

# Shareholding Checklist

The following information is required by Saward Dawson to prepare your Income Tax Return. You may find the check boxes useful whilst assembling the information.

## Purchase of shares during the year

- Purchase documentation showing:
  - Date of purchase (contract date)
  - Purchase amount
  - Number of shares purchased
  - Name of the shareholding and the name(s) of the shareholders

Saward Dawson can maintain an investment register for you if you provide information of shares purchased during the year, which will be important for Capital Gains Tax purposes when the investment is eventually sold.

## Shares sold during the year

- Sale certificate(s) from the authorised share broker
- Purchase certificate(s) from the authorised share broker, if not previously provided
- Dividend slips paid during the current period
- If the shareholding was under a Dividend Reinvestment Plan (DRP), we require the relevant dividend slips

## For all shareholdings that paid dividends

- All dividend slips for every shareholding, displaying the following information:
  - Payable date (dividend slip related to year of receipt)
  - Franked dividend paid
  - Unfranked dividend paid
  - Imputation credits
  - Withholding tax (if any) applied to the dividend
  - Number of new shares acquired under a Dividend Reinvestment Plan (DRP)
  - Security Reference Number (SRN)