CTI Tax Solutions: Electronic Subscription Document (eSubDocs)

Automating the collection of subscription documents and managing data integrations for purposes of fulfilling onboarding and compliance monitoring obligations.

A heightened focus in recent years on regulatory compliance obligations within the financial industry has significantly increased the burden on funds and fund administrators with respect to managing investor onboarding and ongoing due diligence compliance monitoring. This increase in regulatory burden has also affected the investor's experience, with a real impact on client-facing relationships.

eSubDocs enables funds to obtain subscription materials electronically, and to integrate and manage a "golden source" of investor data.

By automating, streamlining and managing investor data flows across systems, eSubDocs provides a better client onboarding experience and reduces the possibility of data discrepancies that trigger due diligence concerns and duplicate documentation requests.

Enhance Investor's User Experience

eSubDocs allows investors to manage subscription documents for multiple investments in a central location, and to leverage previously provided information and documentation for new investments within the fund. Built-in tailored logic ensures investors only provide information relevant to their investor type (as an individual, entity, trust etc) and their corresponding jurisdiction. eSubDocs provides investor teams with a collaborative work space for completing subscription documents, eliminating the need for managing a paper document amongst multiple contributing persons..

Systems Integration Operations

Creates a single "golden source" of investor data for use in onboarding and ongoing compliance monitoring obligations, including AML/KYC, tax, CRS, FATCA and IGAs. For example, the application is integrated with the Tax Solutions E-W8 application by providing data for pre-population of Part I of the tax Forms W-8 series, thereby reducing potential data discrepancies between tax certification and books and records information. Similarly, the application automatically creates CRS Self-Certifications that may be validated by CTI Tax Solutions' CRS Due Diligence tool.

Manage Information

Provides funds and fund administrators with a centralized tool for monitoring investor statuses and performing documentation reviews and investor sign-offs. Allows funds to bulk countersign subscription agreements electronically.

Streamline Documentation

Reduces the potential for funds and fund administrators to collect and store duplicate investor documentation, and reduces the amount of data and documentation that needs monitoring for ongoing changes in circumstance.

For investors:

eSubDocs allows investors to create a single user account to manage multiple investment opportunities in one central platform.

The platform enables investors to:

- Provide static data via an online interview
- Sign subscription documents electronically
- Upload supporting documentation in realtime

Investors may reuse information and documentation from previously completed subscriptions for new investment opportunities.

For funds and fund administrators:

eSubDocs helps funds manage their documentation and due diligence obligations for investor onboarding and on-going compliance, including for AML/KYC, tax, FATCA (both onshore and offshore) and IGA obligations.

- Using the eSubDocs administrative console, funds and fund administrators may perform a number of administrative tasks:
- Inputting paper provided subscription documents
- Providing counsel with access to investor subscription documents for review and sign-off
- Counter-signing subscription agreements in bulk
- Running investor status and administrative reports

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