growing list of satisfied corporate clients. We have earned recognition and respect in our business because we have what it takes.

We offer independence, multi-disciplinary strengths and cutting-edge technology, supported by long experience and the best of expertise – all the qualities and features that service providers and plan sponsors seek in third-party administrators. Our clients like to consider us a one-stop shop for efficient, cost-effective and customized solutions. The third-party services we offer range from record keeping, transfer agency and fund administration to regulatory reporting – and a lot more.

We have been steadily growing our third-party business over the years, and we are constantly expanding and upgrading to match increasingly challenging customer demands.

For employers, plan sponsors and fund managers seeking state-of-the-art third-party solutions and services, BCT is there for you. Please read on to get an idea of what we can offer you.

### Fund Accounting and Administration

BCT offers fund accounting and valuation services for investment funds that invest in a wide range of instruments (equities, fixed income, etc.) in global markets. The net asset value per unit in each fund class is calculated on a daily basis. BCT's accounting records include multi-currency general ledgers as well as detailed trial balances. Our key services include:

- Trade support (issuing security trade instructions to the global sub-custodians);
- Failed trade monitoring and resolution;
- Cash and stock reconciliation;
- Investment fund and pension scheme accounting and valuation;
- Unit trust/mutual fund net asset value per unit calculation;
- Preparation of financial statements;
- Monitoring of investment compliance and regulatory compliance;
- Reporting of investment breaches;
- Preparation of returns as required by regulators;
- Filing of statutory reports to regulators, such as the SFC and MPFA, and also offshore regulatory bodies; and
- Client reporting.

### Shareholder Services (Transfer Agency Services)

BCT provides a shareholder or transfer agency service for investment funds. Our key services include:

- Processing of subscriptions, redemption and transfers;
- Dividend payments and re-investments;
- Death case and probate handling;
- Monitoring of anti-money laundering; and
- Client reporting.

### Trustee and Custodian Services

As trustee or custodian of offshore funds, BCT provides safekeeping and protection for assets in our care and custody. Our duties include:

- Preserving the trust property;
- Acting prudently and impartially on behalf of the investors;
- Ensuring that all money relating to the trust are kept separate from any other monies in its control;
- Retaining full control over the bank's operations and sub-custody accounts;
- Reviewing all receipts and payments in accordance with the rules and provisions of the trust deed and in accordance with the relevant laws;

- Ensuring the investment manager invests according to investment guidelines as stated in the funds' constituent documents;
- Ensuring the investment manager complies with the set investment objectives;
- Monitoring investment restrictions and regulatory requirements and reporting to the regulatory body any breach detected internally, if required;
- Preparing and filing returns to the relevant regulatory authorities;
- Monitoring service providers, including investment managers and sub-custodians; and
- Attending trustee meetings as and when necessary.

## Global Custody services

As a global custodian, BCT monitors its global sub-custodians on a regular basis. The global sub-custodian strives, wherever possible, to give clients contractual settlements for trades in efficient markets. Our key services are:

- Safekeeping of assets;
- Trade settlement and failed trade monitoring;
- Income collection, corporate action processing and voluntary corporate action notification;
- Providing support during Hong Kong holidays;
- Client reporting.

## Pension Scheme administration services

BCT provides pension administration services for both pooled ORSO and individual ORSO schemes and MPF master trust schemes. Our key services include:

- Employer and employee enrolment processing;
- Contribution receipts and settlement;
- Termination and benefit payments;
- Fund switching and investment mandate redirection;
- Member and scheme transfer processing;
- Member record keeping;
- Providing member benefit statements as required by the Mandatory Provident Fund Scheme Ordinance; and
- Filing of statutory reports and returns to the MPFA.

## Client Reporting

BCT works closely with clients and provides reports according to their requirements.

## MPF /ORSO Scheme Transfer Process

BCT will appoint a designated specialist team consisting of representatives of the relevant departments to ensure that the transfer process is conducted professionally with minimal disruption to the employer / plan sponsor and scheme members. BCT Client Servicing Team will assist you in member communication. Transfer status is updated regularly to the employer / plan sponsor.



**Member Hotline :**  
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**Employer Hotline :**  
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