

ORDERING CHECKLIST

Account Based Pension Commencement | Transition to Retirement Income Stream

Topdocs' link with A.S.A.P. means the majority of your online pension commencement application form with Topdocs will be populated from your statement of advice data from A.S.A.P.

This checklist outlines the additional information you will need at hand when completing the Topdocs online application form for an account based pension or a transition to retirement income stream.

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

PENSIONER DETAILS

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

PENSION COMPONENT DETAILS

- Will the pension commence:
 - > at the date the documents will be signed; or
 - > are the documents confirming prior instructions to commence the pension?
- The condition of release the pensioner has met to be eligible to receive the pension
- Pension commencement 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)
- First year pension payment amount to be taken (this can also be unknown)
- 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.