

Superannuation Fund Checklist

Client Name:

Please ensure all the following questions are answered YES or NO. When **ALL** applicable information has been collected please contact RJC Evans & Co Pty Ltd for processing.

Bank statements from 1/7/09 to 30/6/10	YES	NO
List details of all deposits and payments (write details on bank statements)	YES	NO
Dividend slips from 1/7/09 to 30/6/10 (summarise on flip side)	YES	NO
Portfolio valuations as at 30/6/10 from Stockbrokers if Chess Sponsored	YES	NO
Issuer Sponsored Holding Statements (if you have not answered yes to above)	YES	NO
Details of all investments bought and sold for the year (eg Contract Notes). Where sales please provide original purchase details or transaction listings ex broker.	YES	NO
Managed Funds Distribution Statements from 1/7/09 to 30/6/10 (30/6/10 distribution may not be received until July/August 2010)	YES	NO
Managed Funds and Property Trust Year End Tax Summaries	YES	NO
Statements for ETP's and Rollovers received by the Fund	YES	NO
Copies of IAS's, BAS's, PAYG Instalment Notices	YES	NO
Rental Properties - rates notice re valuation	YES	NO
- Land Agent Yearly Statement		
- Invoices for any expenses paid		
Other Assets valuations	YES	NO
Any original investment documents (eg dividend slips) dated after 30/6/10. These are used for audit purposes.	YES	NO

How can we improve this form? Please let us know as your feedback is valuable to us.