



SELF MANAGED SUPER FUNDS **INFORMATION REQUIRED for 1st JULY TO 30th JUNE:**

Please complete this checklist to assist you in gathering information required to prepare your fund's financial statements, tax return and audit your fund.

If you are unsure of whether a particular income or deduction amount needs to be included, please provide details and we will review it for you.

(Please Note: Copies of the following are fine)

- Bank Statements from 1st July to 30th June
- If shares have been bought, any purchase documents, details of any dividend re investments, share buy backs, bonus shares, rights issues, share purchase plans, mergers, etc. If the fund has any share investments in Australia, we will need all the dividend payment advices sent by the share institutions for the tax year (the date paid is the relevant date)
- If managed funds have been bought, any purchase documents including contract confirming units purchased and annual portfolio summary if issued by fund's investment provider. If the fund has any managed fund investments in Australia, we will need all the distribution payment advices sent by the managed fund institutions for the tax year as well as the Year End Distribution Statement for Taxation purposes
- If the fund has any share investments outside of Australia, we will need all the dividend payment advices sent by the share institutions for the tax year as well as the Australian Dollar Conversion Amount of each dividend paid during the tax year (the date paid is the relevant date)
- If the fund has any managed fund investments outside of Australia, we will need all the distribution payment advices sent by the managed fund institutions for the tax year as well as the Year End Distribution Statement for Taxation Purposes (if any are provided)
- If you have traded options/shares during the year, then we will need a summary of the trading purchases and sales, as well as any other costs incurred in trading the options/shares (REFER TO OPTIONS AND SHARE PROFORMA SPREADSHEET ON OUR WEBSITE)
- We will also need the 6 monthly life bond investment summary information provided by Biltmore (this should be sent approximately in February and August each year)
- If any investments, shares, managed funds, rental properties, life bonds, etc have been redeemed/sold or partially redeemed/sold, we require any sale documents
- Invoices paid by the super fund including date paid and cheque number

- If rental properties have been bought, any purchase documents and settlement statements from your solicitor
- If any rollovers have been received for the members during the year from another super fund, we will need any such rollovers
- If any super contributions have been paid into the fund for the members, we will need the details of when they were paid, how much, who for and whether the person/entity paying them is claiming a tax deduction for them or not (i.e. employer contributions, self-employed contributions, contributions made by yourself from after tax dollars)
- Details of any tax paid for the year including copies of the Tax Office documents supporting such tax payments (E.g.: Jul-Sep, Oct-Dec, Jan-Mar, Apr-Jun periods)
- Any other documents that you think may be relevant relating to income, expenses, asset purchases, asset sales, etc
- If you have a National Bank of Vanuatu A/C we need the transaction list covering the period 1st July 20** to 30th June 20**. We will also need a copy of any TT Forms sending money across from Australia to your National Bank of Vanuatu Account. (TT's should also show any TT Fees charged by the bank.) Please note that if you contact the NBV they will email a copy to you, please see details below:

floyd@nbv.vu

- ASIC – If you are a director/secretary of a Superannuation fund or a trustee company for a Superannuation fund, you have ASIC obligations which must be managed. Please complete our Annual ASIC checklist to have us attend to ASIC requirements for your Self Managed Super Fund, on your behalf. Please contact our office to obtain the necessary forms for completion.
- If it is the first year that we have done the work, we will need the Tax Office's Tax File Number Notification & ABN Notification & Letter of Compliance/Regulation. We also need the pages of the super fund trust deed that details who the trustees are, when the fund was established, the official name of the super fund and showing signatures of the trustees. We also need a copy of your fund's signed investment strategy.
- If it is the first year we need a copy of the formation cost invoice
- If it has been done by another accountant in a prior year, we will need a copy of your fund's last set of Accounts and Tax return. **If you had shares on hand at the previous 30th June we will need a copy of any purchase contract notes/sale contract notes that make up the quantity of shares on hand at the previous 30th June.**

I confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

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Signature of Taxpayer
(print)

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Name