

Actuarial Certificate Service – Defined Benefit Pension Funds

By completing this form, you will provide all the information we need in order to prepare an actuarial certificate and valuation for a self managed superannuation fund providing defined benefit pensions (ie. any pension other than an allocated, account based or market linked pension). As part of our service, we:

- certify the exempt pension income percentage for the fund in accordance with Section 295-390 of the Income Tax Assessment Act 1997;
- prepare the actuarial valuation required by Regulation 9.31 of the Superannuation Industry (Supervision) Act 1993. This valuation comments on the Fund's solvency and is required by Centrelink if any of the Fund's pensions are exempt for the Social Security assets test;
- calculate the defined benefit pension amounts for the following year; and
- calculate the statutory pension amount for other types of pensions for the following year (if requested).

The cost of this service is **\$880** (including GST). Add \$55 (including GST) for each statutory pension calculation (other than the defined benefit pension) requested. Please see payment options below.

Confirmation and Acceptance of Terms

I confirm that the information on this form is correct and I have completed the payment details below. *Please note that payment must accompany all requests* (an invoice will be provided in due course).

Name & Signature:

Invoice in the name of:

Payment Details

- Please find a cheque attached
- A Direct Debit agreement is in place in the name of:.....

Account Holder's Signature:

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

Cardholder's full name:

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

Cardholder's Signature:

Documents to Attach

- Copy of previous actuarial certificate and valuation unless it was prepared by Heffron;
- If previous certificate and valuation was not prepared by Heffron please attach the Fund's Trust Deed and the documentation establishing the defined benefit pension;
- Financial statements, member statements for all members (showing for each member the member's name, date of birth, pension account designation, pension start date and for market linked pensions only, the original term) and draft tax return for the year to which the certificate relates. If the pension commenced part way through the year and interim financial statements were prepared at this time please also provide these (otherwise please provide balance used to commence the pension);

- Report showing the allocation of earnings to each member;
- If your software automatically calculates the “exempt pension income” and adjusts the tax accordingly, please provide the working paper or note which shows the calculation of taxable income and tax payable;
- Full listing of Fund investments at **market value** (determined in the last 12 months) showing breakdown of individual holdings (e.g X shares in XYZ Ltd). For unit trusts, if the underlying assets are not obvious from the name please provide additional details (e.g XYZ unit trust invests 80% in direct property). If any of the assets have been specifically segregated to support the defined benefit pension please indicate them; and
- Copy of Fund’s current investment strategy showing the intended long term asset allocation as a whole and for any segregated pension assets.

Section A: Contact Details

Person Ordering the Service – certificate will be forwarded to this person.

Name:

Name of Firm:

Postal Address:

Contact number: Fax:

Email:

Section B: Fund and Trustee Details

Name of Fund:

Please Indicate Trustee Type

- Corporate Trustee:
Company Directors:
- Individual Trustees:

Section C: Certificate Details

Financial year for which certificate is required:

Defined benefit pensions are indexed each year on the anniversary of the pension’s commencement date. Please provide the following information:

- the pension is not indexed – the amount paid each year is fixed
- the pension is indexed:

How is indexation determined?
(in line with inflation, trustee discretion, a fixed amount)

What was the last anniversary date of the pension?

What pension amount applied up to this anniversary date?

What pension amount will apply from this anniversary date?
(indicate if you would like us to advise)

Has the Fund ever accepted Superannuation Guarantee contributions? Yes/No

Section D: Calculation and Valuation Details

<p><u>Defined Benefit Pension Details:</u> Note – this information is not required if Heffron attended to the fund’s actuarial certificate and valuation in the prior year.</p> <ol style="list-style-type: none"> 1. Member Name: 2. Date of Birth: 3. Pension Commencement Date: 4. Pension Type: 5. Term (if applicable): 6. Reversionary Beneficiary: 7. Reversionary Beneficiary’s DOB: 8. Level of Reversion: 9. Guarantee Period (if any): 10. Residual Capital Value (if any) and when it is paid: 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">Complying Lifetime/Complying Life Expectancy/Fixed Term/Other_____</p>
<p><u>Calculation Details:</u></p> <p><input type="checkbox"/> Our software program has applied a tax exemption of _____; or</p> <p><input type="checkbox"/> At present our accounts have been prepared on the basis that all members are in accumulation phase.</p>	
<p>Please outline the timing of major cash flows for the fund as a whole (ie. not just pension members) such as timing of contributions, rollovers, pension payments, large income items. Note that this information is important and the certificate cannot be completed without it.</p>	