

To ensure that our records are up to date, please assist us by confirming and/or completing the following:

Entity name: _____

ABN: _____

TFN: _____

Tax Registrations GST Yes No PAYG Withholdings Yes No

Trustee Company Name: *(if applicable)* _____

ACN: *(if a trustee company)* _____

Registered address: *(if a trustee company)* _____

Postal address: _____

Contact name: _____

Telephone: Home Business Fax Mobile

Email Address: _____

Trustee(s): *(if individuals)* _____

Address: _____

Telephone: Home Business Fax Mobile

Email Address: _____

Trustee(s): *(if individuals)* _____

Address: _____

Telephone: Home Business Fax Mobile

Email Address: _____

1. If we are preparing your return for the first time:		Yes	No	?
Please provide:				
1.1	Permanent records			
1.1.1	The Fund's trust deed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.2	ATO advice that the fund is a Regulated Self Managed Superannuation Fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.3	Consents to appointment by the Trustees or Directors of the Trustee Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.4	Written declarations by the Trustees or the Directors of the Trustee Company that they are not disqualified persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.5	Applications for membership by each member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.6	All minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.7	The Fund's current investment strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.8	Any actuarial certificates currently in force.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.9	The following documents for all real estate, whether owned directly or through an interposed unit trust:			
1.1.9.1	Title deed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.9.2	Purchase contract and settlement statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.9.3	Current lease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.9.4	Most recent market valuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Last year's records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.1	Copies of the Fund's last Financial Statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.2	A copy of the last income tax return, notice of assessment (If received) and PAYG instalment notices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.3	Copy of the previous year's Audit Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.4	Copy of the previous year's Audit Management Letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.5	Capital gains tax cost base information for current investments held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.6	Trustee declarations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions				
2. Bank Accounts		Yes	No	?
Please supply the following information:				
2.1	Reconciled cash book details on computer disk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.1	Please provide name of program and version number.			
2.1.2	Please provide password if applicable.			
2.2	Copies of bank statements from 1 July 2008 to 30 June 2009.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR If using a computer program but not providing a disk:</i>				

2.3	Profit and Loss and Balance Sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	General ledger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Trial balance reports and bank reconciliations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Bank reconciliations for each bank account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Copies of bank statements from 1 July 2008 to 30 June 2009.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR If not using a computer program:</i>				
2.8	Cheque payment details, and/or cheque books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Receipt details and/or deposit books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Please provide details or description of all entries on the bank statements not covered by cheque payment or receipt details above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income and Expenses

3. Contributions and Rollovers		Yes	No	?
Please supply details of the following:				
3.1	Employer contributions including evidence from the employer's records if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Member contribution statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Evidence of other contributions such as Government Co-contributions, spouse or child contributions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Roll-overs received by the fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Roll-over notification forms and Lump Sum Rollover Statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Schedules of Benefits transferred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Benefits				
4.1.1	Have any benefits been paid from the fund by way of pensions or other benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Expenses		Yes	No	?
5.1	Insurance premium notices/invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Audit and accounting invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Investment advisers' fees or commissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments

6. Interest Bearing Deposits		Yes	No	?
Please provide:				
6.1	All bank statements or passbooks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Annual or periodic interest statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Shares, Units and Managed Funds		Yes	No	?
Please provide the following:				
7.1	Dividend advice statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Trust and managed funds distribution advice notices. This includes distributions for the year ended 30 June 2009, which were received after that date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Trust and managed fund annual tax statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	All buy/sell contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	All CHESS statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	For all shares sold, the original purchase contract(s) and documentation for all returns of capital and dividends reinvested since the initial purchase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	For all units sold, the original purchase contract(s) and documentation for all returns of capital or tax deferred distributions since the original purchase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Market value of all shares and units at 30 June 2009.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>For listed shares and units, this information is readily available from newspapers, the internet or your broker. For unlisted shares and units you may need to obtain a valuation from the entity concerned.</i></p>				
8. Property		Yes	No	?
8.1	Rental Statements from real estate agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Invoices for all expenses, including rates, strata levies, insurance premiums and repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Details of all construction costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	If the Fund has purchased or sold property during the year, please forward to us a copy of the purchase/sale contract and settlement statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.5	If any depreciable items are included, we will require the breakup of the purchase/sale price that has been allocated to each of them in the contract. Depreciable items include floor coverings, light fittings, hot water systems, etc. in rental properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If 3 years have elapsed since a property was purchased or last valued, it will be necessary to obtain a current market valuation of the property.</i>				
9.	Related Unit Trusts	Yes	No	?
9.1	Profit and Loss, Balance Sheet and any other financial statement, and income tax return for the year ended 30 June 2009.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	The information listed above for all investments held by the related trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Items				
10.	Taxation	Yes	No	?
10.1	If the fund is registered for GST, please provide copies of Business Activity Statements for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Details of PAYG instalments paid for the year ended 30 June 2009, including quarterly or annual instalments paid after year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	PAYG Summaries and Annual PAYG Reconciliation for benefits provided during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3.1	Copies of any other correspondence with the Tax Office such as objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Update of Permanent Records	Yes	No	?
11.1	If any of the documents listed below have been updated since last year please provide a copy of the new or amended documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1	Permanent records			
11.1.1.1	The Fund's trust deed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1.2	ATO advice that the fund is a Regulated Self Managed Superannuation Fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.1.1.5	Applications for membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1.6	All minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1.7	The Fund's current investment strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1.8	Any actuarial certificates currently in force.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

