

SELF MANAGED SUPERANNUATION FUND DOCUMENT CHECKLIST

ANNUAL INFORMATION

Contributions to the fund

Member Name	Employer	Member Undeducted	Member Deducted

ETP Rollover Statements

Government Co Contribution Statement

ETP Rollover Statements

Member Name	Lump Sum	Pension Drawdown

PAYG Payment Summary - Lump Sum

PAYG Payment Summary - Income Stream

Other

Business Activity Statements and details of calculation

Instalment Activity Statements

Life Insurance & Income Protection cover premium notices

INVESTMENT INFORMATION

Bank Accounts

- Bank statements
- Details and documentation of all transactions, including expenses

Shares

- Contract notes for purchases and sales, or broker transaction listing
- Share application forms and confirmation of allocations
- Holding Statements
- Dividend Statements
- Documentation of rights, bonus issue, returns of capital, restructures & take overs
- Off-market transfer forms
- Broker year end investment summary

Trusts

- Purchase and sale documentation
- Distribution notices
- Year end tax statement

Term Deposits/Debentures

- Renewal notices
- Interest statements

Managed Portfolios

- Annual Statement
 - Year end tax statement
 - Cash account transaction listing
-

Property - new purchase

- Purchase documentation
- Certificate of title
- Listing of depreciable fixtures and fittings
- Listing of deductible constructions costs
- Lease agreement
- Loan documents showing schedule of borrowing expenses

Property - current year

- Rental income statements
- Property expense documentation
- Valuation by agent or trustees at year end
- Details of interest expense for financial year
- Quantity surveyor report (if applicable)

Property - current year

- Loan agreement
- Interest statements

Unlisted Trusts and Companies - related

- Financial statements, income tax return
- Valuation by trustees at year end

Unlisted Trusts and Companies - unrelated

- Distribution, dividend statements
 - Valuation by trust/company or trustees at year end
-

Collectibles

Purchase documentation

Lease agreement

Valuation by dealer or trustees at year end

GENERAL INFORMATION

(Complete only if this information has changed or we are performing work for the first time)

Members

Name	Date Of Birth	Tax File Number	Date Joined Fund	Eligible Service Date

Trustees

Corporate Trustee

ACN/ABN

Individual Trustees or directors

Fund Information

Date Fund established

Tax File Number

Australian Business Number

Fund documentation

Signed Trust Deed

Signed Investment Strategy

Prior year records

Financial statements including audit report

Asset acquisition history, or BGL Simple Fund data file (if available)

Income Tax and Regulatory Return

Member benefits statements
