



## BOOK OF SERVICES

*Version 4.3*

*Updated on September 1<sup>st</sup> 2015*



## TABLE OF CONTENTS

GENERAL CONSIDERATIONS	3
1. FINANCIAL ASSETS	4
2. INTERNATIONAL WEALTH PLANNING	6
3. WEALTH MANAGEMENT LEGAL COUNSEL	7
4. CORPORATE AND REAL ESTATE ASSETS	8
5. ART BANKING	8
6. OPERATIONAL SUPPORT	9
7. PERSONAL & FAMILY SERVICES	9



## GENERAL CONSIDERATIONS

Fimarge is an independent Financial Investment Company. Since 1988 we provide our services ethically and transparently. Our performance and a sensible, honest, and faithful dedication accredit us as the leading non-banking financial institution in the Principality of Andorra.

Our specialised services involve confidential and personalised solutions for investors aiming to define a specific strategy that leads to a better overall management of their wealth and to ensure its incremental conservation over generations.

We work closely with the investors and their advisors, and bring in a serious, practical, and cost effective approach based on our experience of many years.

### *Services*

This document lists the services we offer our investors, both private (individuals, families) and professional (asset managers, multi family offices, investors, lawyers, etc.).

These services are offered with a view to maintaining a long-term relationship and include the full range of supports necessary: (1) information, (2) counsel, (3) administration, and (4) management.

### *Philosophy*

Personal wealth is the fruit of sustained effort made over many years, and managing it entails great responsibility. Fimarge applies an approach of “*wealth preservation*” rather than “*aggressive profit generation*”, prioritizing incremental wealth preservation, within a framework of close attention to personal or familial history and their present circumstances.

### *Personalisation*

Each investor is unique and deserves our personalised dedication. We assign every investor a counsellor with whom, in accordance with the interests and the expectations generated, balanced decisions are made, in a totally transparent way.

### *Independence*

Our team’s freedom in the choice of investments is key to optimal wealth management. We value our independence, which enables us to choose the best financial assets, with no ties to other managers or banks, domestic or foreign.

### *Portfolios*

The minimum amount to open a portfolio is €500,000 if deposited in Fimarge, €1,000,000 if deposited in a personal bank account, and €2,000,000 if administered.

### *Regulation*

The maximum level of regulation and supervision to which we are subjected and the strict control exerted over the Andorran financial system entail continuous monitoring by official regulatory agencies.



## 1 FINANCIAL ASSETS

*Information, counsel, administration, and/or management*

Service provided directly to the investor or as an indirect support to their external manager, with an active participation in the provision of information, counsel, administration, and management services of financial assets.

### 1.1 ANALYTICAL INFORMATION SERVICE (SIA)

Goal: to give the investor access to Fimarge's detailed technical information through the provision of analysis of assets, markets, and macroeconomic and geopolitical factors.

This is an information-only service; no proposals or recommendations are made. The responsibility for the outcome of any action taken on the basis of the information received lies exclusively with the investor.

The annual subscription gives access to:

- 20-24 in-depth reports per year on selected assets (Fixed Income/Equity)
- *Ad hoc* updates to reports (changes in fundamentals)
- *Ad hoc* monitoring of assets under analysis (earnings, news, etc.)
- Two face-to-face meetings per year with a senior Fimarge analyst (macroeconomic vision and effects on financial markets)
- Telephone contact to clarify doubts about the reports received

The service does not include:

- Buy or sell recommendations
- Transmission of buy or sell orders (see option below)
- Requests for analysis of other assets (*ad hoc* service)

### 1.2 PORTFOLIOS ADMINISTRATION SERVICE (SAC)

Fimarge does not manage the investor's assets or portfolios. The service administers and monitors the investor's portfolios managed by other entities at an international level. Fimarge deals directly with the investor (in the presence of their external manager, if appropriate).

Specifics of the service:

- Strategic vision of the state of global financial assets in relation to the characteristics and needs of the investor
- Control and monitoring of management quality
- Consolidated report on the accounts under management
- Review of cost structure (cost-saving aspect)
- Negotiation with banks



### 1.3 PERSONALISED PORTFOLIO MANAGEMENT (SGC)

In options 1.3.1/2/3, meetings and detailed reports shall have a monthly frequency as a maximum.

#### 1.3.1 Fimarge management

*Correlated, Personalised, and Model portfolios.  
Direct and indirect accounts (held at depositaries in Andorra or elsewhere).*

##### **Priority option**

Fimarge manages the investor's assets on a discretionary basis, under parameters agreed with the investor. Fimarge deals directly with the investor.

The investor may include assets not invested by Fimarge and veto sectors or companies (on ethical grounds), provided these options do not exceed 20% of the portfolio's total value.

Responsibility for the work done and the results obtained lies with Fimarge, except for the assets required by the investor.

#### 1.3.2 Joint management

*Personalised portfolios.  
Direct and indirect accounts (held at depositaries in Andorra or elsewhere).*

Fimarge manages the assets jointly with the investor. Fimarge deals directly with the investor.

Includes both the case where Fimarge recommends specific investments and the investor makes the decision, and the case where the investor requests specific investments on their sole initiative (the service is deemed Joint Management when direct requests account for more than 20% of the portfolio's total value).

Responsibility for the work done and the results obtained is shared between the investor and Fimarge.

This option requires close personal collaboration with the investor, while Fimarge has neither full control over the investment outcome nor the possibility of a performance fee (which is why fees are higher than those in the previous option).

#### 1.3.3 Investor management

*Investor Managed portfolios.  
Direct accounts.*

Fimarge serves and helps investors who want full responsibility over the management of their portfolios within limits (maximum 30 assets in the portfolio, 20 transactions per month and 5 daily) as we are not brokers and we do not do trading.

The portfolio is managed directly by the investor or their external manager by sending buy or sell orders directly to Fimarge's DOR. Fimarge acts as a trading



intermediary, has no decision-making capability, and bears no responsibility for investment performance.

Advantages:

- Lower costs than would be obtained through banks
- Greater confidentiality for the investor (in relation to banks, family members, etc.)
- Fast, flexible, and close relationship with Fimarge
- Quality of management reports
- Experience of Fimarge professionals
- Possibility to sign up to the Analytical Information Service (SIA) to receive high quality analysis reports

### 1.3.4 Cash management (SGC-CASH)

*Cash portfolios.*

*Direct and indirect accounts (held at depositaries in Andorra or elsewhere).*

Portfolio not invested, or invested in bank deposits with favourable conditions, or in money market deposits with daily liquidity (except in market stress situations).

## 2 INTERNATIONAL WEALTH PLANNING

*Counsel*

Global counsel service with a strategic vision, provided directly to the investor or their external manager, with or without participation as an independent member on the boards of the family office, the family council, or investee companies.

- Strategic guidelines of anticipation and support in global decision making
- Investment, divestment, and diversification strategy (strategic allocation) of assets
- Optimization of family and business wealth structure
- Counsel, set-up, administration, and management of financial investment vehicles, such as Variable Capital Investment Companies (SICAVs), Special Investment Funds (SIFs), Investment Funds (FCPs), etc., in different jurisdictions
- Set-up, administration, and management of Andorran companies and processing of active or passive residency in Andorra
- Set-up and development of a family office
- Net worth balance: value, scope, and current state of assets, investments, leverage, expected returns, key success factors, etc.
  - Weak, problematic, or underperforming assets
  - Periodic monitoring and updates on the state of the assets



- **Risk management:** assessment and measurement of risks incurred, or to be incurred; adaptation of asset allocation to changing global circumstances, excessive risks, etc.
- **Global financial strategy:**
  - Selection of, supervision of, negotiation with, and relation with financial institutions
  - Counsel on banking leverage and refinancing
  - Counsel, control, and monitoring with respect to liquidity management
  - Assessment of management performance
  - Consolidation of projects and portfolios
  - International counsel, control, and monitoring
- Counsel, coordination, and control of **external teams of professionals** (lawyers, managers, etc.)
- **Family protocols and constitutions** to govern relationships with the family business
- **Restructuring** of corporate and family owned groups
- **Successions and donations;** other wealth transfers
- **Retirement planning**
- Search and **organisation of information** and assets
- Family or corporate **foundations** (philanthropy and patronage)
- **Custody of business documents** or documents related to the investor's activities with Fimarge

### **3 WEALTH MANAGEMENT LEGAL COUNSEL**

#### *Counsel*

Service provided directly to the investor or their external manager, taking an active role—together with other legal counsel, if applicable—in providing strategic, tactical, and operational wealth management counsel about legal matters.

- Definition of **legal strategy and tactics**
- Support in the management and resolution of **family conflicts**
- **Recovery of divested assets**
- Support in **decision making**
- **Support in negotiations** and complex processes (contingencies, litigation, etc.)
- **Coordination of teams** of lawyers or external consultants
- **International law**
- **Administration** of companies and approval of accounts



## 4 CORPORATE AND REAL ESTATE ASSETS

*Information, counsel, administration, and management*

### 4.1 CORPORATE ASSETS

Family businesses and equity investments held directly or through private equity funds, and similar.

- Analysis and valuation of global business assets
- Generation of equity investment proposals; management of the process; control and monitoring
- Control and monitoring of business plans and specific equity investments throughout the various stages (analysis, investment or acquisition, development, growth, divestment or sale)
- Adaptation to the overall investment strategy
- Support in negotiations (investments or divestments) and in complex processes
- Attendance at board meetings of investees

### 4.2 REAL ESTATE

Properties, plots of land, farming and grazing land, and similar.

- Analysis and valuation of real state family assets
- Risk management and business cycle monitoring
- Analysis of investment or divestment proposals

## 5 ART BANKING

*Counsel, administration, and management*

- Investments in art and collections
- Asset analysis and valuation
- Control of custodians



## 6 OPERATIONAL SUPPORT

*Counsel and management*

Services to investors or companies:

- Business analysis and restructuring; resource optimisation
- Feasibility and improvement plans; reorganisations
- Design and management of the investor's employees Retirement Plan
- Management monitoring and control; key management data
- Financial control; cash management
- Negotiation with banks

## 7 PERSONAL & FAMILY SERVICES

*Counsel and management*

Services to owners and their family, including:

- Education and professional career of owners and heirs
- Legal and insurance (health, life, home, auto, etc.) counsel
- Management of the family's liquidity
- Management of the family's direct employees (household staff)