

**ALPS**

FUND SERVICES



COMMITMENT

PARTNERSHIP

EXPERIENCE

FLEXIBILITY

*Services  
Tailored  
Around You<sup>®</sup>*

# Mission

We are a dynamic financial services firm built on relationships. We have a contagious enthusiasm for our people, our clients, our business partners, and our mutual opportunities for success.

## Guiding Principles

*We believe* that personal relationships are the foundation of our success

*We are committed* to “Do Things Right.”

*We are driven* by growth and the challenges and opportunities it presents.

*We strive* to establish and grow relationships with organizations that share our values.

*We promote* an open and enthusiastic environment that leads to job satisfaction and career advancement based on merit.

# ALPS *Compliance Consulting* Services

**ALPS Compliance** + offers a suite of compliance consulting, review and implementation services tailored to meet the individual needs and regulatory challenges faced by investment advisers, registered investment companies and hedge funds/alternative investments. Our unique approach and application of best practices is drawn from our diverse network of industry professionals, service providers, vendors and exposure to regulators.

## *Services*

- Risk Assessment + Control Evaluation
- Compliance Program Design + Implementation
- Annual Compliance Reviews
- SEC Mock Examinations
- Focused Compliance Services/Reviews

*“STRONG, SOLID relationship management and the WILLINGNESS to work with us... We work together as PARTNERS...”*

> 2009 Global Custodian Mutual Fund Administration Survey



# Services *Tailored* Around You

**Our clients experience** *actionable results through a compliance consulting relationship designed to meet the individualized compliance needs of any size client. ALPS' belief that the client relationship is paramount to our success is evident in the proactive approach our staff takes in communicating with clients. In addition, our compliance professionals understand the importance of responding to client needs in a timely manner and working closely with our clients to ensure a truly customized solution is realized through our suite of compliance consulting services.*

## **Risk Assessment & Control Evaluation**

ALPS' approach to conducting risk assessments and control evaluations is designed to fulfill current regulatory expectations through identifying your portfolio of existing and potential compliance risks and evaluating current controls designed to address those risks. At the conclusion of this process, ALPS will deliver a matrix providing a thorough inventory of risk ratings and corresponding evaluated controls. In addition, we will provide a written report that includes best practice recommendations to reduce exposure to elevated risks and control gaps identified during the review.

## **Compliance Program Design & Implementation**

The compliance professionals at ALPS have been extensively involved in the design, review, and implementation of compliance programs for multiple investment advisers and investment companies. ALPS can utilize this experience and leverage on the numerous best practices identified over time, to deliver a fully customized compliance program designed to address your specific compliance and business needs. Furthermore, ALPS can deliver updates that may be relevant to your newly implemented or existing compliance program based on changes in the regulatory environment or as a result of risk assessments performed.

## **Annual Compliance Reviews**

The Advisers Act requires registered investment advisers to review, no less frequently than annually, the adequacy of their policies and procedures and effectiveness of their implementation. ALPS can assist advisers in fulfilling these requirements through the development of a customized testing plan. Our customized testing plan will be designed to evaluate the effectiveness of a client's compliance program, develop a framework for subsequent annual reviews, and provide a written report with actionable recommendations.

## **SEC Mock Examinations**

ALPS' compliance professionals have participated in and/or reviewed the results of several investment adviser SEC examinations. Through these experiences ALPS can design and implement a customized mock regulatory exam geared at preparing investment advisers for their next SEC examination.

## **Focused Compliance Services/ Reviews**

ALPS can also provide other focused compliance services and reviews including:

- AML consulting and reviews
- Code of Ethics design and implementation
- Form ADV background and drafting
- Advertising and Sales literature review
- Investment restriction monitoring
- Service provider reviews

# Committed to *Do Things Right*

## *OUR Company*

- Established in 1985
- \$200B in Client Assets under administration in divisions providing Mutual Fund Administration, Hedge Fund Administration, Distribution and Advisory Solutions for the Investment Management Industry
- 260 Employees
- 27 Officers & Directors with almost no turnover at the Director level in the past 5 years
- 43% Average Annual Revenue Growth from Fiscal 2002 through Fiscal 2007
- Annual Type II SAS-70 covering the Accounting, Administration and Transfer Agency departments

## *OUR Accomplishments*

*Our mutual fund services were recognized in the 2009 Global Custodian Mutual Fund Administration Survey*

- **Ranked #1 Service Provider** in North America
- **Ranked #1** in two “League Tables,” including the Single Provider and Funds between \$100 M-\$1 B. **Ranked #2** in four League Tables, including Equity, Funds with Less than \$100 M, Multi-Provider and Other Funds.
- ALPS was awarded a “**Top Rated**” rating in all categories in which the company was eligible to participate
- Awarded “**Best in Class**” in 55 of 56 categories including client service, value, fund accounting, transfer agency, portfolio servicing, fund reporting and compliance

*“ALPS’ strength is in their desire to **WORK HARD** to **EXCEED** CLIENTS’ EXPECTATIONS and customize their services.”*

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