



Amicorp BPO Services

Amicorp Business Process Outsourcing (BPO) Services is the BPO division of the Amicorp Group, and a provider of a broad spectrum of business solutions in finance & accounting, investment portfolio administration, compliance and Information Technology (IT) services.

Amicorp Group, ("Amicorp") has been providing clients with specialized financial services worldwide since 1992 and has a global team of professionals comprising of close to 500 specialists in offices located in 22 countries.

Amicorp's Commitment is to provide:

- Timely Delivery of Quality Solutions;
- A secure, well established infrastructure;
- A strong customer-centered service philosophy;
- Contact 24/7 with multilingual professionals worldwide;
- A transparent and seamless service model;
- State-of-the-art high-speed network portal connection;
- Simple, clear and reliable price plan; and
- Amicorp BPO offerings, committed to excellence.

Amicorp is an ISO 9001: 2000 Certified Company

Services & Solutions

Amicorp's BPO Services provide a broad spectrum of business solutions in finance and accounting, investment portfolio administration services, compliance and Information Technology (IT).

Finance and Accounting:

- **Trust and Company Management Accounting**
Administration of trust and offshore entities according to regulation in more than 22 jurisdictions.
- **Transaction Processing**
The preparation of invoices, processing of supplier invoices/ payments, travel expenses and accounts payable.
- **Fixed Asset Management**
The preparation and maintenance of the fixed assets register and preparation of depreciation reporting.
- **Employee Administration**
Complete payroll administration, maintenance of leave records and calculation of statutory deductions and remittances.



- **Control Functions**
Bank reconciliation, debtors and creditors management and reconciliation.
- **Financial Reporting**
General ledger accounting, production of Management Information Systems (MIS) reports, financial statements and consolidated financial reports.
- **Tax Management**
Preparation of tax returns.
- **Financial Analysis**
Transaction analysis and budgetary variance analysis.
- **Financial Management Functions**
Analysis of financial ratios and management of working capital and treasury and cash flow analysis.
- **Investment Accounting**
Investment accounting and analysis, reporting and measurement of portfolio risk.
- **Shareholder Services**
Update and maintain Shareholders' Register of Records.
- **Risk management**
Implementation of internal control systems and procedures and risk analysis in capital budgeting.

Investment Portfolio Administration / Consolidation

Amicorp's Investment Portfolio Administration provides Investment Managers, Private Bankers and High Net Worth Individuals the service of consolidating investment statements. The investor obtains clear reports on the total value of their portfolio. The reports contain valuable information on the distribution of their portfolio across different banks, investment institutions, markets, currencies, and investment vehicles.

The service includes data input, statement reconciliation, update of positions through a live independent pricing feed, maintenance of all transactions and positions in an information system and reporting "a la carte". Reports can be generated as per the client's requirements or preferences.

Reports are made available to the investment manager and/or investor online. They can be downloaded as PDF files and all current portfolio summaries can be viewed as well. The main reporting options include performance reports with:

- Historical performance graphs;
- Graphs showing change in portfolio value over time;
- Performance per Industry sector;
- Performance per Bank; and
- Performance per Investment type.



Compliance

The Amicorp Compliance Portal is an integrated service that provides an efficient and comprehensive background check and identity verification of our client's (potential) customers. Our service lightens our client's compliance burden and at the same time increases their level of risk management through a quality, efficient and cost-effective solution. This leaves our clients free to concentrate on their core business.

The Amicorp Compliance Portal is useful for law firms, financial institutions, trust companies, banks and insurance companies.

Information Technology (IT)

Following high quality service standards and providing top information security are important when outsourcing processes to a third party. This is particularly the case when outsourced processes concern sensitive company information.

Amicorp's roots are founded in the trust and fiduciary services industry. Top information security and confidentiality are fundamental elements in this industry. Our expertise in information security is greatly valued by our clients, providing them with confidence that their data and processes are carried out in highly secure environments, mitigating security risks.

Amicorp provides server software hosting and server collocation in its Hosting Center located in Geneva, Switzerland. These services allow clients to store their data and equipment in an ultra safe and confidential environment, with access 24/7. Amicorp manages the hosted systems and ensures that they are securely accessible from anywhere in the world by authorized users only.

Amicorp offers a wide range of IT services, these including:

- Remote infrastructure management;
- Server support services;
- Desktop support services;
- LAN / WAN management services;
- Network security services;
- Messaging and collaborative services;
- Server hosting and collocation;
- IT service continuity planning;
- Software management and packaging services;
- Enterprise system application management services; and
- IT Software development services.

Continuous Process Improvements

Amicorp's teams of qualified professionals continuously pursue methods to streamline each business process to make it more efficient, to strengthen internal controls and enhance the benefits of Amicorp's BPO Service thereby helping clients save money.



Infrastructure and Technology platforms

Amicorp employs a State-of-the-Art IT infrastructure and deploys cutting edge technology platforms. We provide our clients with a ready-to-use shared services center which can be charged on a per-seat or per-transaction basis, resulting in savings in costly capital investments, facilities, technology and infrastructures.

Effectively protecting your Information

Our staff of administrative service experts works in a secure high-tech IT environment. We operate in a manner similar to internet banking. Our security systems allow our clients to terminate all access to information instantaneously whenever needed. Original documents always remain in the 'home' jurisdiction, never leaving the country. The databases may remain in the home country, or in an alternative neutral, highly secure location in Switzerland. High physical security is also enforced in our facilities and within our employees.

Access to the Latest Technology

Our technology division includes IT experts up to date on the latest market technologies. We make it our business to keep abreast of the latest technological developments that can help our clients, and that allow us to better manage customer interactions. Amicorp has developed selected partnerships with top IT solutions and leading software companies.

Our IT Partnerships

Our IT partnerships and distribution alliances include HP, IBM, Cisco, 3Com, Ricoh, Microsoft, VMware and Citrix.

For more information:

www.amicorp-bpo.com

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