

Please provide the following information where applicable to your Self Managed Superannuation Fund:

1. Rollover Documentation (if applicable)

A 'Rollover Benefits Statement' provided by your previous Superfund for any benefits rolled into your Self Managed Superfund during the period 1 July 2010 to 30 June 2011.

2. Cash Investments

Your Fund's **Bank Account Statements** (including those for Term Deposits and Fixed Interest Securities) for the period 1 July 2010 to 30 June 2011 are required. Unless provided previously, please include a brief description of each payment or receipt so that we may accurately process the transactions.

3. Share Purchases, Sales & Holdings

Any documentation relating to shares / stapled securities held during the year:

- Information relating to any Off Market Transfers;
- Details of any Dividend Re-investments, Share Buy Backs, Bonus Shares, Rights Issues, IPO's, Share Purchase Plans, Mergers, Capital Returns etc; &
- "CHESS" or "Issuer Sponsored" Statements

4. Managed Fund Purchases and Sales

Details of all Managed Fund Investments purchased and sold during the period 1 July 2010 to 30 June 2011. The following documentation is required:

- Managed Fund purchase/sale confirmations;
- Copies of any Off Market Transfer forms; &
- Details of any Re-investments of Distributions paid.

5. Other Asset Purchases and Sales (Land/Buildings/Equipment)

Details of Other Assets purchased and sold during the period 1 July 2010 to 30 June 2011.

- Documentation evidencing the purchase settlement statements and sale statements must also be provided.

6. Income from Assets

Details of all income received from your Fund's assets. Documentation to be forwarded includes:

- Share Dividend Advice / Statements;
- Managed Fund Distribution Statements to September 2011 & Annual Taxation Statements; &
- Details of any other Fund Income, including any Lease Income and Rental Property Statements.

7. Life Insurance (policy owned by your SMSF)

The Annual Life Insurance Statement for each member (if applicable). Please note that Insurance is optional for your SMSF and the Annual Life Insurance Statement is only required if your SMSF has actually taken out an insurance policy for a member.

8. Contributions by Employer

To enable confirmation of Employer Contributions (9% SGC and Salary Sacrifice) deposited into your Fund's bank account (*where the Employer is not a related party*) during the period 1 July 2010 – 30 June 2011, please provide:

- your Employer's Name and Address; &
- the Phone Number of your Employer's Payroll Section

9. Summary of Other Assets owned at 30 June 2011

A summary of any Other Assets owned at 30 June 2011; and if known, the market value of the assets at 30 June 2011.