

**SUPREME COURT OF QUEENSLAND**

**REGISTRY:** Brisbane  
**NUMBER:** 3383 of 2013

**Applicants:** **RAYMOND EDWARD BRUCE AND VICKI PATRICIA BRUCE**

**AND**

**First Respondent:** **LM INVESTMENT MANAGEMENT LIMITED  
(IN LIQUIDATION) ACN 077 208 461 IN ITS CAPACITY  
AS RESPONSIBLE ENTITY OF THE LM FIRST MORTGAGE  
INCOME FUND**

**AND**

**Second Respondent:** **THE MEMBERS OF THE LM FIRST MORTGAGE  
INCOME FUND ARSN 089 343 288**

**AND**

**Third Respondent:** **ROGER SHOTTON**

**AND**

**Intervener:** **AUSTRALIAN SECURITIES & INVESTMENTS  
COMMISSION**

**CERTIFICATE OF EXHIBIT**

**VOLUME 6 OF 8**

Exhibit "DW-29" (pages 1564 - 1905 to the Affidavit of **DAVID WHYTE** sworn the 23<sup>rd</sup> day of November 2015

  
**Deponent**

  
**Solicitor/A Justice of the Peace**

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**INDEX OF EXHIBITS**

<b>No.</b>	<b>Description</b>	<b>Date</b>	<b>Page No.</b>
DW-29	Schedules of work performed by BDO staff in relation to the receivership appointment	Various	1564 - 1905

BRI	Somerville, John	Senior Manager	Creditors	13/08/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding change of detail requests, transfer of units, deceased estate notifications and update on unit balances
BRI	Somerville, John	Senior Manager	Creditors	14/08/2015	0.30	\$132.00	Review and amendments to letters to investors/advisors regarding change of detail requests and updates on unit balances
BRI	Somerville, John	Senior Manager	Creditors	14/08/2015	0.20	\$88.00	Review of internal control forms for investor change of detail requests for updating the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	17/08/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding change of detail requests, transfer of units and deceased estate notifications

BRI	Somerville, John	Senior Manager	Creditors	17/08/2015	0.40	\$176.00	Review of internal control forms and cross check with documentation provided by investors to update the Microsoft AX investor management database for change of details, deceased estates and transfer of units
BRI	Somerville, John	Senior Manager	Creditors	18/08/2015	0.10	\$44.00	Review of internal control forms and supporting documentation to enable an update to the AX investor management database for change of detail requests/transfer of units/deceased estate notifications
BRI	Somerville, John	Senior Manager	Creditors	18/08/2015	0.10	\$44.00	Review of outgoing correspondence to investors requesting further information to effect a transfer of units/change of detail request
BRI	Somerville, John	Senior Manager	Creditors	18/08/2015	0.20	\$88.00	Review of documentation in relation to payments to Western Union and underlying agreements to consider ability of them asserting a right to retain investor funds. Email to Murray Daniel regarding same

BRI	Somerville, John	Senior Manager	Creditors	19/08/2015	0.10	\$44.00	Instructions to Julia Mayne regarding further information to effect a transfer of units from deceased estates
BRI	Somerville, John	Senior Manager	Creditors	20/08/2015	0.50	\$220.00	Review of letters to investors regarding requests for updated unit balances and to transfer units for deceased estates
BRI	Somerville, John	Senior Manager	Creditors	20/08/2015	0.20	\$88.00	Review of correspondence from investors and advisors and instructions to Julia Mayne regarding responses required
BRI	Somerville, John	Senior Manager	Creditors	21/08/2015	0.30	\$132.00	Review of file notes regarding transfer of units from deceased estates and issues with the executors of the estates. Discussion with Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Creditors	21/08/2015	0.30	\$132.00	Review of letters to investors and supporting documentation to facilitate a transfer of units for deceased estate. Review and consider further documentation required to effect transfer.
BRI	Somerville, John	Senior Manager	Creditors	24/08/2015	0.10	\$44.00	Review of incoming mail from investors/advisors and instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Creditors	24/08/2015	0.20	\$88.00	Review and amendments to letters to investors/advisors regarding change of detail notifications and transfer of units requests
BRI	Somerville, John	Senior Manager	Creditors	25/08/2015	0.20	\$88.00	Review of letters to investors/advisors regarding change of detail and transfer of unit requests for deceased estates

BRI	Somerville, John	Senior Manager	Creditors	25/08/2015	0.10	\$44.00	Amendments to an email to an advisor regarding investor details
BRI	Somerville, John	Senior Manager	Creditors	26/08/2015	0.20	\$88.00	Review of incoming investor correspondence and instructions to Sam Brown and Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Creditors	26/08/2015	0.30	\$132.00	Review and amendments to letters to investors regarding deceased estates and further information required to effect a transfer. Review of supporting documentation
BRI	Somerville, John	Senior Manager	Creditors	26/08/2015	0.70	\$308.00	Review of internal control forms and supporting documentation to update details and transfer units in the AX investor management database pursuant to requests from advisors/investors/executors of deceased estates

BRI	Somerville, John	Senior Manager	Creditors	27/08/2015	0.50	\$220.00	Review and amendments to letters to investors/advisors regarding change of detail requests, deceased estate notifications and transfer of unit directions (9 letters)
BRI	Somerville, John	Senior Manager	Creditors	27/08/2015	0.50	\$220.00	Review of internal control forms and supporting documentation to process updates to the AX investor management database pursuant to requests received from investors/executors of deceased estates
BRI	Somerville, John	Senior Manager	Creditors	28/08/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding deceased estate notifications, change of detail and transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	28/08/2015	0.40	\$176.00	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estates, transfer of units and change of detail requests from investors



BRI	Somerville, John	Senior Manager	Creditors	28/08/2015	0.20	\$88.00	Discussion with Sam Brown regarding responses to queries from investors/advisors
BRI	Somerville, John	Senior Manager	Creditors	31/08/2015	0.10	\$44.00	Review of letters to investors confirming transfer of units and change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	31/08/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of units requests
BRI	Somerville, John	Senior Manager	Creditors	31/08/2015	0.30	\$132.00	Review of letters to investors/advisors seeking further information to action transfer of unit and change of detail requests

BRI	Somerville, John	Senior Manager	Creditors	31/08/2015	0.30	\$132.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	02/09/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors in response to requests to change details, transfer units and notifications regarding deceased estates
BRI	Somerville, John	Senior Manager	Creditors	02/09/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the Microsoft AX investor management database for investor change of detail and transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	02/09/2015	0.10	\$44.00	Review and amendments to letter an executor of a deceased estate regarding further information required to transfer units to beneficiaries

BRI	Somerville, John	Senior Manager	Creditors	03/09/2015	0.30	\$132.00	Review of internal control forms and supporting documentation in relation to investor change of detail requests, transfer of unit requests and deceased estate notifications to update the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	03/09/2015	0.20	\$88.00	Review of letters to investors regarding further information required to action change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	04/09/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding change of detail requests, deceased estate notifications, transfer of unit requests and further information required to action same
BRI	Somerville, John	Senior Manager	Creditors	07/09/2015	0.10	\$44.00	Instructions to Julia Mayne regarding responses required to investors' queries

BRI	Somerville, John	Senior Manager	Creditors	07/09/2015	0.40	\$176.00	Review of issues with transferring part units to beneficiaries of deceased estates in AX investor management database and discussion with Sam Brown regarding same
BRI	Somerville, John	Senior Manager	Creditors	08/09/2015	0.20	\$88.00	Discussion with Sam Brown regarding investor unit transfer issues in the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	08/09/2015	0.10	\$44.00	Review of emails to investors regarding updates on the status of the winding up of the fund
BRI	Somerville, John	Senior Manager	Creditors	08/09/2015	0.20	\$88.00	Instructions to Julia Mayne regarding responses required to investors/executors of investors estates regarding further documents required to process requests

BRI	Somerville, John	Senior Manager	Creditors	08/09/2015	0.40	\$176.00	Review and amendments to letters to investors in response to requests for change of details and transfer of units. Discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Creditors	09/09/2015	0.90	\$396.00	Review and amendments to letter to our solicitors regarding foreign currency investors. Review and consider options to address foreign currency units issued
BRI	Somerville, John	Senior Manager	Creditors	09/09/2015	0.70	\$308.00	Investigations into AX investor management database to address units issued to investors who subscribed in foreign currencies
BRI	Somerville, John	Senior Manager	Creditors	09/09/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and transfer of unit requests

BRI	Somerville, John	Senior Manager	Creditors	09/09/2015	0.40	\$176.00	Review and amendments to letters to investors in response to requests to transfer units to beneficiaries of deceased estates. Review of documentation provided to support transfer and consider further documentation required
BRI	Somerville, John	Senior Manager	Creditors	09/09/2015	0.10	\$44.00	Review of letters to investors seeking an update on the status of the winding up of the Fund
BRI	Somerville, John	Senior Manager	Creditors	10/09/2015	0.60	\$264.00	Further review of foreign currency investors and treatment required to address units in the AX investor management database. Discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Creditors	10/09/2015	0.20	\$88.00	Review of letters to investors confirming a transfer of units from deceased estates

BRI	Somerville, John	Senior Manager	Creditors	10/09/2015	0.40	\$176.00	Review and amendments to letters to investors regarding deceased estates and requirements to transfer units to beneficiaries. Discussion with Julia Mayne regarding issues with transferring units for an investor
BRI	Somerville, John	Senior Manager	Creditors	11/09/2015	0.10	\$44.00	Discussion with Julia Mayne regarding response required to advisor in relation to claim for outstanding advisor commissions
BRI	Somerville, John	Senior Manager	Creditors	11/09/2015	0.30	\$132.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests for unit holdings in the fund
BRI	Somerville, John	Senior Manager	Creditors	11/09/2015	0.20	\$88.00	Discussion with Julia Mayne regarding responses required to investors in relation to transfer of unit requests and information required in relation to same

BRI	Somerville, John	Senior Manager	Creditors	14/09/2015	0.10	\$44.00	Review of emails to investors seeking update on the winding up of the fund
BRI	Somerville, John	Senior Manager	Creditors	14/09/2015	0.40	\$176.00	Discussion with Nicola Kennedy regarding calculation of distributions reinvested in relation to foreign currency investors and consider restating in the AX investor management database in line with the terms of the Fund's product disclosure statement
BRI	Somerville, John	Senior Manager	Creditors	14/09/2015	0.30	\$132.00	Review and amendments to letter to our solicitors regarding treatment of foreign currency investors in accordance with the Fund's product disclosure statement and proposed restatement of units
BRI	Somerville, John	Senior Manager	Creditors	15/09/2015	0.10	\$44.00	Review of email to our solicitors regarding foreign currency units held in the fund



BRI	Somerville, John	Senior Manager	Creditors	17/09/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	17/09/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estate notification and transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	17/09/2015	0.10	\$44.00	Instructions to Julia Mayne regarding response required requesting further information from executor's of deceased estates to effect a transfer of units to beneficiaries
BRI	Somerville, John	Senior Manager	Creditors	18/09/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and transfer of unit requests

BRI	Somerville, John	Senior Manager	Creditors	18/09/2015	0.10	\$44.00	Review of letters to investors confirming transfer of units and update of detail requests have been actioned
BRI	Somerville, John	Senior Manager	Creditors	18/09/2015	0.10	\$44.00	Review of letters to investors requesting further information to action requests to transfer units from Self Managed Superannuation Funds
BRI	Somerville, John	Senior Manager	Creditors	21/09/2015	0.10	\$44.00	Review of letters to investors confirming transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	21/09/2015	0.10	\$44.00	Review of letters to investors seeking further information to support transfer of unit requests

BRI	Somerville, John	Senior Manager	Creditors	21/09/2015	0.10	\$44.00	Review of incoming mail from investors regarding deceased estates and instructions to Sam Brown in relation to responding to same
BRI	Somerville, John	Senior Manager	Creditors	22/09/2015	0.20	\$88.00	Review of letters to investors regarding transfer of units from deceased estates and further information required in relation to same
BRI	Somerville, John	Senior Manager	Creditors	22/09/2015	0.10	\$44.00	Review of internal control forms and supporting documentation to process change of detail and transfer of unit requests in the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	23/09/2015	0.40	\$176.00	Review of letters to investors/advisors in response to requests to transfer units from deceased estates, to update address and bank account details and for a copy of the fund's product disclosure statement (ten letters)

BRI	Somerville, John	Senior Manager	Creditors	23/09/2015	0.30	\$132.00	Review and amendments to letter to investors regarding change of detail requests, deceased estate notifications and transfer of units
BRI	Somerville, John	Senior Manager	Creditors	23/09/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests for deceased estates
BRI	Somerville, John	Senior Manager	Creditors	25/09/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests for deceased estates
BRI	Somerville, John	Senior Manager	Creditors	25/09/2015	0.20	\$88.00	Review and amendments to email to former employee regarding treatment of foreign currency investors

BRI	Somerville, John	Senior Manager	Creditors	29/09/2015	0.10	\$44.00	Review of internal control forms and supporting documentation to effect an update on the AX investor management database for investor change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	30/09/2015	0.20	\$88.00	Review and amendments to letters to investors/attorneys for investors in relation to further information required to effect change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	30/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding further information required with respect to the foreign currency investors and the treatment of same in the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	01/10/2015	0.20	\$88.00	Review and amendments to letters to investors in response to requests for confirmation of unit balances and update on winding up of the fund

BRI	Somerville, John	Senior Manager	Creditors	01/10/2015	0.20	\$88.00	Review of incoming mail from investors and instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Creditors	02/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and balance of units confirmation requests
BRI	Somerville, John	Senior Manager	Creditors	02/10/2015	0.40	\$176.00	Review and consider further issues in relation to advisor commissions, review of correspondence from an advisor regarding outstanding commission and email to our solicitors regarding same
BRI	Somerville, John	Senior Manager	Creditors	02/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding further information required to consider treatment of foreign currency investors

BRI	Somerville, John	Senior Manager	Creditors	06/10/2015	0.10	\$44.00	Discussion with Julia Mayne regarding an investor's query with respect to the different unit classes
BRI	Somerville, John	Senior Manager	Creditors	06/10/2015	0.10	\$44.00	Call from our solicitors regarding outstanding advisor commissions and draft response in relation to same
BRI	Somerville, John	Senior Manager	Creditors	06/10/2015	0.20	\$88.00	Review of further information to be provided to our solicitors in relation to the treatment of the foreign currency investors and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Creditors	06/10/2015	0.20	\$88.00	Review of email from our solicitors regarding outstanding advisor commissions and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Creditors	08/10/2015	0.30	\$132.00	discussion with Nicola Kennedy in relation to response from former employee regarding LMFMI's treatment of foreign currency investments. Review response, correspondence sent to solicitors, Composer database and a transaction statement for same
BRI	Somerville, John	Senior Manager	Creditors	08/10/2015	0.10	\$44.00	Review of email to former employee regarding treatment of foreign currency investors
BRI	Somerville, John	Senior Manager	Creditors	09/10/2015	0.10	\$44.00	Review of email from former employee regarding treatment of foreign currency investors and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.10	\$44.00	Discussion with Murray Daniel regarding update report to investors



BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.20	\$88.00	Review of incoming mail from investors and instructions to Julia Mayne regarding responses required
BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.10	\$44.00	Review of letter to advisor regarding claim for outstanding commission
BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.30	\$132.00	Review and amendments to letters to investors regarding requests to transfer units from deceased estates and self managed superannuation funds
BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests from investors and executors of deceased estates

BRI	Somerville, John	Senior Manager	Creditors	14/10/2015	0.30	\$132.00	review and amendments to letters to investors regarding change of detail requests and transfer of unit requests for deceased estates and for self managed superannuation funds being wound up
BRI	Somerville, John	Senior Manager	Creditors	15/10/2015	0.30	\$132.00	Review and amendments to letters to investors regarding change of detail requests and notification of executors of deceased estates to transfer units to beneficiaries
BRI	Somerville, John	Senior Manager	Creditors	15/10/2015	0.10	\$44.00	Review of internal control forms and supporting documentation from investors to update the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	16/10/2015	0.10	\$44.00	Email to financial controller of a feeder fund regarding the investor register

BRI	Somerville, John	Senior Manager	Creditors	22/10/2015	0.20	\$88.00	Assist Julia Mayne with responses required to correspondence received from investors
BRI	Somerville, John	Senior Manager	Creditors	22/10/2015	0.10	\$44.00	Review and amendments to letters to investors regarding change of detail requests and further information required to effect same
BRI	Somerville, John	Senior Manager	Creditors	22/10/2015	0.30	\$132.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests, deceased estate notifications and transfer of unit requests
BRI	Somerville, John	Senior Manager	Creditors	27/10/2015	0.40	\$176.00	Review and amendments to update return to investors. Discussion with Murray Daniel regarding same

BRI	Somerville, John	Senior Manager	Creditors	27/10/2015	0.80	\$352.00	Review and amendments to 11th update report to investors
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.40	\$176.00	Meeting with Murray Daniel regarding amendments required to the 11th update report to investors
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.60	\$264.00	Draft section 8 of the 11th update report to investors in relation to LMIM costs and residual powers
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.20	\$88.00	Discussion with Murray Daniel regarding amendments to 11th update report to investors and updated estimated return

BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Call from our solicitors regarding claims from advisors for outstanding commissions
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.20	\$88.00	Review of file regarding correspondence sent to advisors in relation to outstanding commissions. Discussion with Dermot O'Brien and Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Email to our solicitors regarding outstanding advisors' commissions
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.20	\$88.00	Discussion with Murray Daniel regarding amendments required to the 11th update report to investors

BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.20	\$88.00	Review of internal control forms and supporting documentation for updating the AX investor management database for investor change of detail requests
BRI	Somerville, John	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Instructions to Julia Mayne and Sam Brown regarding responses required to investor correspondence
BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	1.60	\$704.00	Review and amendments to 11th update report to investors and discussion with Murray Daniel regarding same
BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	0.40	\$176.00	Review and consider correspondence from our solicitors in relation to investors who subscribed in foreign currencies and resultant issues in relation to the investor registry. Instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	0.20	\$88.00	Review of internal control forms and supporting documentation required to update the AX investor management database for change of detail, deceased estate and transfer of unit requests from investors/advisors
BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	0.20	\$88.00	Instructions to Sam Brown regarding responses required to investors and AX investor management database issues to be addressed
BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding change of detail requests and confirmation of unit balances at year end (11 letters)
BRI	Somerville, John	Senior Manager	Creditors	29/10/2015	0.30	\$132.00	Review and amendments to letters to investors/advisors in relation to requests to transfer units from self managed superannuation funds and deceased estates and further information required to effect same (9 letters)

BRI	Somerville, John	Senior Manager	Creditors	30/10/2015	0.10	\$44.00	Review and amendments to letter to unsecured creditor
BRI	Somerville, John	Senior Manager	Creditors	30/10/2015	0.20	\$88.00	Review of internal control forms and supporting documentation for change of detail and transfer of unit requests for updating the AX investor management database
BRI	Somerville, John	Senior Manager	Creditors	30/10/2015	0.10	\$44.00	Review of emails to advisors regarding confirmation sought on clients' unit balances
BRI	Raphael, Alastair	Senior Manager	Creditors	03/06/2015	1.70	\$748.00	Sort investor data in the AX investor management database and generate appropriate summary information to serve the receiver's remuneration application on advisors and investors pursuant to the requirements of the substituted service Order



BRI	Daniel, Murray	Supervisor	Creditors	05/05/2015	0.40	\$144.00	Review of correspondence from investors in relation to a change of details request.
BRI	Daniel, Murray	Supervisor	Creditors	05/05/2015	0.40	\$144.00	review of investor enquires emails, prepare draft emails in response.
BRI	Daniel, Murray	Supervisor	Creditors	05/05/2015	0.40	\$144.00	review solicitors correspondence regarding investor commissions due to advisors and previous email chain from BDO and FTI regarding clarification of liability.
BRI	Daniel, Murray	Supervisor	Creditors	05/05/2015	0.40	\$144.00	Prepare correspondence to FTI to clarify whether any correspondence or disclaimers have been issued to investor advisors in relation to commission agreements.

BRI	Daniel, Murray	Supervisor	Creditors	06/05/2015	0.40	\$144.00	Review of correspondence from investors in relation to a change of details request.
BRI	Daniel, Murray	Supervisor	Creditors	07/05/2015	0.20	\$72.00	review investor change of details form x 2.
BRI	Daniel, Murray	Supervisor	Creditors	07/05/2015	0.40	\$144.00	Review of correspondence from investors in relation to a change of details request.
BRI	Daniel, Murray	Supervisor	Creditors	08/05/2015	0.20	\$72.00	review correspondence regarding Discrepancy between 2012 accounts and investor register regarding unit balance.

BRI	Daniel, Murray	Supervisor	Creditors	11/05/2015	0.30	\$108.00	Discussions with Daniel Tipman regarding AX investor statements and issues with AX and further investigations required to resolve issue.
BRI	Daniel, Murray	Supervisor	Creditors	12/05/2015	0.10	\$36.00	Review change of investor details x 1.
BRI	Daniel, Murray	Supervisor	Creditors	14/05/2015	0.10	\$36.00	Review change of details for investor query.
BRI	Daniel, Murray	Supervisor	Creditors	14/05/2015	0.40	\$144.00	Review relevant investor change of detail forms with Dermot O'Brien to be put on LM website to allow investors to access to update details.

BRI	Daniel, Murray	Supervisor	Creditors	15/05/2015	0.30	\$108.00	Review relevant investor change of detail forms with Dermot O'Brien to be put on LM website to allow investors to access to update details.
BRI	Daniel, Murray	Supervisor	Creditors	18/05/2015	0.40	\$144.00	planning meeting with Julia Mayne regarding investor call and provide update regarding documents to be provided to investors for change of detail and transfer of unit requests
BRI	Daniel, Murray	Supervisor	Creditors	19/05/2015	0.40	\$144.00	review investor correspondence regarding updating of contact details.
BRI	Daniel, Murray	Supervisor	Creditors	19/05/2015	0.90	\$324.00	Review of relevant forms/ internal forms that would be useful for investors/advisors to be put on the website. 6 Applicable forms. Review of procedures to assist with investors/advisors updating contract details and/or transferring units.

BRI	Daniel, Murray	Supervisor	Creditors	19/05/2015	0.60	\$216.00	planning meeting with Dermot O'Brien in relation to updating website with useful forms/ procedures for investors to complete.
BRI	Daniel, Murray	Supervisor	Creditors	19/05/2015	0.60	\$216.00	Prepare and finalise draft email to be sent to IT consultant to update LM website with useful forms/procedures for investors.
BRI	Daniel, Murray	Supervisor	Creditors	20/05/2015	0.20	\$72.00	Review of correspondence from investors in relation to a change of details request.
BRI	Daniel, Murray	Supervisor	Creditors	20/05/2015	0.40	\$144.00	review of investor query and identify investor in AX database. Instructions to Dermot O'Brien regarding response required.

BRI	Daniel, Murray	Supervisor	Creditors	21/05/2015	0.60	\$216.00	Review of correspondence from investors in relation to a change of details request.
BRI	Daniel, Murray	Supervisor	Creditors	22/05/2015	0.40	\$144.00	review correspondence to be issued to investors regarding change of details
BRI	Daniel, Murray	Supervisor	Creditors	22/05/2015	0.30	\$108.00	discussions with Julia Mayne regarding investor inquiries and maintenance of mailbox.
BRI	Daniel, Murray	Supervisor	Creditors	25/05/2015	0.20	\$72.00	Review of Transfer of investor Units from Superannuation Fund to Personal Name.

BRI	Daniel, Murray	Supervisor	Creditors	25/05/2015	0.20	\$72.00	Review of Transfer of units from a self managed superannuation fund to personal names.
BRI	Daniel, Murray	Supervisor	Creditors	25/05/2015	0.40	\$144.00	Discussions with IT Consultant regarding AX Statements for investors. Email update to John Somerville regarding discussions.
BRI	Daniel, Murray	Supervisor	Creditors	25/05/2015	0.20	\$72.00	email correspondence to our IT Consultant to update website regarding investor useful forms/procedures.
BRI	Daniel, Murray	Supervisor	Creditors	26/05/2015	1.80	\$648.00	Planning Meeting with Dermot O'Brien, Julia Mayne, Sam Brown regarding AX system, review of processes required to change investor details, transfer units and updating contact details in the AX investor management database.

BRI	Daniel, Murray	Supervisor	Creditors	27/05/2015	0.30	\$108.00	Review of correspondence to investors in response to requests to update details.
BRI	Daniel, Murray	Supervisor	Creditors	27/05/2015	0.50	\$180.00	Monitoring LM Enquiries mailbox and review of investor enquires schedule for response.
BRI	Daniel, Murray	Supervisor	Creditors	27/05/2015	2.50	\$900.00	Review of AX system for outstanding creditors that relate to pre and post appointment. Review of individual creditors regarding details of debt outstanding.
BRI	Daniel, Murray	Supervisor	Creditors	01/06/2015	0.30	\$108.00	Prepare notice to members regarding fee application.



BRI	Daniel, Murray	Supervisor	Creditors	01/06/2015	0.30	\$108.00	Discussions with Worldwide Printing regarding quote for mail out to investors. Email details to Worldwide Printing.
BRI	Daniel, Murray	Supervisor	Creditors	01/06/2015	0.40	\$144.00	Review of correspondence from investors in relation to a change of details. Review internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Daniel, Murray	Supervisor	Creditors	01/06/2015	0.40	\$144.00	review of investor mailbox queries received and investor spreadsheet to review queries actioned/requiring a response.
BRI	Daniel, Murray	Supervisor	Creditors	02/06/2015	0.50	\$180.00	Review of investor/ advisors postal address to be issued a notice to investor/advisors and arrangements for Notice to be signed. Arrangements with Ashley Richardson for report to be issued.

BRI	Daniel, Murray	Supervisor	Creditors	02/06/2015	0.40	\$144.00	review of correspondence from solicitors regarding service of Third Remuneration Application, review of creditors to be served
BRI	Daniel, Murray	Supervisor	Creditors	02/06/2015	0.50	\$180.00	Review AX Database regarding address/email contact details for investors and generate data.
BRI	Daniel, Murray	Supervisor	Creditors	02/06/2015	0.50	\$180.00	Further review of AX Database regarding address/email contact details for investors and generate data.
BRI	Daniel, Murray	Supervisor	Creditors	02/06/2015	0.50	\$180.00	Access AX database and generate investor listing for mail out

BRI	Daniel, Murray	Supervisor	Creditors	04/06/2015	0.40	\$144.00	Review of LM enquiries mailbox, following Notice to Members being issued.
BRI	Daniel, Murray	Supervisor	Creditors	05/06/2015	0.30	\$108.00	prepare correspondence to IT consultant regarding information and scope of works required to address AX investor management database issue.
BRI	Daniel, Murray	Supervisor	Creditors	09/06/2015	0.30	\$108.00	Provide assistance to Julia Mayne regarding investor enquiries and appropriate response.
BRI	Daniel, Murray	Supervisor	Creditors	10/06/2015	0.30	\$108.00	Discussions with Sam Brown & Julia Mayne regarding Investor queries and strategy to deal with queries.

BRI	Daniel, Murray	Supervisor	Creditors	10/06/2015	0.30	\$108.00	Review investor database to assist Julie Mayne regarding change of details for investors (Eg Personal Name/ Company Name of Investor)
BRI	Daniel, Murray	Supervisor	Creditors	10/06/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details forms. x5
BRI	Daniel, Murray	Supervisor	Creditors	10/06/2015	0.50	\$180.00	Provide file note update and instructions to Julia Mayne/ Sam Brown regarding generating investor statements from the AX investor management database
BRI	Daniel, Murray	Supervisor	Creditors	10/06/2015	0.40	\$144.00	Review of LM investor mailbox regarding investor queries and review investor enquiries schedule.

BRI	Daniel, Murray	Supervisor	Creditors	11/06/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details. Review of outward correspondence to investors/advisors advising of procedures to update details x 10
BRI	Daniel, Murray	Supervisor	Creditors	11/06/2015	0.30	\$108.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Review of outward correspondence.
BRI	Daniel, Murray	Supervisor	Creditors	12/06/2015	1.20	\$432.00	Review of correspondence from investors/advisors in relation to a change of details/email queries. Review of outward correspondence to investors/advisors advising of procedures to update details x 10
BRI	Daniel, Murray	Supervisor	Creditors	17/06/2015	0.30	\$108.00	Discussions with Julia Mayne regarding investor query and procedure to deal with enquiry.

BRI	Daniel, Murray	Supervisor	Creditors	17/06/2015	0.60	\$216.00	Review of correspondence from investors/advisors in relation to a change of details x 6.
BRI	Daniel, Murray	Supervisor	Creditors	17/06/2015	0.60	\$216.00	Review of correspondence from investors/advisors in relation to a transfer of units to personal names.
BRI	Daniel, Murray	Supervisor	Creditors	19/06/2015	0.50	\$180.00	Review books and records regarding returned mail against investor database.
BRI	Daniel, Murray	Supervisor	Creditors	22/06/2015	0.20	\$72.00	Discussion with John Somerville regarding investor enquiries, investor statements.

BRI	Daniel, Murray	Supervisor	Creditors	23/06/2015	0.20	\$72.00	Call to Advisor regarding query with documents to be provided to update investor's contact details.
BRI	Daniel, Murray	Supervisor	Creditors	23/06/2015	0.20	\$72.00	Review of correspondence from investors in relation to a change of details x 2
BRI	Daniel, Murray	Supervisor	Creditors	23/06/2015	0.30	\$108.00	Review of checklist /correspondence from investors/advisors in relation to a change of details x 3
BRI	Daniel, Murray	Supervisor	Creditors	23/06/2015	0.40	\$144.00	Review of checklist/correspondence from investors/advisors in relation transfer of units x 3

BRI	Daniel, Murray	Supervisor	Creditors	26/06/2015	0.50	\$180.00	review of external mail received into LM enquiries mailbox, review of unknown mail and investor correspondence.
BRI	Daniel, Murray	Supervisor	Creditors	26/06/2015	0.50	\$180.00	Review of correspondence to investors/advisors in relation to a change of details & transfer of units.
BRI	Daniel, Murray	Supervisor	Creditors	29/06/2015	0.60	\$216.00	review of investor correspondence register and review of LM mailbox. Consider responses required
BRI	Daniel, Murray	Supervisor	Creditors	29/06/2015	0.40	\$144.00	review correspondence from solicitors regarding investor and other matters regarding service of application.



BRI	Daniel, Murray	Supervisor	Creditors	29/06/2015	0.30	\$108.00	Review correspondence to investor regarding forms to be completed to transfer units and update details.
BRI	Daniel, Murray	Supervisor	Creditors	29/06/2015	1.00	\$360.00	review of electronic mail over 3 days, including investor/advisor correspondence - allocate to LM mailbox and consider responses required and updates to be processed in the AX investor management database. Review of returned mail correspondence.
BRI	Daniel, Murray	Supervisor	Creditors	29/06/2015	0.50	\$180.00	Review of investor returned mail and prepare checklist and schedule to be updated.
BRI	Daniel, Murray	Supervisor	Creditors	30/06/2015	0.70	\$252.00	Review of investor returned mail and prepare checklist and schedule to be updated.

BRI	Daniel, Murray	Supervisor	Creditors	01/07/2015	0.30	\$108.00	Issued file note to team regarding procedure for returned investor mail
BRI	Daniel, Murray	Supervisor	Creditors	01/07/2015	0.30	\$108.00	Discussions with Julia Mayne regarding investor queries and strategy for response to queries.
BRI	Daniel, Murray	Supervisor	Creditors	01/07/2015	0.40	\$144.00	review of LM enquiries mailbox and review of investor database to identify investors
BRI	Daniel, Murray	Supervisor	Creditors	02/07/2015	0.30	\$108.00	Update of payment listing schedule for LM Payments.

BRI	Daniel, Murray	Supervisor	Creditors	03/07/2015	1.50	\$540.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Review of internal checklist for change of investor details.
BRI	Daniel, Murray	Supervisor	Creditors	06/07/2015	0.70	\$252.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
BRI	Daniel, Murray	Supervisor	Creditors	06/07/2015	0.20	\$72.00	review of investor queries mailbox and investor schedule.
BRI	Daniel, Murray	Supervisor	Creditors	06/07/2015	0.40	\$144.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.

BRI	Daniel, Murray	Supervisor	Creditors	07/07/2015	0.40	\$144.00	Review of correspondence from investors/advisors in relation to a change of details x 3.
BRI	Daniel, Murray	Supervisor	Creditors	10/07/2015	0.80	\$288.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
BRI	Daniel, Murray	Supervisor	Creditors	14/07/2015	0.30	\$108.00	review correspondence to creditors confirming accounts balances
BRI	Daniel, Murray	Supervisor	Creditors	14/07/2015	0.50	\$180.00	Review of correspondence to investors/advisors in relation to a change of details/transfer of units.

BRI	Daniel, Murray	Supervisor	Creditors	15/07/2015	0.60	\$216.00	planning meeting with John Somerville regarding report to investors to be issued end of July 2015.
BRI	Daniel, Murray	Supervisor	Creditors	15/07/2015	1.00	\$360.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate requests.
BRI	Daniel, Murray	Supervisor	Creditors	17/07/2015	0.20	\$72.00	Email correspondence to Eric Leeuwendal regarding planning for report to creditors
BRI	Daniel, Murray	Supervisor	Creditors	17/07/2015	0.30	\$108.00	Review of correspondence from investors/advisors in relation to a change of details

BRI	Daniel, Murray	Supervisor	Creditors	20/07/2015	1.30	\$468.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate requests.
BRI	Daniel, Murray	Supervisor	Creditors	21/07/2015	0.30	\$108.00	Review of correspondence from investors/advisors in relation to a change of details.
BRI	Daniel, Murray	Supervisor	Creditors	21/07/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details
BRI	Daniel, Murray	Supervisor	Creditors	22/07/2015	2.50	\$900.00	Preparation of update report to Investors

BRI	Daniel, Murray	Supervisor	Creditors	22/07/2015	0.50	\$180.00	Preparation of update report to Investors
BRI	Daniel, Murray	Supervisor	Creditors	22/07/2015	0.80	\$288.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
BRI	Daniel, Murray	Supervisor	Creditors	23/07/2015	3.50	\$1,260.00	Preparation of update report to investors by reviewing information received from McGrathNicol in relation to assets that they control and information from FTI in relation to their outstanding remuneration and outlays costs. Prepare calculations for unit price.
BRI	Daniel, Murray	Supervisor	Creditors	23/07/2015	1.90	\$684.00	Preparation of unit price calculation for June 2015, review of asset listing provided by McGrath Nicol and assets under control of BDO, prepare and update of report to investors

BRI	Daniel, Murray	Supervisor	Creditors	23/07/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
BRI	Daniel, Murray	Supervisor	Creditors	23/07/2015	1.50	\$540.00	Preparation of unit price calculation for June 2015, review of asset listing provided by McGrathNicol and assets under control of BDO, prepare and update of report to investors.
BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.30	\$108.00	Preparation of report to investors with update of information from Eric Leeuwendal regarding investigations section.
BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.90	\$324.00	Review of asset listing and cash flow provided by McGrathNicol regarding current costs to be included in unit price calculation. Email to McGrathNicol seeking further information.



BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.30	\$108.00	Meeting with John Somerville regarding report to investors and updated unit price.
BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.70	\$252.00	Preparation of report to creditors by reviewing information received from McGrathNicol in relation to assets that they control and information from FTI in relation to their outstanding remuneration and outlays costs. Prepare calculations for unit price.
BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.30	\$108.00	Preparation of unit price calculation for June 2015, review of asset listing provided by McGrath Nicol and assets under control of BDO, prepare and update of report to investors
BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.

BRI	Daniel, Murray	Supervisor	Creditors	24/07/2015	0.50	\$180.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
BRI	Daniel, Murray	Supervisor	Creditors	27/07/2015	0.70	\$252.00	Review of asset listing for unit price calculations, prepare and update report to investors.
BRI	Daniel, Murray	Supervisor	Creditors	27/07/2015	0.90	\$324.00	Review and update of report to investors, review of unit price calculations and prepare supporting documentation
BRI	Daniel, Murray	Supervisor	Creditors	27/07/2015	0.50	\$180.00	Review and update report to investors, review of unit price calculations and prepare supporting documentation

BRI	Daniel, Murray	Supervisor	Creditors	28/07/2015	3.90	\$1,404.00	Prepare and review of 10th report to investors, preparation of unit price calculation, asset listing and remuneration tables.
BRI	Daniel, Murray	Supervisor	Creditors	28/07/2015	0.40	\$144.00	Review and update of report to investors, review of unit price calculations and prepare supporting documentation
BRI	Daniel, Murray	Supervisor	Creditors	29/07/2015	1.70	\$612.00	Calculating total losses for largest borrower files for disclosure in investor report, review impairment and write off calculations recorded in management accounts for years 2011, 12, 13 & 14 to determine losses and method to calculate loss
BRI	Daniel, Murray	Supervisor	Creditors	29/07/2015	1.60	\$576.00	Generate loan statements from AX for 12 borrower files to calculate write offs recorded against borrower account to calculate total losses for disclosure in investor report, discuss with Eric Leeuwendal method to calculate losses.

BRI	Daniel, Murray	Supervisor	Creditors	31/07/2015	0.20	\$72.00	Meeting with David Whyte regarding estimated calculations for unit price for report to creditors.
BRI	Daniel, Murray	Supervisor	Creditors	31/07/2015	2.30	\$828.00	Prepare and review of 10th report to investors, preparation of unit price calculation, asset listing and remuneration tables.
BRI	Daniel, Murray	Supervisor	Creditors	31/07/2015	1.50	\$540.00	Prepare and review of 10th report to investors, preparation of unit price calculation, asset listing and remuneration tables.
BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	1.00	\$360.00	Review and update of 10th investor report.

BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	1.00	\$360.00	Prepare and review of 10th report to creditors, preparation of unit price calculation, asset listing and remuneration tables.
BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	1.00	\$360.00	Review of AX database and arrange for investors / advisors contact details for post/email to be downloaded from AX database.
BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	0.20	\$72.00	Correspondence to IT consultant to update website.
BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	0.20	\$72.00	Correspondence to investor - copy of 10th report to investors.

BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	1.20	\$432.00	Review of AX database regarding investor / advisor details, review of previous mail out regarding any errors and ensure consistency of mail out.
BRI	Daniel, Murray	Supervisor	Creditors	03/08/2015	0.20	\$72.00	Arrangements with Worldwide Printing for quote of mail out. Further discussions regarding quote provided.
BRI	Daniel, Murray	Supervisor	Creditors	04/08/2015	0.60	\$216.00	Further arrangements with Nicole Jackson regarding report to investors to be sent. Review of creditors list.
BRI	Daniel, Murray	Supervisor	Creditors	05/08/2015	0.40	\$144.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.

BRI	Daniel, Murray	Supervisor	Creditors	18/08/2015	0.80	\$288.00	Review of AX database regarding Investor preferred method for communication, review of various examples of communication via email, post for Advisor/Investor.
BRI	Daniel, Murray	Supervisor	Creditors	18/08/2015	1.70	\$612.00	Further review of AX database regarding Investor preferred method for communication, review of various examples of communication via email, post for Advisor/Investor.
BRI	Daniel, Murray	Supervisor	Creditors	18/08/2015	0.70	\$252.00	Prepare email correspondence to IT consultant regarding changes required for AX database in terms of investor preferred communication method.
BRI	Daniel, Murray	Supervisor	Creditors	18/08/2015	0.20	\$72.00	discussions with IT Consultant regarding AX database and further work for investors preferred communication method.

BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.20	\$72.00	review email from David Whyte regarding an investor wanting information regarding Insurance Company Bond Providers. Send email reply and review of LM Servers as required.
BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.60	\$216.00	Conduct searches on LM Server to identify books and records requested by investor.
BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.50	\$180.00	Conduct searches on LM Server to identify books and records requested by investor.
BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.60	\$216.00	Discussions with IT consultant regarding AX Server, mail out method, review of AX Server with IT Consultant and discuss best methods regarding mail outs to investor/advisor and preferred method of communication.



BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.40	\$144.00	review AX server for preferred mail communication methods and review of investor database to ensure reports generated correctly
BRI	Daniel, Murray	Supervisor	Creditors	20/08/2015	0.90	\$324.00	review of LM server regarding terms & conditions documents between the fund and advisors to address an investor query.
BRI	Daniel, Murray	Supervisor	Creditors	21/08/2015	1.40	\$504.00	review of LM server regarding terms & conditions documents between the fund and advisors to address an investor query.
BRI	Daniel, Murray	Supervisor	Creditors	23/09/2015	0.40	\$144.00	Review of AX Server after IT Consultant performed amendments to the AX Server regarding investor information.

BRI	Daniel, Murray	Supervisor	Creditors	29/09/2015	0.40	\$144.00	review of investor spreadsheet downloaded from AX database. Review of investors on schedule against previous schedule.
BRI	Daniel, Murray	Supervisor	Creditors	07/10/2015	1.60	\$576.00	Review of mail / email notice to be sent to investors, review of excel report generated against investor database.
BRI	Daniel, Murray	Supervisor	Creditors	07/10/2015	0.30	\$108.00	Arrangements with marketing section of BDO for email to be sent to investors regarding notice of public examination
BRI	Daniel, Murray	Supervisor	Creditors	07/10/2015	0.30	\$108.00	Arrangements with Nicole Jackson/Worldwide Printing for post to be sent to investors regarding notice of public examination

BRI	Daniel, Murray	Supervisor	Creditors	07/10/2015	0.30	\$108.00	Arrangements with Samantha Brown regarding issue of email to investors regarding Public Examination Notice.
BRI	Daniel, Murray	Supervisor	Creditors	08/10/2015	0.30	\$108.00	Provide instructions to Samantha Brown regarding update of AX server and to provide assistance with previous addresses for notice to investors in relation to Public Examination.
BRI	Daniel, Murray	Supervisor	Creditors	09/10/2015	0.30	\$108.00	Provide assistance to Nicola Kennedy regarding Investor information and units balance.
BRI	Daniel, Murray	Supervisor	Creditors	13/10/2015	0.40	\$144.00	email correspondence to McGrath Nicol regarding account information requested for report to creditors.

BRI	Daniel, Murray	Supervisor	Creditors	13/10/2015	0.40	\$144.00	review of previous report to investors and prepare information in preparation for next update to investors.
BRI	Daniel, Murray	Supervisor	Creditors	14/10/2015	0.30	\$108.00	Meeting with David Whyte regarding planning for next report to creditors, to be issued end of October.
BRI	Daniel, Murray	Supervisor	Creditors	14/10/2015	1.10	\$396.00	Review of previous report to investors and planning for next report to investors, review of relevant information to be included, assets sold and to be realised.
BRI	Daniel, Murray	Supervisor	Creditors	19/10/2015	0.40	\$144.00	Preparation of report to investors, allocation of investigations section to be completed by Eric Leeuwendal.

BRI	Daniel, Murray	Supervisor	Creditors	20/10/2015	0.30	\$108.00	draft correspondence to McGrath Nicol regarding cash flow, restricted bank account and information required to prepare report to investors
BRI	Daniel, Murray	Supervisor	Creditors	21/10/2015	0.90	\$324.00	Review and update of report to investors regarding information received from McGrath Nicol, review of asset realisation schedules.
BRI	Daniel, Murray	Supervisor	Creditors	21/10/2015	1.30	\$468.00	review and calculation of unsecured creditors amounts for updating unit price to be included in report to investors, review and update of estimate realisable values.
BRI	Daniel, Murray	Supervisor	Creditors	21/10/2015	1.00	\$360.00	review of unsecured creditors list regarding mail out for notice of public examination.

BRI	Daniel, Murray	Supervisor	Creditors	22/10/2015	0.50	\$180.00	Review of Investor mail out for Notice of Public Examination. Prepare draft reply to AFSA in relation to Notice received.
BRI	Daniel, Murray	Supervisor	Creditors	22/10/2015	1.40	\$504.00	Preparation of report to creditors, review and update of assets and liabilities position
BRI	Daniel, Murray	Supervisor	Creditors	22/10/2015	1.10	\$396.00	Preparation of report to creditors, review and update of assets and liabilities position
BRI	Daniel, Murray	Supervisor	Creditors	23/10/2015	0.30	\$108.00	Arrangements for remuneration tables to be prepared for report to creditors.

BRI	Daniel, Murray	Supervisor	Creditors	23/10/2015	0.20	\$72.00	review of information from FTI regarding request for outstanding WIP and details of outstanding expenses.
BRI	Daniel, Murray	Supervisor	Creditors	23/10/2015	1.60	\$576.00	review and update 11th report to investors, update regarding information received from McGrath Nicol.
BRI	Daniel, Murray	Supervisor	Creditors	27/10/2015	0.30	\$108.00	email to AFSA regarding update of investors details.
BRI	Daniel, Murray	Supervisor	Creditors	27/10/2015	1.40	\$504.00	Review and update of report to investors, following review of asset position of the Fund.

BRI	Daniel, Murray	Supervisor	Creditors	27/10/2015	1.00	\$360.00	Review and update of report to investors following review of liability position of the Fund.
BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	0.40	\$144.00	Review of 11th report to investors with John Somerville.
BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	0.30	\$108.00	review of AX database for Investor schedule to update for mail out to investors.
BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	2.40	\$864.00	review and update of report to investors, review and update of estimated return to investors.



BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	0.50	\$180.00	email correspondence to IT Consultant regarding update of investor mail out regarding information to be included.
BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	0.20	\$72.00	review of correspondence received from solicitors regarding BDO Fee application.
BRI	Daniel, Murray	Supervisor	Creditors	28/10/2015	0.30	\$108.00	Discussions with Jenna Griffith (BDO) regarding options regarding investor mail out and procedures to be setup.
BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	0.80	\$288.00	Update of report to investors with information from Eric Leeuwendal regarding investigations section of report.

BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	0.60	\$216.00	review and update of report to investors, review and update of estimated return to investors.
BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	0.50	\$180.00	meeting with Eric Leeuwendal regarding tracing schedule and sample transactions and source documents - review Composer to identify non cash transaction redemption source documents for the defence of the MPF litigation
BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	0.20	\$72.00	discussions with IT consultant regarding AX database queries and update of mail out register.
BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	0.30	\$108.00	Further discussions with Eric Leeuwendal regarding tracing schedules and sample transactions.

BRI	Daniel, Murray	Supervisor	Creditors	29/10/2015	1.00	\$360.00	prepare and update tracing schedule and sample transactions and source documents to be provided to solicitors to review.
BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.90	\$324.00	review and update of report to creditors following review by our solicitors
BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.30	\$108.00	discussions with IT consultant regarding additional requirement to investor mail out schedule.
BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.60	\$216.00	review of AX database to provide response to investor query regarding Western Union distribution.

BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.30	\$108.00	email correspondence to solicitors regarding invoices to be raised and for details of WIP to be provided.
BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.60	\$216.00	review of Unknown mail received from investors against AX investor database.
BRI	Daniel, Murray	Supervisor	Creditors	30/10/2015	0.80	\$288.00	review of investor mail out schedule after update from IT consultant of AX database, review to ensure update completed properly.
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	03/06/2015	0.10	\$36.00	Discussion with Samantha Brown regarding fund recoveries to assist with investor queries

BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	22/06/2015	0.50	\$180.00	meeting with Eric Leeuwendal to discuss strategy on investigation of MPF claim against the FMIF and work to be undertaken, review MPF receivable repayment spreadsheet and consider records needed to review
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	20/07/2015	0.10	\$36.00	Meeting with Eric Leeuwendal regarding the status of interrogation of LM servers for information request from our solicitors in the MPF claim against the FMIF
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	23/07/2015	0.20	\$72.00	Locate secured creditor security documents and email through to Eric Leeuwendal
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	29/07/2015	1.70	\$612.00	Calculating total losses for largest borrower files for disclosure in investor report, review impairment and write off calculations recorded in management accounts for years 2011, 12, 13 & 14 to determine losses and method to calculate loss

BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	29/07/2015	1.10	\$396.00	Calculating total losses for largest borrower files for disclosure in investor report, review impairment provisions and write offs for June 2011 and June 2012 to calculate estimated loss
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	29/07/2015	1.60	\$576.00	Generate loan statements from AX for 12 borrower files to calculate write offs recorded against borrower account to calculate total losses for disclosure in investor report, discuss with Eric Leeuwendal and Murray Daniel method of calculating losses
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	30/07/2015	3.20	\$1,152.00	Calculating total losses for borrower files for disclosure in investor report, review impairment and write off calculations for financials June 2012, Dec 2012, June 2013, Dec 2013, June 2014 to determine loss per borrower file, review loan chronology & AX
BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	30/07/2015	1.20	\$432.00	Review loan chronologies and borrower files to locate details of start date and max approved loan amounts for selected loans, email Eric Leeuwendal draft tables for Report to Investors

BRI	Simpson-Wade, Ashleigh	Supervisor	Creditors	31/07/2015	1.10	\$396.00	Discuss with Eric Leeuwendal information for table for report to investors detailing loss suffered on borrower files, update information in table regarding property information and round loss amounts, email table to Murray Daniel for inclusion in report
BRI	Tipman, Daniel	Supervisor	Creditors	01/05/2015	0.40	\$144.00	Review and sign off change of detail requests/transfer of unit requests prepared by Dermot O'Brien and Julia Mayne.
BRI	Tipman, Daniel	Supervisor	Creditors	01/05/2015	0.50	\$180.00	amendments to letters to investors in relation to further information required to change details/transfer units to beneficiaries of deceased estates prepared by Julia Mayne
BRI	Tipman, Daniel	Supervisor	Creditors	01/05/2015	0.50	\$180.00	Instructions to Dermot O'Brien regarding transferring of units within the AX investor registry.

BRI	Tipman, Daniel	Supervisor	Creditors	04/05/2015	0.30	\$108.00	Review and amendments to draft letters prepared by Dermot O'Brien/Julia Mayne to investors in relation to unit balances and change of detail requests.
BRI	Tipman, Daniel	Supervisor	Creditors	04/05/2015	0.90	\$324.00	Access AX investor database, attend to generating updated mailout list for investors. Provide to Dermot O'Brien for action.
BRI	Tipman, Daniel	Supervisor	Creditors	04/05/2015	0.20	\$72.00	Review and amendments to draft letters to investors regarding updated unit balances and process to transfer units
BRI	Tipman, Daniel	Supervisor	Creditors	05/05/2015	0.30	\$108.00	Liaison with Julia Mayne regarding attending to various queries raised by investors. Review and amendments to draft letters to investors in response to queries.



BRI	Tipman, Daniel	Supervisor	Creditors	06/05/2015	0.40	\$144.00	Review and amendments to draft letters prepared by Julia Mayne/Dermot O'Brien to investors in response to requests to update details.
BRI	Tipman, Daniel	Supervisor	Creditors	06/05/2015	0.20	\$72.00	Field call from investor re status of transfer of units.
BRI	Tipman, Daniel	Supervisor	Creditors	07/05/2015	0.20	\$72.00	Liaison with IT service provider regarding provision of new logins to the LM server.
BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.30	\$108.00	Review and amendments to draft letters prepared by Julia Mayne to investors in response to requests to update details with the Fund

BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.30	\$108.00	Review and amendments to draft letters prepared by Julia Mayne to investors in response to requests to update details with the Fund
BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.20	\$72.00	Review and amendments to draft letters prepared by Julia Mayne to investors in response to requests to update details with the Fund
BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.40	\$144.00	Instructions to Julia Mayne and Dermot O'Brien regarding drafting of responses to investors addressing queries raised.
BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.30	\$108.00	Consider emails from investors in response to most recent mailout to investors. Discussion with Dermot O'Brien regarding responses required to same.

BRI	Tipman, Daniel	Supervisor	Creditors	08/05/2015	0.20	\$72.00	Liaison with IT service provider regarding provision of maintenance services on the LM server.
BRI	Tipman, Daniel	Supervisor	Creditors	11/05/2015	0.40	\$144.00	Review/amend draft letters to investors in relation to process to transfer units and update details in the Fund prepared by Julia Mayne.
BRI	Tipman, Daniel	Supervisor	Creditors	12/05/2015	0.50	\$180.00	Review/amend draft letters to investors in relation to process to transfer units and update details in the Fund prepared by Julia Mayne.
BRI	Tipman, Daniel	Supervisor	Creditors	12/05/2015	0.40	\$144.00	Liaison with various BDO staff regarding AX investor management database queries and mailout to investors

BRI	Tipman, Daniel	Supervisor	Creditors	12/05/2015	0.20	\$72.00	Field call from investor seeking an update on the status of the winding up
BRI	Tipman, Daniel	Supervisor	Creditors	12/05/2015	0.30	\$108.00	Instructions to Julia Mayne regarding addressing investor queries raised in email and letter correspondence.
BRI	Tipman, Daniel	Supervisor	Creditors	05/05/2015	0.30	\$108.00	Amendments to draft letters to investors in relation to updates on the winding up of the Fund prepared by Dermot O'Brien/Julia Mayne.
BRI	Tipman, Daniel	Supervisor	Creditors	07/05/2015	0.20	\$72.00	Amendments to draft letters to investors in response to requests for unit balance confirmation and an update on the winding up of the Fund prepared by Dermot O'Brien/Julia Mayne.

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	04/05/2015	0.10	\$22.50	phone call with investor re transfer of units
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	04/05/2015	0.10	\$22.50	phone call with investor re change of address
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	05/05/2015	0.20	\$45.00	voicemail and phone call to international investor, email Dermot O'Brien re same and discuss query
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	07/05/2015	0.10	\$22.50	phone call with advisor re valuation statement for clients

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	08/05/2015	0.20	\$45.00	phone call with financial advisor re status of Receivership, discuss previous correspondence sent
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	13/05/2015	0.10	\$22.50	phone call with investor re update on winding up of fund
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	19/05/2015	0.10	\$22.50	listen to 3 x investor phone calls and forward to Dermot O'Brien
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	21/05/2015	0.10	\$22.50	phone call with investor in relation to units held, transfer to Julia Mayne

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	25/05/2015	0.20	\$45.00	phone call with investor in relation to change of details, email to Julia Mayne to arrange form to be sent
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	29/05/2015	0.20	\$45.00	phone call with investor regarding updating bank account details and status of legal proceedings
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	09/06/2015	0.20	\$45.00	phone call with investor in relation to updating bank account details, email Samantha Brown to confirm status of correspondence with change of details form
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	09/06/2015	0.20	\$45.00	phone call with investor in relation to units in fund, email Julia Mayne in relation to same

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	10/08/2015	0.20	\$56.00	review 3 x correspondence from investors and email Julia Mayne for same
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	10/08/2015	0.20	\$56.00	phone call with advisor in relation to investor correspondence
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	10/08/2015	0.20	\$56.00	phone call with investor in relation to update to investors, timing of distribution and units held
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	13/08/2015	0.20	\$56.00	phone call and voicemail from investor in relation to statement confirming no income received, email Julia Mayne and Samantha Brown in relation to same



BRI	Kennedy, Nicola	Senior Accountant II	Creditors	25/08/2015	0.10	\$28.00	phone call from investor, transfer to Julia Mayne re details of units
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	01/09/2015	0.10	\$28.00	review correspondence sent to investors for template letter for Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	08/09/2015	0.20	\$56.00	listen to voicemail and phone call with investor in relation to update on when a distribution will be paid
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	11/09/2015	0.20	\$56.00	phone call with investor in relation to update on winding up of fund

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	11/09/2015	0.40	\$112.00	assist Julia Mayne with query in respect of unpaid commission for advisors of investors, discuss with John Somerville, send link to notes to financial statements with contingent liability regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	11/09/2015	0.50	\$140.00	review draft prepared by Julia Mayne to advisor in respect of unpaid commission, amend letter to include further information surrounding position of Fund per the notes to the financial statements
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	28/09/2015	0.40	\$112.00	phone call with investor in relation to updating bank account detail procedures, take through website process, log into LM database and confirm investor numbers and whether two signatures required, discuss winding up of fund
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	28/09/2015	0.40	\$112.00	phone call with same investor in relation to current bank account details in system, discuss foreign bank account and confirm details in LM database, discuss remuneration of Receiver

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	28/09/2015	0.20	\$56.00	phone call with advisor to discuss 31 July 2015 update to investors and status of winding up of fund, discuss timeframe for distribution
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	06/10/2015	0.10	\$28.00	email Samantha Brown and Julia Mayne in relation to investor query for unit holdings
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	08/10/2015	0.10	\$28.00	email to Samantha Brown and Julia Mayne in relation to phone call and query from investor
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	15/10/2015	0.20	\$56.00	phone call with solicitors in relation to progressing the foreign currency investment matter, discuss documentation required for advice

BRI	Kennedy, Nicola	Senior Accountant II	Creditors	21/10/2015	0.10	\$28.00	phone call with investor in relation to flexi account and investment, discuss with Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	26/10/2015	0.10	\$28.00	phone call with Centrelink in relation to investor and transfer to Samantha Brown to assist
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	28/10/2015	0.30	\$84.00	review email from John Somerville in relation to correspondence to advisor, email Dermot O'Brien for same and review file to confirm whether response received
BRI	Kennedy, Nicola	Senior Accountant II	Creditors	28/10/2015	0.10	\$28.00	assist Julia Mayne with query regarding number of units for an investor in Fund, review spread sheet and confirm same

BRI	Brown, Samantha	Accountant II	Creditors	28/05/2015	0.40	\$64.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	28/05/2015	0.40	\$64.00	Prepare 3 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	29/05/2015	1.60	\$256.00	Access AX investor management database and process investor change of details requests as approved by David Whyte. Scan supporting documentation and save to investor's AX file.
BRI	Brown, Samantha	Accountant II	Creditors	29/05/2015	0.80	\$128.00	Access AX investor management database and process 2 investor change of details requests as approved by David Whyte. Scan supporting documentation for same and save to investor files.

BRI	Brown, Samantha	Accountant II	Creditors	29/05/2015	1.40	\$224.00	Access AX investor management database and process 14 investor change of details requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	1.30	\$208.00	Access AX investor management database and process 13 investor change of detail requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.20	\$32.00	Call from an investor seeking an update on the winding up of the fund and to update details held with the Fund
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.20	\$32.00	Call from an advisor in relation to request for unit holding balance.

BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.20	\$32.00	Meeting with Murray Daniel regarding correspondence to investors in relation to requests to update details/transfer units held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	1.00	\$160.00	Prepare 3 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.50	\$80.00	Prepare 2 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.70	\$112.00	Prepare 3 letters to investors in relation to requests to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	02/06/2015	0.10	\$16.00	Prepare letter to investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	03/06/2015	0.20	\$32.00	Prepare letter to investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	03/06/2015	0.10	\$16.00	Call from an advisor in relation to queries regarding the winding up of the Fund
BRI	Brown, Samantha	Accountant II	Creditors	03/06/2015	0.30	\$48.00	Prepare letter to investor in relation to request to update details held with the Fund.



BRI	Brown, Samantha	Accountant II	Creditors	03/06/2015	0.50	\$80.00	Prepare 2 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	0.70	\$112.00	Prepare and review payments for 3 suppliers' invoices. Prepare file note for each payment for review by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	0.70	\$112.00	Prepare and review payments for 3 suppliers' invoices. Prepare file note for each payment for review by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	1.20	\$192.00	Prepare and review payments for 5 suppliers' invoices. Prepare file note for each payment for review by David Whyte.

BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	0.70	\$112.00	Prepare 3 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	0.60	\$96.00	Prepare 3 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	04/06/2015	0.60	\$96.00	Prepare 2 letters to investors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	1.00	\$160.00	Prepare 3 letters to investors in response to their requests to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.20	\$32.00	Call from advisor in relation to request to update investor's details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.60	\$96.00	Review correspondence from 3 investors/advisors in relation to requests to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation provided to update details per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	1.00	\$160.00	Review correspondence from 7 investors in relation to requests to update details/transfer units held with the Fund. Update investor correspondence register detailing correspondence to be provided to investors in response to requests.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.30	\$48.00	Prepare letter to investor in relation to request to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.20	\$32.00	Review correspondence from 2 investors in relation to requests to update details/transfer units held with the Fund. Update investor correspondence register detailing responses to be provided to investors in response to requests.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.80	\$128.00	Review correspondence from 6 investors in relation to requests to update details/transfer units held with the Fund. Update investor correspondence register detailing responses to be provided to investors.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	0.30	\$48.00	Access AX investor management database and review investor files in relation to 3 investor requests to update details/transfer units held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	05/06/2015	1.20	\$192.00	Review of signatures for 4 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BRI	Brown, Samantha	Accountant II	Creditors	09/06/2015	0.30	\$48.00	Prepare letter to investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	09/06/2015	0.60	\$96.00	Scan and save file notes for 11 suppliers payments and update Payment Listings spreadsheet
BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.70	\$112.00	Prepare 2 letters to investors in relation to requests for unit holding balances
BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.30	\$48.00	Prepare letter to advisor in relation to request for more information regarding the winding up of the fund

BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.20	\$32.00	Call to an advisor in relation to request for updated unit holdings balance
BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.40	\$64.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.50	\$80.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag investor emails requiring responses and update investor correspondence register accordingly
BRI	Brown, Samantha	Accountant II	Creditors	10/06/2015	0.50	\$80.00	Amend 5 letters to investors in relation to request to update details held with the Fund as reviewed by Murray Daniel.

BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	1.00	\$160.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.70	\$112.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.90	\$144.00	Review of correspondence from 4 investors/advisors in relation to a change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.50	\$80.00	Review of signatures for 4 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.70	\$112.00	Review correspondence from 4 investors/advisors in relation to requests to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.50	\$80.00	Review of signatures for 4 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.20	\$32.00	Prepare letter to investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.50	\$80.00	Prepare 2 letters to investors in relation to requests to update details held with the Fund.



BRI	Brown, Samantha	Accountant II	Creditors	22/06/2015	0.30	\$48.00	Prepare letter to investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.30	\$48.00	Amend 2 letters to investors in relation to requests to update details held with the Fund as reviewed by Murray Daniel
BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.40	\$64.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.90	\$144.00	Access AX investor management database and process 3 requests from investors to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor's AX file.

BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.20	\$32.00	Amend 2 letters to investors in relation to requests to update details held with the Fund as reviewed by Murray Daniel
BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.30	\$48.00	Call from investor in relation to request for a unit holding statement
BRI	Brown, Samantha	Accountant II	Creditors	23/06/2015	0.30	\$48.00	Prepare letter to investor in relation to request for details of unit holding balance
BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.20	\$32.00	Prepare letter to investor in relation to request to update details held with the Fund. Update investor correspondence register accordingly.

BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.70	\$112.00	Access AX investor management database and process 3 investor change of details requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.90	\$144.00	Access AX investor management database and process 3 investor change of details requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.50	\$80.00	Access AX investor management database and process 2 investor change of details requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.20	\$32.00	Update letter to advisor in relation to request for investor's unit holding balance following John Somerville review

BRI	Brown, Samantha	Accountant II	Creditors	26/06/2015	0.20	\$32.00	Access AX investor management database and process investor change of details request as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	30/06/2015	0.10	\$16.00	Call from investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	30/06/2015	0.40	\$64.00	Review of signatures for 2 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	30/06/2015	0.50	\$80.00	Review investor mail box and ensure proper correspondence has been drafted in response to requests received from investors/advisors. Flag items requiring a response and update investor correspondence register.

BRI	Brown, Samantha	Accountant II	Creditors	01/07/2015	0.20	\$39.00	Call from advisor seeking to confirm change of details request had been processed.
BRI	Brown, Samantha	Accountant II	Creditors	01/07/2015	0.30	\$58.50	Review investor mail box and ensure a response has been prepared to each investor in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register accordingly.
BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.90	\$175.50	Prepare 3 letters to investors in response to their requests for change of details forms and generate investor reports in AX Investor Management Database
BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.30	\$58.50	Prepare letter to an investor in relation to request for unit holding balance. Log onto AX investor management database and print investor statement.

BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.80	\$156.00	Prepare 3 letters to investors in response to their requests to update details held with the Fund/requests for unit holding balance
BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.40	\$78.00	Review of correspondence from 2 investors in relation to change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.30	\$58.50	Review of correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	02/07/2015	0.40	\$78.00	Review of correspondence from 2 investors/advisors in relation to change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request per the Fund's policy

BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.60	\$117.00	Review of correspondence from 5 investors/advisors in relation to change of details requests, review file to determine whether letters have been prepared in response to investors/advisors request. Flag correspondence requiring a response to be prepared.
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.70	\$136.50	Review of correspondence from 3 investors/advisors in relation to a change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.80	\$156.00	Review of correspondence from 3 investors in relation to requests to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.60	\$117.00	Review of correspondence from 3 investors/advisors in relation to a change of details/transfer of units of deceased estate requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.90	\$175.50	Review of signatures for 10 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the Composer investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.80	\$156.00	Review of signatures for 8 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the Composer investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.80	\$156.00	Review of correspondence from 4 investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	09/07/2015	0.40	\$78.00	Review of correspondence from 2 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.



BRI	Brown, Samantha	Accountant II	Creditors	10/07/2015	0.20	\$39.00	Review of correspondence from investor regarding request to transfer units from deceased estate to beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	10/07/2015	0.40	\$78.00	Review of correspondence from 2 investors in relation to change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.40	\$78.00	Access AX investor management database and process 2 investor change of details/transfer of units requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.20	\$39.00	Prepare letter to advisor in relation to request to transfer units from superannuation fund to individual investor

BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.20	\$39.00	Prepare letter to advisor in relation to request to transfer units from superannuation fund to individual investor
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.40	\$78.00	Access AX investor management database and process 2 investor change of details/transfer of units requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.10	\$19.50	Call to advisor in relation to requests to transfer units held with the Fund for 3 investors
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.40	\$78.00	Review correspondence to investors/advisors in relation to requests to update details held with the Fund as approved by David Whyte. Scan same and save to file. Send same via email to investors/advisors attaching relevant forms.

BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.40	\$78.00	Access AX investor management database and process investor change of details as approved by David Whyte
BRI	Brown, Samantha	Accountant II	Creditors	13/07/2015	0.30	\$58.50	Access AX investor management database and process investor change of details as approved by David Whyte
BRI	Brown, Samantha	Accountant II	Creditors	14/07/2015	0.20	\$39.00	Call from advisor in relation to request for unit holding balance with the Fund
BRI	Brown, Samantha	Accountant II	Creditors	14/07/2015	0.80	\$156.00	Review correspondence from 3 investors/advisors in relation to requests to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy.

BRI	Brown, Samantha	Accountant II	Creditors	14/07/2015	0.90	\$175.50	Review signatures for 3 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	14/07/2015	0.20	\$39.00	Call from an advisor in relation to request for confirmation of unit holding balance
BRI	Brown, Samantha	Accountant II	Creditors	14/07/2015	0.50	\$97.50	Review correspondence from 2 investors/advisors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation received to process requests per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	15/07/2015	0.60	\$117.00	Review correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.

BRI	Brown, Samantha	Accountant II	Creditors	15/07/2015	0.30	\$58.50	Prepare correspondence to advisor in relation to 3 requests for confirmation of transfer of units
BRI	Brown, Samantha	Accountant II	Creditors	16/07/2015	0.20	\$39.00	Call from an advisor in relation to payment of second interim distribution to investors.
BRI	Brown, Samantha	Accountant II	Creditors	17/07/2015	0.40	\$78.00	Review correspondence from investor and call to same in relation to request to transfer units from superannuation fund into individual names. Review AX investor management database to determine if signatures for parties held on file.
BRI	Brown, Samantha	Accountant II	Creditors	20/07/2015	0.20	\$39.00	Review correspondence from advisor in relation to request to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy

BRI	Brown, Samantha	Accountant II	Creditors	20/07/2015	0.50	\$97.50	Review correspondence from 3 investors/advisors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	20/07/2015	0.50	\$97.50	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	20/07/2015	0.10	\$19.50	Call to an advisor in relation to request to transfer investor's units from superannuation fund to individual name
BRI	Brown, Samantha	Accountant II	Creditors	20/07/2015	0.90	\$175.50	Review of correspondence from investors in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request per the Fund's policy.

BRI	Brown, Samantha	Accountant II	Creditors	21/07/2015	0.10	\$19.50	Review correspondence from investors regarding requests to update details/transfer units held with the Fund. Flag items requiring letter to be prepared in response to same and update investor correspondence register accordingly.
BRI	Brown, Samantha	Accountant II	Creditors	21/07/2015	1.20	\$234.00	Access AX investor management database and process investor transfer of units request as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	21/07/2015	0.90	\$175.50	Attend to resolve issues in AX investor management database in relation to transfer of units from superannuation fund to two individuals. Review transfer instructions for same.
BRI	Brown, Samantha	Accountant II	Creditors	23/07/2015	0.50	\$97.50	Review correspondence from investors regarding requests to update details/transfer units held with the Fund. Flag items requiring letter to be prepared in response to same and update investor correspondence register accordingly.

BRI	Brown, Samantha	Accountant II	Creditors	23/07/2015	0.90	\$175.50	Access AX investor management database and process 3 investor change of details requests as approved by David Whyte. Scan supporting documentation for same and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	23/07/2015	0.60	\$117.00	Access AX investor management database and process 2 investor change of details requests as approved by David Whyte. Scan supporting documentation for same and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	23/07/2015	0.20	\$39.00	Call to advisor in relation to request to transfer units from superannuation fund to individual names
BRI	Brown, Samantha	Accountant II	Creditors	24/07/2015	0.50	\$97.50	Meeting with Sarah Cunningham regarding discrepancies in supplier invoices to be paid



BRI	Brown, Samantha	Accountant II	Creditors	24/07/2015	0.70	\$136.50	Access AX investor management database and process 3 investor change of details/transfer of units requests as approved by David Whyte. Scan supporting documentation and save to investor's AX file.
BRI	Brown, Samantha	Accountant II	Creditors	24/07/2015	1.70	\$331.50	Access AX investor management database and process 14 investor change of postal address requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	24/07/2015	1.10	\$214.50	Access AX investor management database and process 11 investor change of postal address requests as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	24/07/2015	1.70	\$331.50	Receive assistance from Julia Mayne to process investor's request to transfer units from superannuation fund to two individual investors. Review transfer instructions and attend to resolve issues in AX database.

BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	1.20	\$234.00	Scan documents to support 32 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.60	\$117.00	Scan documents to support 18 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.30	\$58.50	Scan documents to support 8 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare wip listing report for 10th report to investors and prepare remuneration table for supporting information

BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.40	\$78.00	Prepare wip listing report for 10th report to investors and prepare remuneration table for supporting information
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.80	\$156.00	Prepare wip listing report for 10th report to investors and prepare remuneration table for supporting information. Allocate narrations entered by staff from Tax, Audit and Corporate Finance to milestones.
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare wip listing report for 10th report to investors and prepare remuneration table for supporting information. Allocate narrations entered by staff from Tax, Audit and Corporate Finance to milestones.
BRI	Brown, Samantha	Accountant II	Creditors	28/07/2015	0.20	\$39.00	Discussion with Julia Mayne regarding status of investor's request to transfer units from superannuation fund to individual name. Review correspondence sent to investor regarding same.

BRI	Brown, Samantha	Accountant II	Creditors	28/07/2015	0.40	\$78.00	Review correspondence received from investors/advisors in relation to requests to update details held with the Fund. Flag items requiring a response.
BRI	Brown, Samantha	Accountant II	Creditors	29/07/2015	0.30	\$58.50	Call from investor in relation to request for unit holding balance. Answer questions regarding valuation of the Fund and report to investors. Prepare file note regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.90	\$175.50	Access AX investor management database and process 3 requests to update details held with the Fund as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.90	\$175.50	Access AX investor management database and process 3 requests to update details held with the Fund as approved by David Whyte.

BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.90	\$175.50	Scan documents to support 22 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Access AX investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.10	\$19.50	Discussion with Julia Mayne regarding status of investor update in AX investor management database and remaining steps required to complete investor's request
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Access AX investor management database and process investor's request to transfer units held with the Fund as approved by David Whyte. Prepare file note regarding same.

BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Access AX investor management database and process request to update details held with the Fund as approved by David Whyte. Prepare file note regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.50	\$97.50	Access AX investor management database and process 2 investor's requests to update details held with the Fund as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Access AX investor management database and process investor's request to transfer units held with the Fund as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.70	\$136.50	Access AX investor management database and process 5 requests to update postal details held with the Fund as approved by David Whyte.

BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.80	\$156.00	Access AX investor management database and process 5 requests to update postal details held with the Fund as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Access AX investor management database and process investor's request to change details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.10	\$19.50	Prepare file note regarding correspondence to be sent to advisor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.80	\$156.00	Scan documents to support 15 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database

BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.20	\$39.00	Discussion with Julia Mayne regarding status of investor/advisor requests to update details held with the Fund and flag correspondence from investors/advisors requiring correspondence.
BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.80	\$156.00	Scan documents to support 14 processed investor/advisor requests to update details held with the Fund and save to relevant investor file in the AX investor management database
BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.90	\$175.50	Meeting with Murray Daniel regarding tenth report to investors. Update same following David Whyte review.
BRI	Brown, Samantha	Accountant II	Creditors	31/07/2015	0.40	\$78.00	Receive assistance from John Somerville to update the tenth report to investors.



BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	0.90	\$175.50	Access AX database and attend to transfer units from deceased estate to beneficiary investors and resolve technical issues in AX investor management database per discussion with Julia Mayne and Dermot O'Brien
BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	0.70	\$136.50	Update investor/advisor Mailout schedule with investor details for 24 investors for delivery of tenth report to investors
BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	0.80	\$156.00	Update investor/advisor Mailout schedule with investor details for 27 investors for delivery of tenth report to investors
BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	1.20	\$234.00	Update tenth report to investors following David Whyte review

BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	0.30	\$58.50	Update tenth report to investors following David Whyte review
BRI	Brown, Samantha	Accountant II	Creditors	03/08/2015	0.20	\$39.00	Update tenth report to investors following John Somerville review
BRI	Brown, Samantha	Accountant II	Creditors	04/08/2015	0.20	\$39.00	Assist Julia Mayne with call from investor regarding the winding up of the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	04/08/2015	0.30	\$58.50	Call to investor regarding request to update details held with the Fund. Answer investor's questions relating to the winding up of the Fund and distributions to investors.

BRI	Brown, Samantha	Accountant II	Creditors	04/08/2015	0.20	\$39.00	File requests to update details held with the Fund and supporting documentation for same.
BRI	Brown, Samantha	Accountant II	Creditors	04/08/2015	0.30	\$58.50	Send email to investors/advisors attaching tenth report to investors as approved by David Whyte. Meeting with Murray Daniel regarding tenth report to investors and reports returned as undeliverable in investor enquiries inbox.
BRI	Brown, Samantha	Accountant II	Creditors	04/08/2015	0.10	\$19.50	Meeting with Murray Daniel regarding tenth report to investors. Prepare email to investors/advisors including tenth report as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	05/08/2015	0.10	\$19.50	Review investor enquiries mailbox and flag emails to investors/advisors attaching tenth report to investors returned as undeliverable

BRI	Brown, Samantha	Accountant II	Creditors	06/08/2015	0.30	\$58.50	Review correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	06/08/2015	0.10	\$19.50	Discussion with John Somerville and Julia Mayne regarding correspondence to be sent to investors in response to their queries regarding the tenth report to investors
BRI	Brown, Samantha	Accountant II	Creditors	06/08/2015	0.20	\$39.00	Discussion with Julia Mayne regarding correspondence to be sent to investors in response to requests to update details held with the fund
BRI	Brown, Samantha	Accountant II	Creditors	10/08/2015	0.20	\$39.00	Review emails received from investors/advisors in relation to requests to update details held with the Fund and print correspondence to be actioned

BRI	Brown, Samantha	Accountant II	Creditors	10/08/2015	0.20	\$39.00	Call from advisor in relation to request to transfer units from deceased estate to beneficiaries.
BRI	Brown, Samantha	Accountant II	Creditors	10/08/2015	0.20	\$39.00	Review correspondence from advisor in relation to request to transfer units held with the Fund and prepare internal control form to verify sufficient documentation received to process request in accordance with the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	11/08/2015	0.20	\$39.00	Review correspondence received from an advisor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	11/08/2015	0.20	\$39.00	Call from an advisor in relation to tenth report to investors

BRI	Brown, Samantha	Accountant II	Creditors	11/08/2015	0.40	\$78.00	Review correspondence from investors/advisors in relation to requests to update details held with the Fund. Create register of requests requiring further supporting documentation before request can be processed in AX investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	11/08/2015	0.30	\$58.50	Call from an investor regarding the winding up of the Fund following receipt of the tenth report to investors.
BRI	Brown, Samantha	Accountant II	Creditors	11/08/2015	0.30	\$58.50	Call from an advisor in relation to request to update details held with the Fund. Meeting with Julia Mayne regarding progress of the request.
BRI	Brown, Samantha	Accountant II	Creditors	13/08/2015	0.10	\$19.50	Review mail received from investors and advisors in relation to requests to update details held with the Fund. Flag items requiring a response.

BRI	Brown, Samantha	Accountant II	Creditors	13/08/2015	0.20	\$39.00	Review emails received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	13/08/2015	0.80	\$156.00	Review emails received from investors/advisors in relation to requests to change details held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	13/08/2015	0.20	\$39.00	Review emails received from investor in relation to request to update details held with the Fund. Flag items requiring a response and update investor correspondence register.
BRI	Brown, Samantha	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Call from advisor in relation to request to transfer units held with the Fund from superannuation fund to individual names

BRI	Brown, Samantha	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Call from advisor in relation to request to transfer units from deceased estate to beneficiary
BRI	Brown, Samantha	Accountant II	Creditors	14/08/2015	0.40	\$78.00	Review correspondence from investor in relation to request to transfer units from deceased estate to beneficiary. Prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy. Review signature for request and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	18/08/2015	0.10	\$19.50	Meeting with Julia Mayne and Murray Daniel regarding AX investor management database and request received from investor.
BRI	Brown, Samantha	Accountant II	Creditors	18/08/2015	0.20	\$39.00	Receive call from investor in relation to request to update details held with the Fund. Advise of requirements to update details.



BRI	Brown, Samantha	Accountant II	Creditors	18/08/2015	0.20	\$39.00	Receive call from investor in relation to tenth report to investors
BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	0.60	\$117.00	Access AX investor management database and process investor transfer of units request as approved by David Whyte. Scan and save documentation relating to transfer to AX database. Prepare letter confirming transfer of details to advisor.
BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	0.20	\$39.00	Receive call from advisor in relation to request to update investor details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	0.10	\$19.50	Call from advisor in relation to request to change trustee for superannuation fund.

BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	1.50	\$292.50	Access AX investor management database and process request approved by David Whyte to transfer units from deceased estate to 4 beneficiaries equally, including creating 4 new investor accounts. Meeting with Julia Mayne regarding processing same.
BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	0.60	\$117.00	Access AX investor management database and process request approved by David Whyte to transfer units from deceased estate to 4 beneficiaries equally.
BRI	Brown, Samantha	Accountant II	Creditors	24/08/2015	0.20	\$39.00	Call from investor in relation to tenth report to investors. Meeting with Murray Daniel regarding investor's query and mail merge process for reports to investors.
BRI	Brown, Samantha	Accountant II	Creditors	25/08/2015	0.20	\$39.00	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	25/08/2015	0.30	\$58.50	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.40	\$78.00	Review correspondence received from investors/advisors in relation to requests to update details held with the Fund. Flag items requiring a response to be prepared.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	1.00	\$195.00	Review of correspondence from 8 investors in relation to requests to update postal addresses/bank account details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.50	\$97.50	Review of signatures for 8 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	1.00	\$195.00	Review of correspondence from 5 investors in relation to change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.70	\$136.50	Review of correspondence from 2 solicitors in relation to requests to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.70	\$136.50	Review of signatures for 6 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	1.00	\$195.00	Review of correspondence from 6 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.40	\$78.00	Review of signatures for 5 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.80	\$156.00	Review correspondence from 7 investors in relation to requests to update postal details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.40	\$78.00	Review signatures for 6 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	26/08/2015	0.80	\$156.00	Prepare 3 letters to investors in response to requests to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.60	\$117.00	Review of correspondence from 6 investors in relation to updating postal address held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.20	\$39.00	Review of signatures for 6 change of details/transfer of units requests received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.40	\$78.00	Review of correspondence from investor in relation to request to change details held with the Fund. Call to investor and meeting with Murray Daniel regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.70	\$136.50	Review of correspondence received from 2 investors in relation to requests to update details held with the Fund. Meeting with Julia Mayne regarding documentation requirements for request to be processed.

BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.40	\$78.00	Review documentation received from investor in relation to request to change trustee of a superannuation fund. Prepare letter to investor in response to request.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	1.00	\$195.00	Prepare 4 letters to solicitors in relation to requests to transfer units from deceased estates to beneficiaries. Access AX investor management database and print summary of deceased's unit holding and attach to letters.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.20	\$39.00	Call to investor in relation to request to transfer units from super fund to two transferees.
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.30	\$58.50	Prepare letter to solicitor in relation to request to transfer units from deceased estate to beneficiaries. Access AX investor management database and print summary of deceased's unit holding and attach to letter.

BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	1.00	\$195.00	Access AX investor management database and process request to transfer units from superannuation fund to two transferees. Prepare letter to investor confirming transfer of units complete. Call to investor and advise transfer complete and letter to be sent
BRI	Brown, Samantha	Accountant II	Creditors	27/08/2015	0.30	\$58.50	Review of correspondence approved by David Whyte and attach relevant forms in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.10	\$19.50	Call to advisor in relation to request to transfer units from superannuation fund to two individuals.
BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.40	\$78.00	Access AX investor management database and transfer units from superannuation fund to two individuals as approved by David Whyte.



BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.20	\$39.00	Access AX investor management database and transfer units from superannuation fund to two individuals as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.10	\$19.50	Assist Julia Mayne to confirm investor's postal address in AX investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.40	\$78.00	Access AX investor management database and process change of details request from advisor as approved by David Whyte. Call advisor to confirm completion of request.
BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.30	\$58.50	Access AX investor management database and process request to update details held with the Fund as approved by David Whyte.

BRI	Brown, Samantha	Accountant II	Creditors	28/08/2015	0.80	\$156.00	Prepare 3 letters to advisors to confirm their requests to update details held with the Fund have been approved by David Whyte and processed in AX investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Call from advisor in relation to request to update investor's details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Amend letter to investor in response to request to transfer units from deceased estate to beneficiaries following review by John Somerville.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.60	\$117.00	Prepare 3 letters to investors in relation to investors' requests to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.50	\$97.50	Review correspondence received from investors and advisors in relation to requests to update details held with the Fund/transfer units from deceased estates to beneficiaries. Flag items requiring a response to be prepared.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.30	\$58.50	Prepare letter to investor in relation to request to change details held with the Fund. Prepare file note to support same.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.50	\$97.50	Prepare 2 letters to investor in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	31/08/2015	0.70	\$136.50	Prepare 3 letters to investors in relation to requests to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.20	\$39.00	Prepare letter to investor in relation to request to transfer units from deceased estate to sole beneficiary.
BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.70	\$136.50	Review correspondence received from investors in relation to requests to update details held with the Fund and prepare 2 letters in relation to same requests.
BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.30	\$58.50	Access AX investor management database and process investor's request to update details held with the Fund as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.20	\$39.00	Prepare letter to investor to confirm details held with the Fund have been updated per investor's request

BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.70	\$136.50	Scan and email 5 letters to investors/advisors in relation to their requests to update details with the Fund as approved by David Whyte, attaching forms required for completion. Send letter to advisor by post, attaching forms required for transfer.
BRI	Brown, Samantha	Accountant II	Creditors	01/09/2015	0.20	\$39.00	Amend 2 letters to investors in relation to requests to update details held with the Fund following John Somerville review.
BRI	Brown, Samantha	Accountant II	Creditors	02/09/2015	0.30	\$58.50	Call from investor in relation to tenth report to investors. Answer questions regarding the Fund. Prepare file note of same.
BRI	Brown, Samantha	Accountant II	Creditors	02/09/2015	0.60	\$117.00	Review 6 letters to investors/advisors as approved by David Whyte in relation to their requests to update details/transfer units held with the Fund. Scan same and save to file. Email letters to investors/advisors attaching relevant forms for completion

BRI	Brown, Samantha	Accountant II	Creditors	02/09/2015	0.60	\$117.00	Review of correspondence and documents received from advisor in relation to request to transfer units from deceased estate to beneficiaries. Meeting with Julia Mayne and Murray Daniel regarding documentation required.
BRI	Brown, Samantha	Accountant II	Creditors	02/09/2015	0.60	\$117.00	Prepare letter to advisor in relation to request to transfer units from deceased estate to three beneficiaries. Update to John Somerville regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	02/09/2015	0.20	\$39.00	Call from an investor in relation to request to transfer units from deceased estate to beneficiary.
BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.20	\$39.00	Review 2 letters to investors as approved by David Whyte in relation to their request to update details held with the Fund. Scan same and save to file. Email letters to investors attaching relevant forms for completion.

BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.20	\$39.00	Review correspondence received from investors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response.
BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.60	\$117.00	Review of signatures for 3 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.70	\$136.50	Review of documentation received in relation to 2 requests to transfer units held with the fund from deceased estates to beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.60	\$117.00	Access AX investor management database and process request to transfer units from superfund to individuals as approved by David Whyte. Prepare letter to advisor to confirm completion of transfer.

BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.20	\$39.00	Review letter to advisor in relation to request to transfer units from deceased estate to beneficiaries as approved by David Whyte. Scan and save to file. Email letter to advisor attaching relevant forms for completion.
BRI	Brown, Samantha	Accountant II	Creditors	03/09/2015	0.30	\$58.50	Review correspondence from investor in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	04/09/2015	0.20	\$39.00	Assist Julia Mayne to amend 4 letters to investors regarding the 10th report to investors following David Whyte review of same.
BRI	Brown, Samantha	Accountant II	Creditors	04/09/2015	0.10	\$19.50	Call from investor in relation to tenth report to investors



BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	0.10	\$19.50	Call from investor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	0.10	\$19.50	Meeting with Julia Mayne regarding investor's request to change trustee of superfund.
BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	0.30	\$58.50	Access AX investor management database and process investor change of details request as approved by David Whyte. Scan supporting documentation for same and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	0.20	\$39.00	Prepare letter to investor in relation to request to transfer units from deceased estate to three beneficiaries equally.

BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	1.10	\$214.50	Access AX investor management database and process investor request to transfer units from deceased estate to four beneficiaries equally as approved by David Whyte. Create new investor account for each beneficiary in AX.
BRI	Brown, Samantha	Accountant II	Creditors	07/09/2015	0.30	\$58.50	Access AX investor management database and continue to process investor request to transfer units from deceased estate to four beneficiaries equally as approved by David Whyte. Create new investor account for each beneficiary in AX.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.40	\$78.00	Access AX investor management database and process advisor's request to change trustee of superannuation fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Access AX investor management database and process investor request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor file.

BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Meeting with John Somerville regarding transfer of units from deceased estates to beneficiaries. Meeting with Julia Mayne regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.80	\$156.00	Access AX investor management database and process 4 change of details requests as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.90	\$175.50	Access AX investor management database and process 6 requests from investors to update postal details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Prepare letter to investor in relation to request to transfer units from superannuation fund to individual name.

BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Access AX investor management database and process request from investor to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.80	\$156.00	Access AX investor management database and process 4 requests from investors to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.60	\$117.00	Access AX investor management database and process 4 requests from investors to update bank account details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.70	\$136.50	Access AX investor management database and process 4 requests from investors to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.

BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.50	\$97.50	Access AX investor management database and process 3 requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.40	\$78.00	Access AX investor database and process 2 requests to transfer units from superannuation funds to individuals as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Access AX investor database and process investor's request to transfer units from deceased estate to beneficiary as approved by David Whyte. Scan supporting documentation and save to file.
BRI	Brown, Samantha	Accountant II	Creditors	09/09/2015	1.20	\$234.00	Access AX investor database and process request to transfer units from deceased estate to three beneficiaries as approved by David Whyte. Create new investor account for each beneficiary. Meeting with John Somerville regarding same.

BRI	Brown, Samantha	Accountant II	Creditors	09/09/2015	0.20	\$39.00	Access AX investor database and process request to transfer units from deceased estate to three beneficiaries as approved by David Whyte. Scan documentation relating to transfer and save to each beneficiary's AX file.
BRI	Brown, Samantha	Accountant II	Creditors	09/09/2015	0.40	\$78.00	Access AX investor management database and process request to transfer units from deceased estate to beneficiaries as approved by David Whyte.
BRI	Brown, Samantha	Accountant II	Creditors	09/09/2015	0.60	\$117.00	Access AX investor management database and process request to transfer units from deceased estate to 4 beneficiaries equally.
BRI	Brown, Samantha	Accountant II	Creditors	10/09/2015	0.90	\$175.50	Access AX investor management database and process request to transfer units from deceased estate to 4 beneficiaries equally. Create new investor accounts for each beneficiary. Scan documentation relating to transfer and save to each new file.

BRI	Brown, Samantha	Accountant II	Creditors	10/09/2015	0.20	\$39.00	Review correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring correspondence to be prepared and items requiring processing in the AX investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	10/09/2015	0.60	\$117.00	Prepare 3 letters to solicitors confirming their requests to transfer units from 3 deceased estates to beneficiaries have been processed.
BRI	Brown, Samantha	Accountant II	Creditors	10/09/2015	0.10	\$19.50	Call from advisor in relation to request regarding investor's unit holding balance
BRI	Brown, Samantha	Accountant II	Creditors	10/09/2015	0.20	\$39.00	Amend 3 letters to solicitors confirming their requests to transfer units from 3 deceased estates to beneficiaries have been processed following John Somerville review.

BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.30	\$58.50	Review 3 letters to advisors regarding their requests to transfer units from deceased estates to beneficiaries as signed by David Whyte. Scan and send via email. Save copy of original to file.
BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.60	\$117.00	Review correspondence sent to investors/advisors requesting more documentation in order to process request to update details/transfer units held with the Fund. Update correspondence register with details of same.
BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.30	\$58.50	Review correspondence sent to investors/advisors requesting more documentation in order to process request to update details/transfer units held with the Fund. Update correspondence register with details of same.
BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.50	\$97.50	Review correspondence received from 2 investors/advisors in relation to requests to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy.



BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.10	\$19.50	Meeting with Murray Daniel regarding 11th report to investors and maintenance of the AX investor management database for Mailout of same.
BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.40	\$78.00	Review correspondence received from 2 investors/advisors in relation to requests to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request in accordance with the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	16/09/2015	0.70	\$136.50	Review correspondence received from 2 investors/advisors in relation to requests to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request in accordance with the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.50	\$97.50	Access AX investor management database and process 2 investor requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation for request and save to investor file.

BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.60	\$117.00	Access AX investor management database and process solicitor's request to transfer units from one investor to another investor as approved by David Whyte. Create new investor account for new investor. Scan supporting documentation for transfer and save to both investor files.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.40	\$78.00	Access AX investor management database and process request to transfer units from deceased estate to two beneficiaries. Create new joint investor account for beneficiaries. Scan supporting documentation for transfer and save to both investor files.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.40	\$78.00	Access AX investor management database and process request to transfer units from deceased estate to two beneficiaries. Create new joint investor account for beneficiaries. Scan supporting documentation for transfer and save to both investor files.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.80	\$156.00	Review file note regarding transfer of re-invested interest from deceased estate to 4 beneficiaries. Access AX investor management database and process transfer of units to each beneficiary as approved by David Whyte. Scan and save supporting documents to file.

BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.30	\$58.50	Access AX investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.40	\$78.00	Review AX investor management database to determine whether investor's request to transfer units has been processed. Process investor's request to transfer units from superannuation fund to individual names as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.40	\$78.00	Review AX investor management database to determine whether investor's request to transfer units has been processed. Process investor's request to transfer units from superannuation fund to individual names as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.30	\$58.50	Access AX investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor file.

BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.20	\$39.00	Access AX investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor file.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.30	\$58.50	Access AX investor management database and process 2 requests from investors to update postal details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.20	\$39.00	Access AX investor management database and process 2 requests from investors to update postal details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.
BRI	Brown, Samantha	Accountant II	Creditors	17/09/2015	0.60	\$117.00	Access AX investor management database and process 4 requests from investors to update postal details held with the Fund as approved by David Whyte. Scan supporting documentation and save to investor files.

BRI	Brown, Samantha	Accountant II	Creditors	18/09/2015	0.20	\$39.00	Call from investor in relation to unit holding balance.
BRI	Brown, Samantha	Accountant II	Creditors	18/09/2015	0.30	\$58.50	Prepare file note in relation to investor's request for unit holding balance. Prepare letter to investor confirming unit holding balance and current value of unit holding.
BRI	Brown, Samantha	Accountant II	Creditors	18/09/2015	0.20	\$39.00	Review correspondence from investors/advisors in relation to requests to transfer units from deceased estates to beneficiaries. Review AX investor management database to confirm requests have been completed. Flag items requiring letter to be prepared to investor/advisor in relation to completion of request.
BRI	Brown, Samantha	Accountant II	Creditors	18/09/2015	0.30	\$58.50	Prepare letter to investor in relation to request to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	18/09/2015	0.10	\$19.50	Meeting with Moira Hattingh regarding filing of investor correspondence and processed requests to update details/transfer units held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	21/09/2015	0.30	\$58.50	Prepare letter to investor in relation to unit holdings balance and request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	21/09/2015	0.20	\$39.00	Prepare letter to solicitor confirming request to transfer units from deceased to sole survivor has been processed in AX investor management database.
BRI	Brown, Samantha	Accountant II	Creditors	21/09/2015	0.30	\$58.50	Prepare letter to investors advising request to transfer units from deceased estate to beneficiaries has been processed in AX investor management database. Access AX investor management database and confirm number of units held by beneficiary investors.

BRI	Brown, Samantha	Accountant II	Creditors	21/09/2015	0.30	\$58.50	Prepare letter to solicitor confirming request to transfer units per family court order has been processed in AX investor management database. Access AX investor management database and confirm number of units held by transferee investor.
BRI	Brown, Samantha	Accountant II	Creditors	21/09/2015	0.40	\$78.00	Access AX investor management database and print Investor Statements for three new investors following transfer of units.
BRI	Brown, Samantha	Accountant II	Creditors	22/09/2015	0.30	\$58.50	Meeting with Julia Mayne regarding transfer of units from superannuation fund to individual names. Review of correspondence from two advisors in relation to same.
BRI	Brown, Samantha	Accountant II	Creditors	22/09/2015	0.40	\$78.00	Prepare letter to advisor in relation to transfer of units from superannuation fund into individual names. Access AX investor management database and produce investor statements for 2 investor accounts.

BRI	Brown, Samantha	Accountant II	Creditors	22/09/2015	0.10	\$19.50	Amend letter to advisor regarding transfer of units from superannuation fund to individuals following John Somerville review.
BRI	Brown, Samantha	Accountant II	Creditors	22/09/2015	0.10	\$19.50	Review correspondence to investors/advisors in relation to requests to update details held with the Fund as reviewed by David Whyte. Prepare correspondence to be scanned and sent to investors/advisors.
BRI	Brown, Samantha	Accountant II	Creditors	23/09/2015	0.10	\$19.50	Meeting with Murray Daniel regarding updates to AX investor management database for investor mailouts.
BRI	Brown, Samantha	Accountant II	Creditors	23/09/2015	0.40	\$78.00	Scan and save 4 letters to investors/advisors to file in relation to requests to update details/transfer units held with the Fund. Email same to investors/advisors attaching relevant forms for completion. Collate all correspondence for filing.



BRI	Brown, Samantha	Accountant II	Creditors	24/09/2015	0.20	\$39.00	Meeting with Murray Daniel regarding update of AX investor management database and Mailout preferences for investors.
BRI	Brown, Samantha	Accountant II	Creditors	25/09/2015	1.00	\$195.00	Review correspondence from investors in relation to 5 requests to update details held with the Fund. Access Composer and compare signature on file with signature on investor's request. Prepare internal control forms to verify sufficient documents received to process request per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	25/09/2015	0.10	\$19.50	Review correspondence sent to investors requesting additional documents in order to process request to update details held with the Fund. Add correspondence to investor correspondence register and file.
BRI	Brown, Samantha	Accountant II	Creditors	25/09/2015	0.20	\$39.00	Search investor correspondence archives for information regarding investor classes used by the Fund to categorise investors

BRI	Brown, Samantha	Accountant II	Creditors	29/09/2015	0.80	\$156.00	Review substantial correspondence from advisor in relation to request to transfer units from deceased estate to beneficiaries. Meeting with Moira Hattingh & Julia Mayne regarding documentation received from investor. Look in physical file for relevant documents.
BRI	Brown, Samantha	Accountant II	Creditors	29/09/2015	0.20	\$39.00	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received from investor in order to process request per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	01/10/2015	0.20	\$39.00	Meeting with Murray Daniel regarding filing system for correspondence from investors/advisors in relation to requests to update details/transfer units held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	01/10/2015	0.20	\$39.00	Review correspondence received from investor via email in relation to request to update details held with the Fund.

BRI	Brown, Samantha	Accountant II	Creditors	02/10/2015	0.20	\$39.00	Review correspondence sent via email from advisor in relation to request to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	06/10/2015	0.20	\$39.00	Review requests to update details held with the Fund received via email and print same requiring internal control forms to be prepared or letters sent to investors/advisors in relation to request.
BRI	Brown, Samantha	Accountant II	Creditors	06/10/2015	0.10	\$19.50	Call from an investor in relation to a request for a tax statement.
BRI	Brown, Samantha	Accountant II	Creditors	14/10/2015	0.10	\$19.50	Review correspondence from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag correspondence requiring internal control forms to be prepared to verify sufficient documentation received to process request.

BRI	Brown, Samantha	Accountant II	Creditors	14/10/2015	0.10	\$19.50	Call from advisor regarding notice sent to investors/advisors in relation to public examination
BRI	Brown, Samantha	Accountant II	Creditors	14/10/2015	0.10	\$19.50	Review correspondence received from investor in relation to request for redemption from Fund. Meeting with John Somerville regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	15/10/2015	0.30	\$58.50	Review correspondence received from investors/advisors in relation to requests to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	16/10/2015	0.70	\$136.50	Review correspondence received from investors/advisors in relation to request to update details held with Fund. Review file for previous documentation received from investors in relation to requests. Flag correspondence requiring internal control forms.

BRI	Brown, Samantha	Accountant II	Creditors	22/10/2015	0.30	\$58.50	Review correspondence from investors in relation to requests to update details held with the Fund. Flag correspondence from investors requiring correspondence to request more documentation from investor in order to update details per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	22/10/2015	0.70	\$136.50	Review correspondence from 3 investors in relation to requests to update details held with Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	26/10/2015	0.20	\$39.00	Call from government department regarding unit holding balance of investor. Answer questions regarding value of unit holding. Prepare file note regarding same.
BRI	Brown, Samantha	Accountant II	Creditors	28/10/2015	0.40	\$78.00	Review of investor information schedule for mail out to investors. Prepare screenshots for IT Consultant to update investor mail out.

BRI	Brown, Samantha	Accountant II	Creditors	28/10/2015	0.60	\$117.00	Review correspondence from 5 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund per the Fund's policy.
BRI	Brown, Samantha	Accountant II	Creditors	29/10/2015	0.60	\$117.00	Prepare letter to advisor re request for unit holding balance for three investment accounts. Review previous correspondence with advisor. Access AX investor management database and review unit holding for each account. Print 3 statements detailing same.
BRI	Brown, Samantha	Accountant II	Creditors	29/10/2015	0.10	\$19.50	Review correspondence from investor in relation to request to update postal address held with the Fund. Access AX investor management database and review postal address held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	29/10/2015	0.30	\$58.50	Review correspondence from investors in relation to request to update details held with the Fund. Prepare internal control form to verify sufficient documentation received to update details in accordance with the Fund's policy.

BRI	Brown, Samantha	Accountant II	Creditors	29/10/2015	0.10	\$19.50	Meeting with John Somerville regarding transfer of units held with the Fund.
BRI	Brown, Samantha	Accountant II	Creditors	29/10/2015	0.10	\$19.50	Prepare 2 emails to advisors in relation to requests regarding the Fund for approval by John Somerville.
BRI	Brown, Samantha	Accountant II	Creditors	30/10/2015	1.00	\$195.00	Access AX investor management database and process 5 investor requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to file.
BRI	Brown, Samantha	Accountant II	Creditors	30/10/2015	0.10	\$19.50	Review 5 requests to update details/transfer units held with the Fund as approved by David Whyte. Flag items to be processed in AX investor management database.

BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.40	\$78.00	Prepare letters to two investors requesting unit balance statements and 2014 FY tax statements. Review AX database and collate supporting documents
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.20	\$39.00	Call from investor requesting tax statements for the 2014 FY and a estimate for their units held in the fund
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.30	\$58.50	Prepare letter to investor requesting documentation required to prepare a change of bank details. Access database to review units held by investor and provide update re the wind up of the Fund.
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.90	\$175.50	Prepare three letters to investors/advisor requesting further documentation to complete transfer requests for deceased estates. Review previous correspondence and access database to review members holdings.



BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.20	\$39.00	Call from advisor in relation to a transfer of units from a superannuation fund to personal name. Provide update on fund and unit balance and further distributions. Send email with relevant prescribed forms for the transfer
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.20	\$39.00	Call from advisor requesting tax statements for the 2014 FY.
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	0.80	\$156.00	Review database for process of how to amend and transfer units for investors to third parties. Attempt two transfers and trouble shoot problems with IT and Daniel Tipman
BRI	O'Brien, Dermot	Accountant II	Creditors	01/05/2015	1.60	\$312.00	Review database for process of how to amend and transfer units for investors to third parties. Attempt two transfers and trouble shoot problems with IT.

BRI	O'Brien, Dermot	Accountant II	Creditors	04/05/2015	0.20	\$39.00	Respond to investor call. Required update on letter providing unit holdings estimates.
BRI	O'Brien, Dermot	Accountant II	Creditors	04/05/2015	2.30	\$448.50	Review AX database instructions to prepare extraction of investors/advisors email and postal addresses for update report mail out. Prepare campaign manager report and amend into mail merge format
BRI	O'Brien, Dermot	Accountant II	Creditors	04/05/2015	0.20	\$39.00	Call from advisor in relation to access to tax statements 2014 FY
BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	1.30	\$253.50	Prepare deceased estate transfers for 3 investors to several beneficiaries. Review database for instructions on how to complete request. Scan and save documents to investor file

BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	0.40	\$78.00	Prepare letter to advisor requesting transfer from a closed SMSF to a personal account. Print and collate documents.
BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	0.20	\$39.00	Call from investor in relation to units held in the Fund. Log onto database and review file. Provide details of the update report and send via email.
BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	1.70	\$331.50	Prepare two transfers for deceased estate to beneficiaries of estate. print and collate. Provide assistance to Julia Mayne with same.
BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	0.50	\$97.50	Prepare updates for three change of detail requests forms approved by David Whyte. Update changes in AX and scan and save updates to file.

BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	0.20	\$39.00	Return call to advisor requesting relevant forms required to transfer clients units held with self managed super fund to their personal account. Review AX and advise of requirements
BRI	O'Brien, Dermot	Accountant II	Creditors	05/05/2015	0.50	\$97.50	Prepare transfer of units held from a closed SMSF to Trustees. Review transfer instructions. Scan and save changes to file. Call to investor and advise of completed transfer.
BRI	O'Brien, Dermot	Accountant II	Creditors	06/05/2015	0.30	\$58.50	Return call to advisor requesting relevant forms required to transfer clients units held with self managed super fund to their personal account. Review AX and advise of requirements
BRI	O'Brien, Dermot	Accountant II	Creditors	06/05/2015	0.50	\$97.50	Call from investor requesting tax statements for 2014 financial year. Prepare letter in relation to same and give update on the wind up process and current unit price estimation.

BRI	O'Brien, Dermot	Accountant II	Creditors	06/05/2015	1.00	\$195.00	Prepare 5 change of details requests received from investors and approved by David Whyte. Access AX database and process updates
BRI	O'Brien, Dermot	Accountant II	Creditors	06/05/2015	0.40	\$78.00	Review requests from two investors for change of details requests . Prepare change of details request forms for David Whyte's review
BRI	O'Brien, Dermot	Accountant II	Creditors	06/05/2015	0.30	\$58.50	Review and amend 3 change of details letters to investors & advisors prepared by Julia Mayne.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.30	\$58.50	Review 2 investor letters requesting transfer of units to third parties. Review documentation and prepare approval documentation and verify signatures in AX.

BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.20	\$39.00	Review two letters to investors prepared by Julia Mayne and make amendments.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.80	\$156.00	Call from two investors requesting tax statements for the 2014 FY and an estimate for their units held in the fund. Prepare letters in response to requests and access AX database for relevant information.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	1.00	\$195.00	Prepare three letters to investor requesting tax statements, change of details forms and unit balance updates. Print and collate for review.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.20	\$39.00	Call from advisor requesting tax statements for the 2014 FY.

BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.70	\$136.50	Review signatures for 6 change of details/ transfer of units requests form investors on their documentation and compare to signatures on previous correspondence located on AX database and access Composer.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.20	\$39.00	Prepare letter to advisor requesting documentation required to prepare a transfer of units from their deceased clients estate to the beneficiaries. Access database to review members holdings.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.60	\$117.00	Prepare two letters to investors requesting a unit holding statement and tax statement for 2014 financial year. Access database for investor information.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.40	\$78.00	Prepare two letters to investors requesting documentation required to prepare a change of bank details. Access database to review units held by investor and provide update.

BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.30	\$58.50	Call from advisor in relation to the update report and answered questions in relation to the winding up of the Fund.
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.30	\$58.50	Call from investor requesting tax statements for the 2014 financial year and an estimate for their units held in the Fund
BRI	O'Brien, Dermot	Accountant II	Creditors	07/05/2015	0.20	\$39.00	Call from advisor in relation to a change of details request. Discussed the status of the Fund and further distributions
BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	2.10	\$409.50	Prepare deceased estate transfers for 4 investors to several beneficiaries. Scan and save documents to investor file



BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	0.90	\$175.50	Prepare 3 transfers of units from SMSF to personal accounts. Review documentation and prepare changes in AX database. Save documents to file.
BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	0.50	\$97.50	prepare two letters to investors requesting tax statements for the 2014 financial year and estimate for their units held in the Fund.
BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	0.30	\$58.50	Prepare letter to investor requesting a unit holding statement and tax statement for 2014 FY. Access database for investor information.
BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	1.50	\$292.50	Prepare 5 letters to investors in relation to future distributions, Receiver's fees and early distributions based on hardship claims.

BRI	O'Brien, Dermot	Accountant II	Creditors	08/05/2015	0.40	\$78.00	Scan, save and send 4 letters to investors signed by David Whyte.
BRI	O'Brien, Dermot	Accountant II	Creditors	11/05/2015	0.20	\$39.00	Receive call from advisor requesting update on transfer of units from an investors SMSF to their personal accounts, Review AX and advise that transfer had been complete.
BRI	O'Brien, Dermot	Accountant II	Creditors	11/05/2015	0.80	\$156.00	Review and update amendments made to 7 letters to investors and advisors by David Whyte.
BRI	O'Brien, Dermot	Accountant II	Creditors	11/05/2015	0.20	\$39.00	Call from investor requesting unit balance. Access AX database and inform investor.

BRI	O'Brien, Dermot	Accountant II	Creditors	11/05/2015	0.20	\$39.00	Call from investor wishing to be provided with documents from sale of retirement villages
BRI	O'Brien, Dermot	Accountant II	Creditors	11/05/2015	0.20	\$39.00	call from investor wishing to be updated on the wind up of fund
BRI	O'Brien, Dermot	Accountant II	Creditors	14/05/2015	0.30	\$58.50	Call from investor requesting tax statements for 2014 financial year. Prepare letter in relation to same and give update on the wind up process and current unit price estimation.
BRI	O'Brien, Dermot	Accountant II	Creditors	14/05/2015	0.40	\$78.00	Call from two investors requesting tax statements for the 2014 FY and an estimate for their units held in the fund.

BRI	O'Brien, Dermot	Accountant II	Creditors	19/05/2015	0.50	\$97.50	Prepare transfer of units from a deceased estate to three beneficiaries as approved by David Whyte. Scan and save changes to file
BRI	O'Brien, Dermot	Accountant II	Creditors	19/05/2015	0.70	\$136.50	planning meeting with Murray Daniel in relation to updating website with useful forms/ procedures for investors to complete
BRI	O'Brien, Dermot	Accountant II	Creditors	19/05/2015	0.10	\$19.50	Respond to two investor calls re winding up of the Fund. Leave voicemails to discuss.
BRI	O'Brien, Dermot	Accountant II	Creditors	19/05/2015	0.20	\$39.00	Amend email to investor prepared by Julia Mayne.

BRI	O'Brien, Dermot	Accountant II	Creditors	20/05/2015	1.70	\$331.50	Prepare filing for investor correspondence for previous 3 months. Scan in completed supporting documents and work papers change of details and transfer requests approved by David Whyte and actioned. Save documents to relevant investors file on AX.
BRI	O'Brien, Dermot	Accountant II	Creditors	20/05/2015	0.40	\$78.00	Review five signed letters to investors and advisors. Scan and save to file. Send to relevant parties via email. Send relevant forms.
BRI	O'Brien, Dermot	Accountant II	Creditors	20/05/2015	0.30	\$58.50	Review Composer database for verification of 3 investor signatures
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.50	\$97.50	Prepare two (2) letters to advisors requesting summaries of unit balances and tax statements for 2014 financial year. print and collate

BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.40	\$78.00	prepare three investor change of detail requests approved by David Whyte. Make amendments in AX investor management database and print and collate updates.
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.30	\$58.50	Review correspondence requesting transfer of units from a deceased estate to beneficiaries and prepare relevant forms for David Whyte's review.
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.20	\$39.00	Call from investors in relation to the current unit price and future distributions. Prepare email with update report to send to advisor with further information.
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.40	\$78.00	prepare and amend (3) letters to investors/advisor requesting documentation required to prepare a transfer of units from their deceased clients estate to beneficiaries of the estate. Access database to review members holdings.

BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.40	\$78.00	Prepare letter response to advisor in relation to request for unit holdings for end of 2013 financial year. Access AX database and provide unit balance as at 30 June and current unit value. print and collate X 2
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.20	\$39.00	Phone call from investor requesting unit balance for their investment in the fund. Discuss wind up of fund.
BRI	O'Brien, Dermot	Accountant II	Creditors	21/05/2015	0.20	\$39.00	call from investor's advisor re tax statements for 2014 financial year
BRI	O'Brien, Dermot	Accountant II	Creditors	22/05/2015	0.20	\$39.00	Call from investor in relation to number of units held and value. Discussed wind up of Fund and future distributions and hardship claims.

BRI	O'Brien, Dermot	Accountant II	Creditors	22/05/2015	0.30	\$58.50	Call from advisor requesting information in relation to future distributions of the Fund. Provide details of legal proceedings on foot.
BRI	O'Brien, Dermot	Accountant II	Creditors	26/05/2015	0.20	\$39.00	Call from investor requesting tax statements for 2014 financial year. Prepare letter in relation to same and give update on the wind up process and current unit price estimation.
BRI	O'Brien, Dermot	Accountant II	Creditors	26/05/2015	0.60	\$117.00	Prepare three letters to investors/advisor requesting further documentation to complete transfer requests for deceased estates. Review previous correspondence and access database to review members holdings.
BRI	O'Brien, Dermot	Accountant II	Creditors	26/05/2015	2.40	\$468.00	Planning meeting with Julia Mayne, Sam Brown and Murray Daniel regarding AX system, review of investor details, transfers and updating contact details within AX.



BRI	O'Brien, Dermot	Accountant II	Creditors	26/05/2015	0.70	\$136.50	Prepare two letters to advisors requesting documentation required to prepare a transfer of units from their deceased clients estate to the beneficiaries of the Fund. Access database to review members holdings.
BRI	O'Brien, Dermot	Accountant II	Creditors	27/05/2015	0.70	\$136.50	Prepare 3 letters to investors requesting tax statements, change of details forms and unit balance updates.
BRI	O'Brien, Dermot	Accountant II	Creditors	28/05/2015	0.20	\$39.00	Call from investor requesting tax statements for the 2014 financial year and an estimate for their units held in the fund.
BRI	O'Brien, Dermot	Accountant II	Creditors	28/05/2015	0.40	\$78.00	Preparing prescribed checklist forms to assess whether investors have fulfilled requirements to make change details, transfer units for deceased estate, general transfer of units and whether power of attorney has authority to act.

BRI	O'Brien, Dermot	Accountant II	Creditors	28/05/2015	1.60	\$312.00	Review correspondence from three investors in relation to a transfer of units for deceased estate to beneficiaries. Access AX and prepare changes as approved by David Whyte.
BRI	O'Brien, Dermot	Accountant II	Creditors	28/05/2015	1.40	\$273.00	Reviewing correspondence from investor in relation to change of details, a transfer of units for deceased estate to beneficiaries. Access AX and prepare changes as approved by David Whyte (3)
BRI	O'Brien, Dermot	Accountant II	Creditors	29/05/2015	0.20	\$39.00	Call from investor in relation to request for unit holdings estimate.
BRI	O'Brien, Dermot	Accountant II	Creditors	29/05/2015	0.40	\$78.00	Review correspondence from investor in relation to a transfer of units for a deceased estate to beneficiaries. Access AX investor management database to review clients file and prepare checklist of documents required by David Whyte to approve changes.

BRI	O'Brien, Dermot	Accountant II	Creditors	29/05/2015	0.20	\$39.00	Call from advisor requesting information in relation to future distributions of the Fund. Provide details of legal proceedings on foot.
BRI	O'Brien, Dermot	Accountant II	Creditors	29/05/2015	0.20	\$39.00	Prepare letter to investor requesting a transfer of units from self managed super fund to personal name. Provide investor with relevant forms to be completed and returned.
BRI	O'Brien, Dermot	Accountant II	Creditors	13/10/2015	0.20	\$37.00	Received call from investor requesting tax statement and unit price estimate. Advise that information will be sent in due course and request had already been processed.
BRI	O'Brien, Dermot	Accountant II	Creditors	14/10/2015	0.30	\$55.50	Call received from investor re future distributions and status of fund. Discuss current position of fund and future distributions.

BRI	O'Brien, Dermot	Accountant II	Creditors	14/10/2015	0.20	\$37.00	Receive call from investor requesting a statement of estimated unit price.
BRI	O'Brien, Dermot	Accountant II	Creditors	19/10/2015	0.30	\$55.50	Respond to investor call re future distributions in fund. Investor also required a statement of value for their funds.
BRI	O'Brien, Dermot	Accountant II	Creditors	21/10/2015	0.40	\$74.00	Discussion with Murray Daniel re preparation of annexures for report to investors
BRI	O'Brien, Dermot	Accountant II	Creditors	23/10/2015	0.30	\$55.50	Received call from investor requesting information re wind up of fund and wished to update bank details. Prepare relevant file note

BRI	O'Brien, Dermot	Accountant II	Creditors	26/10/2015	0.30	\$55.50	Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
BRI	O'Brien, Dermot	Accountant II	Creditors	28/10/2015	1.50	\$277.50	Review of signatures for 4 change of detail requests and 5 transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	O'Brien, Dermot	Accountant II	Creditors	28/10/2015	1.00	\$185.00	Access AX investor management database and process 7 investor change of details requests as approved by David Whyte.
BRI	O'Brien, Dermot	Accountant II	Creditors	29/10/2015	0.30	\$55.50	Call from advisor in relation to a transfer of units from Trust Fund to personal name. Provide update on Fund and unit balance and further distributions. Prepare file note in relation to the same.

BRI	O'Brien, Dermot	Accountant II	Creditors	29/10/2015	1.40	\$259.00	Access AX investor management database and process investor change of details as approved by David Whyte for 6 investors. Print and collate supporting documents and save to file
BRI	O'Brien, Dermot	Accountant II	Creditors	30/10/2015	0.70	\$129.50	Prepared prescribed checklists forms (4) to assess whether investors have provided sufficient documentation to process change of details in the AX database.
BRI	O'Brien, Dermot	Accountant II	Creditors	30/10/2015	0.30	\$55.50	Discussion with Samantha Brown in relation to outstanding enquiries from investor in relation to a transfer of units for an investor. Investigate and read correspondence re same.
BRI	Mayne, Julia	Accountant II	Creditors	01/05/2015	0.60	\$117.00	Prepare 4 x letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access AX for documents.

BRI	Mayne, Julia	Accountant II	Creditors	01/05/2015	0.20	\$39.00	Prepare remuneration summary for the period 1 October to 17 April 2015 for the update report to investors
BRI	Mayne, Julia	Accountant II	Creditors	04/05/2015	0.40	\$78.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	04/05/2015	0.50	\$97.50	Review 4 x letters to investor approved by David Whyte. Scan, save, file and post/email letters. Print accompanying forms
BRI	Mayne, Julia	Accountant II	Creditors	04/05/2015	0.70	\$136.50	Return telephone calls to six investors with queries resulting from the latest update report received

BRI	Mayne, Julia	Accountant II	Creditors	04/05/2015	0.40	\$78.00	Review email from investor regarding queries in relation to latest update report. Prepare letter to investor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	0.90	\$175.50	Preparing 4 x letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	0.80	\$156.00	Preparing 4x letters to investors in relation to change of details and transfer of units. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	1.00	\$195.00	Preparing 6 letters to investors in relation to change of details, transfer of units and transfer of unit for deceased estates . Advise on requirements for each request and access AX for documents.



BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	1.00	\$195.00	Preparing approx. 7 letters to investors in relation to change of details, transfer of units and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	1.10	\$214.50	Preparing 6 x letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	05/05/2015	0.80	\$156.00	Preparing 4 x letters to investors in relation to change of details and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	06/05/2015	0.40	\$78.00	Preparing 2 x letters to investors in relation to change of details, transfer of units and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.

BRI	Mayne, Julia	Accountant II	Creditors	06/05/2015	0.70	\$136.50	Preparing 3 x letters to investors in relation to change of details, transfer of units and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	06/05/2015	0.70	\$136.50	Preparing 3 x letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates . Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	07/05/2015	0.50	\$97.50	Assisting Dermot Obrien with transfer of units for 2 x investors. Scan, save relevant documentation
BRI	Mayne, Julia	Accountant II	Creditors	07/05/2015	1.20	\$234.00	Scanning, saving, filing, posting and email letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request.

BRI	Mayne, Julia	Accountant II	Creditors	07/05/2015	1.00	\$195.00	Preparing letters to investors in relation to change of details and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	08/05/2015	0.90	\$175.50	Preparing 4 x letters to investors in relation to change of details and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	11/05/2015	0.50	\$97.50	Preparing 2 x letters to investors in relation to change of details. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	11/05/2015	0.30	\$58.50	2 x telephone calls from investors regarding timing of future distributions and report to investors

BRI	Mayne, Julia	Accountant II	Creditors	12/05/2015	0.50	\$97.50	Preparing 2 x letters to investors in relation to change of details, transfer of units and transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	12/05/2015	0.50	\$97.50	Preparing 2 x letters to investors in relation to change of details and transfer of units. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	12/05/2015	0.30	\$58.50	Preparing 2 x letters to investors in relation to change of details and transfer of units. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	13/05/2015	0.30	\$58.50	Preparing 2 x letters to investors in relation to transfer of units. Advise on requirements for each request and access AX for documents

BRI	Mayne, Julia	Accountant II	Creditors	14/05/2015	0.30	\$58.50	Phone call to investor regarding requirements for change of details requests. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	18/05/2015	0.30	\$58.50	Preparing 1 x letter to investor in relation to transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	18/05/2015	1.00	\$195.00	Preparing 4 x letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	18/05/2015	0.40	\$78.00	Phone call to investor regarding court proceeding and report to investors. Access AX to review investor unit balance and provide value

BRI	Mayne, Julia	Accountant II	Creditors	18/05/2015	0.10	\$19.50	Phone call to advisor regarding obtaining investor tax statements for years 08-14
BRI	Mayne, Julia	Accountant II	Creditors	20/05/2015	0.20	\$39.00	Phone call and email to advisor re requirements to change investment from superannuation fund to individual name
BRI	Mayne, Julia	Accountant II	Creditors	20/05/2015	0.10	\$19.50	Phone call from investor regarding requirements to transfer units from superannuation fund to individual name
BRI	Mayne, Julia	Accountant II	Creditors	21/05/2015	0.40	\$78.00	scanning/saving/filing then emailing/posting 3 x letters to investors regarding units held in the fund, change of details and transfer of units.

BRI	Mayne, Julia	Accountant II	Creditors	21/05/2015	0.50	\$97.50	Preparing 2 x letters to investors in relation to transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	21/05/2015	0.50	\$97.50	Preparing 3 x letters to investors in relation to transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	25/05/2015	0.20	\$39.00	Review recent report to investors and prepare document for investor calls summarising key points of interest
BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	0.30	\$58.50	Phone call to investor regarding their unit holding in the fund. Explanation of recent correspondence sent to investors, answer general questions regarding fund.

BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	1.90	\$370.50	Planning Meeting with Dermot O'Brien and Sam Brown regarding AX system, review of investor details, transfers and updating contact details within AX
BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	0.80	\$156.00	Preparing 4 x letters to investors in relation to units held in the fund, change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	0.50	\$97.50	Preparing 2 x letters to investors in relation to units held in the fund and change of details. Advise on requirements for each request and access to AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	0.30	\$58.50	Review recent report to investors and prepare document for investor calls summarising key points of interest



BRI	Mayne, Julia	Accountant II	Creditors	27/05/2015	0.30	\$58.50	Scanning, emailing and posting letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents.
BRI	Mayne, Julia	Accountant II	Creditors	27/05/2015	0.20	\$39.00	Prepare letter to investor in relation to transfer of unit for deceased estates. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	27/05/2015	0.60	\$117.00	Call from an investor seeking an update on the winding up of the fund. Requesting specific information in relation to the current legal proceedings. Email link to report for the investor to read.
BRI	Mayne, Julia	Accountant II	Creditors	28/05/2015	0.30	\$58.50	Call from an investor seeking an update on the winding up of the fund. Requesting specific information in relation to the current legal proceedings. Email link to report for the investor to read.

BRI	Mayne, Julia	Accountant II	Creditors	28/05/2015	0.30	\$58.50	2 x calls from investors regarding transfer of units from superannuation fund to a personal name, units held in the fund and update of postal address.
BRI	Mayne, Julia	Accountant II	Creditors	29/05/2015	0.20	\$39.00	Call from an investor seeking an update on the winding up of the fund. Requesting specific information in relation to the current legal proceedings.
BRI	Mayne, Julia	Accountant II	Creditors	29/05/2015	0.30	\$58.50	Call from an investor seeking an update on the winding up of the fund. Email report to investors to investor for review
BRI	Mayne, Julia	Accountant II	Creditors	01/06/2015	0.20	\$39.00	Review of investor mail box and ensuring proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register

BRI	Mayne, Julia	Accountant II	Creditors	01/06/2015	0.30	\$58.50	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	01/06/2015	1.00	\$195.00	Prepare letters to investor seeking to update postal address (10 letters)
BRI	Mayne, Julia	Accountant II	Creditors	02/06/2015	0.50	\$97.50	3 x phone calls to investors regarding transfer of units, unit holdings in the fund and questions regarding report to investors
BRI	Mayne, Julia	Accountant II	Creditors	02/06/2015	0.10	\$19.50	Scan, save, file and email letter to advisor regarding investors unit balance in the Fund and transfer history.

BRI	Mayne, Julia	Accountant II	Creditors	05/06/2015	0.20	\$39.00	Phone call from investor regarding units in fund, information on transfer of units and general questions about winding up of the fund, legal questions and distributions to investors
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.20	\$39.00	Call from investor regarding units held in the fund and information regarding legal issues
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.50	\$97.50	Review and organise approx. 50 electronic files containing investor correspondence and sort correspondence into logical order.
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.30	\$58.50	Discussions with Murray Daniel regarding correspondence sent from investor regarding their preference to receive reports via email. Update details in AX to reflect this. Prepare email to investor advising same.

BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.40	\$78.00	Review of new emails sent to investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.20	\$39.00	Phone call to advisor requesting further information in response to their change of detail request
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.20	\$39.00	Call from investor requesting their current unit balance. Advise on requirements for each request and access AX for documents. Answer questions in relation to the report to investors
BRI	Mayne, Julia	Accountant II	Creditors	09/06/2015	0.80	\$156.00	Preparing information regarding amount of investor enquiries and details about each request for David's affidavit

BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.20	\$39.00	Review of new emails sent to investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.30	\$58.50	Call from 2 x investor in relation to a request for an updated unit holdings balance
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.90	\$175.50	Review of correspondence from 5 x investors/advisors in relation to a transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund policy
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.90	\$175.50	Review of correspondence from 4 x investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund policy

BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.40	\$78.00	Phone calls to 3 x advisors seeking further information to transfer units to the beneficiary of a deceased estate.
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.90	\$175.50	Review of correspondence from 5 investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per policy of the Fund
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.40	\$78.00	Review of new emails sent to investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.

BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.30	\$58.50	Review of signatures for 1 x change of details investor and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.10	\$19.50	Prepare letter to investor seeking to update postal address
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.20	\$39.00	Phone call from investors accountant requesting confirmation of transfer of units from trust to individual name
BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.90	\$175.50	Review of signatures for 5 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.



BRI	Mayne, Julia	Accountant II	Creditors	10/06/2015	0.50	\$97.50	Prepare letter to advisor regarding 10 x investors unit holding in the fund. Request authorisation where required
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.30	\$58.50	Call to advisor regarding 3 x investors in the fund. Providing information regarding process to transfer units for each.
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Phone call to advisor regarding updating mailing address and requesting confirmation of executor of estate.
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.10	\$19.50	Phone call from investor requesting unit balance and value. Review of investor on the AX database and advise

BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Phone call from 2 x investors regarding units held in the fund and advising on requirements to update details
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Phone call from investor requesting unit balance and value. Review of investor on the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Prepare letter to investor regarding change of address and confirming transfer of units. Review of investor on the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.40	\$78.00	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register

BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.90	\$175.50	Review of correspondence from 5 investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per policy of the Fund
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.90	\$175.50	Review of signatures for 5 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the Composer investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.90	\$175.50	Review of signatures for 5 change of details/transfer of units requests received from investors/advisors and compare to signatures held in the Composer investor management database. Print and attach to internal control forms for David Whyte's review.

BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Call from advisor requesting clarification of the documentation sent to change investor details in the fund
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Call from advisor wishing to confirm transfer of units was completed and seeking an updated unit balance.
BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.20	\$39.00	Call from advisor wishing to confirm transfer of units was completed. Review and advise

BRI	Mayne, Julia	Accountant II	Creditors	11/06/2015	0.30	\$58.50	2 x Phone call from investor regarding change of details and transfer of units
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.20	\$39.00	Prepare 2 x letters to investors regarding change of details
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Phone call from investor wishing to update contact details. Advise process
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Phone call from investor wishing to update contact details. Advise process

BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Phone call from investor wishing to update contact details. Advise process
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.30	\$58.50	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.30	\$58.50	Review letters to investors approved by David Whyte. Scan, save and email correspondence to 2 x investors.
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.20	\$39.00	Phone call from advisor regarding requirements to transfer units for investor

BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.20	\$39.00	Phone call from investor requesting to change their details for their investment and enquiring about the report to investors
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.40	\$78.00	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Email Murray Daniel and John Somerville regarding further documents required to transfer units from a superannuation fund of a deceased estate
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Phone call to advisor regarding transfer of units from superfund to individual name

BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Phone call from advisor regarding Report to Investors
BRI	Mayne, Julia	Accountant II	Creditors	12/06/2015	0.10	\$19.50	Call from an advisor requesting information in relation to future distributions.
BRI	Mayne, Julia	Accountant II	Creditors	15/06/2015	0.40	\$78.00	Phone call to 4 x investors regarding requirements to transfer units, confirmation of change of details and units held in the fund. Advise on requirements for each request and access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	15/06/2015	0.20	\$39.00	Phone call from investor requesting to confirm their address details in AX and seeking to update address



BRI	Mayne, Julia	Accountant II	Creditors	16/06/2015	1.00	\$195.00	Review of signatures for 5 x change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Mayne, Julia	Accountant II	Creditors	16/06/2015	0.40	\$78.00	Review of signatures for 2 x change of details/transfer of units requests received from investors/advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BRI	Mayne, Julia	Accountant II	Creditors	16/06/2015	0.20	\$39.00	Phone call from advisor regarding requirements for change of trustee. Review and advise
BRI	Mayne, Julia	Accountant II	Creditors	16/06/2015	0.20	\$39.00	Review of signatures for 1 x change of details request received from investors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BRI	Mayne, Julia	Accountant II	Creditors	17/06/2015	0.10	\$19.50	Phone call from investor seeking to update their contact details for their investment with the Fund
BRI	Mayne, Julia	Accountant II	Creditors	17/06/2015	0.20	\$39.00	Call from an advisor in relation to a transfer of units from a superannuation fund to another superannuation fund. Review investors on the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	0.10	\$19.50	Phone call from investor seeking to update their contact details for their investment with the Fund
BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	1.10	\$214.50	Review 4500 investors and compare to sent mail listing. Prepare schedule of mail out regarding contact details for investors, review of AX database for contact information. Arrange for notice to be sent to members.

BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	1.10	\$214.50	Review 4500 investors and compare to sent mail listing. Prepare schedule of mail out regarding contact details for investors, review of AX database for contact information. Arrange for notice to be sent to members.
BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	1.20	\$234.00	Review 4500 investors and compare to sent mail listing. Prepare schedule of mail out regarding contact details for investors, review of AX database for contact information. Arrange for notice to be sent to members.
BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	1.20	\$234.00	Review 4500 investors and compare to sent mail listing. Prepare schedule of mail out regarding contact details for investors, review of AX database for contact information. Arrange for notice to be sent to members.
BRI	Mayne, Julia	Accountant II	Creditors	18/06/2015	1.10	\$214.50	Review 4500 investors and compare to sent mail listing. Prepare schedule of mail out regarding contact details for investors, review of AX database for contact information. Arrange for notice to be sent to members.

BRI	Mayne, Julia	Accountant II	Creditors	19/06/2015	0.10	\$19.50	Call from an investor seeking to update their contact details.
BRI	Mayne, Julia	Accountant II	Creditors	19/06/2015	0.10	\$19.50	Email advisor in response to their request to confirm transfer of units forms were received by this office
BRI	Mayne, Julia	Accountant II	Creditors	22/06/2015	0.10	\$19.50	Phone call to investor seeking current unit balance for their investment with the Fund
BRI	Mayne, Julia	Accountant II	Creditors	22/06/2015	0.10	\$19.50	Phone call from advisor regarding distributions paid to investors prior to BDO appointment

BRI	Mayne, Julia	Accountant II	Creditors	22/06/2015	0.10	\$19.50	Phone call from investor requesting unit balance and value.
BRI	Mayne, Julia	Accountant II	Creditors	22/06/2015	0.10	\$19.50	Phone call from investor requesting unit balance and value
BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	0.20	\$39.00	Phone call to 2 x investors seeking to update their details. Review investors on AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	1.20	\$234.00	Prepare 5 x letters to advisors in relation to a request for a unit holding balance and seeking further information to transfer units. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.

BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	1.20	\$234.00	Prepare 5 x letters to an advisor in relation to a request for a unit holding balance/seeking further information to transfer units. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	0.30	\$58.50	Review investor mail box and ensure proper correspondence has been drafted. Review and update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	23/06/2015	0.20	\$39.00	Call from an investor seeking an update on the winding up of the fund.

BRI	Mayne, Julia	Accountant II	Creditors	25/06/2015	0.20	\$39.00	Phone call to advisor seeking unit balance for investor, advising the process for change of details and answering questions regarding report to investors
BRI	Mayne, Julia	Accountant II	Creditors	25/06/2015	0.10	\$19.50	Phone call to investor seeking to update address for their investment with the Fund
BRI	Mayne, Julia	Accountant II	Creditors	29/06/2015	0.10	\$19.50	Phone call to advisor regarding the current unit price.
BRI	Mayne, Julia	Accountant II	Creditors	30/06/2015	0.10	\$19.50	Phone call to investor seeking to transfer units. Review investor in the AX database and advise process

BRI	Mayne, Julia	Accountant II	Creditors	30/06/2015	0.20	\$39.00	Phone call from investor seeking to update their address and requesting further clarification of the report to investors
BRI	Mayne, Julia	Accountant II	Creditors	30/06/2015	0.20	\$39.00	Phone call from investor seeking to transfer their units in the fund. Review investors in the AX database and advise. and advise process
BRI	Mayne, Julia	Accountant II	Creditors	30/06/2015	0.10	\$19.50	Phone call from advisor seeking updated unit price for investor. Review investor on the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	01/07/2015	0.30	\$58.50	Phone call from investor wanting information regarding the Public Examination, questions about report to creditors and seeking to update address for their investment with the Fund. Review investor in the AX database and advise process



BRI	Mayne, Julia	Accountant II	Creditors	01/07/2015	0.20	\$39.00	Review email from investor requesting unit balance and value. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	02/07/2015	0.20	\$39.00	Phone call from 2 x advisors in relation to a transfer of units from a superannuation fund to a personal name/beneficiaries of the estate. Access AX to review investors and advise
BRI	Mayne, Julia	Accountant II	Creditors	02/07/2015	0.20	\$39.00	Call from 2 X investors seeking to update their details. Review investors in the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	06/07/2015	0.30	\$58.50	3 x Phone calls to investors seeking to update their details. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	06/07/2015	0.10	\$19.50	1 x call to investor seeking to update their details. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	07/07/2015	0.10	\$19.50	Phone call from advisor wanting an update on the winding up of the fund
BRI	Mayne, Julia	Accountant II	Creditors	07/07/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	08/07/2015	0.50	\$97.50	Prepare 3 x letters to investors regarding transfer of units from deceased estate and requesting updated unit balance and value. Access AX to review investors and advise

BRI	Mayne, Julia	Accountant II	Creditors	08/07/2015	0.20	\$39.00	Phone call to advisor seeking information about investors unit balance. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.10	\$19.50	Prepare letter to investor regarding unit balance and value. Access AX to review investors and advise
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.20	\$39.00	Review email from investor regarding update of bank account details and distribution. Prepare letter to investor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.60	\$117.00	Review email from advisor requesting to update postal address for 51 investors. Review each in AX to ascertain if all are LMFIF and advise process for updating.

BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.10	\$19.50	Phone call from advisor regarding transfer of units for client. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.20	\$39.00	Phone call to advisor requesting to provide authority to act as advisor
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.20	\$39.00	Review of investor mail box to ensure correspondence has been drafted for all enquiries. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.80	\$156.00	Prepare 4 x letters for investors regarding unit balance and transfer of units from deceased estate. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.10	\$19.50	Phone call from advisor requesting to provide authority to act on behalf of investor
BRI	Mayne, Julia	Accountant II	Creditors	09/07/2015	0.20	\$39.00	Phone call from advisor regarding report to investors and requesting transaction statement. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	10/07/2015	1.00	\$195.00	Prepare 5 x letters to investors requesting verification of signature and requesting to transfer units from deceased estate to beneficiary. Review investors on AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	13/07/2015	0.70	\$136.50	Review of correspondence from 3 x investors in relation to a change of details and transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BRI	Mayne, Julia	Accountant II	Creditors	13/07/2015	0.10	\$19.50	Review of correspondence from 3 x advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Review file to verify documentation for each
BRI	Mayne, Julia	Accountant II	Creditors	13/07/2015	0.20	\$39.00	Phone call to investor regarding procedure to transfer units for deceased estate. Advise on progress of winding up of the fund
BRI	Mayne, Julia	Accountant II	Creditors	14/07/2015	0.50	\$97.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	14/07/2015	0.10	\$19.50	Phone call from advisor regarding transfer of units for deceased estate. Review investors on the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/07/2015	0.10	\$19.50	Phone call from advisor regarding progress of change of details application.
BRI	Mayne, Julia	Accountant II	Creditors	14/07/2015	0.40	\$78.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	15/07/2015	0.50	\$97.50	Review email correspondence from advisor regarding transfer of units, review information in filing and emails to ascertain if all documents are present. Email Dermot Obrien for missing documents
BRI	Mayne, Julia	Accountant II	Creditors	15/07/2015	1.00	\$195.00	Prepare 4 x letters to investors requesting to update their details. Review investors on AX and advise

BRI	Mayne, Julia	Accountant II	Creditors	15/07/2015	0.50	\$97.50	Prepare 2 x letters to investors regarding unit balance and value. Access AX to review investors and advise
BRI	Mayne, Julia	Accountant II	Creditors	15/07/2015	0.70	\$136.50	Prepare 3 x letters to investors regarding transfer of units from deceased estate to beneficiary. Access AX to review investors and advise
BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	0.40	\$78.00	Prepare letter to 2 x investors requesting more information to assist with their change of details request.
BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	0.20	\$39.00	Prepare letter to 1 x investor confirming their investment has been updated as per their request



BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	0.20	\$39.00	Prepare letter to 1 x investor advising requirements to transfer units from deceased estate
BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	0.30	\$58.50	Prepare letter to 2 x investors regarding their unit balance and value. Access AX and print unit balance information
BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	0.20	\$39.00	Prepare letter to investor seeking to update of details. Access AX to review correspondence previously received and advise.
BRI	Mayne, Julia	Accountant II	Creditors	16/07/2015	1.20	\$234.00	Prepare 5 x letters to investors seeking to update of details. Access AX to review correspondence previously received and advise.

BRI	Mayne, Julia	Accountant II	Creditors	17/07/2015	0.20	\$39.00	Review of correspondence from investors in relation to a transfer of units from Super fund to individual name request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.20	\$39.00	Review investor correspondence sent via post and email and ensure correspondence has been drafted. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.50	\$97.50	Review investor correspondence sent via post and email and ensure correspondence has been drafted. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.40	\$78.00	Prepare 2 x letters to investor regarding transfer of units for deceased estate. Advise on requirements for each request and access AX for documents

BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.40	\$78.00	Prepare 2 x letter to investor confirming changes requested have been updated in AX. Access to AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.50	\$97.50	Review email from investor regarding transfer of units incorrectly processed. Review email correspondence, electronic and physical files to locate original transfer documents and ascertain reason for incorrect transfer
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.60	\$117.00	Prepare letter to 3 x investors seeking to update contact details
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.20	\$39.00	Review investor correspondence sent via email to LM enquiries mail box and via post and ascertain. Flag each for appropriate response to be drafted. Update investor correspondence register

BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.90	\$175.50	Prepare letter to 4 x investors confirming unit number and value. Access AX for documents.
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.20	\$39.00	Review email from advisor regarding transfer of units. Prepare letter to advisor regarding same. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	20/07/2015	0.20	\$39.00	Review email from Eric Leeuwendal regarding payment of invoices. Review invoice to ensure it was paid, discussions with Eric Leeuwendal regarding same
BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.30	\$58.50	Phone call from advisor regarding transfer of units for investor and wanting confirmation. Locate documents for investor transfer. Discussions with Samantha Brown regarding additional requirements

BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.20	\$39.00	Phone call to investors son regarding obtaining further information about his father's investment to locate investor in AX.
BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.10	\$19.50	Phone call to advisor regarding information about the winding up of the fund and advise process to transfer units.
BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.10	\$19.50	Scan, save and email correspondence to investor regarding change of details
BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.10	\$19.50	Review 1 x letter approved by David Whyte. Scan, save, file and email letter to investor

BRI	Mayne, Julia	Accountant II	Creditors	21/07/2015	0.40	\$78.00	Review investor correspondence sent to LM mail box and via post. Review correspondence drafted in response and ensure queries are addressed. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	22/07/2015	0.20	\$39.00	Phone call from investor regarding transfer of unit request sent to BDO. Review and advise investor of additional requirements.
BRI	Mayne, Julia	Accountant II	Creditors	22/07/2015	0.10	\$19.50	Amend 1 x letter to investor regarding change of details
BRI	Mayne, Julia	Accountant II	Creditors	23/07/2015	0.20	\$39.00	Phone call to advisor confirming AX has been updated as per the investors change of details request

BRI	Mayne, Julia	Accountant II	Creditors	23/07/2015	0.20	\$39.00	Review investor correspondence sent via post and email and ensure correspondence has been drafted. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	23/07/2015	0.20	\$39.00	Prepare letter to investor confirming transfer of units
BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.10	\$19.50	Phone call to advisor regarding requirements for transfer of units
BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.10	\$19.50	Phone call to advisor regarding valuation for unit holdings

BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.20	\$39.00	Review correspondence to be sent to 3 x investors. Collate accompanying forms. Scan, save, email correspondence to investors
BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.10	\$19.50	Phone call to advisor regarding confirmation of change of details
BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.20	\$39.00	Phone call and prepare letter to advisor regarding unit value and price
BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.10	\$19.50	Phone call to advisor regarding transfer of units



BRI	Mayne, Julia	Accountant II	Creditors	24/07/2015	0.30	\$58.50	Review investor correspondence sent via post and email and ensure correspondence has been drafted. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.10	\$19.50	Phone call from investor seeking to update contact details. Advise requirements
BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.

BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Review email correspondence from advisor regarding transfer of units for investor. Advise on requirements for each request and access AX for documents
BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.40	\$78.00	Review email from investor re transfer of units. Locate and review original documents sent from investor. Review transfer in AX. Prepare file note re changing the name of the new investor
BRI	Mayne, Julia	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	28/07/2015	0.30	\$58.50	Phone call from investors daughter regarding power of attorney, change of details information and update on Fund. Prepare file note. Email details to John Somerville to ascertain information required

BRI	Mayne, Julia	Accountant II	Creditors	28/07/2015	0.20	\$39.00	Phone call from advisor requesting update on the winding up of the Fund and information to update contact details for investor
BRI	Mayne, Julia	Accountant II	Creditors	28/07/2015	0.10	\$19.50	Review email from investor regarding transfer of units. Review investor file in AX. Set calendar reminder for follow up
BRI	Mayne, Julia	Accountant II	Creditors	29/07/2015	0.10	\$19.50	Phone call from investor seeking information in relation to the winding up of the Fund
BRI	Mayne, Julia	Accountant II	Creditors	29/07/2015	0.10	\$19.50	Phone call from advisor regarding progress of change of details request. Review AX and advise

BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Prepare letter to investor's daughter regarding update the postal address for mothers investment and providing Power of Attorney. Review correspondence saved in AX and advise additional requirements
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Review investor correspondence sent via email to LM enquiries mail box and via post and ascertain. Flag each for appropriate response to be drafted. Update investor correspondence register
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Phone call from investor seeking to update postal address. Advise requirements and explain location of Change of Details form on LMFMIF website
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Phone call from investor seeking to update postal address. Advise requirements and explain location of Change of Details form on LMFMIF website

BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Phone call to investor to request certified copy of photo ID for change of detail request
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.50	\$97.50	Access AX investor management database and process 2 x investor change of details requests as approved by David Whyte. Print documentation for Murray Daniel to approve change. Prepare letter to investor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Prepare letter to investor confirming transfer of units.
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.30	\$58.50	Review of correspondence from advisor regarding their request to transfer of units for deceased estate. Phone call to advisor regarding more information that needs to be provided. Review correspondence saved in AX. Email to advisor regarding same

BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.50	\$97.50	Phone call to advisor regarding 5 x investors in LM. Advise for requirements for change of details and transfer of units for each investor. Review each investor in AX to ascertain if we need signature. Email advisor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Phone call to advisor regarding updated unit balance for investor. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.10	\$19.50	Phone call to advisor regarding confirmation of transfer of units
BRI	Mayne, Julia	Accountant II	Creditors	30/07/2015	0.20	\$39.00	Phone call to advisor regarding change of superfund trustee documents. Request copies of photo ID

BRI	Mayne, Julia	Accountant II	Creditors	31/07/2015	0.10	\$19.50	Phone call from advisor seeking an update on the status of their transfer of units request
BRI	Mayne, Julia	Accountant II	Creditors	31/07/2015	0.40	\$78.00	Review email correspondence sent from advisor regarding transfer of units for deceased estate. Review previous emails and review physical files to locate any documents previously sent.
BRI	Mayne, Julia	Accountant II	Creditors	31/07/2015	0.50	\$97.50	Review of investor mail box to ensure correspondence is being drafted for all requests. Review investor information on AX to assist with requests. Update investor correspondence register.
BRI	Mayne, Julia	Accountant II	Creditors	31/07/2015	0.10	\$19.50	Phone call from investor requesting unit balance and value. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	03/08/2015	0.20	\$39.00	Phone call from investor regarding status of deceased estate transfer.
BRI	Mayne, Julia	Accountant II	Creditors	04/08/2015	0.20	\$39.00	Phone call from investor regarding status of deceased estate transfer.
BRI	Mayne, Julia	Accountant II	Creditors	04/08/2015	0.20	\$39.00	Phone call from investor regarding an update on the status of the winding up of the Fund.
BRI	Mayne, Julia	Accountant II	Creditors	04/08/2015	0.20	\$39.00	Phone call from investor regarding address and contact details on AX. Review investor in the AX database and advise.



BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.20	\$39.00	Phone call to advisor regarding two investors. Review progress of change of details form and transfer of units requests.
BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.40	\$78.00	Phone call to former employee regarding issue with transfer of units in AX.
BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.10	\$19.50	Phone call from advisor requesting confirmation of who their investors who are in the LMFMIIF.

BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.10	\$19.50	Prepare letter to investor regarding their request to transfer units. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	06/08/2015	0.20	\$39.00	Phone call to our IT consultant to resolve problem with AX server
BRI	Mayne, Julia	Accountant II	Creditors	07/08/2015	0.40	\$78.00	Access AX investor management database and process 1 x investor transfer of units requests as approved by David Whyte. Print accompanying documentation from AX. Prepare letter to advisor confirming transfer of units.
BRI	Mayne, Julia	Accountant II	Creditors	07/08/2015	0.40	\$78.00	Prepare 2 x letters to investor regarding transfer of units for deceased estate. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	07/08/2015	0.20	\$39.00	Prepare letter to investor providing contact details for investments not with LMFIF. Log onto AX investor management database, search for investor and print investor details.
BRI	Mayne, Julia	Accountant II	Creditors	07/08/2015	0.40	\$78.00	Phone call from investor regarding update of winding up of the fund, requesting information about the mortgage that secured creditor held, requested unit balance, requested information about why AX unit value is lower than expected.
BRI	Mayne, Julia	Accountant II	Creditors	10/08/2015	0.80	\$156.00	Review and amend 5 x letters to investors. Access AX to review and print supporting information
BRI	Mayne, Julia	Accountant II	Creditors	10/08/2015	0.40	\$78.00	Prepare 2 x letters to investor confirming change of details. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	10/08/2015	0.40	\$78.00	Review investors in the AX database and advise. and attempt to resolve issues transferring units from deceased estate to beneficiaries
BRI	Mayne, Julia	Accountant II	Creditors	10/08/2015	0.80	\$156.00	Prepare letters to 4 x investors regarding unit balance. Log into AX, check balance and print accompanying documentation.
BRI	Mayne, Julia	Accountant II	Creditors	10/08/2015	0.30	\$58.50	Prepare letter to investors regarding transfer of units for deceased estate. Log into AX, check balance and print accompanying documentation. Check for previous documentation from lawyers
BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.20	\$39.00	Phone call from investor regarding unit balance and value. Review investor in the AX database and advise. Answer questions regarding report to investors

BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.20	\$39.00	Phone call from investor regarding unit balance and value. Review investor in the AX database and advise. Answer questions regarding report to investors
BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.10	\$19.50	Phone call from investor requesting information in relation to their unit value. Review investor in the AX database and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.10	\$19.50	Phone call from investor requesting clarification of the report to investors
BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.10	\$19.50	Prepare letter to investor regarding transfer of units. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	11/08/2015	0.10	\$19.50	Phone call from investor regarding transferring units from SMSF to individual names. Review investor in the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	0.30	\$58.50	Review 6 letters approved by David Whyte. Scan, save, email, post letters. Review and collate accompanying documentation.
BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	1.20	\$234.00	Prepare 6 x letters to investors and advisors regarding confirmation of change of details/ transfer of units/transfer of trustee
BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	0.20	\$39.00	Prepare 1 x letters to investors regarding change of details. Access AX database to ensure signature is on file.

BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	0.60	\$117.00	Prepare 3 x letters to investors regarding unit balance enquiries. Access AX to confirm unit balance and value
BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	0.60	\$117.00	Amend 4 x letters to investors regarding transfer of units for deceased estate, change of details, and contact details for investments with other LM funds. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	13/08/2015	0.20	\$39.00	Access AX investor management database and process 1 x investor transfer of units requests approved by David Whyte.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare 2 x letters to investors regarding unit balance and value. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare 2 x letters to investors regarding unit balance and value. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare letters to investors regarding change of details. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare letters to investors regarding change of details. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare letter to investor regarding unit value, price and distributions paid in 2015 financial year. Review investor in the AX database and advise.



BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.30	\$58.50	Phone call from advisor regarding status of transfer. Advise. Assist Samantha Brown with documentation required
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Phone call from investor requesting email versions of the report to creditors
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.80	\$156.00	Review 19 x letters to investors approved by David Whyte. Scan, save, email/post letters. Print and collate accompanying forms and statements from AX investor management database
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Prepare letter to investor regarding unit value, price and distributions paid in 2015 financial year. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Phone call from investor regarding unit balance. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Review correspondence from advisor regarding update for the supreme court action and prepare response
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Phone call to investor regarding requirements for change of details. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.40	\$78.00	Prepare 2 x letters to investors advising of the contact details for other LM funds. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Phone call from advisor regarding unit balance value. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Review correspondence from investor regarding winding up of the fund. Prepare letter to investor. Review investor in the AX database.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.70	\$136.50	Review of 21 x unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.10	\$19.50	Prepare letter to investor regarding change of details and attaching copy of the tenth report to investors. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Phone call from investor regarding unit balance and valuation. Review investor in the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	14/08/2015	0.20	\$39.00	Phone call from advisor regarding valuation of the fund. Advise. Answer questions regarding report to investors
BRI	Mayne, Julia	Accountant II	Creditors	17/08/2015	0.30	\$58.50	Review investor mail box and ensure correspondence is drafted for requests. Update investor correspondence register.
BRI	Mayne, Julia	Accountant II	Creditors	17/08/2015	0.40	\$78.00	Prepare 2 x letters to investors regarding transfer of units for deceased estate. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.30	\$58.50	Prepare a letter to an advisor in relation to a request for a unit holding balance for 2 x investors. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.50	\$97.50	Phone call from advisor requesting details of all investors under their dealer name. Review investor mail out to ascertain investors. Phone call to advisor to request authorisation to receive this information
BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.60	\$117.00	Phone call to former LM staff member to resolve issues with transferring units from deceased estate to new investor in the AX database
BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.40	\$78.00	Review 26 emails sent to the LM enquiries mail box. Ensure correspondence is drafted for each request. Update investor correspondence register

BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.20	\$39.00	Phone call from advisor requesting information about the winding up of the fund and the investors unit balance. Review AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.20	\$39.00	Prepare a letter to an investor requiring further information following request to update details.
BRI	Mayne, Julia	Accountant II	Creditors	18/08/2015	0.20	\$39.00	Review approved payment from David Whyte. Scan, save, email details to Nicola Kennedy for Receiver and managers approval
BRI	Mayne, Julia	Accountant II	Creditors	19/08/2015	0.20	\$39.00	Amend 2 x letters to investors regarding change of details and contact information for Funds not with LMFIF. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	19/08/2015	1.20	\$234.00	Prepare 6 x letters to advisors regarding requests for unit balance and value at 30 June 2015. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	19/08/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	20/08/2015	0.20	\$39.00	Prepare 2 x letters to investors regarding unit balance and value. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	20/08/2015	0.20	\$39.00	Prepare 2 x letters to investors regarding unit balance and value. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	21/08/2015	0.20	\$39.00	Review 2 x letters approved by David Whyte. Scan, save and email letters to investors.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.50	\$97.50	Review 7 x letters for investors approved by David Whyte. Scan, save, email/post letters to investors. Print forms and unit balance information for letters
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	1.00	\$195.00	Prepare letter to advisor regarding unit balances and value at 30 June 2015 for approx. 40 investors in the LMFIF. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.20	\$39.00	Prepare letter to investor regarding unit balances and value at 30 June 2015 for the LMFIF. Review investors in the AX database and advise.



BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.20	\$39.00	Prepare letter to investor regarding unit balances and value at 30 June 2015 for the LMFMIF. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.20	\$39.00	Amend file note regarding transfer of units
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.60	\$117.00	Prepare 2 x letters to investors regarding transfer of units for deceased estate. Review correspondence previously received. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.30	\$58.50	Review 5 x letters to investors. Print letters, AX balances and investor/advisor correspondence and collate letters

BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.20	\$39.00	Prepare letter to investor regarding process for change of details. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.50	\$97.50	Prepare letter to investor regarding the timing of future distributions. Review report to investors.
BRI	Mayne, Julia	Accountant II	Creditors	25/08/2015	0.30	\$58.50	Phone call to insurance company to cancel insurance policy
BRI	Mayne, Julia	Accountant II	Creditors	26/08/2015	0.30	\$58.50	Amend 3 x letters to investors regarding unit balances, transfer of units and contact details for the other LM Funds

BRI	Mayne, Julia	Accountant II	Creditors	27/08/2015	0.70	\$136.50	Review email from Murray Daniel regarding printing of transaction statements. Review correspondence from investor regarding obtaining transaction statement. Follow steps provided by external IT consultant to generate 2 x transaction statements.
BRI	Mayne, Julia	Accountant II	Creditors	27/08/2015	0.10	\$19.50	Print, review, and collate 2 x letters for David Whyte approval. Print accompanying documents from AX
BRI	Mayne, Julia	Accountant II	Creditors	27/08/2015	0.20	\$39.00	Prepare letter to investor regarding unit balance and value. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	28/08/2015	1.00	\$195.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly. Prepare 4 x letters to investors regarding unit balance, value and transfer of units for deceased estate. Review investors in the AX database and generate statements.

BRI	Mayne, Julia	Accountant II	Creditors	28/08/2015	1.40	\$273.00	Access AX to obtain account numbers for 13 x investors in the Fund. Review and follow instructions provided by IT consultants to print transaction statements for each investor
BRI	Mayne, Julia	Accountant II	Creditors	28/08/2015	1.20	\$234.00	Prepare letter to 5 x investors regarding the winding up of the Fund, timing of future distributions, and current unit value. Review investors in the AX database and advise. Review tenth report to investors.
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Prepare letter to advisor confirming the address in AX for investor. Review investors in the AX database and generate statement.
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.30	\$58.50	Prepare letter to advisor regarding unit balance and price. Access AX to obtain unit balance information

BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.30	\$58.50	Review email from advisor regarding change of email address. Access investor on AX and review contact details. Update accordingly
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.40	\$78.00	Prepare 2 x letters to investors regarding unit balance and value and seeking to update contact details. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.30	\$58.50	Review email from advisor regarding change of email address. Access investor on AX and review contact details. Update accordingly
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Review 2 x letters to investors. Print accompanying documentation from AX and collate

BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.30	\$58.50	Prepare letter to advisor seeking to update the address for 3 x investors. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Review correspondence from advisor regarding change of details request. Discussions with Samantha Brown to ascertain if request has been actioned
BRI	Mayne, Julia	Accountant II	Creditors	31/08/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	01/09/2015	0.30	\$58.50	Prepare letter to investors regarding transfer of units for deceased estate. Review email and mail correspondence previously sent from investor. Review correspondence saved to AX, Phone call to advisor regarding clarification of request

BRI	Mayne, Julia	Accountant II	Creditors	01/09/2015	0.80	\$156.00	Review 8 x letters for investors approved by David Whyte. Scan, save, email/post letters. Print accompanying forms and client statements from AX and collate
BRI	Mayne, Julia	Accountant II	Creditors	01/09/2015	0.90	\$175.50	Prepare 4 x letters to investors seeking information in relation to their unit balance, estimated times for distribution and updating postal address. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	03/09/2015	0.50	\$97.50	Prepare 2 x letters to investors regarding their unit balances and value. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	04/09/2015	0.20	\$39.00	Phone call from advisor regarding transferring deceased estate to children. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	04/09/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	04/09/2015	0.20	\$39.00	Phone call to investor regarding change of trustee .Review investors in the AX database and advise. Review LMFIF website to ascertain documents required
BRI	Mayne, Julia	Accountant II	Creditors	04/09/2015	0.60	\$117.00	Review and amend 3 x letters to investors regarding winding up of the Fund, unit value and future distributions. Access the AX database to review investors
BRI	Mayne, Julia	Accountant II	Creditors	04/09/2015	0.50	\$97.50	Review and prepare 2 x letters to investors regarding unit balance, unit price and contact details for investments not with LMFIF. Review AX and print statements



BRI	Mayne, Julia	Accountant II	Creditors	07/09/2015	0.50	\$97.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	07/09/2015	0.70	\$136.50	Review 7 x letters approved by David Whyte. Scan, save, file, email/post letters to investors. Review accompanying documents and attach AX statements/forms where required
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.80	\$156.00	Prepare 4 x letters to investors/advisors regarding unit balance and value. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.20	\$39.00	Phone call from advisor regarding transfer of units for SMSF. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.20	\$39.00	Phone call from advisor regarding transaction statement for 2014-2015 financial year. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.60	\$117.00	Review and amend 7 x letters to investors. Access AX to print unit balances for each investor
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.20	\$39.00	Review email correspondence from investor regarding updating email address. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.20	\$39.00	Review email correspondence from investor wishing to update email address/phone number/postal address. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	08/09/2015	0.20	\$39.00	Prepare 1 x letter to investor regarding transfer of units for deceased estate. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	09/09/2015	0.30	\$58.50	Review 5 x letters approved by David Whyte. Scan, save, email/post letters to investors/advisors.
BRI	Mayne, Julia	Accountant II	Creditors	09/09/2015	0.30	\$58.50	Amend 2 x letters to advisors requesting product disclosure statements

BRI	Mayne, Julia	Accountant II	Creditors	09/09/2015	0.20	\$39.00	Phone call from advisor requesting copy of product disclosure statements
BRI	Mayne, Julia	Accountant II	Creditors	10/09/2015	0.20	\$39.00	Review email correspondence from advisor requesting to transfer units. Review investor in the AX database and generate statement
BRI	Mayne, Julia	Accountant II	Creditors	10/09/2015	0.10	\$19.50	Review 2 x letters to advisors approved by David Whyte. Scan, save, email/post letters to investors. Review and print accompanying balances from AX and forms
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Phone call from investor seeking to update contact details. Review signature and address in AX and advise process to update details

BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Prepare letter to investor seeking to update contact details. Review investor in the AX database and advise process to update details.
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Prepare letter to advisor regarding unit balance and value Access AX to review current contact details and signature.
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.40	\$78.00	Review contingent liability notes on financial statement and prepare letter to advisor regarding proof of debt submitted for outstanding advisor commission
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Prepare letter to advisor regarding unit balance and value. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.40	\$78.00	Access AX to generate and print transaction statements for 3 x investors
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Access AX to generate and print transaction statements for 2 x investors
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.20	\$39.00	Phone call from investor seeking information to transfer units from deceased estate. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	11/09/2015	0.30	\$58.50	Prepare letter to investor regarding unit balance and value. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	14/09/2015	0.20	\$39.00	Review 3 x letters signed by David Whyte. Scan, save, email/post letters. Review accompanying documentation
BRI	Mayne, Julia	Accountant II	Creditors	14/09/2015	0.10	\$19.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	16/09/2015	0.20	\$39.00	Prepare letter to advisor regarding client's unit balance, value and transaction statement. Access AX to print unit balance and generate transaction statement
BRI	Mayne, Julia	Accountant II	Creditors	16/09/2015	0.20	\$39.00	Prepare letter to investor regarding unit balance and value. Review investors in the AX database and generate statement.

BRI	Mayne, Julia	Accountant II	Creditors	16/09/2015	0.20	\$39.00	Review and print 2 x transaction statements from AX investor management database
BRI	Mayne, Julia	Accountant II	Creditors	16/09/2015	0.20	\$39.00	Prepare letter to advisor regarding client's unit balance, value and transaction statement. Access AX to print unit balance and generate transaction statement
BRI	Mayne, Julia	Accountant II	Creditors	17/09/2015	0.20	\$39.00	Review 2 x letters approved by David Whyte. Scan, save, file and email/post letters to investors to investors/advisors
BRI	Mayne, Julia	Accountant II	Creditors	17/09/2015	0.50	\$97.50	Review 4 x investors in AX and follow steps provided by external IT consultants to generate transaction statements



BRI	Mayne, Julia	Accountant II	Creditors	17/09/2015	0.20	\$39.00	Prepare letter to investors regarding report to investors and timing of future distributions. Review investors in the AX database and generate transaction statement.
BRI	Mayne, Julia	Accountant II	Creditors	17/09/2015	0.20	\$39.00	Prepare letter to advisor confirming transfer of unit holdings and value. Review investor in the AX database to confirm details.
BRI	Mayne, Julia	Accountant II	Creditors	18/09/2015	0.20	\$39.00	Prepare letter to investor requesting information regarding transfer of units from SMSF into personal name. Prepare declaration. Review investors in the AX database to confirm details.
BRI	Mayne, Julia	Accountant II	Creditors	18/09/2015	0.30	\$58.50	Prepare letters to 2 x investors regarding transfer of units for deceased estate. Review files to ascertain documents previously sent. Review investors in the AX database to confirm details.

BRI	Mayne, Julia	Accountant II	Creditors	21/09/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Review email correspondence from advisor regarding transfer of units. Review correspondence previously sent. Discussions with Samantha Brown regarding same and correspondence to be prepared
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Prepare letter to advisor regarding their request for confirmation of change of details. Review investors in the AX database to confirm details.
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Prepare letter to advisor regarding their request to transfer units. Review investors in the AX database to confirm details.

BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Prepare letter to advisor regarding their request to update contact details. Review investors in the AX database to identify.
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.10	\$19.50	Review, print and collate 4 x letters for investors. Access AX to print unit balances
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Review letters approved by David Whyte. Scan, save, file and email 4 x letters to investors/advisors
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.10	\$19.50	Phone call from advisor regarding unit holdings and value. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Prepare letter to advisor regarding their request for PDS documents
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.10	\$19.50	Prepare letter to investor regarding their request to update contact details. Review investor in the AX database to verify details.
BRI	Mayne, Julia	Accountant II	Creditors	22/09/2015	0.20	\$39.00	Prepare letter to advisor regarding their request to update contact details for an investor. Review investor in the AX database to verify details.
BRI	Mayne, Julia	Accountant II	Creditors	23/09/2015	0.20	\$39.00	Phone call from investor regarding unit balance and value. Review investor in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	23/09/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	23/09/2015	0.20	\$39.00	Review letters approved by David Whyte. Scan, save, file and email 4 x letters to investors/advisors
BRI	Mayne, Julia	Accountant II	Creditors	24/09/2015	0.30	\$58.50	Review 4 x letters to investor approved by David Whyte. Scan, save, file and post/email letters. Print accompanying forms
BRI	Mayne, Julia	Accountant II	Creditors	25/09/2015	0.20	\$39.00	Prepare letter to advisor regarding investors unit balance and instructions to transfer units from a deceased estate. Review investors in the AX database and advise.

BRI	Mayne, Julia	Accountant II	Creditors	25/09/2015	0.20	\$39.00	Assist Nicola Kennedy to review investor correspondence saved in Composer
BRI	Mayne, Julia	Accountant II	Creditors	28/09/2015	0.20	\$39.00	Phone call from investor regarding process for change of details and bank account details we have on file. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	29/09/2015	0.20	\$39.00	Prepare letter to investor regarding process to update postal address. Review investor details in AX and update name
BRI	Mayne, Julia	Accountant II	Creditors	29/09/2015	0.40	\$78.00	Review various emails between advisor and LM staff regarding change of details/transfer of units for investor. Review correspondence saved in AX, ascertain actions completed by LM staff, phone advisor re additional requirements

BRI	Mayne, Julia	Accountant II	Creditors	30/09/2015	0.20	\$39.00	Phone call from advisor regarding PDS, timing of future distributions and unit balance for investor. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	30/09/2015	0.10	\$19.50	Phone call from advisor requesting unit balance and value. Review investors in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	30/09/2015	0.10	\$19.50	Phone call from investor regarding transfer of units for deceased estate. Review investor in the AX database and advise.
BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.50	\$97.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.

BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.30	\$58.50	Review email from investors daughter seeking to confirm unit balance and value. Review mailing list, and various investors in AX to determine correct investor, Email investors daughter to request further information
BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.20	\$39.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.30	\$58.50	Review email from investor regarding confirmation of transfer from SMSF. Review both accounts on AX and previous correspondence from investor. Email information to Samantha Brown to complete transfer
BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.20	\$39.00	Review Power of Attorney provided by relative of investor. Review investor correspondence saved in Composer to verify signature. Amend letter to investor regarding change of details



BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.50	\$97.50	Review email correspondence from investor regarding change of bank account. Review emails and files to locate previous correspondence and documents received regarding same. Review several investors on AX to determine correct investor and advise process
BRI	Mayne, Julia	Accountant II	Creditors	01/10/2015	0.20	\$39.00	Review and amend letter to advisor regarding outstanding commissions
BRI	Mayne, Julia	Accountant II	Creditors	02/10/2015	0.90	\$175.50	Amend 5 x letters to investors seeking to update their contact details and providing contact information for investors not with LFMIF
BRI	Mayne, Julia	Accountant II	Creditors	02/10/2015	0.50	\$97.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.

BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.20	\$39.00	Access AX database to review investor and print statement
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.30	\$58.50	Review correspondence from investor regarding confirmation of transfer of units. Review SMSF and new investment in AX. Review bank account provided and bank account in AX. Prepare letter to investor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update

BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.10	\$19.50	Review investor on AX and print unit balance
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.20	\$39.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BRI	Mayne, Julia	Accountant II	Creditors	06/10/2015	0.30	\$58.50	Review 3 x letters approved by David Whyte. Scan, save, email/post letters. Print accompanying documents

BRI	Mayne, Julia	Accountant II	Creditors	07/10/2015	0.20	\$39.00	Review 2 x approved letters from David Whyte. Scan, save, file and email/post letters to investors
BRI	Mayne, Julia	Accountant II	Creditors	07/10/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.10	\$19.50	Phone call from investor seeking information in relation to the winding up of the Fund
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Phone call from investor regarding obtaining a tax statement for end of financial year. Access AX database to review investor

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BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.30	\$58.50	Phone call from investor requesting information in relation to the LMFIF legal proceedings. Discussions with Murray Daniel regarding same and phone call to investor regarding same
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	1.20	\$234.00	Review 505 emails in LM Enquires mail box rcvd after sending PE notice. Separate undeliverable emails from emails from investors/advisors with enquiries. Update investor register
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Phone call from investor regarding Public Examination notice and requesting information in relation to the winding up of the Fund. Review investor in AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Phone call from advisor regarding Public Examination notice and requesting information in relation to the winding up of the Fund. Review investor in AX and advise

BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Phone call from investor regarding Public Examination notice and requesting information in relation to the winding up of the Fund. Review investor in AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Phone call from investor regarding Public Examination notice and requesting information in relation to the winding up of the Fund. Review investor in AX and advise
BRI	Mayne, Julia	Accountant II	Creditors	08/10/2015	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BRI	Mayne, Julia	Accountant II	Creditors	09/10/2015	0.70	\$136.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly. (25 emails)

BRI	Mayne, Julia	Accountant II	Creditors	09/10/2015	0.20	\$39.00	Amend letter to advisor regarding proof of debt supplied to our office in respect to outstanding fees
BRI	Mayne, Julia	Accountant II	Creditors	12/10/2015	0.90	\$175.50	Prepare 4 x letters to investors regarding unit balances and value, transfer of units for deceased estate and providing contact information for investors of other LM Funds
BRI	Mayne, Julia	Accountant II	Creditors	12/10/2015	0.20	\$39.00	Print, collate and review 5 x letters to investors. Print accompanying documentation
BRI	Mayne, Julia	Accountant II	Creditors	13/10/2015	0.60	\$117.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly. (23 emails)

BRI	Mayne, Julia	Accountant II	Creditors	13/10/2015	0.10	\$19.50	Phone call from investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BRI	Mayne, Julia	Accountant II	Creditors	14/10/2015	0.20	\$39.00	Discussions with Ashley Richardson regarding 2 x supplier cheques to be banked. Review bank account and print statement. Print appointment document
BRI	Mayne, Julia	Accountant II	Creditors	15/10/2015	0.30	\$58.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.
BRI	Mayne, Julia	Accountant II	Creditors	15/10/2015	0.20	\$39.00	Phone call from advisor requesting information to transfer units from SMSF to company. Email to John Somerville regarding same



BRI	Mayne, Julia	Accountant II	Creditors	15/10/2015	0.50	\$97.50	Review 7 x letters approved by David Whyte. Scan, save, email/post letters. Print accompanying documentation
BRI	Mayne, Julia	Accountant II	Creditors	15/10/2015	0.10	\$19.50	Phone call to advisor regarding transfer of units from SMSF to company
BRI	Mayne, Julia	Accountant II	Creditors	16/10/2015	0.20	\$39.00	Phone call from advisor in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	16/10/2015	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.

BRI	Mayne, Julia	Accountant II	Creditors	19/10/2015	0.20	\$39.00	Phone call from advisor regarding unit price and requesting information in relation to the winding up of the fund and distributions
BRI	Mayne, Julia	Accountant II	Creditors	20/10/2015	0.20	\$39.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	20/10/2015	0.40	\$78.00	Phone call to 2 x investors requesting an update to the winding up of the fund and seeking to update address. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	21/10/2015	0.20	\$39.00	Phone call to investor requesting statement for tax purposes. Prepare file note

BRI	Mayne, Julia	Accountant II	Creditors	21/10/2015	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BRI	Mayne, Julia	Accountant II	Creditors	21/10/2015	0.10	\$19.50	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BRI	Mayne, Julia	Accountant II	Creditors	22/10/2015	0.10	\$19.50	Phone call to advisor in response to their request for unit balance for investors. Advise timeframe for sending of information
BRI	Mayne, Julia	Accountant II	Creditors	22/10/2015	0.10	\$19.50	Phone call from advisor seeking to update postal addresses for clients invested in LFMIF. Advise requirements

BRI	Mayne, Julia	Accountant II	Creditors	23/10/2015	0.20	\$39.00	Phone call from advisor regarding unit balance and price for investor. Advise how to locate statement confirming 15 cent valuation from website
BRI	Mayne, Julia	Accountant II	Creditors	23/10/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	27/10/2015	0.20	\$39.00	Phone call from advisor requesting information regarding the winding up of the Fund and timing of future distributions
BRI	Mayne, Julia	Accountant II	Creditors	27/10/2015	0.10	\$19.50	Phone call to advisor regarding process for updating advisor details for an investor

BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.10	\$19.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.80	\$156.00	Prepare 4 x letters to investors seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	1.30	\$253.50	Prepare 7 x letters to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balances and transaction statements.
BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.10	\$19.50	Review email correspondence received by advisor regarding the current unit price and prepare response

BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.10	\$19.50	Amend letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.20	\$39.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	28/10/2015	0.20	\$39.00	2 x phone call from advisor in response to their request to change the trustee for a SMSF. Access AX database to review current investor details and advise.
BRI	Mayne, Julia	Accountant II	Creditors	29/10/2015	0.50	\$97.50	Prepare letter to 2 x executors of estates in response to their requests to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise.

BRI	Mayne, Julia	Accountant II	Creditors	29/10/2015	0.20	\$39.00	Prepare letter to advisor requesting confirmation of transfer of units. Review both investors in AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Phone call to beneficiary of deceased estate regarding transfer of units and providing update on the winding up of the Fund. Prepare file note
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.10	\$19.50	Review LM database to ascertain if there is an authority for advisor to act on behalf of investor
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Phone call to beneficiary of deceased estate regarding transfer of units and providing update on the winding up of the Fund. Prepare file note

BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.10	\$19.50	Review email correspondence from investor and review database to ascertain which Fund they invested in
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Phone call to advisor regarding update on the winding up of the Fund. Access AX and review investor, advise
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.10	\$19.50	Amend letter to supplier regarding payment of invoice.
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.70	\$136.50	Review 12 x letters to investors approved by David Whyte. Scan, save, file email/post letters to investors



BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.70	\$136.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly(51 new emails following sending of PE notice)
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Review email correspondence from investor seeking to update postal address. Access AX database to review investor and ensure LMFIF. Print signatures saved to file
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.10	\$19.50	Phone call from advisor regarding unit balance for investor. Review investor on the AX database and advise
BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Samantha Brown to be updated in the AX database. Review and update investor correspondence register accordingly.

BRI	Mayne, Julia	Accountant II	Creditors	30/10/2015	0.20	\$39.00	Phone call from investor seeking to update postal address with the Fund. Advise
BRI	Richardson, Ashley	Team Assistant	Creditors	30/07/2015	0.70	\$108.50	Updating 10th report to investors with changes from David Whyte/Murray Daniel.
BRI	Jackson, Nicole	Team Assistant	Creditors	15/07/2015	0.50	\$77.50	Updating service affidavits in relation to the receiver's application to court for remuneration approval
BRI	Jackson, Nicole	Team Assistant	Creditors	04/08/2015	1.00	\$155.00	Formatting address details spreadsheet in order to send notice to investors

BRI	Jackson, Nicole	Team Assistant	Creditors	07/10/2015	1.00	\$155.00	Formatting mailing labels to issue a notice to investors
BRI	Watt, Ainsley	Accountant I	Creditors	03/06/2015	0.30	\$58.50	Collect mail out to investors from Worldwide Printing in relation to the receiver's application to Court for remuneration approval
BRI	Whyte, David	Partner	Administration	12/05/2015	3.00	\$1,680.00	reviewed annexure in relation to affidavit supporting court application for remuneration approval/consider timesheet narrations/write-off as required
BRI	Whyte, David	Partner	Administration	13/05/2015	1.30	\$728.00	reviewed annexure in relation to affidavit supporting court application for remuneration approval/consider timesheet narrations/write-off as required

BRI	Whyte, David	Partner	Administration	14/05/2015	2.50	\$1,400.00	reviewed annexure in relation to affidavit supporting court application for remuneration approval/consider timesheet narrations/write-off as required
BRI	Whyte, David	Partner	Administration	14/05/2015	0.50	\$280.00	reviewed annexure in relation to affidavit supporting court application for remuneration approval/consider timesheet narrations/write-off as required
BRI	Whyte, David	Partner	Administration	18/05/2015	0.20	\$112.00	reviewed correspondence from our solicitors/draft response in relation to further information required to include in affidavit supporting court application for remuneration approval
BRI	Whyte, David	Partner	Administration	19/05/2015	4.10	\$2,296.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate

BRI	Whyte, David	Partner	Administration	19/05/2015	1.50	\$840.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate
BRI	Whyte, David	Partner	Administration	19/05/2015	2.10	\$1,176.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate
BRI	Whyte, David	Partner	Administration	20/05/2015	4.50	\$2,520.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate
BRI	Whyte, David	Partner	Administration	20/05/2015	4.00	\$2,240.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate

BRI	Whyte, David	Partner	Administration	21/05/2015	1.90	\$1,064.00	reviewed annexures to affidavit supporting court application for remuneration approval to 30 April 2015/write-off time as deemed appropriate
BRI	Whyte, David	Partner	Administration	25/05/2015	1.50	\$840.00	reviewed draft affidavit in relation to court application for remuneration approval for seven months ended 30 April 2015
BRI	Whyte, David	Partner	Administration	26/05/2015	0.30	\$168.00	finalise affidavit in relation to court application for remuneration approval for the seven months ended 30 April 2015
BRI	Whyte, David	Partner	Administration	26/05/2015	0.60	\$336.00	reviewed final draft of affidavit in relation to court application for remuneration approval

BRI	Whyte, David	Partner	Administration	26/05/2015	0.90	\$504.00	reviewed draft brief to counsel in relation to public examination of directors and auditors
BRI	Whyte, David	Partner	Administration	28/05/2015	0.10	\$56.00	telecon with our solicitors regarding swearing of affidavits to support court application for remuneration approval
BRI	Whyte, David	Partner	Administration	28/05/2015	3.60	\$2,016.00	meeting with our solicitors to review and finalise affidavit and court application for remuneration approval
BRI	Whyte, David	Partner	Administration	01/06/2015	0.10	\$56.00	reviewed correspondence from our solicitors regarding costs estimate in respect of court application for remuneration approval and timetable leading up to hearing of same

BRI	Whyte, David	Partner	Administration	01/06/2015	0.10	\$56.00	reviewed application for substituted service and application for remuneration approval in respect of court hearings on 1 and 23 June 2015
BRI	Whyte, David	Partner	Administration	01/06/2015	0.10	\$56.00	telecon with our solicitors regarding court hearing for application for substituted service in respect of remuneration application/clarification required in relation to affidavit
BRI	Whyte, David	Partner	Administration	01/06/2015	0.20	\$112.00	telecon with our solicitors regarding adjourned hearing in respect of application for substituted service of remuneration application/queries raised by the judge/instructions to counsel in respect of same
BRI	Whyte, David	Partner	Administration	01/06/2015	0.20	\$112.00	telecon with our solicitors regarding court hearing today and order made in relation to substituted service for application for remuneration approval



BRI	Whyte, David	Partner	Administration	02/06/2015	0.20	\$112.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/reviewed court order/reviewed process to be followed regarding service/forward to Murray Daniel to action
BRI	Whyte, David	Partner	Administration	03/06/2015	0.10	\$56.00	reviewed correspondence from our solicitors and including amended draft court order in respect of application for remuneration approval
BRI	Whyte, David	Partner	Administration	17/06/2015	0.10	\$56.00	reviewed/amended draft email to our solicitors regarding service of remuneration application on members of the fund
BRI	Whyte, David	Partner	Administration	23/06/2015	6.10	\$3,416.00	meeting at our solicitors office to finalise affidavits followed by attendance at court for hearing of remuneration application/attendance at counsel's office during adjournment of hearing followed by hearing to determine matter

BRI	Whyte, David	Partner	Administration	23/06/2015	0.20	\$112.00	reviewed draft affidavit to be sworn by Murray Daniel in relation to service of court application for remuneration approval
BRI	Whyte, David	Partner	Administration	24/06/2015	0.10	\$56.00	reviewed court order in relation to remuneration application/forward to McGrathNicol to process payment of fees
BRI	Whyte, David	Partner	Administration	25/06/2015	0.10	\$56.00	reviewed correspondence from our solicitors regarding service on members of remuneration application and issues identified with the member database to be resolved for the next application
BRI	Whyte, David	Partner	Administration	06/07/2015	0.10	\$56.00	reviewed draft email to IT consultant regarding updates to website

BRI	Whyte, David	Partner	Administration	25/08/2015	0.10	\$56.00	reviewed ASIC form 524 receipts and payments
BRI	Whyte, David	Partner	Administration	28/10/2015	0.10	\$56.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/next application to be prepared
BRI	Leeuwendal, Eric	Director	Administration	04/05/2015	2.10	\$1,039.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Leeuwendal, Eric	Director	Administration	07/05/2015	0.90	\$445.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015

BRI	Leeuwendal, Eric	Director	Administration	08/05/2015	0.30	\$148.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Leeuwendal, Eric	Director	Administration	08/05/2015	0.30	\$148.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Leeuwendal, Eric	Director	Administration	11/05/2015	0.60	\$297.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Leeuwendal, Eric	Director	Administration	22/05/2015	0.10	\$49.50	review legal bills for reasonableness

BRI	Leeuwendal, Eric	Director	Administration	01/07/2015	0.20	\$99.00	review email from David Whyte regarding preparation of website update in relation to Court Order on the MPF claim, emails and discussion with Murray Daniel regarding same
BRI	Leeuwendal, Eric	Director	Administration	01/07/2015	0.10	\$49.50	prepare response to David Whyte regarding website update for Court Order on the MPF claim,
BRI	Leeuwendal, Eric	Director	Administration	01/07/2015	0.10	\$49.50	review email from David Whyte regarding website update for Court Order on the MPF claim, emails and discussion with our lawyers regarding posting Bellpac/MPF claim court orders on LM website, also discussion regarding FTI/s copy of LM imaged server
BRI	Leeuwendal, Eric	Director	Administration	13/07/2015	0.50	\$247.50	reviewing legal bills from our solicitors as to reasonableness noting legal bill for public examination 19 pages (actual time taken 7 units)

BRI	Leeuwendal, Eric	Director	Administration	30/07/2015	0.90	\$445.50	review email from McGrath Nicol, prepare email response providing background to litigation and legal accounts
BRI	Leeuwendal, Eric	Director	Administration	03/08/2015	0.70	\$346.50	review matters this week and check Friday's emails and documents, prepare summary schedule of events and requirements this week and in preparation for planning meeting
BRI	Leeuwendal, Eric	Director	Administration	03/08/2015	0.50	\$247.50	review progress with preparation of brief for MPF claim against FMIF, discussions with Murray Daniel and prepare annexures for brief
BRI	Leeuwendal, Eric	Director	Administration	31/08/2015	0.20	\$99.00	Review Bellpac Liquidators 2 bills for reasonableness, prepare email to Bellpac liquidator querying entries on one bill

BRI	Leeuwendal, Eric	Director	Administration	19/10/2015	0.10	\$49.50	review emails from Nicola Kennedy and Deutsche Bank querying payment to consultant, prepare email response
BRI	Leeuwendal, Eric	Director	Administration	19/10/2015	0.10	\$49.50	prepare email to our solicitors regarding the conduct expense payment for an examinee for the public examination
BRI	Leeuwendal, Eric	Director	Administration	30/10/2015	0.50	\$247.50	reviewing guarantor matters and documents, consider and discuss and email staff regarding system to record and file documents for legal actions, prepare template document
BRI	Somerville, John	Senior Manager	Administration	04/05/2015	0.20	\$88.00	Discussion with Dermot O'Brien regarding information to support application to court for approval of the receiver's remuneration for the period 1 October 2014 to 30 April 2015

BRI	Somerville, John	Senior Manager	Administration	05/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	05/05/2015	0.40	\$176.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015. Email to our solicitors regarding same
BRI	Somerville, John	Senior Manager	Administration	05/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	05/05/2015	0.50	\$220.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.



BRI	Somerville, John	Senior Manager	Administration	06/05/2015	1.20	\$528.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	06/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	06/05/2015	0.70	\$308.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	06/05/2015	0.70	\$308.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	06/05/2015	1.10	\$484.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	07/05/2015	0.50	\$220.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	07/05/2015	1.30	\$572.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	07/05/2015	0.60	\$264.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	07/05/2015	1.60	\$704.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	08/05/2015	1.60	\$704.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	08/05/2015	1.10	\$484.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	08/05/2015	0.40	\$176.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	08/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	11/05/2015	0.70	\$308.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	11/05/2015	1.40	\$616.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	11/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	12/05/2015	0.10	\$44.00	Review of incoming mail and instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.60	\$264.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.40	\$176.00	Draft email to our solicitors regarding further information required to prepare the receiver's affidavit to support the application to court for remuneration approval
BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.20	\$88.00	Review of email from our solicitors regarding further information required to prepare the receiver's application to court for remuneration approval for the period 1 October 2014 to 30 April 2015. Instructions to Nicola Kennedy re same
BRI	Somerville, John	Senior Manager	Administration	20/05/2015	0.40	\$176.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.60	\$264.00	Review and amendments to David Whyte's draft affidavit to support the application to the Court for approval of the receiver's remuneration for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.20	\$88.00	Instructions to Nicola Kennedy and Dermot O'Brien regarding tables required to be inserted in to David Whyte's draft affidavit to support the application to Court for approval of the receiver's remuneration for the period 1 October 2014 to 30 April 2015

BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.80	\$352.00	review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.50	\$220.00	review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.10	\$44.00	Instructions from David Whyte regarding finalising annexures required to support the affidavit in relation to the application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.30	\$132.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	22/05/2015	1.60	\$704.00	Review and amendments to David Whyte's draft affidavit to support the application to court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	22/05/2015	0.90	\$396.00	Review and amendments to David Whyte's draft affidavit to support the application to court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	22/05/2015	0.10	\$44.00	Instructions to Dermot O'Brien regarding formatting of information to support the application to Court to support the approval of the receiver's remuneration for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	25/05/2015	1.60	\$704.00	Review and amendments to David Whyte's draft affidavit to support the application to court for remuneration approval for the period 1 October 2014 to 30 April 2015



BRI	Somerville, John	Senior Manager	Administration	25/05/2015	0.10	\$44.00	Review of incoming mail and instructions to Dermot O'Brien regarding same
BRI	Somerville, John	Senior Manager	Administration	25/05/2015	0.40	\$176.00	Review and reconcile annexures to David Whyte's affidavit to support the application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015. Discussion with Dermot O'Brien regarding same
BRI	Somerville, John	Senior Manager	Administration	26/05/2015	0.20	\$88.00	Instructions to Sam Brown regarding attending to investor enquiries and correspondence
BRI	Somerville, John	Senior Manager	Administration	26/05/2015	0.20	\$88.00	Meeting with David Whyte regarding finalisation of affidavit to support application to court for remuneration approval for the period 1 October 2014 to 30 April 2015

BRI	Somerville, John	Senior Manager	Administration	26/05/2015	0.70	\$308.00	Review and amendments to David Whyte's affidavit to support the application to court for remuneration approval
BRI	Somerville, John	Senior Manager	Administration	26/05/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	26/05/2015	0.70	\$308.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	27/05/2015	0.30	\$132.00	Review and amendments to the investor frequently asked questions page and instructions to Julia Mayne and Sam Brown regarding same

BRI	Somerville, John	Senior Manager	Administration	27/05/2015	0.20	\$88.00	Review of email from our solicitors regarding amendments to the annexures to support the application to Court for remuneration approval and instructions to Dermot O'Brien regarding same
BRI	Somerville, John	Senior Manager	Administration	27/05/2015	0.60	\$264.00	Review and amendments to the affidavit to support the application to court for remuneration approval and email to our solicitors regarding same
BRI	Somerville, John	Senior Manager	Administration	27/05/2015	0.40	\$176.00	Instructions to Dermot O'Brien and review of amendments to the annexures to David Whyte's affidavit to support the application to court for remuneration approval
BRI	Somerville, John	Senior Manager	Administration	27/05/2015	0.50	\$220.00	Review of annexures to support the application to court for remuneration approval for the period 1 October 2014 to 30 April 2015 and email to our solicitor regarding same

BRI	Somerville, John	Senior Manager	Administration	28/05/2015	0.30	\$132.00	Discussion with Dermot O'Brien and review of investor management database issues
BRI	Somerville, John	Senior Manager	Administration	28/05/2015	0.10	\$44.00	Call from our solicitors regarding receiver's application to Court for remuneration approval and service requirements
BRI	Somerville, John	Senior Manager	Administration	28/05/2015	0.10	\$44.00	Call to our solicitors regarding service of the application to court for approval of the receiver's remuneration
BRI	Somerville, John	Senior Manager	Administration	28/05/2015	0.10	\$44.00	Email to our solicitors regarding further information required in relation to service of the application to court for approval of the receiver's remuneration

BRI	Somerville, John	Senior Manager	Administration	29/05/2015	0.20	\$88.00	Instructions to Murray Daniel regarding service of the receiver's third application to court for approval of his remuneration. Review of application material
BRI	Somerville, John	Senior Manager	Administration	01/06/2015	0.10	\$44.00	Discussion with Murray Daniel regarding service of the application for approval of the receiver's remuneration for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	01/06/2015	0.10	\$44.00	Review and amendments to notice to investors regarding receiver's application to court for approval of remuneration for the period 1 October 2014 to 30 April 2015
BRI	Somerville, John	Senior Manager	Administration	02/06/2015	0.20	\$88.00	Discussion with Murray Daniel regarding service of the receiver's application to court for approval of remuneration for the period 1 October 2014 to 30 April 2015

BRI	Somerville, John	Senior Manager	Administration	03/06/2015	0.40	\$176.00	Review of service requirements in relation to the application to court for remuneration approval and discussion with Murray Daniel regarding same
BRI	Somerville, John	Senior Manager	Administration	04/06/2015	0.40	\$176.00	Review of correspondence from our solicitors regarding FTI's residual powers application and queries in relation to same. Consider queries and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Administration	10/06/2015	0.20	\$88.00	Discussion with Murray Daniel regarding generating investor statements from the AX database
BRI	Somerville, John	Senior Manager	Administration	12/06/2015	0.10	\$44.00	Review of updates to website and email to Murray Daniel re same

BRI	Somerville, John	Senior Manager	Administration	12/06/2015	0.10	\$44.00	Review and approval of cheque requisitions
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.30	\$132.00	Review and update www.lmfimf.com website content
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Call to our IT consultant regarding the www.lmfimf.com website
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.20	\$88.00	Emails to our IT consultant regarding updating of the www.lmfimf.com website

BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Email to our IT consultant regarding updating the www.lmfmif.com website
BRI	Somerville, John	Senior Manager	Administration	17/06/2015	0.20	\$88.00	Discussion with Murray Daniel regarding LM investor management database issues
BRI	Somerville, John	Senior Manager	Administration	17/06/2015	0.30	\$132.00	Review of further material to be provided to our solicitors in preparation for the hearing of the residual powers application by FTI. Discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Administration	18/06/2015	0.40	\$176.00	Review of email from our solicitors and discussion with Murray Daniel regarding service issues in relation to the receivers application to court for remuneration approval