

## **CROSBY DALWOOD & CO**

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### **SELF MANAGED SUPERANNUATION FUND CHECKLIST**

- Bank Statements for All Bank Accounts
- Cheque Butt(s) or Details of Cheques Drawn
- Dividend Advices & Share Holding Statements
- Trust & Managed Fund Distribution Advices & Annual Taxation Summaries
- Details of Deposits into Bank Accounts (if not shown on Bank Statements)
- Eligible Termination Rollover Documentation for other Superannuation money rolled into the Fund.
- Interest Remittance Advices for Fixed Interest Investments.
- Buy & Sell Contracts for Shares Bought or Sold.
- Investment Confirmation & Redemption Advice for Managed Fund investments & redemptions.
- Minutes +/- Resolutions (if prepared by client)
- Minute Book (if retained by client)