

## Superannuation Checklist - Due Diligence

Spoke To:	Time:
Financial Adviser :	Date:
Client Name:	Date of Birth:

### Superannuation Details

Full Product name (inc divisions):	USI:
Account Number:	ABN:
Date Joined Fund:	

Type of Fund:	Defined Benefit
	Accumulation
	Hybrid
	Other

Eligible Service Date

Current balance \$

Tax Free Component \$ %

Taxable Component	Taxed Amount	\$
	Untaxed Amount	\$

Preservation Status:	Preserved	%	\$
	Restricted Non-Preserved	%	\$
	Unrestricted Non-Preserved	%	\$

Compulsory preserved benefit: \$

\* Contributory Scheme Compulsory Preservation Account (CPA) - Defined Benefits Only

Beneficiaries:	Yes	No	Name:	%
			Name:	%
Type of Nomination:	None		Name:	%
	Binding		Name:	%
	Non-binding			
	Non-lapsing			
	Lapsing			

Is there any insurance policies held in super? Yes No

If yes, what is the minimum balance to retain insurance within super?

Are there any other requirements to maintain the insurance?

Notes:

**Platform**

Type of Fee:

**Financial Adviser Service Fee**                    \$

Product Commissions                                \$

MLC MKey Investment Prot. Fees                \$

**Fee Rebates**

\*Admin Fees

\*MER Fees

Other Fees            \$

\*Admin and MER fees are calculated on XPLAN for listed super funds. Corporate super funds are not listed on XPLAN.

**Underlying Investment Details**

Underlying Investment Details Included in report?	Yes	No
APIR Code:	Units:	
APIR Code:	Units:	
APIR Code:	Units:	
APIR Code:	Units:	
APIR Code:	Units:	

Investment  
Details

**Previous Years Contributions**

	2016/17	2017/18	2018/19	Current YTD
Contribution History included in Report ?	Yes	No		
Employer SG				
Salary Sacrifice				
Personal Deductible				
Non-Concessional				
Other				

**Requested Reports**

Portfolio Valuation/Portfolio Snapshot

Super Contribution Statement

Client Details Report

Detailed Transaction Since inception

Tax Summary

Report Password

**Note:** Each supplier has different reports, the first 4 mentioned above are relatively standard across the industry and the information on those reports will fill out approximately 75% of this checklist.

\* Please write NIL or N/A respectively for fields that have \$0 balances or not applicable.