

ORDERING CHECKLIST

Complying Pension Reset

Outlined below is a checklist of the information needed to complete a Complying Pension Reset 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

- ☐ Type of Pension currently being paid to the Member
- ☐ Will the parties be commencing the new market linked pension:
 - > at the date that documents will be signed; or
 - > confirming prior instructions to commence the pension?
- ☐ What date will the existing pension be commuted?
- ☐ The Condition of Release the pensioner has met to be eligible to receive the market linked pension
- ☐ New market linked pension commencement date
- ☐ What pension term does the Member require for the market linked pension?
- ☐ If the market linked 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.