

TRUST QUALITY™

ATC



Corporate Services

Founded in 1893, ATC is known for its pre-eminence in serving international business, capital markets, private clients and alternative investment funds. ATC has always been and still is an independent company with a significant management shareholding; we are not affiliated in any manner with a bank, financial institution, law or accounting firm.

ATC started 120 years ago as the custodian for bond issues, at a time when trustworthiness and quality of service were at the forefront of international business. Unsurprisingly those fundamental characteristics remain just as important to our clients today. We respond to that by investing heavily in our human capital – the people who provide not only the necessary knowledge and experience, but also the high level of foresight and responsiveness that we are renowned for.

Over 370 professionals are employed by ATC worldwide, offering their expertise in forming, administering and managing structures that are tailored to accommodate each client's needs and aspirations. Our network of 20 offices ensures that ATC offers our clients a choice of services in the most important financial centres in the world today, covering the Americas, Europe, the Caribbean and Asia-Pacific. A growing number are ISAE3402 Type II or SAS70 compliant.

Our clients come from all corners of the world and from a diverse range of backgrounds: they include financial institutions, listed companies, international private equity firms, real estate management companies, entrepreneurial individuals and investment funds.

ATC clients who need assistance in multiple jurisdictions can benefit from our single point of connection approach ensuring that clients will always communicate with their primary contact within ATC, and thus are not exposed to different time zones, languages and compliance demands.

Front cover:
Elke Leenders
Company Lawyer
LUXEMBOURG

Contents

- 02 Our services
- 05 Our team
- 08 Our international network

Introduction

Our core Corporate Services business is in ensuring that our client companies remain in good legal standing; in order to do that we offer a full range of management, domiciliation, accounting and tax & legal compliance services.

Client Survey 2010: “It is a long-standing relationship so there is a lot of trust. The fact that we never think of any other firm says it all.”

Our services

Domiciliation services

ATC provides a registered office address at its own addresses. This address will be used as the official registered office address as well as the correspondence address, and we will maintain the corporate records at this address.

Local Footprint

In addition to core domiciliation services, we can offer a range of further options for client companies, including shared or exclusive office space, either within the ATC office or at a separate location. These offices can be equipped with dedicated telephone / fax lines, internet access and email addresses and, where required, outsourced employees for the purposes of the client company's payroll.

Management services

The management services provided by ATC include:

- a corporate director (i.e. through a legal entity); and/or
- one or more experienced individuals appointed as director/s of the Company (including directors resident in the relevant jurisdiction).

ATC supports the client in adopting key management and commercial decisions in board meetings, which are held locally together with the client's advisor. For this purpose, ATC:

- designates to each client the advised number of resident directors, with knowledge of the client's group business activities, to perform the management tasks;
- convenes and documents board meetings based on the interval advised by the client's tax/legal advisor;
- assists, in conjunction with the client's legal advisor, in preparing the corporate documents required under local law.

Specialist Directors

ATC can offer directors with specialised knowledge and experience in the following industries: aircraft leasing; banking & capital markets; energy, utilities and mining; entertainment & media; financial services; intellectual property; mergers & acquisitions; pharmaceuticals & life science; real estate; technology; telecoms; and transportation & logistics.

The independent directors have been carefully selected by ATC and have a proven track record in the required field.

In addition, ATC can, through its extensive network, recommend reputable directors with other specific industry knowledge, where required.

Administrative services

ATC can designate an accounting team, which specialises in local accounting principles and IFRS, to each client company. All our teams offer expertise in consolidation and conversion. Furthermore, they can rely on assistance from our Knowledge Department, headed by highly experienced Certified Public Accountants, to solve complex issues. The bookkeeping of the client company will be performed in the relevant local office and physically kept at the local address of the client company.



Sonny Gao

Business Development Director

CHINA

Legal compliance

Our in-house corporate lawyers are available to ensure that the client company fulfils its obligations under the applicable law/s and to take care of the local corporate housekeeping, such as drafting all required board and shareholders resolutions. Please note that ATC does not provide legal or tax opinions; we do, however, have internal corporate and tax lawyers available to exchange ideas, evaluate positions and discuss various alternatives during the planning stages. ATC always liaises closely with external advisors in order to provide an optimal service for our clients.

Incorporation / Acquisition of a company

Our legal staff support our clients and their advisors incorporating new local entities and with the sale and transfer of shelf companies. ATC offers a wider range of shelf companies, with differing share capitals, in order to meet the specific demands of the client. The bank account required for the incorporation of a new company can be arranged very quickly, provided the bank account is opened with ATC's regular bank and depending on specific jurisdictional requirements.



Tijn van Hooven

Business Unit Manager (Legal)

THE NETHERLANDS

Romy Huang

Account Manager

THE NETHERLANDS

Our Team

The provision of services by ATC is based around teams of experienced and focused professionals from a variety of disciplines, ensuring a multi-faceted approach to our clients' needs. Each client team includes a client manager, a (senior) account manager, a (senior) corporate lawyer and a tax lawyer. The account manager is the main point of contact and is responsible for the day-to-day handling of the account, as well as keeping the client's other advisors informed of developments to ensure that we provide all the services required. The success of this approach is evidenced by our reputation for responsiveness.



Sylvester Gooijers

Regional Manager

UNITED STATES

Bianca Draaijer

Corporate Services Manager

UNITED STATES

Compliance & Internal Audit

Prior to entering into any relationship we require, as you might expect, further information with respect to the client and the specific purpose of the companies involved in a structure. We have a particularly strong commitment, both internally and externally, to all compliance-related matters. We require all UBOs to be identified and information provided as to their good standing and their source of funds. All prospective clients are subject to our standard acceptance procedures, and local compliance matters are reviewed regularly by our central Internal Audit team.

That team is also responsible for ensuring we have effective controls and reporting processes in place. Our head office was the first trust office in the Netherlands to be SAS70 II compliant. We are now one of the first enterprises in the Netherlands as a whole to have successfully completed the new ISAE3402 type II audit process. That standard is obligatory for auditors from 2011 but, in line with our commitment both to innovation and the best possible client service, we have chosen to embrace the new international standard at the first possible opportunity.

The ISAE3402 type II report is available to clients or their auditors after signing a Non Disclosure Agreement. Requests for the report can be addressed to ATC's Internal Audit Department.

Our international network

Whilst our clients enjoy the benefits of a high-profile international network, each office retains a personalised and down-to-earth approach, focused on building a rapport with our clients.



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For more contacts and information
please visit www.atcgroup.com

ATC is one of the oldest fiduciary service providers and has been independent since its inception.

ATC employs over 370 professionals in 20 offices across Europe, the Americas, the Caribbean and the Asia Pacific region.

ATC operates across four business lines: corporate services, private clients, capital markets and fund services.

ATC has relevant regulatory licences in all jurisdictions in which we operate.

REGIONAL OFFICES

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