

# KM Private Clients Pty Ltd

## Personal documentation management checklist

### Date signed off

### Client name

Administration	Tick if in Order
• Third Party authority provided to collect financial information	<input type="checkbox"/>
• Group diagram showing ownership and control of entities	<input type="checkbox"/>
Personal financial management strategies	
Strategic advice	
• Succession Strategy re managing personal finances in the event of loss of interest/incapacity/death	<input type="checkbox"/>
• Tax planning re accessing cash and disposing of investment assets	<input type="checkbox"/>
• Up to date Investment Strategy	<input type="checkbox"/>
Document management	
• Corporate secretarial summary showing key information concerning Trusts and Companies in Group	<input type="checkbox"/>
Company information	
• Constitution	<input type="checkbox"/>
Trust information	
• Trust Deed	<input type="checkbox"/>
• Appointor Successor documentation	<input type="checkbox"/>
Self-managed Superannuation Fund	
• Trust Deed	<input type="checkbox"/>
• Pension establishment documents	<input type="checkbox"/>
• Binding Beneficiary documents	<input type="checkbox"/>
Personal information	
• Copy of Passport noting expiry date	<input type="checkbox"/>
• Copy of Driver's licence	<input type="checkbox"/>
• Personal insurances	<input type="checkbox"/>
Property information	
Summary of ownership details	
• Specific property details	<input type="checkbox"/>
– Insurance	<input type="checkbox"/>
– Location of Title	<input type="checkbox"/>
– Cost base details for CGT purposes	<input type="checkbox"/>

**Asset succession documentation meets current intentions**

- Will
- Financial Power of Attorney
- Medical/guardian
- Confirmation of location of original documentation
- Statement of wishes

**Investable assets**

- Net asset summary as at 30 June showing cost and market value of assets on an entity by entity basis

**Annual financial and tax statements for all Entities in Group****30 June 2016**

- Accounts
- Tax returns
- Income tax assessments

**30 June 2017**

- Accounts
- Tax returns
- Income tax assessments

**Maintenance of Critical Financial File**

- Copy of all Critical Financial Information located centrally for related/third party to access when needed

