

## Financial Disclosure Checklist (Short Version)

Each party must exchange at least 21 days before the Conciliation Conference the following documents if relevant and not already exchanged:-

1. The party's three most recent taxation returns and assessments.
2. The party's three most recent wage/salary certificates.
3. Any superannuation documents for each superannuation interest of the party including:
  - The completed Superannuation Information Form;
  - For self-managed superannuation funds, the trust deed and the last three financial statements.
4. For a **corporation** (business), **trust** or **partnership** where the party has a duty of disclosure under Rule 13.04 of the Family Law Rules (FLR):
  - Financial statements for each (including balance sheets, profit and loss accounts, depreciation schedules and taxation returns) for the three last financial years.
5. For the party or a **corporation** (business), **trust** or **partnership** where the party has a duty of disclosure under Rule 13.04 of the FLR:
  - Any Business Activity Statement for the 12 months ending immediately before the first Court date.
6. For any **corporation**, it's most recent annual return, listing Directors and Shareholders; and the corporation's memorandum and articles of association.
7. For any **trust**, the trust deed.
8. For any **partnership**, the partnership agreement.
9. All documents containing evidence about:
  - The financial matters mentioned in the party's Financial Statement (Form 13);
  - The financial contributions made at the commencement of cohabitation;
  - Any inheritances, gifts or compensation payments received during cohabitation;
  - Any purchase or disposal of property in the 12 months prior to and since separation;
  - Any increase or reduction of liabilities since separation;
  - The value of any superannuation interest of a party, including the basis on which the value has been calculated and any documents used to calculate the value.
10. Such documents shall include but not limited to:
  - In relation to accounts in any Financial Institutions (including but not limited to Banks) details of account numbers, passbooks and bank statements for the previous 12 months;
  - Written records of any investments including stocks and shares;
  - Social Security pension information or payment details;
  - Details / records of long service leave accrued;
  - Details / records of overtime worked in the previous 12 months;
  - Details / records of any life assurance or disability insurance;
  - Details / records of any of the above re children;
  - Medical or psychiatric reports.