

END OF FINANCIAL YEAR

FIRSTWRAP ADMINISTRATION PROCESSING CUT-OFF DATES

We would like to remind you of the administration processing cut-off times and dates (Melbourne AEST) for the financial year ending 30 June 2021.

These cut-off dates require submission of all required supporting documentation and correct details to ensure completion of client requests prior to 30 June 2021.

These client requests include:

- new superannuation, pension and IDPS applications
- pension amendments such as bank account details, pension payment amounts and change of address
- benefit payments and withdrawals
- contributions and incoming rollovers
- term deposits
- any transfer requests for property syndicates, unlisted investments, managed funds and shares (capital gains/loss transactional history should also be provided where applicable)
- internal in-specie transfers

ADMINISTRATION PROCESSING 2021

Process	Details	Cut-off date (Melbourne AEST)
New applications (Super, Pension and IDPS)	Including establishing a new pension with the first payment either pre or post 30 June 2021.	5pm, Friday 18 June
Pension amendments	To amend pension payment details for inclusion in the Annual Review mail out.	5pm, Friday 25 June
Benefit payments and withdrawals (excluding pension payments)	Appropriate paperwork and any applicable supporting information such as certified identification and residency confirmation for the request, must be received by the cut-off date. The client must have sufficient cash account funds available to allow the payment to be processed.	5pm, Thursday 24 June
Contributions	Cheques – accompanied by correct and complete information. Direct credits, SWIFTs and BPAY® – we strongly suggest clients plan in advance and instruct their financial institution at least 2–3 days prior to the cut-off date. Appropriate paperwork for the contribution and any supporting information such as the work test declaration must also be supplied. <small>® Registered to BPAY Pty Ltd ABN 69 079 137 518</small>	Bank deposit (at your local Commonwealth Bank branch): 5pm, Monday 28 June Please contact Customer Care to ensure you have the correct bank account details. The contribution must appear in our bank account by Monday 28 June
Superannuation splitting for FY19–20	Contribution splitting – to apply for contribution splitting to an eligible spouse.	5pm, Thursday 24 June
Term deposits	Normal cut-off times will apply for all term deposits purchased before 30 June 2021.	12pm, Wednesday 30 June

The above cut-off dates are based on the assumption that all information received by the cut-off dates is complete and accurate.

TRANSITION OF ASSETS

Process	Details	Cut-off date (Melbourne AEST)
Property syndicates, managed fund transfers & unlisted investment transfers	Transfers must be received by this date to allow the relevant registry enough time to complete the transfer to us by 30 June 2021. Transfers received after 21 May 2021 will still be sent for transfer, although completion by 30 June 2021 cannot be guaranteed.	5pm, Friday 21 May
Share transfers	All transfers received after this date will be sent to our broker, however, we are unable to guarantee transfer by 30 June 2021.	5pm, Friday 11 June
Internal in specie transfers	<ul style="list-style-type: none">• IDPS to IDPS• IDPS to super• Full super to pension• Super to pension (full and partial)• Pension to super (full and partial) Please note, for all asset transfer requests outlined above, we must receive the instruction to withdraw/rollover and the completed application form by the cut-off date.	5pm, Friday 18 June

The above 'Transition of assets' cut-off dates are based on the assumption that all transfers have already been actioned by the current holder, seller or trustee (where required) and that all information received by the cut-off dates is complete and accurate. If the client would also like to partake in a corporate action we will be unable to proceed with the transfer until after such time as its completed. We will continue to track current requests in progress with original providers and issue regular follow-ups to ensure every effort is made to complete transfers prior to 30 June 2021.

CAPITAL GAINS/LOSSES REPORTING 2021

Process	Details	Cut-off date (Melbourne AEST)
CGT transaction history	To ensure tax reporting to your clients for the financial year ended 30 June 2021 is as accurate as possible, only complete CGT transaction history information received by the cut-off date will be entered.	5pm, Monday 21 June

Please note, we cannot guarantee that transactional data received on or after 1 July 2021 will be included in 30 June 2021 reports.

More information

For more information please speak to your local Business Development Team or contact FirstWrap Service and Support on 1300 769 619, 8am to 7pm, Monday to Friday, Melbourne time.

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