FUND SERVICES

Fund Services

oak.group

GUERNSEY | ISLE OF MAN | JERSEY | MAURITIUS

OAK

About Oak

Oak Group offers innovative private client, corporate and fund administration services tailored to our clients' needs.

Oak Group was established in 2018 as a private client, corporate services, and fund administration business headquartered in Guernsey, with a heritage dating back to 1999.

At Oak, we have a 'client first' mentality. We provide exceptional, personalised client service, fostering lasting relationships built on trust, integrity and expertise.

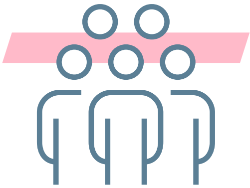
Our collaborative approach allows us to create long-term value for our clients, while maintaining the highest standards of conduct.

Located in four jurisdictions with over 200 employees, Oak is proud to foster an environment where our people are cared for, enabled, empowered, and supported to provide exceptional financial solutions.

We prioritise the continuous growth and development of our people, recognising that their success is the foundation of our excellent service and our shared prosperity. ESG is something we take very seriously; it is at the centre of everything we do.

Oak's ownership structure is very unqiue in that we are owned by a standalone company, Opera Limited. An investor into Oak is Pula, family office of Stephen Lansdown, co-founder of Hargreaves Lansdown, the U.K.'s largest stock broking firm and a member of the FTSE 250. Oak is privately owned with a fully-aligned strategy for growth and transformation.

Our Purpose



People

A people-first business, putting people at the centre of everything we do. We understand how important it is to foster a supportive culture in which our colleagues can thrive.

Planet

A unique and meaningful purpose-led business, with sustainability at its core; a leader in promoting positive social and environmental outcomes globally.

Value

We are a business that delivers sustainable levels of excellence to create value for our clients, our employees, our shareholders, and for the communities in which we exist.

OAK

Our journey so far

October 2016
FSOIF

February 2017
Purchase of 100% Consortia Partnership

September 2017
Purchase of 65% OAK Guernsey Holdings

December 2017
Purchase of 85% Kreston IOM Limited

June 2018
Formation of Oak Group Limited

March 2019
Restructure and rebrand to Oak

May 2019
Purchase of IAG

August 2022
Oak ecosystem brand refresh, supporting our strategy

December 2023
Establishment of OPERA Limited, housing Oak to develop a new era in financial services

Fund services

We are specialists in fund and corporate administration, providing these services in Guernsey and Jersey.

At Oak we use a specialist led approach to delivering high quality services to our clients. Oak's Director-led teams provide the strength and depth of expertise needed to deliver prompt, proactive and considered services to our clients and their investors. Our considerable experience provides clients with the support that they need to establish and manage their investment structures.

We also understand the value of our people and put them at the centre of everything we do to ensure they can partner with our clients throughout an investment vehicle's life cycle.

Area of expertise

Private equity

We pride ourselves in success whether that be for first-time fund managers, seeking hands-on professional guidance through the whole process or an experienced asset manager with a proven track record raising their latest fund.

Our experience in private equity includes the administration of standard buyout funds, funds of funds, secondaries, special situations, debt, mezzanine funds and early-stage venture capital. In order to service this range of fund types we invest in the best-in-class private equity IT systems.

Real estate

We provide a range of services for Real Estate funds including fund accounting, investor reporting, cash management, valuation services, asset management support, compliance and regulatory support, technology solutions and risk management.

Listed funds

Having administered listed funds since our incorporation in 2000, we have extensive experience in launching and administering these vehicles seamlessly on key stock exchanges including the London Stock Exchange, the Alternative Investment Market and The International Stock Exchange.

Our listed fund experience covers all aspects of administration including IPOs, share buybacks, dividend payments and listing authority regulatory compliance.

Areas of expertise *continued*

Alternative assets

In addition to our core fund administration businesses, since our incorporation we have also provided services to a variety of alternative or innovative new asset classes or structures.

Alternative assets are not considered mainstream and are therefore not easily managed as part of a traditional investment portfolio.

Alternative assets under our administration include asset classes such as litigation funding, insurance and student accommodation.

Governance and regulatory compliance services

Our engaged and experienced independent directors, governance and compliance professionals deliver bespoke solutions and assist our clients in complying with legal and regulatory requirements across all sectors.

We have extensive experience working with clients and boards of directors to develop and implement robust systems, controls, and risk management frameworks.

Corporate services

Many of the funds under our administration require Special Purpose Vehicles (“SPVs”) in their underlying structures to meet the legal requirements to own their investments.

With the ability to advise clients on how to establish new SPVs or transfer them (including jurisdictional migrations and restructuring), our SPV services include the provision of a registered office, resident agent, the provision of directors, company secretarial services as well as accounting and bookkeeping.

Asset classes

With vast proficiency, our Funds team assists with institutional-grade asset classes, spanning multiple strategies including:

- Private equity and venture capital
- Emerging technology
- Healthcare, life sciences and biomedicine
- Infrastructure, including renewable energy
- Traditional assets such as bonds and equities
- Litigation funding
- Real estate
- Shariah compliant investments
- Estoteric assets (e.g artwork, classic cars)

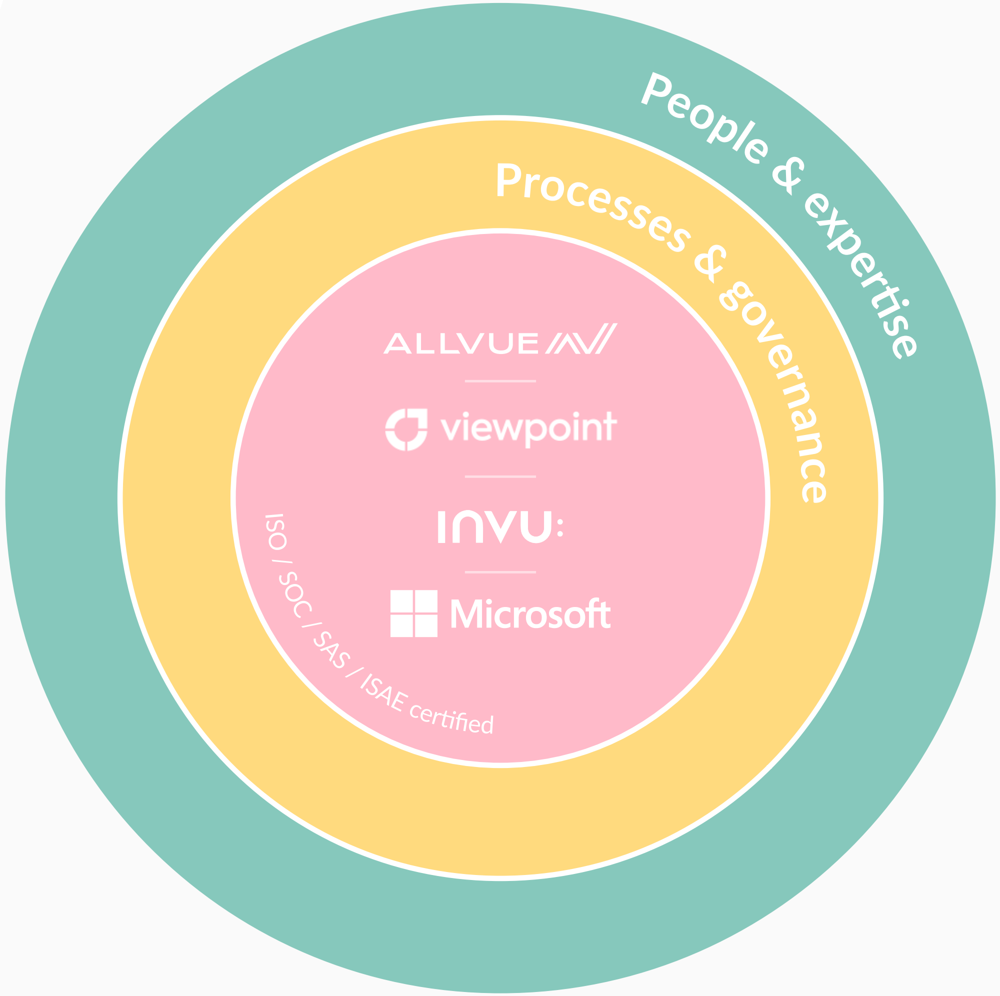
"Oak clients are provided with Director-led, specialist teams to support their investment strategies. We build strong relationships with our clients and their counterparties based on our knowledge across all institutional asset classes and how these can be effectively managed through investment vehicles in our funds jurisdictions."

James Tracey - Managing Director, Funds, Guernsey

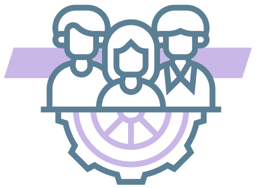
Technology

With robust governance processes around our technology, we work with top-tier system providers that can cater for the needs of our clients and provide assurance in the form of external accreditation for information security management.

We have invested and continue to invest heavily in our platform implementing the best technology around to ensure we have a system that delivers for clients and employees alike. We are proud to hold an ISAE 3402 Type II accreditation.



Services



Establishment and regulatory approval

Our team are on hand to assist with licence applications, fund authorisation and project management and to provide advice and assistance with fund formation and the appointment of other service providers and the completion of all due diligence.

Investor services

Our investor services include investor relations support and administration, maintenance of unitholder, shareholder and limited partner registers, dealing with specific investor queries and requests, and processing capital calls and distributions. We provide ongoing monitoring of investor information and undertake regular screening and risk reviews to ensure that accounts remain compliant.

Compliance services

We specialise in the provision of Compliance Officer, Money Laundering Compliance Officer and Money Laundering Reporting Officer personnel, we ensure ongoing reviews of both internal and external records to ensure regulatory compliance, carrying out of due diligence and subsequent monitoring of clients in accordance with applicable laws, regulations and automatic tax information exchange obligations.

Financial reporting

We offer fund accounting and bookkeeping, preparation and review of financial statements and management accounts, coordination of annual audit including liaising with auditors during fieldwork and preparation of audit file, preparation of capital adequacy calculations for regulated entities, and investor capital account statements.

Company secretarial

We maintain statutory records and ensure the filing of statutory returns, undertake monitoring of the company agreements to ensure the terms are adhered to, and provide a full service to the board of directors to support board pack and minute preparation, monitoring actions arising, drafting of terms of reference and policies and supporting board communications to stakeholders.

Listed fund services

Our listed services include liaising with nomads, brokers, auditors and lawyers connected to the listing, writing of Financial Position and Prospects Procedures Memorandum, filing of notices using RNS, review of listing documentation, management of insider lists, preparation of specific financial reporting disclosures for listed entities support of board level governance processes.

Special projects

We partner with our clients to support their objectives. We provide ad-hoc support for change projects, full support for re-structuring and migrations, and draw on a wide network of experts in our field to deliver a high level of service.

Corporate governance

We provide expertise in best practise relating to corporate governance for investment structures. We support our clients in structuring boards of directors and also provide suitably qualified directors for appointment or can assist with the appointment of external independent directors utilising our network of local non-executive directors. We support corporate governance processes for our clients through understanding the needs, requirements and expectations of stakeholders.

Cash management

Our team can assist with opening of bank accounts, payment of expenses and dealing with related queries, liaising with banks, ad hoc queries relating to payments of expenses, asset and bank reconciliations, day-to-day management of cash balances and the supply of suitably experienced signatories.

Service approach

We understand the importance of sustainability's core pillars of Environmental, Social and Governance in delivering a high quality, high value service.

Our people first approach builds close connections with our clients and we are recognised as experts in governance across a breadth of investment structures and asset classes.

With a wealth of expertise, we are able to offer our clients the assistance they need to establish and manage their investment structures.

We provide services throughout the lifecycle of an investment product, adding value through early engagement in the assessment and formation stage and providing full support through a fund wind up process to ensure a thorough closure of all matters.

We pride ourselves on developing close relationships to ensure a responsive, professional service for the long term, allowing us to grow our business in parallel with the growth of our clients.

Investment product lifecycle

Scope → Fund Raise → Launch → Invest → Manage → Realise → Distribute → Wind Up

ADDING VALUE

PROVIDING FULL SUPPORT

Client Service Charter

Each of our client relationships are founded on a commitment to integrity, quality, and transparency. We have codified these through our unique 'Client Service Charter'.

Oak will engage with our clients to discuss our services regularly.

Oak will be responsive when contacted.

Oak will act with integrity at all times and deal with matters in a professional manner.

Oak will will run our business in line with our ESG objectives, on a sustainable basis using partners and suppliers with similar goals.

Oak will deal with any issues efficiently in line with our documented procedures.

Oak will be open and transparant on our fees and charges.

Oak will will adhere to regulatory timelines for all statutory filings (subject to receipt of the necessary information).

Jurisdictions

We are a jurisdictionally agnostic business so no matter which office your enquiry reaches, we will work with you and your advisors to ensure that the most appropriate structure and jurisdiction are chosen to meet your strategic goals.

Guernsey

Our Guernsey fund services business was established in 2000 and delivers specialist fund administration services to private equity, open-ended, listed and alternative asset fund structures we also support a wide range of investment structures. These range from London listed investment companies through to private investment fund structures and unregulated investment companies.

All our services are specialist-led and bespoke to support our clients' specific outsourcing needs.

Our team has significant depth of experience in closed ended investment vehicles across a wide spectrum of asset classes and pride themselves on developing close relationships with clients and providing a responsive, professional service to clients – developing a truly beneficial partnership.

We hold licenses for the Promotion, Subscription, Registration, Dealing, Management, Administration, Advising, and Custody relating to collective investment schemes.

KEY CONTACT

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Managing Director

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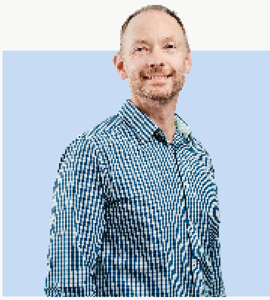

KEY CONTACT

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Director

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Jersey

Providing extensive private client, corporate and fund administration services, our Jersey branch was formed in 2019 through the consolidation of Oak Trust Group, Consortia Partnership, Kreston IOM and International Administration Group.

We service complex global structures and pride ourselves on developing long term relationships which allow us to grow our business in parallel with the growth of our clients.

We are licenced and regulated by the Jersey Financial Services Commission under Fund Services Business classes V (Administrator) and ZK (Manager of a Managed Entity), together with Trust Company Business classes F, G, H, I, J, K L, M, N and OA. We are therefore pleased to confirm that we have all the necessary regulatory consents to provide the services required by our worldwide client base.

Our fund services team are now one of the island's leading providers to Jersey Private Funds but service clients across the full spectrum of structures and regulatory products available in the jurisdiction.

The team's green credentials in Jersey are robust and continuing to flourish, with many of our asset management client specialists in the burgeoning renewables and clean energy sector.

They are also highly experienced at provision of MoME services to a wide range of fund administrators, investment managers, and advisors.We hold licenses for the Promotion, Subscription, Registration, Dealing, Management, Administration, Advising, and Custody relating to collective
investment schemes.

KEY CONTACT

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Managing Director

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KEY CONTACT

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Director

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Legal and Regulatory Notice

Further details can be found at oak.group/notices/regulatory/

Guernsey

Oak Group Limited

Registered in Guernsey, Company Registration No. 64716

Oak Trust (Guernsey) Limited

Registered in Guernsey, Company Registration No. 34973

Licensed by the Guernsey Financial Services Commission under The Regulation of Fiduciaries, Administration Businesses and Company Directors, etc. (Bailiwick of Guernsey) Law, 2020

Oak Fund Services (Guernsey) Limited

Registered in Guernsey, Company Registration Number 36305

Licensed by the Guernsey Financial Services Commission under the Protection of Investors (Bailiwick of Guernsey) Law, 2020, to carry out Controlled Investment Business and the Regulation of Fiduciaries, Administration Businesses and Company Directors, etc (Bailiwick of Guernsey) Law, 2020.

The Registered Office and contact details of all of the above companies is: Oak House, Hirzel Street, St Peter Port, Guernsey, GY1 2NP. Telephone + 44 (0) 1481 722 584

Isle of Man

Oak Group (IOM) Limited

Registered in the Isle of Man, Company Registration No. 089688C

Licensed by the Isle of Man Financial Services Authority

The Directors of this company are: Christian Cowley, Tanya O'Carroll and Diane Clarke

The Registered Office and contact details of this company are: Millennium House, Victoria Road, Douglas, Isle of Man, IM2 4RW. Telephone + 44 (0) 1624 611926

Jersey

Oak Group (Jersey) Limited

Registered in Jersey, Company Registration No. 87362

Regulated by the Jersey Financial Services Commission

The Registered Office and contact details of this company are: 3rd Floor, IFC5, Castle Street, St Helier, JE2 3BY. Telephone + 44 (0) 1534 834600

Mauritius

Oak Management (Mauritius) Limited

Registered in Mauritius, Company Registration No. 129233, business registration number C15129233 Licensed by the Financial Services Commission Mauritius and holds a Management License pursuant to Section 77 of the Financial Services Act 2007

Oak Trust (Mauritius) Limited

Registered in Mauritius, Company Registration No. 131334, business registration number C15131334 Licensed by the Financial Services Commission Mauritius and holds a Management License (qualified/Corporate Trustee Only) pursuant to Section 77 of the Financial Services Act 2007

The Registered Office and contact details of these companies are: 1st Floor Block 19/20, Cascavelle Business Park, Black River Road, Cascavelle, 90522, Mauritius. Telephone +230 651 3200




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