



2016 SUPERANNUATION FUND CHECKLIST

Fund Name: _____

Address: _____

Suburb: _____ Postcode: _____

Contact Phone: _____ Mobile: _____

E-mail: _____

GENERAL

Does your fund have a current investment strategy? Yes No

• If Yes, please include a signed copy

• Has your investment strategy been reviewed to ensure it is complying?

BANK ACCOUNTS

Please enclose the following information for each bank account: Yes No

Cheque books

Deposit books

Bank statements from 1 July 2015 to 30 June 2016

CONTRIBUTIONS

Did the fund receive any Employer Contributions? Yes No

• If Yes, please provide us with details

Did the fund receive any Member Contributions? Yes No

• If Yes, please provide us with details

ROLLOVERS

Did the fund receive any roll-over income from another super fund? Yes No

• If Yes, please provide ETP Rollover Statements

DIRECT SHARES

Does your fund own any shares? Yes No

- If Yes, please attach ALL copies of:
—Dividend Statements (current year)
—Holding Statements (current year or if no share buys/sales, the most recent holdings statements)

Did your fund buy or sell any shares during the year? Yes No

- If Yes, please provide us with the 'buy' contracts and 'sell' contracts

MANAGED INVESTMENTS

Does your fund own any managed investments? Yes No

- If Yes, please attach copies of:
—Quarterly statements received
—2016 Annual Tax Statement

Did your fund buy or sell any managed investments during the year? Yes No

- If Yes, please provide us with the 'buy' contracts and 'sell' contracts

REAL ESTATE

Does your fund own any residential rental properties? Yes No

- If Yes, please attach a copy of the Estate Agents rental statements

Does your fund own any commercial rental properties? Yes No

- If Yes, please attach a copy of the;
—Estate Agents rental statements
—Commercial lease agreements
(If you do not have a commercial lease agreement in place, please contact our office so we can arrange for you to meet with a solicitor to have one prepared).

Did your fund buy or sell any properties during the year? Yes No

- If Yes, please provide us with the purchase contracts, contracts of sale and settlement statements

If your fund owns rental properties, please provide us with the following information:

Council Rates Notices	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water Rates Notices	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Insurance Notices	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Repairs and Maintenance Receipts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Body Corporation Fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Land Tax

Yes No

Other: _____

Yes No

Has a current valuation of the property been performed?

Yes No

•If Yes, include a copy. If No, include a most recent rates notice

TERM DEPOSITS

Does your fund have any money invested in bank term deposits?

Yes No

• If Yes, please attach copies of renewal notices or term deposit certificates

Did your fund open or close any bank term deposits during the year?

Yes No

• If Yes, please provide us with details

LIFE INSURANCE

Did your fund pay any life insurance premiums for members?

Yes No

• If Yes, please provide a copy of each renewal notice

GOVERNMENT CO-CONTRIBUTION PAYMENTS

Did you receive a government co-contribution for super payments?

Yes No

• If Yes, please provide co-contribution notices (including which members they relate to) and notices of assessment for the previous year

OTHER

Other Information
