

## SUPERANNUATION FUND INFORMATION CHECKLIST

The following information is required for the period of 1 July 2024 to 30 June 2025.

	Yes	No	N/A
➤ Bank statements (including any new accounts including term deposits) from 1 July 2024 to 30 June 2025 in <b>pdf</b> (and showing account name is that of the super fund).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contributions:			
○ A breakdown by member of the types of contributions received by the fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Confirmation of employer superannuation guarantee payments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Pensions			
○ Documentation supporting any pensions commenced during the 2024-25 financial year (if not prepared by Paris Financial).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Share Investments:			
○ Portfolio valuation at 30 June 2025 and transaction history reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ All documentation from your portfolio or wrap provider including year-end tax statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ All dividend & tax statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Buy & sell contracts for shares sold or purchased.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Any other documentation received during the year that relates to takeovers, restructures, bonus shares, consolidations etc., for shares held by the fund. Usually, these documents advise you to retain them for taxation purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Unlisted Shares and Unlisted Unit Trusts:			
○ Unit or Share Certificate to confirm the holdings as at 30 June 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Signed Financial Reports and Tax Return for Unlisted Unit Trust for the current financial year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Market value as at 30 June 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Property:			
○ Rental statements (either monthly or annual) if using an agent to manage property for the financial year ending 30 June 2025.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Invoices for all expenses paid by the SMSF during the financial year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ A copy of the current lease/rental agreement (if not already provided and/or has been updated during the financial year).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Documents for property bought or sold, including the date you entered the contract, i.e. signed Contract of Sale and Settlement Statement (if not already provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|---|--------------------------|--------------------------|--------------------------|
| ○ Rental appraisal & market valuation as at 30 June 2025 from an agent or qualified independent valuer, showing comparable sales.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Loan agreements and loan statements from 1 July to 30 June if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Bullion:  |                          |                          |                          |
| ○ Purchase and sale contracts in the name of the SMSF (if bought/sold during the financial year)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Year-end holding statements to confirm the holding as at 30 June (if held in a storage service)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A dated photo of all bullion held by the Fund to confirm the existence of these assets, and advise units held (if held personally)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Cryptocurrency:   |                          |                          |                          |
| ○ Holding summary statement as at 30 June 2025 to confirm all crypto units held and market value.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Cash Account and Transaction statement from 1 July 2024 to 30 June 2025.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Insurance:  |                          |                          |                          |
| ○ Copy of insurance policy statements showing all premiums paid during the 2025 financial year (the ownership of the policy should always be in the name of the superannuation fund). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Other:  |                          |                          |                          |
| ○ If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |