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PO Box 95 Burwood VIC 3125
 1414 Toorak Road Camberwell VIC 3124

Certified Practising Accountants

ITEM REQUIRED	Attached		
	YES	NO	N/A
1.0 Bank Accounts			
1.1 Bank Statements for the period 1 July 201 8 30 June 20 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Details and documentation of all transactions, including expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0 Shares			
2.1 Contract notes for purchases and sales, or broker transaction listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Share application forms and confirmation of allocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Holding Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Documentation of rights, bonus issue, returns of capital, restructures & take overs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Off-market transfer forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Broker year end investment summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0 Trusts			
3.1 Purchase and sale documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Distribution Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Year end tax statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0 Term Deposits/Debentures			
4.1 Renewal notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Interest Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0 Managed Portfolios			
5.1 Annual Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Year end tax statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Cash account transaction listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.0 Property - new purchase			
6.1 Purchase documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Certificate of title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Listing of depreciable fixtures and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Listing of deductible constructions costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM REQUIREDAttached
YES NO N/A**7.0 Property - current year**

- 7.1 Rental Income Statements
- 7.2 Property Expense documentation
- 7.3 Valuation by agent or trustees at year end

8.0 Instalment Warrants/Loans

- 8.1 Loan agreement
- 8.2 Interest statements

9.0 Unlisted Trusts and Companies - related

- 9.1 Financial Statements, income tax return
- 9.2 Valuation by trustees at year end

10.0 Unlisted Trusts and Companies - unrelated

- 10.1 Distribution, dividend statements
- 10.2 Valuation by trust and company or trustees at year end

11.0 Collectibles

- 11.1 Purchase documentation
- 11.2 Lease agreement
- 11.3 Insurance detail and invoice
- 11.4 Valuation by dealer or trustees at year end

12.0 Contributions

- 12.1 Break up of personal contributions between members
- 12.2 Break up of employer contributions between members
- 12.3 Break up of government co-contributions between members

13.0 ETP Rollovers/Transfers in

- 13.1 Copies of ETP rollover statements

14.0 Benefit payments

- 14.1 Detail payments made to members

15.0 Other Records

- 15.1 Life Insurance Policy Renewal notice
- 15.2 Detail of any other expenses paid by the trustees and members on behalf of the fund

16.0 Financial Institution details for super payments and tax refunds

- 16.1 Please indicate which bank account you wish your 2016 tax refund or payment, if applicable, to be deposited into or paid from:

name: _____ bsb: _____ acc no: _____

17.0 Financial Institution details for tax refunds only

17.1 Please indicate which bank account you wish your 2016 tax refund, if applicable, to be deposited into:
name: _____ bsb: _____ acc no: _____

18.0 Electronic Service Address

18.1 If applicable, AS Partners will have established an ESA for your fund.
This ESA is AUSPOSTSMSF
If you have registered your fund with another fund overriding the above ESA, please provide the electronic service address alias below:

19.0 Additional Information

19.1 If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below.

Remember: the sole purpose of a superannuation fund is to provide benefits to its members upon their retirement, or their dependents in the case of the member's death