

<p align="center">MGR ACCOUNTANTS PTY LTD</p> <p align="center">Documentation Checklist for Superannuation Funds</p>

The following checklist is merely a guide to the nature and type of information which we generally require for the more common types of Superannuation Fund investments. This checklist is not exhaustive nor all-encompassing. Please call us for assistance should you have difficulties with providing information about your fund's specific investments.

Investment Type	Included
Bank Accounts	
Copies of updated passbooks showing transactions from start of year.	Y / N/A
Bank Statements from start of year to 1 month past end of year (e.g. 1/7/XX to 1/08/XX)	Y / N/A
Cheque Book and Deposit Book (stubs should be completed) OR a list of cheques and deposits	Y / N/A
<u>Notes:</u>	
Term Deposits / Debentures / Bonds / Mortgages	
Deposit Acknowledgements / Renewal confirmations / Mortgage Agreements	Y / N/A
Interest notices	Y / N/A
Redemption / Maturity notices	Y / N/A
<u>Notes:</u>	
Rental Properties	
Purchase Details – Contract Of Sale, Solicitors Settlement Statement, Certificate of Title	Y / N/A
Copy of the Lease Agreement	Y / N/A
Real Estate Agents Statements or receipts for Rent Received	Y / N/A
Invoices for Council Rates, Water charges, Insurance	Y / N/A
Invoices for Repairs, etc	Y / N/A
Any other relevant documents if applicable (e.g. property valuations, etc)	Y / N/A
<u>Notes:</u>	
Listed Securities (incl. shares, warrants, pref. shares, conv. notes, etc)	
Copies of application forms for shares in new floats/issues	Y / N/A
Copies of Share Certificates / CHESS statements	Y / N/A
Brokers Contract Notes for purchases and sales during the year	Y / N/A
Copies of Dividend Statements and Dividend Re-Investment Notices	Y / N/A
Copies of Share Top-Up offers and evidence of payment if accepted	Y / N/A
Details of Bonus/Rights issues	Y / N/A
Details of take-over and merger offers	Y / N/A
<u>Notes:</u>	
Managed Funds (including Mortgage Funds, Diversified Funds, etc)	
Copies of Investment Confirmation statements / additional lodgements	Y / N/A
Copies of Distribution Statements / Reinvestment Notices	Y / N/A
Confirmation of Unit holding and Valuation as at end of the year	Y / N/A
Annual Taxation Statement / Summary received from the Fund Manager	Y / N/A

Notes:

Master Trusts and Wrap Accounts

Quarterly Statements (including first report after end of Financial Year)

Y / N/A

Detailed Transaction Listings

Y / N/A

End of Year Tax Statements

Y / N/A

Notes:

BAS/IAS Statements & Tax payments

Copies of completed statements

Y / N/A

Working Papers – to show how totals were calculated

Y / N/A

PDF copy of Intergrated Tax Statement

Notes:

Property Unit Trust investments

Bank Statements, cheque and deposit books, details of lease payments, repairs and other outgoings, purchase of additional units, etc.

Y / N/A

Notes:

Insurance Policies

Copies of Lodgement Acknowledgements for new policies / increased policies

Y / N/A

Confirmation of ownership and level of cover as at 30th June

Y / N/A

Notes:

Contributions

Contribution details

Y / N/A

Notes:

Rollovers

Rollover Payment Notifications

Y / N/A

Statement of Termination Payment

Y / N/A

any other documentation received from the rollover fund

Y / N/A

Notes:

Other

Copies of expense invoices (including MGR Accountants)

Y / N/A

PDF copy of Trust Deed

Y / N/A