

Actuarial Certificate Service – Allocated, Account Based & Market Linked Pension Funds

By completing this form, you will provide all the information we need in order to prepare an actuarial certificate in accordance with Section 295-390 of the Income Tax Assessment Act 1997 for a self managed superannuation fund providing allocated, account based and/or market linked pensions only (ie. no other type of pension is provided by the Fund).

The cost of this service is **\$275** (including GST).

We can also calculate the minimum / maximum payments required for a particular pension – this is **\$55** (including GST) for each calculation.

About this form

An important part of our service is that **you are not obliged to complete our form**. We will accept the required information in whatever way is easiest for you and many clients simply provide reports directly from their superannuation software. All that is important is that the details set out on the following pages are provided in some fashion.

Email completed requests to: actcert@heffron.com.au (or fax / post, details above)

Section A: Confirmation of pension payments

Section 295-390 of the Income Tax Assessment Act 1997 only permits a Fund to claim a tax exemption on part or all of its investment income if the pension has complied with all the relevant rules. One of these rules is that the total pension payments actually made must at least equal the minimum required and (if applicable) not exceed the maximum. Please note that carrying forward any underpayment in accounts as a creditor, or overpayments as a debtor, will not qualify the fund to claim the tax exemption.

I can confirm that the pension payments were within the range prescribed by legislation

If you cannot confirm, we will not, unfortunately, be able to prepare a certificate. However, if some pensions were paid correctly but others were not, please contact us to discuss the situation.

Section B: Order Details

Name of Fund: _____

Certificate is for: _____ (insert relevant financial year)

Contact information – documents will be forwarded to this person.

Mr / Mrs / Ms / Other _____ First Name: _____ Surname: _____

Name of Firm: _____

Address: _____

Contact telephone number: _____

Email address* _____

- All certificates and invoices are issued electronically – hence an email address is critical. If you do not have an email address, please advise us of your postal address or fax number.

Timing

We issue most certificates within 2-3 business days of receiving all the information we require. However, we recognise that sometimes you need a quicker response and we do our best to accommodate all requests for urgent turnaround. There is no additional charge for an urgent certificate and we are grateful for your consideration in requesting this only when required. **Urgent certificates should be emailed – please also mark the certificate as urgent on your email.**

This certificate is urgent – I need it by: _____

Section C: Trustee Details (Complete corporate or individual trustee details)

<i>For funds with a corporate trustee:</i>	<i>For funds with individual trustees:</i>
Name of company: _____	
Names of all current directors:	Names of all current trustees:
_____	_____
_____	_____
_____	_____

Section D : Information to be provided

- Financial statements** This should include:
- a Statement of Financial Position; and
 - an Operating Statement.

If a pension started **during the financial year for which a certificate is required**, you may have prepared interim financial statements to determine the initial balance of the pension – if so, please include these.

- Member information.** This should include member statements for **all** members (even those not receiving pensions). The member statements should indicate:
- opening & closing account balances.
 - transactions (ie, contributions / rollovers in or benefits / pensions paid out as applicable).
 - earnings (this may well be an interim allocation – pending the actuarial certificate and completion of tax entries).

Some important points to note about the member information are as follows:

- some members may have both a pension and an accumulation account. To do our calculations, **we need these accounts shown separately** – ie, a separate member statement for the pension account and another for the accumulation account.
- please indicate clearly which are pension accounts and which accounts are still accumulating.
- if a particular account converted from accumulation phase to pension phase during the financial year for which the actuarial certificate is being obtained (including 1 July), please indicate the following additional information:
 - date on which the pension commenced.
 - amount used to commence the pension.
 - whether or not this was the entire balance of the account at the time.
- similarly, if a particular account was rolled back from pension phase to accumulation phase during the year, please provide the following additional information:
 - the date on which the 'roll back' occurred.

- the amount rolled back.
- whether or not this was the entire balance of the pension account at the time.
- Sometimes the situation is more complex – say two pensions are commuted mid year, combined with an accumulation balance and a new pension starts with the total amount. Please explain situations like this separately – identifying key dates and amounts.

Segregated assets. Often, actuarial certificates are not required at all for funds with segregated assets (ie, particular assets that have been set aside to underpin a certain member account). Where one is necessary, however, please identify any segregated assets and the accounts to which they relate.

Section D : Information to be provided - continued

Timing information. Please indicate timing (dates and amounts) of all major transactions during the year **or** provide a statement such as 'pensions paid monthly' etc. Note that:

- dates and amounts are required for both payments (pensions, lump sums, roll outs) and receipts (contributions, rollovers). The information should include all accounts – both pension and accumulation.
- if you have processed all payments / receipts on a particular date (such as 30 June) for convenience, please ensure that the correct dates and amounts are provided for the purposes of the certificate.

Many clients simply forward a copy of the general ledger but please note that the 'create entries' report prepared by BGL's Simple Fund software is not sufficient.

Special circumstances. Please provide details of any special circumstances our actuaries need to be aware of in preparing your certificate. One issue which is often raised here is situations where the fund has generated material amounts of taxable income at a particular point in time. You should bear in mind that an actuarial certificate prepared under Section 295-390 sets out a percentage which should be applied to the Fund's ordinary and statutory income (ie, investment income) **over the full year**. The legislation does not accommodate, for example, percentages which only apply to part of the year – even if pensions were not in place for the whole year. However, it is sometimes possible to effectively achieve the same result as a 'partial year' percentage by treating the Fund's assets as segregated for part of the year. If you wish to explore this option, please explain the circumstances.

Section E: Details for pension calculations

This information is **only** required if you would like Heffron to calculate the required pension payments for a particular year. An additional fee of \$55 (including GST) will apply for each calculation. For **each** pension where a calculation is required, please advise:

Year for which the calculation is required: _____

Pensioner's name: _____

Pensioner's date of birth: _____

Type of pension: _____ Allocated / Account-based / Market linked (circle)

If the pension started during the year for which the calculation is required:

Commencement Date _____

Balance at the time: _____

If this a transition to retirement pension? Yes / No (circle one)

For market linked pensions only: Commencement Date: _____

Term at commencement: _____

Section F: Confirmation and Acceptance of Terms

I confirm that the information on this form is correct and I have completed the payment details below.

Name: _____

Signature: _____

Invoice in the name of: _____

Payment Details

- Please find a cheque attached
- We have an account with Heffron – please invoice for payment at the end of the month
- A Direct Debit agreement is in place in the name of _____

Account Holder's Signature: _____

- Please charge the following credit card:
 - MasterCard Visa **Amount:** _____

(Note that we are unfortunately not able to accept American Express)

Cardholder's full name: _____

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry Date: _ _ / _ _

Cardholder's Signature: _____