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## FORM ADV PART 2A: Firm Brochure

This Brochure provides information about the qualifications and business practices of HQ Capital Private Equity LLC ("HQCPE" or the "Firm"). If you have any questions about the contents of this Brochure, please contact HQ Capital's Chief Compliance Officer ("CCO"), Janine Diljohn at (212) 863-2300 or [janine.diljohn@hqcapital.com](mailto:janine.diljohn@hqcapital.com). The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission ("SEC") or by any state securities authority.

HQCPE is a registered investment adviser. Registration as an investment adviser does not imply that the Firm or any of its principals or employees possesses a particular level of skill or training in the investment advisory business or any other business.

Additional information about HQ Capital Private Equity LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Item 2 | Material Changes

As of December 31, 2018, there were no material changes to the Firm's management or operations.

On January 2, 2019, HQ Capital welcomed Dr. Bernd Türk as Managing Director and Speaker of the Executive Committee. Dr. Türk assumes the responsibilities of Dr. Georg Wunderlin, following his resignation as CEO, which will become effective in Q2 2019.

As of January 21, 2019, the Chief Operating Officer ("COO") function was transitioned to Mr. Tim Avery and Mr. Harald Hell. Mr. Avery has been the Chief Financial Officer ("CFO") of the HQ Capital Group of companies since 2015 and previously held the same title at the Auda group of companies, prior to the HQ Capital rebranding. He now serves as the CFO/COO for HQ Capital's U.S. and Asia operations. Mr. Hell has been a finance and operations consultant with HQ Capital since 2016. He will now serve as the CFO/COO for HQ Capital's European operations.

Please see HQ Capital Private Equity LLC's Form ADV Part 2B: Brochure Supplement for more information about Dr. Türk, Mr. Avery and Mr. Hell.

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## Item 4 | Advisory Business

HQCPE was formally established in 2005 and is 100% owned by HQ Capital U.S. LLC. HQ Capital U.S. LLC is 100% owned by HQ Capital International L.P., which is 100% owned by the Harald Quandt family through HQ Capital GmbH & Co. KG (together with its subsidiaries, the “**HQ Capital Group**”).

HQCPE is a specialized, privately held company investing exclusively in private equity and providing investment advisory services to pooled investment vehicles (i.e. private funds) (the “**Funds**”), and separate managed accounts for institutional investors and high net worth individuals. HQCPE’s private equity Funds include diversified fund-of-funds, concentrated fund-of-funds, secondary funds, and co-investment funds. HQCPE’s worldwide investor base consists of insurance companies, pension funds, corporations, endowments, foundations, high net worth individuals and family offices. HQCPE limits its investment advice to private equity investments and considers the Funds and separate managed accounts to be its clients (“**Clients**”), as opposed to the investors in the Funds. Unlike the advisory Clients, investors may not impose restrictions on investing in securities or in certain types of securities.

HQCPE’s advisory services primarily include identification of underlying private fund managers and recommendation of securities and investments in existing relationship and non-relationship limited partnerships and operating companies. The underlying investments of the Funds consist primarily of small and mid-cap growth equity and buyout investments in the United States, Europe and Asia.

As of December 31, 2018, HQCPE had regulatory assets under management (“**RAUM**”) of \$4.8 billion and managed a total of over \$7.0 billion in original commitments to the Funds and from the separate managed accounts. HQ Capital currently has 100 employees as of March 31, 2019 who support the private equity business within the HQ Capital Group. Of those, 23 perform investment advisory functions including research, and manage approximately \$3.0 billion RAUM on a discretionary basis and approximately \$1.8 billion RAUM on a non-discretionary basis.

## Item 5 | Fees and Compensation

For its investment advisory services related to the Funds, HQCPE receives management fees at an annual rate generally ranging from 0.50% to 1.50% (“**Management Fees**”). These fees are typically paid on a quarterly basis. Investors in the Funds are also subject to performance fees as described below. Fees charged to separate managed account Clients are negotiated with each Client. HQCPE may also receive administrative fees for certain additional negotiated services.

All Clients are also subject to expenses from financial institutions and other third parties such as tax compliance fees, audit fees, banking fees, custodial fees, tax preparation fees, legal expenses and insurance. The disclosure under Item 12 contains additional information regarding brokerage and other transaction costs.

HQCPE has entered into side letters with certain investors and/or Clients whereby it waives or reduces fees, agrees to provide greater levels of portfolio transparency, and/or include certain other clauses beneficial to the investor. For the current Funds, all side letter provisions granted to investors are disclosed to all limited partners after the final close of the Fund. Only the side letter provisions are disclosed, not the names of the investors. Any beneficial terms that are offered to one limited partner are also offered to all other limited partners that have the same or a higher commitment amount or have the same regulatory profile.

A full description of fees and expenses that may be charged to the private funds is available in each Fund’s respective offering documents.

## Item 6 | Performance-Based Fees and Side-By-Side Management

HQCPE charges this performance-based fee to the majority of its advisory Clients. All performance fees imposed by HQCPE are assessed in compliance with Rule 205-3 under the Investment Advisers Act of 1940, as amended. Performance fees or carried interest allocations, which generally range from 5% to 15% of net profits ("**Performance Fees**"), are generally subject to a hurdle rate. All fees for the Funds are disclosed in each Fund's offering documents, which are provided to all prospective investors.

While certain accounts managed by HQCPE may be subject to higher fees, potentially incentivizing HQCPE to favor those accounts over others, HQCPE aims to provide the same level of diligence and fairness in its advisory services to all of its Clients and does not allow the level of fees affect its ultimate investment decisions. Investment opportunities are allocated amongst the Clients based on a pre-determined policy, which identifies the Clients and the order in which they will be allocated investments that are suitable for more than one Fund based on their strategies.

## Item 7 | Types of Clients

As discussed in Item 4, and pursuant the SEC's guidance, HQCPE considers its Funds and separate managed accounts as its Clients. HQCPE primarily acts as investment adviser to pooled investment vehicles and separate managed accounts for institutional clients and high net worth individuals. HQCPE's global investor base consists of insurance companies, pension funds, corporations, endowments, foundations, high net worth individuals and family offices.

In general, the minimum investor commitment to a Fund ranges from \$1,000,000 to \$5,000,000 and typically around \$50,000,000 to \$100,000,000 for managed account mandates, although HQCPE may accept commitments of lesser amounts. The minimum commitment amounts of the Funds and separate managed accounts to underlying investments depend on the investment strategy of each Client.

## Item 8 | Methods of Analysis, Investment Strategies and Risk of Loss

### Methods of Analysis and Investment Strategies

HQCPE primarily offers advice on investments in private equity funds and direct private equity co-investments. These investments primarily consist of small and mid-cap growth equity and buyout investments in the United States, Europe and Asia.

HQCPE utilizes a fundamental method of security analysis with respect to underlying managers who manage the assets of its Clients. This analysis is generally based on contact with managers and historical performance. Other criteria considered in manager selection generally include a focused investment style, action-oriented decision-making, manager compensation tied to performance and personal commitment to the manager's own strategy.

In addition, HQCPE uses both external and internal private equity databases that contain industry benchmarks as well as individual fund and company performances (tracked by internal databases).

Private equity investments are long-term oriented and illiquid investments. The investments made by underlying funds are made typically in non-public companies. Once the investment is made, the underlying fund works with the portfolio company's management to enhance the profitability of the company. The average investment holding period for a portfolio company in a Fund is approximately 5 years, while the life of

the Fund is approximately 10-12 years with the option of extension. A typical exit would be the sale to a strategic or financial buyer, or potentially into the public market.

## Risk of Loss

Investing in non-public companies involves the risk of loss. Investors must have the financial wherewithal and appropriate professional experience or advice to evaluate and bear the risks of an investment in the Funds. The Funds face significant investment risks in attempting to carry out their investment strategies. These include, but are not limited to, risks that the investments in the Funds' portfolios will decline in value. In making an investment decision, prospective investors must rely on their own examination of the Funds and the offering terms.

While not a comprehensive list of risk factors, the following should be considered and investors are urged to consult their professional advisers before deciding to invest in the Funds.

### *Fund-of-Funds Structure*

As private equity fund-of-funds, the Funds are subject to certain risks that are inherent in investments in other private equity funds, as well as the risks inherent in their underlying portfolios of private equity investments. Risk of loss may be affected by factors such as illiquidity of investments by the Funds and reliance on management of underlying funds by investment managers not controlled by HQCPE. A fund-of-funds also involves two levels of management fees and administrative expenses, one at the fund-of-funds level and one at the underlying fund level.

### *Risks Inherent in Private Equity Fund Investments*

A successful program of investing in private equity funds is subject to risks that include: (i) the ability of the management of the underlying funds to select successful investment opportunities; (ii) general economic conditions; and (iii) the ability of the Funds and the underlying funds to liquidate their investments. There can be no assurance that the investments made by the underlying funds in which the Funds invest will result in rates of return to the Funds that are equal to or better than the average rate of return on other investments, and the Funds may not be successful in meeting their performance objectives.

### *Illiquidity of Investments by the Funds*

A limited market exists for the sale of the Fund's proposed investments in underlying funds and the transferability of such investments is generally restricted. The Funds may not be able to liquidate a particular interest in an underlying fund or directly held investment at a time and upon the terms it desires. Additionally, the timing of distributions from the underlying funds, if any, will likely be at their discretion and may not occur at a time that is preferable. Distributions from the underlying funds could be in the form of securities.

### *Reliance on Management of Underlying Funds*

HQCPE is responsible for managing the assets of the Funds, which includes the formulation and implementation of investment policies and strategies. The Funds invest in underlying funds that are predominantly managed by investment managers who are not controlled by or related to HQCPE and who select all investments made by the underlying funds. The Funds, therefore, will not have an active role in the day-to-day management of the underlying funds and will generally not have an opportunity to evaluate the specific investments made by the underlying funds. As a result, the returns of the Funds will depend on the performance of these unrelated investment managers and could be adversely affected by the unfavorable performance of a small number of them.

*Foreign Investments*

The Funds are expected to make investments in multiple countries and currencies and may give rise to risks of loss associated with currency exchange rates, local economic and political risks, risk of adverse changes to tax matters, the imposition of foreign taxes on items of income and gain allocable to investors, and tax return filing requirements imposed on the Funds or their investors.

Strategies and risks related to the Funds are described in greater detail in each Fund's offering documents and this description is qualified in its entirety by those materials with respect to each Fund.

## Item 9 | Disciplinary Information

Neither HQCPE, its affiliates, its managing principals nor other persons involved in the management of the Firm have been subject to any disciplinary action, whether criminal, civil or administrative, in any jurisdiction.

## Item 10 | Other Financial Industry Activities and Affiliations

HQCPE provides investment advisory services to investment partnerships and other pooled investment vehicles for which it or an affiliate acts as general partner and/or investment adviser. Each of the general partners are entitled to receive the incentive allocation or carried interest applicable to the vehicle(s) for which it serves as general partner.

HQCPE has non-U.S. affiliates engaged in similar business activities as HQCPE outside the United States, which include providing investment management and research services to private equity Clients outside the United States. Certain employees of HQCPE may serve on the advisory boards of funds in which Clients of HQCPE are invested.

Additionally, within the HQ Capital Group, HQCPE shares common ownership and office space with HQ Capital Real Estate Partners L.P., a registered investment adviser focused on real estate investments.

The relationships described in response to this item result from HQCPE's ownership structure and do not create a conflict of interest.

## Item 11 | Participation or Interest in Client Transactions, Code of Ethics and Personal Trading

### Participation or Interest in Client Transactions

HQCPE and its related persons may invest in private equity funds and buy and/or sell other securities for its Funds that it also recommends to its separate managed account Clients. HQCPE and its related persons may also recommend to Clients trades in securities or investment products in which HQCPE and its related persons have some financial interest. More specifically, HQCPE and its related persons act as investment adviser and general partner to certain related investment partnerships and funds. HQCPE may sell interests in such partnerships and funds to other advisory Clients as well as third parties.

The offering documents for such investments contain disclosures about, among other things, HQCPE's duties as investment adviser to the partnerships and its role as general partner, its compensation and the possibility of conflicts of interest. In all such cases the Clients' interests are always paramount.

Client and supervised persons investment activity are reviewed carefully and continuously to ascertain, among other things, whether any possible conflicts of interest are presented by such investments. For example, while HQCPE, its supervised persons, and related persons may take positions in securities for their own accounts that are inconsistent with recommendations made to Clients, all private placements are required to be pre-cleared with Compliance prior to making such investments. If a conflict is determined to exist, it is resolved in favor of the Client.

## Code of Ethics and Personal Trading

HQCPE has adopted a Code of Ethics (the “**Code**”) governing personal trading by its personnel which is designed to promote the highest levels of ethical conduct among its supervised persons. The Code includes the following general principles: 1) the duty at all times to place the interests of Clients first, 2) the requirement to conduct personal securities transactions in such a manner as to avoid any actual or potential conflict of interest, 3) the fundamental standard that HQCPE and its supervised persons exercise independent, unbiased judgment in the investment decision-making process.

The Code stipulates that supervised persons are not permitted to use their knowledge of proposed or actual recommendations or transactions to profit personally. The Code restricts the personal receipt of investment opportunities, perquisites, or gifts from persons doing or seeking business with HQCPE that could call into question the supervised person’s independent judgment.

Supervised persons are also prohibited from sharing non-public personal information of Clients or investors without permission and unless necessary to complete a transaction on the Client’s or investor’s behalf. In addition, HQCPE limits access to non-public personal information to those supervised persons that need access to such information to provide services to the Client or investor.

HQCPE’s supervised persons are required to pre-clear non-public securities transactions and initial public offerings, and to report their personal securities transactions and holdings with the Firm’s Compliance Department.

The Code is qualified in its entirety in HQCPE’s Compliance Manual. Clients may obtain a copy of the Code of Ethics by contacting Compliance at (212) 863-2337.

## Item 12 | Brokerage Practices

As HQCPE manages private equity investments, it does not ordinarily engage in the trading of publicly-traded securities. Accordingly, the portfolio investments of its Clients are not generally executed through brokerage firms, and HQCPE does not ordinarily select or recommend brokers for Clients. Clients of HQCPE may, on occasion, receive securities as a result of a distribution in kind from a private equity fund in which such Client is invested, and HQCPE may assist the Client on disposing of such securities.

In selecting a broker for any transaction, HQCPE may consider a number of factors, including, for example, broker’s reputation, net price or spread, financial strength and stability, market access, efficiency of execution and error resolution, and the size of the transaction. HQCPE is not obligated to obtain the lowest commission or best net price for a Client on any particular transaction.

HQCPE monitors transaction results as orders are executed to evaluate the quality of execution provided by the various brokers and dealers that we use in order to determine that commission rates are competitive and otherwise to evaluate the reasonableness of the commission rates paid to those brokers and dealers in light of all the factors described above.



## Item 13 | Review of Accounts

The portfolios of HQCPE's investment advisory Funds and separate managed accounts are regularly reviewed by portfolio managers and members of HQCPE's Investment Committee on a formal and informal basis. Portfolios may also be reviewed by other HQCPE personnel, including the accounting, reporting, client service, and marketing teams, as needed to properly service the Clients' accounts.

HQCPE provides unaudited financial reports on behalf of the Funds to investors on a quarterly basis. Other reports may also be provided as stipulated in individual advisory contracts or other agreements. In addition, certain large or strategic Clients or investors may (upon request) be provided with more detailed information as to their portfolio holdings. The Funds provide audited financial reports to investors on an annual basis.

## Item 14 | Client Referrals and Other Compensation

HQCPE does not receive any economic benefit from non-Clients for providing investment advisory services to its Clients. HQCPE has and may in the future make cash payments to third parties who provide investor referrals to its Funds or assist with the acquisition of separate managed account Clients, in accordance with Rule 206(4)-3 of the Act.

## Item 15 | Custody

HQCPE has custody over cash and securities for its Funds and certain separate managed accounts. All custodied cash is held with qualified custodians, however, investments in underlying private equity funds held by HQCPE's Clients are privately offered, uncertificated securities that are not required to be held by a qualified custodian, and are recorded on the books of the underlying fund in the name of the relevant Fund or separate managed account. On an annual basis, an independent public accountant audits the pooled investment vehicles that HQCPE manages and the audited financial statements are distributed to the investors in each pool. In certain advisory agreements, HQCPE may be granted the authority to directly debit advisory fees and/or pay expenses in connection with accounts that HQCPE advises.

## Item 16 | Investment Discretion

HQCPE has discretionary authority to select the underlying funds or direct co-investments in which each Fund will invest. This authority, along with any limitations to this authority, is set forth in each private fund's offering document. Most of the separate managed accounts, however, are non-discretionary and require approval from the Client for each investment recommended by HQCPE. HQCPE generally has discretion to determine the amount invested with each underlying fund manager or in each direct co-investment, and to add or eliminate underlying fund managers or direct co-investments or rebalance the investments made among underlying fund managers or direct co-investments. These decisions are based primarily upon HQCPE's evaluation of the performance of the underlying managers or direct co-investments held by each Client and their fit within each Client's portfolio.

## Item 17 | Voting Client Securities

HQCPE has adopted a Corporate Action policy designed to monitor its proxy voting and corporate action decisions with respect to Client securities. HQCPE aims to resolve all corporate actions in the best interests of its Clients. The policy also requires that HQCPE identify and address conflicts of interest between its

related persons and its Clients. If a material conflict of interest exists, HQCPE will determine whether voting in accordance with the guidelines set forth in the policy is in the best interests of the Client or whether taking alternative action may be more appropriate. HQCPE generally votes in favor of routine corporate housekeeping proposals, including election of directors (where no corporate governance issues are implicated). Generally, HQCPE will vote against proposals that make it more difficult to replace members of a board of directors. For all other proposals, HQCPE will make a best effort attempt to determine whether a proposal is in the best interests of its Clients and may take into account the following factors, among others:

- (a) whether the proposal was recommended by management and HQCPE's opinion of management;
- (b) whether the proposal acts to entrench existing management; and
- (c) whether the proposal fairly compensates management for past and future performance.

Clients may obtain a copy of the HQCPE's Corporate Action policy and information about how HQCPE voted its Clients' proxies by contacting the Compliance at (212) 863-2337.

## Item 18 | Financial Information

HQCPE has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to Clients. Further, it has never been the subject of any bankruptcy proceeding.