keypoint

Investment administration & share registry

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Keypoint is one of the GCC's most comprehensive providers of business advisory services. Our services - including accounting solutions, statutory & corporate advisory, investment administration & share registry services, trust services, IT consulting, tax services, human capital solutions, management consulting and financial regulatory compliance advisory - are valued by a wide range of clients, from large multinationals and financial services institutions to family-managed conglomerates and small and medium-sized enterprises.

Investment administration & share registry

Our dedicated team of professionals advise promoters and investment managers on the structuring, establishment and operation of all forms of investment vehicles. Our flexible, cost-effective and specialised function is licensed by the CBB as a fund administrator.

We design innovative solutions that help investment managers to administer, control, and grow their funds. Our philosophy is very simple: clients come first, and superior quality is foremost. Clients can rely on us to navigate the complexities of global markets with ease, efficiency, and confidence. Drawing on our core competences, we offer an outstanding range of customised investment administration services to both local and offshore investment vehicles, no matter how complex or sophisticated.

We differentiate ourselves through a consultative and collaborative approach with a focus on overall relationships rather than specific transactions. We believe in listening to our clients and understanding their business needs, continuously reflecting on feedback and creating value.

Flexibility is one of Keypoint's foundations. In the dynamic environment of investment administration, our ability to respond quickly ensures a higher level of service. Total commitment is the only acceptable level of performance for our clients.

We deliver customised solutions, ensuring seamless, timely, and valuable reporting suited to individual companies and their investors' needs.

Our services

We have provided investment administration services to listed equity funds, bond funds, private equity funds, real estate funds, funds of funds and other investment structures. We also provide administration services for *shari'a*-compliant funds.

Establishment of investment funds in the Kingdom of Bahrain

Operating with either onshore or offshore legal counsel, we comment on structures and offering documentation to ensure clients' requirements and expectations are met effectively and professionally. Fund set-up in the Kingdom of Bahrain is governed by the Central Bank of Bahrain's (CBB's) regulations applicable to collective investment undertakings (CIUs) and typically involves setting up a special purpose vehicle (SPV).

CIU regulations cover retail, expert and exempt funds. Retail funds can be offered to all types of investors, whereas expert and exempt funds can only be offered to specific investors as defined by the CBB Rulebook. Fund categories are based on the degree of investment restrictions, the level of applicable regulations, and investors' minimum investment amounts.

We advise on the most suitable investment structure and prepare all necessary documents, including a prospectus and service agreements relating to investment management, custody, administration and registry, and submit these to the regulator. We liaise with the CBB, attend meetings, and answer and forward queries.

Following CBB approval, we complete all other statutory formalities to incorporate the SPV under the Bahrain Commercial Companies Law (BCCL) and can also advise on listing on the Bahrain Bourse.

Our extensive experience and knowledge of Bahrain's regulatory requirements enables us to provide independent, transparent and financially sound services that meet investor and regulatory requirements.

Fund administration

We take great pride in our record of supporting new investment managers, helping strengthen them and their funds as part of our continuing commitment to clients. CBB regulations require fund custodians, administrators and auditors to be located in Bahrain and licensed by the CBB. With a dedicated and experienced team applying an unrivalled level of client care, our fund administration solutions are comprehensive:

- Portfolio pricing using independent, recognised pricing sources
- Multi-currency, multi-class portfolio accounting
- Net asset value calculations in a timely and accurate manner
- Preparing financial statements according to IFRS or AAOIFI standards and liaising with auditors
- Monitoring fund activities to ensure compliance with stated investment policies and CBB regulations
- Liaising with fund managers and custodians, the CBB, and other service providers
- Addressing investor enquiries

We have proven domain, implementation, and integration expertise and use leading-edge technologies and services. With established relationships with functionaries to the fund industry, such as custodians, managers and trustees (both on- and off-shore), we offer clients comprehensive, cost-effective and high-quality solutions.

Your business is our priority

Share registry

We offer clients – including companies, funds and trusts – a complete range of registry services. By working with clients and developing an understanding of their unique needs, Keypoint has developed products and services of the highest quality that add significant value.

We meet the demands of clients across industries whilst providing seamless, timely and useful management reporting.

Our share registry services include:

- Maintaining up-to-date share registers and investors' information, as well as registration and certification details for the transfer of securities
- Processing subscriptions, drawing down redemptions, and cancelling shares
- Collecting and maintaining originals and copies of subscription and redemption forms and 'know your customer' documents as required by the CBB and Bahrain's AML regulations
- Managing registries, including dividend payments, annual general meeting services, reporting and shareholder enquiry management

Share issues & capital increases

Our clients rely on us to remain compliant with the rules and regulations of the Bahrain Bourse, listing or de-listing requirements, CBB regulations, and provisions of the Bahrain Commercial Companies Law (BCCL).

Applying the complementary services of Keypoint's statutory and corporate advisory (SCA) and accounting solutions functions, we provide strategic and process advisory on capital raising and other corporate actions, such as mergers, acquisitions, buy-backs, share sale facilities, rights issues, share purchase plans and takeover offers.

Our share issue and capital raising services include:

- Acting as issue agents for initial public offerings (IPOs) or rights issues
- Preparing information memoranda and other public announcements
- Securing approvals from the CBB and ensuring compliance with CBB guidelines
- Receiving and processing subscription applications
- Verifying and reconciling know your customer (KYC) documents
- Allotting shares, submitting allotment reports to the regulator and publishing allotment results
- Ensuring compliance with the rules and regulations of the Bahrain Bourse

Our people

The key source of our strength is our people. Our team is committed to quality client service, providing timely and accurate responses and solutions to any given scenario.

Senior members of our IASR team include:

Nandakumar Narasimhan
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Nandakumar has worked in financial services for more than 24 years. He has been with Keypoint since its inception in 2006 and was instrumental in setting up and growing Keypoint's investment administration function. His areas of expertise include fund formation and administration, share registries, financial and management accounting, budgeting and financial modelling. He also advises clients on takeovers, mergers and acquisitions and other capital market activities. Before joining Keypoint, Nandakumar worked for a number of leading international financial institutions in India.

Nandakumar has a Bachelor's degree in Mathematics from Bharathiar University (India) and is an associate member of the Institute of Chartered Accountants of India.

Yogesh Raghavendra
Executive Manager
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Yogesh has 15 years' experience in fund administration, share registry, global custody, financial accounting, management accounting and auditing.

Yogesh holds a Master's Degree in Financial Services Management from the University of Mumbai. He is an associate member of the Institute of Chartered Accountants of India and is a Certified Information Systems Auditor (CISA) from the US.

Prior to joining Keypoint, Yogesh worked with leading financial services organisations in the UAE and India.

Your success is our business

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