

ORDERING CHECKLIST

Allocated Pension Conversion

Outlined below is a checklist of the information needed to complete an Allocated Pension Conversion order.

FUND DETAILS

- ☐ Name of the Superannuation Fund
- ☐ Meeting address of the trustees of the Fund

TRUSTEE DETAILS

If the Fund has individual trustees:

- ☐ Full name of each individual trustee

If the Fund has a corporate trustee:

- ☐ Name of the company
- ☐ ACN of the company
- ☐ Full name of each director of the corporate trustee
- ☐ Registered address of the company

PENSIONER DETAILS

- ☐ Pension recipient's full name and address
- ☐ Pensioner recipient's date of birth and gender
- ☐ If a reversionary beneficiary is nominated, their full name, address, date of birth, gender and relationship to the pension recipient

PENSION DETAILS

- ☐ Date the Allocated Pension commenced
- ☐ Conversion date
- ☐ If the pension purchase price is known, the tax free and taxable components of the pension (note you can document the reset **without** knowing the pension purchase price)
- ☐ Frequency of pension payments – weekly, monthly, quarterly, or annually

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.