



CHECKLIST FOR SELF-MANAGED SUPERANNUATION FUNDS

Please provide the following documents if they are relevant to you:

- Trust Deed, plus any Deed of Variation.
- If the SMSF has a corporate trustee, please provide the Company Constitution and the latest ASIC company statement.
- If SMSF was setup after 1 July 2007, please provide signed ATO Trustee declarations (NAT 71089).
<https://www.ato.gov.au/Forms/Trustee-declaration/>
- Last year's income tax return and financial statements(Profit & Loss, Balance Sheet, Member Statement).
- Last year's minutes of meeting.
- Last year's Investment strategy.
- Last year's Auditor's Report and Management Report.
- Bank statements covering the period 1 July 2013 to 30 June 2014. Please annotate the bank statements by describing all deposits and payments. Eg. BHP div, Mr X's employer contribution, Mr X member contribution, audit fee, accountant fee...
- Dividend and ASX holding statements.
- Distribution statements and Annual Statements for managed funds.
- Transaction report for shares bought and sold. Eg.

2/3/14 Buy 300 ANZ \$8336.
26/6/14 Sell 300 ANZ \$9574
- Historical costs and date of purchase for shares/held on 30 June 2014. For example on 30 June 2014 the fund is holding 300 BHP shares. Please provide the date it was acquired and the cost.
- Share or Managed Fund portfolio statement as at 30 June 2014.
- Rental property income and expenses.
- Insurance policy and renewal statement. Who is the policy owner, who is the life insured? How much are the premiums?
- Roll-over benefit statement when rolling in amounts from another superfund.
- Invoices for accounting fees, audit fees, legal fees, etc.

END OF CHECKLIST