

SUPERANNUATION FUND INFORMATION CHECKLIST

The following information is required for the period of 1 July 2025 to 30 June 2026.

	Yes	No	N/A
➤ Bank statements (including any new accounts including term deposits) from 1 July 2025 to 30 June 2026 in pdf (and showing account name is that of the super fund).	☐	☐	☐
➤ Contributions:			
○ A breakdown by member of the types of contributions received by the fund.	☐	☐	☐
○ Confirmation of employer superannuation guarantee payments.	☐	☐	☐
➤ Pensions			
○ Documentation supporting any pensions commenced during the 2025-26 financial year (if not prepared by Paris Financial).	☐	☐	☐
➤ Share Investments:			
○ Portfolio valuation at 30 June 2026 and transaction history reports.	☐	☐	☐
○ All documentation from your portfolio or wrap provider including year-end tax statements.	☐	☐	☐
○ All dividend & tax statements.	☐	☐	☐
○ Buy & sell contracts for shares sold or purchased.	☐	☐	☐
○ 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.	☐	☐	☐
➤ Unlisted Shares and Unlisted Unit Trusts:			
○ Unit or Share Certificate to confirm the holdings as at 30 June 2026	☐	☐	☐
○ Signed Financial Reports and Tax Return for Unlisted Unit Trust for the current financial year	☐	☐	☐
○ Market value as at 30 June 2026	☐	☐	☐
➤ Property:			
○ Rental statements (either monthly or annual) if using an agent to manage property for the financial year ending 30 June 2026.	☐	☐	☐
○ Invoices for all expenses paid by the SMSF during the financial year.	☐	☐	☐
○ A copy of the current lease/rental agreement (if not already provided and/or has been updated during the financial year).	☐	☐	☐
○ 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)	☐	☐	☐

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| ○ Rental appraisal & market valuation as at 30 June 2026 from an agent or qualified independent valuer, showing comparable sales. | ☐ | ☐ | ☐ |
| ○ Loan agreements and loan statements from 1 July to 30 June if applicable. | ☐ | ☐ | ☐ |
| ➤ Bullion: | | | |
| ○ Purchase and sale contracts in the name of the SMSF (if bought/sold during the financial year) | ☐ | ☐ | ☐ |
| ○ Year-end holding statements to confirm the holding as at 30 June (if held in a storage service) | ☐ | ☐ | ☐ |
| ○ A dated photo of all bullion held by the Fund to confirm the existence of these assets, and advise units held (if held personally) | ☐ | ☐ | ☐ |
| ➤ Cryptocurrency: | | | |
| ○ Holding summary statement as at 30 June 2026 to confirm all crypto units held and market value. | ☐ | ☐ | ☐ |
| ○ Cash Account and Transaction statement from 1 July 2025 to 30 June 2026. | ☐ | ☐ | ☐ |
| ➤ Insurance: | | | |
| ○ Copy of insurance policy statements showing all premiums paid during the 2026 financial year (the ownership of the policy should always be in the name of the superannuation fund). | ☐ | ☐ | ☐ |
| ➤ 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. | ☐ | ☐ | ☐ |