

GST INFORMATION

Copies of:

- All Business Activity Statements lodged for the year
- GST adjustment details and workpapers if applicable

ADDITIONAL INFORMATION

Please provide the following if applicable to your fund

- **Dividends and Distributions**

Dividend slips showing imputation credits from all shareholdings
 Distribution statements from all managed investments
 Annual Tax Statements and tax information provided by investment funds

- **Rental Properties**

Rental income details or property agent statements
 Expenses relating to rental property
 Council rates notice for revaluation purposes
 Insurance certificate / premium notice for each property
 Current lease / rental agreement if renewed or varied from last year
 If purchased via borrowing, provide all of the Loan Statements for the full financial year.

- **Pension Information**

Pension Payment Summaries (Group Certificates) issued
 Pension Schedule for each fund member as provided by MBS

- **ETP Rollover Statements**

Rollover statements from an external superannuation fund

- **Shares / Managed Investments**

This applies to all shares or managed investments that have been purchased or sold during the year

- Buy and sell contracts supplied by your broker
- Share purchase plan and bonus offer documents taken up
- CHESS Holding Statements for each shareholding

- **Property Purchases / Sales**

This applies to properties that have been purchased or sold during the year

- Settlement statements supplied by your conveyancer
- Original title certificate from Land Titles Office for all new properties

- **Life Insurance**

If the fund owns a life insurance policy and pays life insurance premiums, please attach a copy of the current insurance policy