



# SELF MANAGED SUPERFUND CHECKLIST

# ADR ADVISORY



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CHARTERED ACCOUNTANTS™  
AUSTRALIA • NEW ZEALAND

1) Fund Details:

Ensure that the following details in respect of the Fund have been provided/attached:

- Date of Formation (dd/mm/yyyy)
- Tax File Number
- ABN

2) Member Details:

Ensure that the following details in respect of the Members have been provided:

- Full Name of all the Members (First, Middle and Last Name)
- Date of Birth of the Members (dd/mm/yyyy)
- Date of Commencement of Service Period (dd/mm/yyyy)
- TFN Number
- Contact Address
- Contact Number

3) All Bank Statements for each Self Managed Super Fund (SMSF) Bank Account.

4) Self – Managed Super Fund Cheque Book/s and Deposit Book/s. (if applicable)

5) Member wise statements for Rollovers into Self – Managed Super Fund (usually during first year).

6) Superannuation Payment details made into your Self – Managed Super Fund during the year either by yourself or your employer.

7) Information for all investments during the financial year including:

- Dividend Statements and Share Holding Statements
- Share Portfolio Summary as at 30.06.20XX
- Buy and Sell Contract Notes
- Any new Floats of Companies you have participated in.
- Any additional Share Purchase Plan, Rights Issue or Units purchased.
- Quarterly Distribution Statements from Fund Managers
- Quarterly and Annual Tax Statement from Fund Managers
- Share Broker annual trading summary sheet, if applicable
- In case of unlisted shares / overseas shares, details required on the closing market value

8) Rental Property or Leased Land:

- Settlement Statement and Copy of Certificate/s of Title if property or land transferred in current year
- Lease Agreements
- Require relevant purchase document, in case of new purchase of property.
- Details of Rent or Lease Payments received during the year.
- All expenses including:
  - Real Estate Agent Fees (Include Annual Summary and Monthly Statement)
  - Council rates

- Water rates
- Insurance
- Legal Fees
- Repairs and maintenance expenses
- Any other rental expenses

9) Copy of all invoices or expenses paid by the Self – Managed Super Fund

10) Any other relevant information for the Self – Managed Super Fund

11) Copy of Revaluation document, if the property is to be revalued