



## BERATUNGSBÜRO BEATRICE HERRMANN



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### COMMERCIAL PROCESS CONSULTING

- Analysis
- Documentation
- Optimization

of administrative processes

*Dear customer,*

*Thank you for your interest in my work and for downloading this 3-page PDF!*

*A German “**Treuhand**” (a trustee, also: Contractual Trust Agreement) has served for many years as an instrument **to safeguard assets** dedicated to employee retirement benefits, long-term working time accounts as well as retirement time accounts against insolvency.*

*Through the years, the daily business of most companies can become routine.*

***Isn't it time now to carry out a benchmark test of these standard business processes?***

*Are your working results still up-to-date? Is there currently a need to take action due to changing regulations? How do other trustees handle their administrative tasks? – Make use of my long-term experience in **implementation, operation and management** of a group trustee!*

*Please find below an overview of my consulting services as well as additional trustee services.*

*Kind regards,*

Beatrice N. Herrmann



**“Your compass  
in the matters of your  
trustee!”**



## BERATUNGSBÜRO BEATRICE HERRMANN *Consulting Services “Treuhand”*

*I determine **all processes** affecting the trustee in its daily business and at year's end in order to create an overview of **existing filing documents, templates and general documents.***

### COMMERCIAL PROCESS CONSULTING

- Analysis
- Documentation
- Optimization

*All **administrative processes** of the trustee will be documented **in the form of a manual.** This contains all relevant information – from contact persons to timetables, up to and including working instructions and emergency plans.*

*I revise all existing processes with you and adapt them to **up-to-date requirements.** Also **tendering processes** will be supported in order to evaluate product vendors. Besides that, I accompany **certification processes** for your trustee.*



***“So then: set sail and let's go!”***



## BERATUNGSBÜRO BEATRICE HERRMANN *Additional Services “Treuhand”*

*In addition to consulting services, I also offer the **outsourcing** of single or all activities of your trustee to my office. Of course these services **can be offered temporarily**, for example in the event of a short- or long-term substitute.*

- Settlement of
  - endowments
  - refunds
- Certificates of security
  - for the trustor
  - for the beneficiaries
- Reports
  - developments of assets
  - amount of liabilities
  - movements in portfolio / beneficiaries etc.
- Ongoing filing
  - electronically or in paper
  - banking documents
  - account and depository statements
  - correspondence and others
- Bill of charges
  - evaluation of security fees
  - preparation of the basis of calculation
  - generation of fee statements based on a template
- Reconciliation of annual report
  - with the financial institutions
  - with the actuary
  - with the accountant and other involved parties
- Implementation of new trustors
- Change of the financial institutions involved
- Coordination of the execution of an insolvency



***“My expertise – your bonus!”***