OLIVIA for Fund Administrators

Processing managed fund application forms, verifying investors' identity, and completing AML and KYC requirements can be a thank-less task.

Especially if the investor hasn't completed the form correctly, has ticked the wrong box (or not ticked the correct one) and failed to sign where required.

Not to mention that some investors' handwriting is not all that it might be, or the correct documents don't arrive with the application form. All too often, even with the most careful of investors, far too many applications are not processed the first time around.

Delays cost time, and time is money. Investors get upset, and fund managers can't earn fees while application proceeds aren't invested in the market. Neither can their administrator.

OLIVIA123 changes all that.

OLIVIA provides a flexible customised, secure online system for processing managed fund application forms.

OLIVIA includes an optional AML and KYC module which can be used to verify the investors' identity, with supporting signed documents provided in hard copy if required.

OLIVIA uses a rules based process to ensure that investors only complete the sections and questions on the application form that are relevant for each individual fund – whatever the investor type.

OLIVIA's rules, which can be customised to suit each fund's requirements, also guide the investor through the application process, eliminating errors and omissions wherever possible.

Administrators, in conjunction with the fund's Trustee or Responsible Entity, can elect to accept electronic signatures under the Electronic Transactions Act of 1999, or can continue to require the option of a paper copy with a "wet signature" in the mail.

Once completed, the final application, with scanned copies of attachments, is saved to a secure server, ready for downloading in a range of electronic formats directly into the administrator's registry system.

1. Illegible handwriting? *Not anymore*.
2. Errors and omissions? *Eliminated*.
3. Re-entering data? *A thing of the past*.

As we said, OLIVIA makes completing *and* processing online application forms as easy as one, two, three.

OLIVIA is available for selected funds and their Administrators.

Register at www.olivia123.com to find out more or email enquiries@olivia123.com.

www.olivia123.com
"OLIVIA makes completing online application forms as easy as…. 1, 2, 3."