

Common Complementary User Entity Controls (CUECs) – One-Page Checklist

GOVERNANCE AND OVERSIGHT

- ☐ Roles and responsibilities for fund oversight are clearly defined
- ☐ Approval authority matrix is documented
- ☐ Regular oversight meetings with the administrator are held and documented
- ☐ Formal escalation procedures exist for errors or exceptions

FINANCIAL REPORTING AND NAV REVIEW

- ☐ NAVs are formally reviewed and approved before release
- ☐ Investor reports and financial statements are reviewed
- ☐ Material fluctuations are investigated and documented
- ☐ Corrections and restatements follow a defined process

TRANSACTION AUTHORIZATION

- ☐ Capital calls are approved prior to issuance
- ☐ Distributions are authorized before processing
- ☐ Fund expenses and non-standard fees are approved
- ☐ Complex or one-off transactions are reviewed

VALUATION OVERSIGHT

- ☐ Valuation policies are approved and current
- ☐ Valuation inputs provided to the administrator are reviewed
- ☐ Third-party valuation reports are reviewed, where applicable
- ☐ Judgement and assumptions are documented

INVESTOR DATA AND CHANGE CONTROLS

- ☐ Investor onboarding data is reviewed and approved
- ☐ Changes to investor banking details are independently verified
- ☐ Investor fee terms and classifications are reviewed
- ☐ Audit trails exist for investor record changes

ISSUE RESOLUTION AND EXCEPTION MANAGEMENT

- ☐ Issues are identified and logged consistently
- ☐ Corrective actions are documented
- ☐ Recurring issues are reviewed for root causes
- ☐ Administrator remediation efforts are monitored

