

Certificate in Fund Administration

Syllabus

1: The Fund Ecosystem & The Role of the Administrator

- Fund Administration Industry Overview
- Fund administration outsourcing trend and the key drivers
- Opportunities in Fund administration – traditional & alternates – domestic & offshore Jurisdiction
- Challenges in Fund Administration
- The flow of capital and information between parties.
- Defining the scope of fund administration services
- Service Level Agreements (SLAs) and managing expectations.

2: Fund Administration and Regulatory Compliance

- Fund Setup Process: domestic , offshore and GIFT City
- Risk management and compliance
- Investment, Valuation and Accounting policies
- Types of fund documentation and reports in India regulatory framework

3: Fund Administration and Operations

- Role of Custody in Fund Admin: Custody Services, Trade capturing, reconciliation, and settlement environment
- Role of Trustee in AIF Fund Administration

4: Fund Accounting & Reporting

- Overview of fund valuation process and fund accounting
- Trade, income accounting
- Valuation – challenges
- Capital accounting
- Corporate actions
- Checks and balances
- Reports

5: Fund Structures & Taxation

- Overview of different fund structures: Domestic & Offshore
- Tax treatment of different Domestic fund structures & AIFS
- Gift City – Fund structures & Tax Implications
- ISEBI and IFSCA

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7: Private Markets & Illiquid Assets

- Fundraising, Capital Calls (Drawdowns), and Distributions.
- Managing the General Partner (GP) vs. Limited Partner (LP) ledger.
- IPEV (International Private Equity and Venture Capital Valuation) Guidelines.
- Methodologies: Market approach, Income approach, and Cost approach.
- The role of the administrator in supporting valuation committees.
- Understanding distribution waterfalls
- Calculation of Carried Interest and catch-up clauses.

8: Transfer Agency, Investor Accounting & Servicing

- KYC management
- FATCA / UBO
- Anti-money laundering (AML) , World Check , and compliance requirements in fund administration
- Accreditation
- Transaction Processing
- Reconciliation (Collection, Payment & Unit)
- Subscription Agreement
- Investor Servicing ,Communication & Reporting
- Stamp Duty Administration
- Commission Processing
- Operational & Compliance Reports

9: Advanced Fund Accounting Concepts, Complex Instruments & Structured Products

- Valuation & Accounting for Complex Instruments
- OTC derivatives, Futures ,Options & Swaps for hedging and the role of MTM accounting
- NAV calculations
- Currency risks and NAVs – example of forex hedging and its impact on NAV
- NAV of semi-liquid or illiquid portfolios
- Performance fee – HWM, Hurdle
- Performance equalisation
- UCIT funds
- Fund accounting – challenges

10: Digital Transformation & Data Security in Fund Administration

- Digital onboarding
- LP, GP & Advisor Analytics
- Digitised Workflow
- Data platform for BI, Analytics & Insights -Legal And regulatory Reports
- Data Replication, Data Lake
- Cybersecurity and data privacy
- AI-enabled analytics
- Other Digital tools

11: Investment Performance Analysis & Advance Analytics

- Performance measurement
- Performance attribution
- Performance reporting
- Benchmarking

12: Investor Services & Relationship Management

- Subscription agreements and processing applications.
- Handling redemptions and transfer requests.
- Maintaining the shareholder register.
- Preparing investor statements and capital account balances.
- Handling investor queries professionally.
- Conduct and ethics in client interactions.

13: Technology, Automation & The Future of Fund Admin

- Overview of leading fund accounting software.
- The role of reconciliation tools and data aggregators.
- How Robotic Process Automation (RPA) is changing manual tasks.
- The impact of AI on compliance monitoring.
- The administrative challenges of blockchain-based funds.
- Valuing and accounting for cryptocurrencies.
- Moving from "processor" to "strategic partner."
- Continuous professional development in a changing landscape.