

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



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