

Self Managed Superannuation Fund Information Checklist

1 July 2024 to 30 June 2025

1. **Provide all bank statements including deposit slips as well as any loan statements.**
2. **Provide a ledger, if you have done any bookkeeping:**
 - ☐ Provide cash payments and cash receipts ledgers (if applicable)
 - ☐ Provide data on USB for any Excel Spreadsheet, Xero/MYOB/QBO (if any).
3. **Did the Fund receive dividends from Share Investments? If yes,**
 - ☐ Provide all dividend statements for the period 1 July 2024 to 30 June 2025
4. **Did the Fund buy or sell Share Investments? If yes,**
 - ☐ Provide all buy contract notes
 - ☐ Provide all sell contract notes
 - ☐ Provide holding statements at 30 June 2025
 - ☐ Provide Broker Transaction Report for the period 1 July 2024 to 30 June 2025 (if available)
 - ☐ Provide Broker Portfolio Valuation Report as at 30 June 2025
 - ☐ Provide Mergers, Reconstructions, Bonus Issues, Rights Issues and Consolidation for the period 1 July 2024 to 30 June 2025
5. **Did the Fund receive Distributions from Trust or Managed Fund Investments? If yes**
 - ☐ Provide all distribution statements for the period 1 July 2024 to 30 June 2025
 - ☐ Provide all 2025 Annual Taxation Statements (received in August/September 2025)
6. **Did the Fund buy or sell units in Trust or Managed Fund Investments (e.g. BT Wrap)? If yes,**
 - ☐ Provide all purchase documents, e.g. unit certificate
 - ☐ Provide all sell/redemption documents
 - ☐ Provide all Capital Gains/Losses Statement on redemptions
7. **Did the Fund receive any Rental Income or incur any expenses for Property Investments? If yes,**
 - ☐ Provide all rental statements from 1 July 2024 to 30 June 2025
 - ☐ Provide 2025 Annual Rental Statements
 - ☐ Provide Rental Lease Agreements
 - ☐ Provide Tax Invoices in relation to property expenses e.g. rates, repairs and maintenance, insurance
8. **Did the Fund Buy or Sell Property Investments? If yes,**
 - ☐ Provide all purchase or sell documents
 - ☐ Provide all Settlement Statements
 - ☐ Provide copies of all Titles
9. **Did the Fund buy or sell, receive income or incur any expenses from other investments, e.g. Minerals, Cryptocurrency, if yes,**
 - ☐ Provide all buy or sell contract documents
 - ☐ Provide income statements
10. **Did the fund receive any Superannuation Contributions/Rollovers? If yes,**
 - ☐ Provide all Rollover benefit documentation
 - ☐ Provide details of contributions received

Signed: Date: