

# HUGHES O'DEA CORREDIG PTY LTD

## CHECKLIST OF INFORMATION REQUIRED FOR COMPLETION OF SUPERANNUATION ACCOUNTS AND REPORTS

No	Detail	Provided (Y) or (N/A)
1	<b>PLEASE ONLY SEND CURRENT FINANCIAL YEAR RECORDS</b>	
2	Copy of the fund's current Investment Strategy – See Super Report Section (5) <b>WE MUST RECEIVE YOUR CURRENT INVESTMENT STRATEGY AS PART OF 2016 AUDIT</b>	
3	<b>ALL</b> bank statements for <b>ALL</b> superannuation accounts (please check they are <b>ALL</b> there for the full year, including the 1 <sup>st</sup> July and the 30 <sup>th</sup> June statements) Include term deposit accounts also (even if they were closed during the year) <i>Please provide an electronic version of bank transactions, if possible, in CSV format</i>	
4	Details of <b>ALL</b> transactions (ie explanation of every payment/withdrawal and every deposit/pay-in)	
5	Supporting documents for all asset purchases, share purchase plans taken up <b>Eg contract notes for shares, settlement notes for property, CHESS holding statements, investment documents, dividend reinvestment (DRP) notices, etc</b>	
6	Details of any amounts (Eg tax, investments or other expenses) paid for by trusts, companies, personally or other entities on behalf of the fund. <b><i>Please note that payments outside of the super fund may lead to the fund or the member incurring excess contributions tax</i></b>	
7	Summary of contributions by employer and/or member and whether they are concessional or not – please identify amount for each member	
8	Details of any rights issues, bonus issues, reconstructions, mergers, takeovers, company name changes, and off market transfers, etc (please forward supporting documentation)	
9	<b>Annual taxation statements for all unit trust/managed fund investments.</b> These are usually issued after year end and should be available by September for most listed unit trusts.	
10	Details of any leases, rents, receivables from related parties and others	
11	Details of any major changes from the prior year	
12	Copies of any ETP/Rollover Benefit Statements for any sums rolled <u>into or out of</u> the super fund	
13	Details of any retirements/withdrawals from the fund. Note there are restrictions and tax implications on accessing super fund monies. <b>Please contact us before considering withdrawals from the fund</b>	
14	Details of any changes to trust deed, trustees, directors or members, please provide copies of relevant minutes.	
15	Minutes of meetings of trustees, including changes to pensions.	
16	Contact details for investment advisers/sharebroker for any fund assets. Please authorise the adviser to provide answers to our questions if necessary.	
17	Copy of trust deed and any amendments thereto	
18	Recent valuations for properties or non listed assets of the fund, share portfolio valuation @ 30 <sup>th</sup> June	

Due to the need for an audit of the fund supporting documents for most transactions will be required.  
Please email to [sandra.caruana@hoc.com.au](mailto:sandra.caruana@hoc.com.au)