



Electronic Subscription Document Processing

with PEF Fund Administration Services for General Partners

SIMPLIFY YOUR NEW INVESTMENT PROCESS

For decades the new investment process has been challenging for both Limited Partners and General Partners. Plagued with manual processes and complicated subscription agreements, the Subscription Document process has often led to investor confusion and frustration.

As a leading fund administrator we have seen firsthand the trials and tribulations that the "last mile" of the fundraising process can bring. As a result, we have developed a system to streamline the subscription document process without forcing General Partners to make changes to their existing forms and procedures.

Leveraging an integration with DocuSign and PEF's Investor Library Portal, PEF converts your subscription agreement into an electronic fillable form. Authorized investors access and complete this electronic form through a secure login to PEF's Investor Library.



ACCESSIBLE THROUGH INVESTOR LIBRARY



ELECTRONIC INTERACTIVE VERSION OF SUBDOCS



INVESTORS SECURELY COMPLETE AND SIGN



SUBDOC AND DATA ARE SECURELY SUBMITTED

ELECTRONIC SUBDOC PROCESSING *Prospective investors can:*

Access and complete an electronic fillable version of your subscription agreement

Easily create and adopt legal signatures and initials

Effortlessly provide all required information using the system's conditional logic

Conveniently attach all required backup documentation directly to the subscription agreement

FUND ADMINISTRATION

In addition, PEF offers a complete, outsourced fund administration solution that includes:

Partnership Accounting

Financial Reporting

Capital Account Maintenance

Administration and Compliance

Investor Services

KEY BENEFITS

- ✓ Streamline the entire new investment process
- ✓ Eliminate entry errors and incomplete documents
- ✓ Increase Limited Partner satisfaction and service
- ✓ Easily collect all required backup documentation
- ✓ Use your existing subscription agreement forms
- ✓ Shorten the time between first sale and final close



Experience is everything.

We are a boutique firm that includes CFAs, CPAs, former CFOs, board directors, SBA executives, audit managers, and compliance officers, and we bring a wealth of insight and experience to every client engagement. By hiring the best and promoting from within, we have built one of the most skilled and respected teams in the industry.

2002
Fund Administrator and
Technology Specialist

100+
Fund and General
Partnership clients

4,000+
Limited Partners using our
Investor Library

People. Processes. Technology.

Our approach to fund administration combines exceptional teams, proven processes, and industry-leading technology. This engagement model enables us to align our services with your workflow and help you demonstrate new levels of transparency and service quality to your investors.



Our client services team brings together experienced, senior-level analysts and accountants to provide you with a complete accounting solution.



Our proven onboarding process has enabled hundreds of General Partners to transition from in-house to outsourced fund administration seamlessly.



We use Investran and proprietary technologies to administer funds and deliver analytics, reporting, document management, and investor communications.

See how PEF can help you transform your back office into a center of excellence.

VISIT PEFSERVICES.COM OR CALL 212-203-4685.

ABOUT PEF

Since 2002, PEF has helped some of the most complex fund types meet stringent regulatory and investor requirements. We are nationally recognized as one of the top boutique fund administrators and back-office specialists for Funds, General Partners and Limited Partners in the alternative asset space



PEF SERVICES

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