

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**

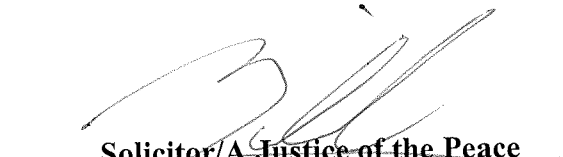
CERTIFICATE OF EXHIBIT

VOLUME 3 OF 4

Exhibit "DW-57" (pages 451 – 700) the Affidavit of **DAVID WHYTE** sworn the 17th day of November 2016



Deponent



Solicitor/A Justice of the Peace

CERTIFICATE OF EXHIBIT:
Form 47, R.435

TUCKER & COWEN
Solicitors
Level 15
15 Adelaide Street
Brisbane, Qld, 4000
Tele: (07) 300 300 00
Fax: (07) 300 300 33

Filed on behalf of the Applicant, David Whyte

BR	Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00	Review of correspondence from investors 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.
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BR	Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.80	\$152.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	30/05/2016	0.20	\$38.00	Review of signatures for change of details requests received from advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
	Aubrey Meek	Senior Accountant II	Creditors	30/05/2016	0.20	\$38.00	Review of signatures for change of details requests received from investor and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
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	Aubrey Meek	Senior Accountant II	Creditors	03/06/2016	0.10	\$19.00	Received telephone query regarding the process to follow with investor updates. Informed advisor as to the required process and forms.
BR							
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BR	Aubrey Meek	Senior Accountant II	Creditors	03/06/2016	0.10	\$19.00	Received telephone call from investor regarding change of details request. Informed investor as to the process and availability of the necessary forms on the Fund's website.
BR	Aubrey Meek	Senior Accountant II	Creditors	03/06/2016	0.20	\$38.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	03/06/2016	0.20	\$38.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
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BR	Aubrey Meek	Senior Accountant II	Creditors	06/06/2016	0.20	\$38.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	07/06/2016	0.60	\$114.00	Update investor mail address list
BR	Aubrey Meek	Senior Accountant II	Creditors	09/06/2016	0.20	\$38.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/06/2016	0.20	\$38.00	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.
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	Aubrey Meek	Senior Accountant II	Creditors	10/06/2016	0.20	\$38.00	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.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
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BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2016	1.00	\$225.00	Perusing all returned mail sent back after notice of application to court for remuneration was sent out on 10 June 2016. Compile list of email sent back undelivered.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Prepare a letter to an investor/advisor seeking further information to transfer units to the beneficiary of a deceased estate.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Prepare a letter to an investor/advisor seeking further information to transfer units to the beneficiary of a deceased estate.
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BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Review of correspondence from investors/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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Review of correspondence from investors/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
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BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.10	\$22.50	Call from an investor seeking to update their details.
BR							

	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Review of correspondence from investors/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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Review of correspondence from investors/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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/06/2016	0.20	\$45.00	Review of correspondence from investors/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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.10	\$22.50	Call from an investor in relation to a request for a unit holdings balance. Review investor on the AX database and advise. Prepare file note
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BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/06/2016	0.20	\$45.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.80	\$180.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.10	\$22.50	Call from an investor in relation to a request for a unit holdings balance. Review investor on the AX database and advise. Prepare file note
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.

	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/06/2016	0.20	\$45.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.10	\$22.50	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.20	\$45.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
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BR	Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00	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.
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BR	Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	2.50	\$562.50	Compiling list of returned mail after Remuneration Application Notice was sent out to investors for follow up and re-sending of notice to correct/updated address.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	23/06/2016	0.20	\$45.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	23/06/2016	0.20	\$45.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	23/06/2016	0.20	\$45.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.80	\$180.00	Prepare list of new investors created as a result of transfers from deceased estates since 24 November 2015, date being that of the last remuneration application.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.40	\$90.00	Prepare list of new investors created as a result of transfers from deceased estates since 24 November 2015, date being that of the last remuneration application.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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

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BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	28/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	28/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	28/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	30/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	30/06/2016	0.20	\$45.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	30/06/2016	0.20	\$45.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	30/06/2016	0.20	\$45.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.80	\$232.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.70	\$203.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.20	\$58.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.60	\$174.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.90	\$261.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.90	\$261.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.

BR	Aubrey Meek	Senior Accountant II	Creditors	01/07/2016	0.20	\$58.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	04/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	04/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	04/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/07/2016	0.20	\$58.00	Prepare letter to 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.

BR	Aubrey Meek	Senior Accountant II	Creditors	06/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.

	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/07/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.

BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.70	\$203.00	Review of correspondence from investors regarding transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/07/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	11/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Review of correspondence from investors 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
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00	Prepare letter to 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.

BR	Aubrey Meek	Senior Accountant II	Creditors	13/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	13/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	13/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/07/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/07/2016	0.20	\$58.00	Prepare letter to 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.

	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/07/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.

	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	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.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
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	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.

BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	Help junior staff with AX login problems and printing of transaction statements.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.10	\$29.00	Advise Ryan Whyte re process for a change of trustee for an investor account.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.10	\$29.00	Provide guidance and help to Ryan Whyte re advisor query

BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/07/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00	Prepare a letter to investor in response a request for current unit balance for a holdings in the fund.

BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.10	\$29.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	28/07/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	29/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/07/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.10	\$29.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	01/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	02/08/2016	0.10	\$29.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/08/2016	0.60	\$174.00	Review of unread emails sent to the LM enquiries mailbox after Receiver's Report was sent to investors/advisors. Print email for letter response. Review and update investor correspondence register accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.10	\$29.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.10	\$29.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	03/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or action to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.10	\$29.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	04/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or action to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or action to be updated in the AX database.

BR	Aubrey Meek	Senior Accountant II	Creditors	05/08/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	05/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy

BR	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or action to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or action to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy

BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Review of correspondence from 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's Policy
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of detail requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of detail requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of detail requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	09/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.10	\$29.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
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BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.

BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.10	\$29.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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

	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							
	Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00	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
BR							

	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.

BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00	Review of correspondence from 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.10	\$29.00	Review of signatures for change of detail requests received from advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.10	\$29.00	Review of signatures for change of detail requests received from advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.10	\$29.00	Review of signatures for change of detail requests received from advisors and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal names. Access AX database to review current investor details and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00	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.

	Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response and to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response and to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.10	\$29.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response and to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Prepare a letter to an advisor seeking further information to transfer units to the beneficiary of a deceased estate.
BR							

	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	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
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.

BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Review of signatures for change of details and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.30	\$87.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR							

	Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	26/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/08/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/08/2016	0.20	\$58.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	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.
	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Review of signatures for change of details requests received from investor and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Review of signatures for change of details requests received from investor and compare to signatures held in the AX investor management database. Print and attach to internal control forms for David Whyte's review.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Prepare letter to 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.
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BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/08/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/08/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/09/2016	0.20	\$58.00	Review of signatures for 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/09/2016	0.20	\$58.00	Review of signatures for 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.

BR	Aubrey Meek	Senior Accountant II	Creditors	01/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	01/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	Review of correspondence from 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's Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	Review of correspondence from 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's Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	Review of correspondence from 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's Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	Review of correspondence from 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's Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	02/09/2016	0.20	\$58.00	Review of correspondence from 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's Policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.

	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	05/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	06/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	07/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
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	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	08/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	09/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.

	Aubrey Meek	Senior Accountant II	Creditors	13/09/2016	0.10	\$29.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	Prepare letter to 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.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.

	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.10	\$29.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.30	\$87.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.50	\$145.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/09/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/09/2016	0.30	\$87.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/09/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/09/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	26/09/2016	0.10	\$29.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.30	\$87.00	Call from an investor seeking an update on the winding up of the fund. Forward latest report of Receiver to investor via email.
BR	Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.20	\$58.00	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.
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	Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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	Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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	Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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	Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.50	\$145.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
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BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	Review of correspondence from 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's policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.10	\$29.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	Review of correspondence from 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's policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.10	\$29.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	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.

BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/10/2016	0.20	\$58.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Access AX investor management database and process investor transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.10	\$29.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.

	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/10/2016	0.20	\$58.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.

	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	7/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	7/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
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	Aubrey Meek	Senior Accountant II	Creditors	7/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							
	Aubrey Meek	Senior Accountant II	Creditors	7/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	7/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.50	\$145.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.

BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.10	\$29.00	Call from an investor seeking to update their details.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00	Review of correspondence from investors 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/10/2016	0.10	\$29.00	Call from an investor seeking to update their details.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/10/2016	0.10	\$29.00	Call from an investor seeking to update their details.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/10/2016	0.40	\$116.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.

BR	Aubrey Meek	Senior Accountant II	Creditors	17/10/2016	0.20	\$58.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Access AX investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/10/2016	0.20	\$58.00	Call from an advisor in relation to a transfer of units from a superannuation fund to a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR							

BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00	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.
BR	Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.30	\$87.00	Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	25/10/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	Prepare letter to 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.
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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

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	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.40	\$116.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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

BR	Aubrey Meek	Senior Accountant II	Creditors	31/10/2016	0.20	\$58.00	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
BR	Nicola Kennedy	Senior Accountant II	Creditors	05/05/2016	0.60	\$168.00	meeting with Eric Leeuwendal in relation to counter claim for MPF claim and investigations to undertake in AX database with respect to categorising transactions and generating investor statements for feeder funds
BR	Nicola Kennedy	Senior Accountant II	Creditors	05/05/2016	0.10	\$28.00	review 2 x emails from Eric Leeuwendal in relation to MPF investigations to undertake for counter-claim
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/05/2016	0.70	\$196.00	reconcile excel spread sheet prepared by former LM staff to general ledger from AX database in relation to assigned loans (MPF counterclaim)
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/05/2016	1.10	\$308.00	obtain account ID for feeder fund, review AX database transactions for same, generate statement, review voucher narrations for same, email Eric Leeuwendal findings in relation to MPF counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/05/2016	0.40	\$112.00	review and consider work paper attached to feeder fund transactions, email Eric Leeuwendal in relation to drilling down into redemptions for MPF counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/05/2016	0.20	\$56.00	review and consider correspondence from solicitors in relation to statute of limitations in relation to MPF investigations, discussion with Eric Leeuwendal for same
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	09/05/2016	1.20	\$336.00	categorise payments to feeder funds by MPF for January to May 2011 transactions
BR	Nicola Kennedy	Senior Accountant II	Creditors	09/05/2016	1.30	\$364.00	categorise payments made by MPF on FMIF's behalf into management fees and other expenses for January to May 2011 transactions, email Eric Leeuwendal totals for same
BR	Nicola Kennedy	Senior Accountant II	Creditors	09/05/2016	0.30	\$84.00	meeting with Eric Leeuwendal to discuss categorisation of payments spread sheet, adjust totals to remove ledger code
BR	Nicola Kennedy	Senior Accountant II	Creditors	10/05/2016	0.20	\$56.00	discussion with Eric Leeuwendal in relation to reconciliation to be conducted of audit workpapers relating to MPF claim, and spread sheet categorising transactions
BR	Nicola Kennedy	Senior Accountant II	Creditors	10/05/2016	0.80	\$224.00	review audit workpapers relating to MPF counter claim, and reconcile transactions to feeder funds for January to May 2011 with spread sheet prepared by BDO categorising transactions of same nature
BR	Nicola Kennedy	Senior Accountant II	Creditors	10/05/2016	0.80	\$224.00	review audit workpapers relating to MPF counter claim, and reconcile transactions to feeder funds for January to May 2011 with spread sheet prepared by BDO categorising transactions of same nature, email Eric Leeuwendal
BR	Nicola Kennedy	Senior Accountant II	Creditors	10/05/2016	0.50	\$140.00	meeting with Eric Leeuwendal to review reconciliation issues of the MPF receivable repayment spreadsheet with the former auditors work paper for the counter claim against MPF

BR	Nicola Kennedy	Senior Accountant II	Creditors	10/05/2016	0.20	\$56.00	Meeting with Eric Leeuwendal to consider the dimensions of the MPF receivable ledger to be used as basis for categorising repayments
BR	Nicola Kennedy	Senior Accountant II	Creditors	11/05/2016	0.40	\$112.00	generate trial balance after discussion with Eric Leeuwendal, discuss work to complete in relation to reconciliation of payments from MPF
BR	Nicola Kennedy	Senior Accountant II	Creditors	12/05/2016	0.30	\$84.00	discussion with Eric Leeuwendal in relation to generating loan transaction reports, review database for same, discuss ledger to be replicated in excel for MPF claim
BR	Nicola Kennedy	Senior Accountant II	Creditors	12/05/2016	1.00	\$280.00	review ledger from AX database and reconcile all transactions from September 2010 to May 2011 in spread sheet detailing MPF payments, sub total by month
BR	Nicola Kennedy	Senior Accountant II	Creditors	12/05/2016	0.30	\$84.00	obtain additional ledger code for review from Eric Leeuwendal, review transactions in excel spread sheet to identify payments which make up the balance transferred to MPF receivable ledger code
BR	Nicola Kennedy	Senior Accountant II	Creditors	12/05/2016	1.70	\$476.00	reconcile ledger in relation to MPF receivable to verify transactions that make up lump sum transferred to loan repayment ledger code, review transactions, generate various reports in database for same, convert to excel document, review running balance
BR	Nicola Kennedy	Senior Accountant II	Creditors	12/05/2016	0.70	\$196.00	review of repayments to loan receivable ledger code, discuss same with Eric Leeuwendal, include interest payments at the bottom of spread sheet, confirm various line items with reversals are correct, email Eric Leeuwendal spread sheet with detail
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	13/05/2016	0.30	\$84.00	emails and discussion with Eric Leeuwendal in relation to categorising additional ledger code by payments from MPF for feeder funds and FMIF, obtain ledger and email Dermot O'Brien to export same
BR	Nicola Kennedy	Senior Accountant II	Creditors	13/05/2016	0.90	\$252.00	reconcile ledger account to match spread sheet detailing MPF receivable repayments, add additional transactions, conduct checks by month, email Eric Leeuwendal for same
BR	Nicola Kennedy	Senior Accountant II	Creditors	13/05/2016	0.10	\$28.00	search and obtain investor ID for Libby LI to respond to investor enquiry
BR	Nicola Kennedy	Senior Accountant II	Creditors	13/05/2016	2.20	\$616.00	log into AX database and generate ledger code, click through more than 200 transactions to review nature of same, categorise each transaction into Feeder Fund of FMIF payment, email spread sheet to Eric Leeuwendal
BR	Nicola Kennedy	Senior Accountant II	Creditors	13/05/2016	0.40	\$112.00	generate various types of reports in AX database to easily obtain nature of transactions for ledger code, in order to categorise MPF loan repayments into Feeder Fund payments and FMIF payments, discuss same with Eric Leeuwendal
BR	Nicola Kennedy	Senior Accountant II	Creditors	17/05/2016	0.50	\$140.00	meeting with Eric Leeuwendal to review a further draft spreadsheet of the repayment of the MPF loans receivable and allocation of those transactions to categories for our counter claim against MPF, consider issues regarding ledger code 13040
BR	Nicola Kennedy	Senior Accountant II	Creditors	17/05/2016	0.30	\$84.00	review 2 x vouchers in ledger 13040 to confirm other side of large loan reductions for Eric Leeuwendal, screenshot same and email Eric Leeuwendal to advise of bank account linked
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	17/05/2016	0.10	\$28.00	discussion with Eric Leeuwendal in relation to review of Composer database for borrower transactions relating to those in 13040 ledger account
BR	Nicola Kennedy	Senior Accountant II	Creditors	17/05/2016	0.20	\$56.00	voicemail from investor, review email, return phone call re transfer forms
BR	Nicola Kennedy	Senior Accountant II	Creditors	18/05/2016	0.20	\$56.00	review software required to review emails of former LM staff in relation to MPF matter, discussion with Eric Leeuwendal in relation to further items to search regarding credit committee
BR	Nicola Kennedy	Senior Accountant II	Creditors	18/05/2016	0.70	\$196.00	review emails of former LM staff in relation to MPF matter, save files, email Eric Leeuwendal findings
BR	Nicola Kennedy	Senior Accountant II	Creditors	18/05/2016	0.60	\$168.00	liaise with Jesse Lee in relation to installing software to review email files of former LM staff in relation to MPF claim and credit committee information, download and install software for same, update steps in exporting email manual
BR	Nicola Kennedy	Senior Accountant II	Creditors	20/05/2016	0.50	\$140.00	meeting with Eric Leeuwendal to review the MPF loans receivable repayment allocations spreadsheet and reconciliation to the 13041 ledger, review LM Composer system to track selected transactions to other ledger account, discuss checking process tasks
BR	Nicola Kennedy	Senior Accountant II	Creditors	20/05/2016	0.30	\$84.00	review spread sheet for ledger code 13041 re loan repayments by MPF, compare totals of spread sheet and discuss same with Eric Leeuwendal
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	20/05/2016	0.30	\$84.00	review and consider journal entries in relation to feeder fund transactions on behalf of FMIF for MPF counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	23/05/2016	0.90	\$252.00	review and consider movements in various ledger codes (13040, 40041, A1699) to identify the transactions relating to end of month journals to clear out the other payables account in the AX database, click through vouchers and export to excel
BR	Nicola Kennedy	Senior Accountant II	Creditors	23/05/2016	1.30	\$364.00	discussion with Eric Leeuwendal in relation to listing of transactions which make up end of month journal to clear out other payables account, select one transaction and trace the journals posted for MPF, MIF and CPAIF, summarise same in spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	23/05/2016	0.40	\$112.00	prepare excel document detailing transactions which make up end of month journals for payments made by MPF on behalf of feeder funds, email same to Eric Leeuwendal
BR	Nicola Kennedy	Senior Accountant II	Creditors	24/05/2016	0.20	\$56.00	discussion with Eric Leeuwendal on tracing sample MPF receivable repayment through the ledger and investor accounts and redemptions of the feeder funds - for the counter claim against MPF
BR	Nicola Kennedy	Senior Accountant II	Creditors	24/05/2016	0.20	\$56.00	meeting with Eric Leeuwendal, review spreadsheet of allocations of MPF loans receivable repayments for counterclaim against MPF and agree method of splitting the categories for submission to our solicitors and specific transactions to note and include
BR	Nicola Kennedy	Senior Accountant II	Creditors	25/05/2016	0.80	\$224.00	MPF counterclaim - separate various categories of payments in relation to \$6 million transaction to be included underneath ledger, allocate transactions into category work sheets
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	25/05/2016	0.80	\$224.00	MPF counterclaim - separate various categories of payments into work sheets in excel document, review allocation of same and cross check totals for payments made on behalf of Feeder Funds etc
BR	Nicola Kennedy	Senior Accountant II	Creditors	25/05/2016	0.60	\$168.00	MPF counterclaim - trace through 3 x transactions from ledger code 13041 and summarise Journal entries and narrations for Eric Leeuwendal in excel spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	25/05/2016	0.30	\$84.00	MPF counterclaim - trace through 3 x transactions from ledger code 13041 and summarise Journal entries and narrations for Eric Leeuwendal in excel spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	31/05/2016	0.20	\$56.00	review and consider email from Eric Leeuwendal in relation to amendments to be made to 13041 spread sheet detailing payments made by MPF to reduce FMIF receivable, respond to same
BR	Nicola Kennedy	Senior Accountant II	Creditors	31/05/2016	0.70	\$196.00	amend 13041 spread sheet detailing payments made by MPF to reduce FMIF receivable, sort and filter 3 x category transactions, confirm totals are correct
BR	Nicola Kennedy	Senior Accountant II	Creditors	31/05/2016	1.30	\$364.00	trace 3 x transactions selected by Eric Leeuwendal from 13041 account re MPF payments to reduce FMIF receivable, summarise movements in accounts, obtain evidence from AX database for 6 x transactions, confirm narrations for entries
BR	Nicola Kennedy	Senior Accountant II	Creditors	31/05/2016	0.10	\$28.00	email Eric Leeuwendal re 13041 account re MPF payments to reduce FMIF receivable, summarise findings in relation to redemption payments
BR							

BR	Nicola Kennedy	Senior Accountant II	Creditors	31/05/2016	0.30	\$84.00	Discussion with Eric Leeuwendal in relation to amendments to be made to 13041 spread sheet detailing payments made by MPF to reduce FMIF receivable, sort and filter transactions
BR	Nicola Kennedy	Senior Accountant II	Creditors	03/06/2016	0.80	\$224.00	separate all redemption payments for financial years 2009 to 2013 for Eric Leeuwendal for 1 x feeder fund, review email from same re MPF counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/06/2016	0.50	\$140.00	consolidate redemption payments for financial years 2009 to 2013 for Eric Leeuwendal for 1 x feeder fund into one tab in excel spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/06/2016	0.50	\$140.00	consolidate redemption payments for financial years 2009 to 2013 for Eric Leeuwendal for 1 x feeder fund into one tab in excel spread sheet and total same and ensure details are accurate for each financial period
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/06/2016	0.70	\$196.00	open 5 x excel spread sheets of all redemption payments for financial years 2009 to 2013, consolidate into one spread sheet with separate tabs for each year, highlight redemption payments for Eric Leeuwendal for 1 x feeder fund
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/06/2016	0.70	\$196.00	open 5 x excel spread sheets of all redemption payments for financial years 2009 to 2013, consolidate into one spread sheet with separate tabs for each year, highlight redemption payments for Eric Leeuwendal for 1 x feeder fund
BR	Nicola Kennedy	Senior Accountant II	Creditors	06/06/2016	0.50	\$140.00	consolidate redemption payments for financial years 2009 to 2013 for Eric Leeuwendal for 1 x feeder fund into one tab in excel spread sheet and total same and ensure details are accurate for each financial period

BR	Nicola Kennedy	Senior Accountant II	Creditors	07/06/2016	0.20	\$56.00	review financials for 30 June 2012 and confirm whether Class C redemptions reflect the investor statements compiled for Eric Leeuwendal re MPF Counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	07/06/2016	0.40	\$112.00	review financials for 4 x financial years (2010 to 2013), compare totals with redemption spread sheets for 1 x feeder funds, note same in spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	07/06/2016	0.40	\$112.00	review financials for 4 x financial years (2010 to 2013), compare totals with redemption spread sheets for 1 x feeder funds, note same in spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	07/06/2016	0.40	\$112.00	review financials for 4 x financial years (2010 to 2013), compare totals with redemption spread sheets for 1 x feeder funds, note same in spread sheet
BR	Nicola Kennedy	Senior Accountant II	Creditors	09/06/2016	0.20	\$56.00	review feeder fund redemption spread sheets with Eric Leeuwendal and discuss balances for financial years re MPF counterclaim
BR	Nicola Kennedy	Senior Accountant II	Creditors	09/06/2016	0.20	\$56.00	review email from solicitors in relation to response to investor/advisor, email Dermot O'Brien for same, discuss with John Somerville
BR	Samantha Brown	Accountant I	Creditors	07/07/2016	0.10	\$23.50	Call from advisor regarding change of details in AX investor management database
BR							

	Dermot O'Brien	Accountant I	Creditors	03/05/2016	0.40	\$78.00	Generate and update investors email mailing list to circulate the update report to investors
BR	Dermot O'Brien	Accountant I	Creditors	03/05/2016	0.30	\$58.50	Prepare mailing list for investors and advisors for the distribution of the 13th update report to creditors
BR	Dermot O'Brien	Accountant I	Creditors	03/05/2016	0.30	\$58.50	Liaise with printing staff re mail out of 13th report to investors
BR	Dermot O'Brien	Accountant I	Creditors	03/05/2016	1.60	\$312.00	Prepare 6 letters to investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investors and print investor statements.
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.20	\$39.00	Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.40	\$78.00	Prepare letters to investors in response to requests for investors' tax statements
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.50	\$97.50	Update 3 letters to investors as requested by John Somerville
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	1.40	\$273.00	Prepare 5 letters to investors/advisors in relation to various requests to update the AX database. Print and collate.
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	1.40	\$273.00	Prepare 6 letters to investors/advisors in relation to various requests to update the AX database. Print and collate.
BR	Dermot O'Brien	Accountant I	Creditors	04/05/2016	0.40	\$78.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR	Dermot O'Brien	Accountant I	Creditors	05/05/2016	1.10	\$214.50	prepare 3 letters to investors in response to requests for further information following receipt of the 13th update report
BR	Dermot O'Brien	Accountant I	Creditors	05/05/2016	0.30	\$58.50	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
BR							

BR	Dermot O'Brien	Accountant I	Creditors	05/05/2016	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.
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.20	\$39.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.30	\$58.50	Call from investor requesting an update in relation to the status of the winding up. Answer questions in relation to the report to investors.
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.50	\$97.50	prepare 2 letters to investors in response to requests further information following receipt of the 13th update report
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.20	\$39.00	Call from an advisor requesting tax statements and an estimate of the value of their client's units held in the fund.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	06/05/2016	0.50	\$97.50	Prepare letters to 2 investors seeking to update the details for their investment with the Fund. Access AX database to review current details.
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.30	\$58.50	Assist Libby Li in updating investor details in the AX database
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.40	\$78.00	Review of unread emails sent to the LM enquiries mailbox. Forward to Libby Li to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.30	\$58.50	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
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.40	\$78.00	Review 3 change of details updates in AX prepared by Ryan Whyte
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investors file on the AX database. Prepare file note
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.30	\$58.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement
BR	Dermot O'Brien	Accountant I	Creditors	09/05/2016	0.10	\$19.50	Call from an investor seeking an update on the winding up of the fund.
BR	Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.40	\$78.00	Review of unread emails sent to the LM enquiries mailbox. Forward draft response to Libby Li.
BR	Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.40	\$78.00	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.
BR	Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.30	\$58.50	Call from advisor requesting the status of the transfer of units from SMSF to a personal name
BR							

BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.40	\$78.00	Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.90	\$175.50	Prepare letters to 3 investors in response to a request to change their personal details.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from investor requesting an update on the status of the transfer of units to beneficiaries. Review AX database and advise of same.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.

BR	Dermot O'Brien	Accountant I	Creditors	11/05/2016	0.20	\$39.00	Call from advisor requesting an update on the transfer of SMSF units to personal name.
BR	Dermot O'Brien	Accountant I	Creditors	12/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	12/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	12/05/2016	0.20	\$39.00	Call from advisor requesting an update on the transfer of SMSF units to personal name.
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00	call from advisor requesting an update on the wind up of the fund
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.50	\$97.50	letter from investor requesting information in relation to the winding up of the fund and other queries
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.40	\$78.00	Review 5 change of details checklists and supporting documents prepared by Ryan Whyte to update the AX investor management database
BR							

BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.80	\$156.00	Prepare 3 letter to investors/advisors requesting confirmation of change of details or transfer of units in the AX database. Print and collate supporting documents
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00	Call from an advisor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00	Call from an advisor in relation to a transfer of units from a superannuation fund to a personal name/beneficiaries of the estate. Take advisor through steps and show forms online
BR	Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.40	\$78.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.30	\$58.50	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.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.40	\$78.00	Review 3 letters to investors requesting change of details
BR	Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.30	\$58.50	Call from an advisor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.50	\$97.50	Send 4 letters to investors/ advisors signed off by David Whyte and save to file
BR	Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.50	\$97.50	Review 6 change of details forms completed by Ryan Whyte to update the AX investor management database
BR							

BR	Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.60	\$117.00	Review 5 letters to investors prepared by Ryan Whyte
	Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.30	\$58.50	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	18/05/2016	0.30	\$58.50	Prepare letters to investors in response to requests to transfer units from deceased estate to beneficiaries
BR	Dermot O'Brien	Accountant I	Creditors	19/05/2016	0.30	\$58.50	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.
BR	Dermot O'Brien	Accountant I	Creditors	19/05/2016	0.30	\$58.50	Call from an advisor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	20/05/2016	0.60	\$117.00	Scan and send 5 letter to investors/advisors
BR							

BR	Dermot O'Brien	Accountant I	Creditors	20/05/2016	0.20	\$39.00	Call from investor requesting transfer of units from SMSF to personal name. Advise of steps required to complete request
BR	Dermot O'Brien	Accountant I	Creditors	23/05/2016	0.50	\$97.50	Access AX investor management database and process 2 investor transfer of units for a deceased estate to several beneficiaries as approved by David Whyte.
BR	Dermot O'Brien	Accountant I	Creditors	23/05/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement
BR	Dermot O'Brien	Accountant I	Creditors	23/05/2016	0.40	\$78.00	Call from an investor in relation to queries about outstanding legal proceedings
BR	Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.40	\$78.00	Prepare letter to investor requesting a hardship payment. Access AX to review investors details
BR							

BR	Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.20	\$39.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.10	\$19.50	Call from an advisor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.20	\$39.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.30	\$58.50	Call from advisor requesting an update on the transfer of units from SMSF to personal name and update on the winding up of the Fund generally
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.60	\$117.00	Prepare letter to investor requesting information in relation the sale of the retirement villages. Review previous correspondence between investor and David Whyte
BR							

BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.40	\$78.00	Review 9 change of details/ transfer of unit checklists prepared by Aubrey Meek to update the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.60	\$117.00	Review 5 letters to investors/advisors prepared by Aubrey Meek
BR	Dermot O'Brien	Accountant I	Creditors	01/06/2016	0.20	\$39.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.90	\$175.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or forward to Aubrey Meek and advise of actions required. Review and update investor correspondence register accordingly.
BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement
BR							

BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.20	\$39.00	Liaise with internal IT staff in relation to bulk email to notify members of David Whyte's remuneration application
BR	Dermot O'Brien	Accountant I	Creditors	08/06/2016	0.60	\$117.00	Update member register and generate in correct format for mail out to investors in relation to receiver's application for remuneration approval
BR	Dermot O'Brien	Accountant I	Creditors	09/06/2016	0.50	\$97.50	Review correspondence from investor seeking details of redemptions paid in 2009, review solicitors letter re same and draft response
BR	Dermot O'Brien	Accountant I	Creditors	10/06/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	13/06/2016	0.80	\$156.00	Review 5 letters prepared by Aubrey Meek in relation to various requests for tax statements and update of details from investors
BR	Dermot O'Brien	Accountant I	Creditors	13/06/2016	1.20	\$234.00	Review 10 change of details requests prepared by Aubrey Meek and Ryan Whyte for updating the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	13/06/2016	0.50	\$97.50	Prepare a transfer of units from a deceased estate to 3 beneficiaries in the AX investor management database
BR							

BR	Dermot O'Brien	Accountant I	Creditors	13/06/2016	0.30	\$58.50	correspondence with our solicitors re the mail out of the remuneration application for David Whyte and subsequent requirements for returned mails from investors
BR	Dermot O'Brien	Accountant I	Creditors	21/06/2016	0.80	\$156.00	Review 11 change of details/ transfer of unit checklists prepared by Aubrey Meek and Ryan Whyte for updating the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	21/06/2016	0.90	\$175.50	Review 8 letters to investors on various investor queries prepared by Aubrey Meek and Ryan Whyte
BR	Dermot O'Brien	Accountant I	Creditors	22/06/2016	1.20	\$234.00	Prepare correspondence to investors including notice in relation to the receiver's application for remuneration approval
BR	Dermot O'Brien	Accountant I	Creditors	23/06/2016	0.90	\$175.50	Review 6 letters to investors on various investor queries prepared by Aubrey Meek and Ryan Whyte
BR	Dermot O'Brien	Accountant I	Creditors	23/06/2016	0.50	\$97.50	Review 3 letters to investors on various investor queries prepared by Aubrey Meek and Ryan Whyte
BR	Dermot O'Brien	Accountant I	Creditors	23/06/2016	0.20	\$39.00	Call from an investor seeking to update their details.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	23/06/2016	0.20	\$39.00	Call from an advisor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	24/06/2016	0.30	\$58.50	Discussion with our solicitors re the schedule of deceased members in the Fund notified during the period 10 November 2015 to 7 June 2016, to support affidavit for service of notice to members in relation to the receiver's remuneration application
BR	Dermot O'Brien	Accountant I	Creditors	24/06/2016	0.20	\$39.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	28/06/2016	1.10	\$214.50	Scan save and send letters to 13 investors in relation to various requests to change details and requests for information in relation to the wind up of the Fund
BR	Dermot O'Brien	Accountant I	Creditors	30/06/2016	1.10	\$214.50	Review correspondence from John Somerville in relation to the investor database which was transitioned from Composer to the AX investor management database and issues surrounding the units acquired in foreign currencies which were incorrectly imported in the foreign currency amount and not the AUD equivalent. Phone call to former employee re same
BR	Dermot O'Brien	Accountant I	Creditors	01/07/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	01/07/2016	0.30	\$70.50	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	04/07/2016	1.00	\$235.00	Review 8 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	04/07/2016	1.00	\$235.00	Review of signatures for 8 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and compare to signatures held in the AX investor management database. Print and update
BR	Dermot O'Brien	Accountant I	Creditors	04/07/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	04/07/2016	0.20	\$47.00	Call from investor requesting to update the AX database with relevant circumstantial change
BR	Dermot O'Brien	Accountant I	Creditors	04/07/2016	0.20	\$47.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	05/07/2016	0.20	\$47.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	06/07/2016	0.80	\$188.00	Review 6 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR							

	Dermot O'Brien	Accountant I	Creditors	06/07/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	06/07/2016	0.40	\$94.00	Assist Andrew Lane in preparing a transfer of units from a deceased estate to beneficiaries in the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	06/07/2016	0.50	\$117.50	Review of correspondence from John Somerville regarding the transfer of units from Composer to the AX investor management database and issues with foreign currency investors. Call former employee to discuss issue
BR	Dermot O'Brien	Accountant I	Creditors	07/07/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	07/07/2016	0.20	\$47.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	07/07/2016	0.30	\$70.50	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	07/07/2016	0.20	\$47.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	08/07/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	11/07/2016	0.30	\$70.50	Call from an advisor in relation to a request for a unit holdings statement and tax statement and update on the winding up of the Fund generally.
BR	Dermot O'Brien	Accountant I	Creditors	11/07/2016	0.70	\$164.50	Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	13/07/2016	0.90	\$211.50	Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	14/07/2016	0.80	\$188.00	prepare a schedule to calculate the estimated unit price as at 30 June 2016. Review asset positions and file
BR	Dermot O'Brien	Accountant I	Creditors	15/07/2016	1.00	\$235.00	Review of signatures for 6 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and compare to signatures held in the AX investor management database. Print and prepare internal control checklists to update the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	15/07/2016	0.20	\$47.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement
BR							

	Dermot O'Brien	Accountant I	Creditors	19/07/2016	0.50	\$117.50	liaise with McGrath Nicol re payments to suppliers. Prepare email outlining new payments for authorisation
BR	Dermot O'Brien	Accountant I	Creditors	19/07/2016	0.60	\$141.00	Collate receipts and payments for controllerships and liaise with Dale Ludwig. Prepare email to McGrath Nicol re same
BR	Dermot O'Brien	Accountant I	Creditors	20/07/2016	1.40	\$329.00	Review the AX investor management database to ascertain the outstanding issues related to investors that acquired units in foreign currencies that were incorrectly exported from the Composer investor management database prior to the receiver's appointment. Prepare file note re same
BR	Dermot O'Brien	Accountant I	Creditors	20/07/2016	1.40	\$329.00	Review the AX investor management database to ascertain the outstanding issues related to investors that acquired units in foreign currencies that were incorrectly exported from the Composer investor management database prior to the receiver's appointment. Prepare file note re same
BR	Dermot O'Brien	Accountant I	Creditors	20/07/2016	1.40	\$329.00	Review the AX investor management database to ascertain the outstanding issues related to investors that acquired units in foreign currencies that were incorrectly exported from the Composer investor management database prior to the receiver's appointment. Prepare file note re same
BR	Dermot O'Brien	Accountant I	Creditors	20/07/2016	1.40	\$329.00	Review the AX investor management database to ascertain the outstanding issues related to investors that acquired units in foreign currencies that were incorrectly exported from the Composer investor management database prior to the receiver's appointment. Prepare file note re same
BR	Dermot O'Brien	Accountant I	Creditors	21/07/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	21/07/2016	0.20	\$47.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR	Dermot O'Brien	Accountant I	Creditors	21/07/2016	1.40	\$329.00	Review the AX investor management database to ascertain the outstanding issues related to investors that acquired units in foreign currencies that were incorrectly exported from the Composer investor management database prior to the receiver's appointment. Prepare file note re same
BR	Dermot O'Brien	Accountant I	Creditors	26/07/2016	0.60	\$141.00	Review AX investor management database to update the unit price as at 30 June 2016. review AX manuals re same
BR	Dermot O'Brien	Accountant I	Creditors	27/07/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement
BR	Dermot O'Brien	Accountant I	Creditors	27/07/2016	0.10	\$23.50	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	28/07/2016	0.70	\$164.50	Review 5 change of details/ transfer of unit checklists prepared by BDO staff.
BR	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.90	\$211.50	Review 6 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR							

	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.30	\$70.50	Review AX database to update the unit price as at 30 June 2016.
BR	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.90	\$211.50	Review AX database to update the unit price as at 30 June 2016. review AX manuals on the system to ascertain methodology required to complete update.
BR	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.20	\$47.00	Call from investor requesting to update the AX database with relevant circumstantial change
BR	Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.20	\$47.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement
BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	0.40	\$94.00	Liaise with service provider in relation to error messages in the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	0.70	\$164.50	Prepare schedule of investor contact details to attend to serving all investors and advisors with report to investors dated 30 July 2016
BR							

BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	1.00	\$235.00	Prepare schedule of investor contact details to attend to serving all investors and advisors with report to investors dated 30 July 2016 and attend to sending via email.
BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	0.60	\$141.00	Liaise with service provider to have the report to investors sent via post
BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	01/08/2016	0.20	\$47.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	02/08/2016	0.40	\$94.00	Liaise with service provider to complete mail out of report to investors
BR	Dermot O'Brien	Accountant I	Creditors	02/08/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	02/08/2016	0.20	\$47.00	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	02/08/2016	0.40	\$94.00	Review and update of unit prices in the AX investor management database as at 30 June 2016
BR	Dermot O'Brien	Accountant I	Creditors	03/08/2016	0.40	\$94.00	Review investor mail register for errors in the allocation of email addresses
BR	Dermot O'Brien	Accountant I	Creditors	03/08/2016	0.90	\$211.50	Review 6 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements.
BR	Dermot O'Brien	Accountant I	Creditors	03/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	04/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	0.20	\$47.00	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.

BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	1.00	\$235.00	Review 6 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	0.60	\$141.00	Review of signatures for 6 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and compare to signatures held in the AX investor management database.
BR	Dermot O'Brien	Accountant I	Creditors	05/08/2016	0.60	\$141.00	Review of signatures for 3 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and compare to signatures held in the AX investor management database. Prepare internal control forms to update the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	08/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	09/08/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	09/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	09/08/2016	0.90	\$211.50	Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	11/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	11/08/2016	0.30	\$70.50	Review 2 letters to investor re change of details
BR	Dermot O'Brien	Accountant I	Creditors	12/08/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	12/08/2016	0.60	\$141.00	Review 4 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	07/09/2016	0.30	\$70.50	Review 2 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	08/09/2016	0.50	\$117.50	Review 6 letters prepared by Ryan Whyte to investors for various requests of changes to the AX database
BR	Dermot O'Brien	Accountant I	Creditors	08/09/2016	0.80	\$188.00	Review 6 letters prepared by Ryan Whyte to investors for various requests of changes to the AX database
BR							

BR	Dermot O'Brien	Accountant I	Creditors	08/09/2016	0.60	\$141.00	Review 6 change of details/ transfer of unit checklists prepared by Ryan Whyte for updating the AX investor management database
BR	Dermot O'Brien	Accountant I	Creditors	09/09/2016	0.60	\$141.00	Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	09/09/2016	0.90	\$211.50	Review 8 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	09/09/2016	0.90	\$211.50	Review 7 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	27/09/2016	0.50	\$117.50	Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	28/09/2016	0.60	\$141.00	Review 3 letters to investors/advisors in relation to various request to update the investor database. Also review 4 change of details prepared by Ryan Whyte to ensure had been correctly entered
BR	Dermot O'Brien	Accountant I	Creditors	30/09/2016	0.80	\$188.00	Prepare address listing for investors/advisors to assist in the mail out of the 15th report to investors

BR	Dermot O'Brien	Accountant I	Creditors	30/09/2016	0.40	\$94.00	Prepare email to investors/advisors containing 15th report to investors
BR	Dermot O'Brien	Accountant I	Creditors	30/09/2016	0.80	\$188.00	Review 6 letters to investors/advisors in relation to various requests to update the investor database
BR	Dermot O'Brien	Accountant I	Creditors	4/10/2016	1.00	\$235.00	Review 8 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.70	\$164.50	Review of signatures for 8 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the AX investor management database. Print and at
BR	Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.20	\$47.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.70	\$164.50	Review 6 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR							

BR	Dermot O'Brien	Accountant I	Creditors	5/10/2016	1.00	\$235.00	review 8 letters to investors/advisors in relation to requests to update AX database
BR	Dermot O'Brien	Accountant I	Creditors	5/10/2016	0.50	\$117.50	corro with printing service provider in relation to mail out of the 15th report to investors / update contact list
BR	Dermot O'Brien	Accountant I	Creditors	6/10/2016	0.20	\$47.00	Call from an advisor in relation to a transfer of units from a superannuation fund to a personal name
BR	Dermot O'Brien	Accountant I	Creditors	7/10/2016	0.20	\$47.00	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	7/10/2016	0.10	\$23.50	Call from an investor seeking to update their details.
BR	Dermot O'Brien	Accountant I	Creditors	7/10/2016	0.40	\$94.00	Prepare file note re mail out procedures taken for 15th report to investors
BR	Dermot O'Brien	Accountant I	Creditors	10/10/2016	0.50	\$117.50	Review 7 letters prepared by Andrew Lane in relation to investor queries/ request to update AX database
BR							

BR	Dermot O'Brien	Accountant I	Creditors	10/10/2016	0.50	\$117.50	Review 4 change of details/ transfer of unit checklists prepared by Andrew Lane
BR	Dermot O'Brien	Accountant I	Creditors	17/10/2016	0.70	\$164.50	Review 7 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
BR	Dermot O'Brien	Accountant I	Creditors	17/10/2016	0.80	\$188.00	Review of signatures for 7 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the AX investor management database. Print and at
BR	Dermot O'Brien	Accountant I	Creditors	21/10/2016	0.50	\$117.50	Review 2 payments prepared by Sarah Cunningham. Prepare a file note with supporting docs to accompany payments. Update payment schedule re same
BR	Dermot O'Brien	Accountant I	Creditors	21/10/2016	1.00	\$235.00	Review 9 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes
BR	Dermot O'Brien	Accountant I	Creditors	21/10/2016	0.10	\$23.50	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Accountant I	Creditors	24/10/2016	0.70	\$164.50	Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the AX database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.

BR	Dermot O'Brien	Accountant I	Creditors	25/10/2016	0.90	\$211.50	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Accountant I	Creditors	25/10/2016	1.10	\$258.50	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Accountant I	Creditors	26/10/2016	0.80	\$188.00	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Accountant I	Creditors	26/10/2016	0.90	\$211.50	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Accountant I	Creditors	27/10/2016	0.90	\$211.50	Prepare annexures for the affidavit to support David's Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.60	\$93.00	Access AX investor management database and process transfer of units requests as approved by David Whyte.
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.50	\$77.50	Access AX investor management database and process transfer of units requests as approved by David Whyte.
BR							

BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.60	\$93.00	Access AX investor management database and process transfer of units requests as approved by David Whyte.
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.70	\$108.50	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.30	\$46.50	Review of signatures for 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
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.60	\$93.00	Review of signatures for 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.
BR	Jinyang Li	Accountant II	Creditors	09/05/2016	0.70	\$108.50	Review of signatures for 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.
BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.50	\$77.50	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.50	\$77.50	Review of signatures for change of details 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.
BR							

BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.30	\$46.50	Review of signatures for change of authority 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.
BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.30	\$46.50	Review of signatures for change of details 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.
BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.30	\$46.50	Review of signatures for change of details 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.
BR	Jinyang Li	Accountant II	Creditors	10/05/2016	0.30	\$46.50	Review of signatures for change of details 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.
BR	Jinyang Li	Accountant II	Creditors	11/05/2016	0.60	\$93.00	Prepare letter to investor seeking to confirm transfer of units for their investment with the Fund. Access AX database to review current details and confirm the units have been transferred. □
BR	Jinyang Li	Accountant II	Creditors	12/05/2016	0.70	\$108.50	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate. Prepare letter to update bank details
BR	Jinyang Li	Accountant II	Creditors	12/05/2016	0.50	\$77.50	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.
BR							

BR	Jinyang Li	Accountant II	Creditors	12/05/2016	0.50	\$77.50	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.
BR	Jinyang Li	Accountant II	Creditors	13/05/2016	0.60	\$93.00	Prepare letter to investor seeking to confirm transfer of units for their investment with the Fund. Access AX database to review current details and confirm the units have been transferred. <input type="checkbox"/>
BR	Jinyang Li	Accountant II	Creditors	13/05/2016	0.70	\$108.50	Prepare letter to investor seeking to confirm transfer of units for their investment with the Fund. Access AX database to review current details and confirm the units have been transferred. <input type="checkbox"/>
BR	Andrew Lane	Undergraduate	Creditors	06/07/2016	0.10	\$16.50	Emailed investors with relevant correspondence to complete change of detail requests
BR	Andrew Lane	Undergraduate	Creditors	06/07/2016	0.10	\$16.50	Call from investor confirming update of details in the LM investor management database
BR	Andrew Lane	Undergraduate	Creditors	06/07/2016	0.20	\$33.00	Drafted letters to investors in relation to unit balances and estimated value. Collating relevant documents to be emailed.
BR	Andrew Lane	Undergraduate	Creditors	07/07/2016	0.50	\$82.50	Confirming investors' superannuation fund balances as requested by adviser of investors
BR							

	Andrew Lane	Undergraduate	Creditors	07/07/2016	0.20	\$33.00	Drafted email for adviser of LM investors with unit balances as at 31/12/15
BR	Andrew Lane	Undergraduate	Creditors	07/07/2016	0.20	\$33.00	Matched signatures from change of investor details forms with signatures on LM database
BR	Andrew Lane	Undergraduate	Creditors	12/07/2016	0.50	\$82.50	Collating and summarising the current balances and estimated value of a list of investors from the LM database as requested by the investors' advisor.
BR	Andrew Lane	Undergraduate	Creditors	13/07/2016	0.50	\$82.50	Collating and summarising the current balances and estimated value of a list of investors from the LM database as requested by the investors' advisor.
BR	Andrew Lane	Undergraduate	Creditors	13/07/2016	0.50	\$82.50	Generated a new spreadsheet with current investors' unit balances and estimated values as requested by an advisor
BR	Andrew Lane	Undergraduate	Creditors	13/07/2016	0.10	\$16.50	Review and amendments to investor correspondence regarding current estimated value of units
BR	Andrew Lane	Undergraduate	Creditors	13/07/2016	0.10	\$16.50	Review and amendments of correspondence to investor's adviser regarding timing for distributions
BR							

BR	Andrew Lane	Undergraduate	Creditors	14/07/2016	0.50	\$82.50	Review and amendments to correspondence to investors regarding estimated value of units at 31 December 2015. Checked LM database for additional information on an investor
BR	Andrew Lane	Undergraduate	Creditors	14/07/2016	1.00	\$165.00	Processed approved change of details and change of authority on the AX investor management database. Review and amendments to investor correspondence. <input type="checkbox"/>
BR	Andrew Lane	Undergraduate	Creditors	14/07/2016	0.20	\$33.00	Scanned in and sent off approved investor correspondence
BR	Andrew Lane	Undergraduate	Creditors	15/07/2016	0.30	\$49.50	Review and amendments to investor correspondence. Adding information about update of estimated unit price to correspondence to advisor of a number of investors.
BR	Andrew Lane	Undergraduate	Creditors	15/07/2016	0.50	\$82.50	Created new account for an investor to transfer units of deceased estate to. Review of documentation to populate new investor's details
BR	Andrew Lane	Undergraduate	Creditors	15/07/2016	1.00	\$165.00	Transferred units of a deceased estate to new accounts. Review of supporting documentation to populate details for new accounts. Printed from AX to confirm transfer.
BR	Andrew Lane	Undergraduate	Creditors	19/07/2016	0.10	\$16.50	Reviewed and sent approved investor correspondence regarding requirements for change of details.
BR							

BR	Andrew Lane	Undergraduate	Creditors	19/07/2016	0.20	\$33.00	Scanned in approved investor correspondence, saved to file and attached change of details forms before sending.
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	1.00	\$165.00	Review of correspondence from investors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.30	\$49.50	Prepare letter to investor in response to their request to transfer units from their company account to their personal account and current balance. Access AX database to review current investor details and advise.
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.40	\$66.00	Review and amendments to correspondence to advisor of investors regarding unit balances at 31 December 2015. <input type="checkbox"/> Updated investor's primary contact address to email from postal.
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.20	\$33.00	Phone call from investor's son regarding the investor's financial advisor handing over responsibility of management to the family of the investor and the process of changing contact details and management of his mother's trust
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.70	\$115.50	Preparation of correspondence to family of investor regarding change of authority and required documentation to process request.
BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.60	\$99.00	Preparation of transfer of units checklist. <input type="checkbox"/> Processing a change of trustee in the LM database. <input type="checkbox"/> Scanned in and saved to file
BR							

BR	Andrew Lane	Undergraduate	Creditors	20/07/2016	0.40	\$66.00	Preparation of change of details checklist. <input type="checkbox"/> Searched signature on LM database for verification. <input type="checkbox"/> Screen printed and attached to file
BR	Andrew Lane	Undergraduate	Creditors	21/07/2016	0.30	\$49.50	Preparation of transaction statements on the LM database for an investor, confirming account balances and transferred units to the investors' personal accounts from their trust accounts.
BR	Andrew Lane	Undergraduate	Creditors	22/07/2016	1.10	\$181.50	Preparation of remuneration summary from 01 May 2016 to 30 June 2016 to accompany update report to investors.
BR	Andrew Lane	Undergraduate	Creditors	22/07/2016	0.20	\$33.00	Review and amendments to investor correspondence. Checked the AX database to ensure correct info had been carried to new investors holdings.
BR	Andrew Lane	Undergraduate	Creditors	22/07/2016	0.80	\$132.00	Drafted letters to investors confirming change of bank details & change of address.
BR	Andrew Lane	Undergraduate	Creditors	22/07/2016	0.30	\$49.50	Review of correspondence from advisors in relation to transfer of units of deceased estate request. Scanned in docs and saved to file on LM database.
BR	Andrew Lane	Undergraduate	Creditors	22/07/2016	0.10	\$16.50	Review of correspondence from 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.
BR							

BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.30	\$49.50	Review of correspondence from advisors in relation to a change of details (bank account). Request processed on AX database and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.20	\$33.00	Review of correspondence from investor in relation to a change of details request. Approved internal control forms scanned in and saved to AX database.
BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.50	\$82.50	Call from an advisor in relation to a request for a unit holdings statement and tax statement. Prepare a letter to an advisor in relation to a request for a unit holding balance.
BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.10	\$16.50	Retrieved transaction statements from AX database to respond to investor queries
BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.30	\$49.50	Review update to AX regarding investor's banking details. Printed supporting documentation to show correct banking details updated.
BR	Andrew Lane	Undergraduate	Creditors	26/07/2016	0.40	\$66.00	Prepared letters to advisor in relation to a request for confirmation for a change of trustee.
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.30	\$49.50	Review and amendments to remuneration report to accompany update report to investors
BR							

BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.20	\$33.00	Access AX investor management database and process change of bank details request as approved by David Whyte. Scan and save to file
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.50	\$82.50	Emailed 3 approved letters to Investors in response to a request for a transfer of units and confirmation of current fund balance. Scanned and saved to file and on AX database
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.50	\$82.50	Access AX Investor management database to process transfer of units request from company to new partnership account created as approved by David Whyte. Captured updates and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.40	\$66.00	Email to investor and advisor regarding approved confirmation of change of details request. Scanned in and saved to file and to AX database
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.40	\$66.00	Access AX investor management database and processed 2 requests for change of details as approved by David Whyte. Captured update and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	27/07/2016	0.20	\$33.00	Access AX database to find source documents for requests for change of trustee
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.10	\$16.50	Access AX investor management database to search for documents containing investor's signature for ID verification.
BR							

BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.30	\$49.50	Review of correspondence from advisor in relation to a change of details of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request.
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.20	\$33.00	Drafted correspondence to investor regarding additional documentation required to process request for change of details
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.10	\$16.50	Access AX investor management database and process a change of details request as approved by David Whyte. Captured update and submitted for approval
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.20	\$33.00	Review and amendments to correspondence to two investors regarding confirmation of a change of trustee on the AX database.
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.20	\$33.00	Call to investor regarding request for current valuation of units held.
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.20	\$33.00	Drafted correspondence to 2 advisors confirming change of details request has been processed. Submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	28/07/2016	0.10	\$16.50	Drafted correspondence to investor regarding request for current value of units and holdings balance. submitted for approval
BR							

BR	Andrew Lane	Undergraduate	Creditors	29/07/2016	0.50	\$82.50	Review & amendments to investor & advisor correspondence regarding confirmation of change of address, requests for further documentation to process changes & unit holdings balances. Access to AX database to print account statement as per investor's request
BR	Andrew Lane	Undergraduate	Creditors	29/07/2016	0.10	\$16.50	Call to advisor regarding additional documentation required to process transfer of units request.
BR	Andrew Lane	Undergraduate	Creditors	29/07/2016	0.30	\$49.50	Prepare letter to advisor confirming transfer of units request processed. Review and amendments to investor correspondence regarding further documentation required to process change of details request.
BR	Andrew Lane	Undergraduate	Creditors	29/07/2016	0.30	\$49.50	Call to investor regarding requirements to process a change of details request. Prepare letter to investor seeking to update the details for their investment with the Fund.
BR	Andrew Lane	Undergraduate	Creditors	02/08/2016	0.30	\$49.50	Scanned in correspondence to advisor regarding confirmation of transfer of units. Scanned in all working docs and saved to AX database. Sent email with correspondence attached to advisor
BR	Andrew Lane	Undergraduate	Creditors	02/08/2016	0.20	\$33.00	Access AX investor management database and process change of details request as approved by David Whyte. Scan and save to file.
BR	Andrew Lane	Undergraduate	Creditors	02/08/2016	0.10	\$16.50	Emailed approved investor correspondence regarding further information required to process change of details.
BR							

BR	Andrew Lane	Undergraduate	Creditors	02/08/2016	0.10	\$16.50	Access AX investor management database and process change of details request as approved by David Whyte. Scan and save to file
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.40	\$66.00	Access to investor database to retrieve entry and exit statements for two investor accounts.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.20	\$33.00	Call to advisor regarding request for additional documentation.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.20	\$33.00	Prepare letters to advisor in response to requests for two investors' transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.30	\$49.50	Call to advisor and investor regarding when confirmation of client's unit balance is likely and an update on the situation with LM. Confirmed correspondence was waiting on internal approval, and let investor know the current per unit valuation.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.10	\$16.50	Amendments to deceased estate transfer of units checklist.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.40	\$66.00	Sent approved correspondence to 4 investors regarding further information required to process change of details request and confirmation of transfers and unit balances
BR							

BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.10	\$16.50	Review and amendments to investor correspondence regarding confirmation of unit balances.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.20	\$33.00	Review of investor correspondence. Access AX database to match signature to process change of address, primary contact method and phone number. Signature confirmed and update processed. Updates documented and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.30	\$49.50	Review of advisor correspondence requesting a change of details. Advisor had changed employers. Created internal checklist and prepared accordingly to process request.
BR	Andrew Lane	Undergraduate	Creditors	03/08/2016	0.20	\$33.00	Access to AX database to retrieve transaction statement with updated unit value
BR	Andrew Lane	Undergraduate	Creditors	04/08/2016	0.30	\$49.50	Review of advisor correspondence regarding confirmation of change of address for investor. Access to AX to confirm change of address request has been processed. Draft correspondence confirming change of address.
BR	Andrew Lane	Undergraduate	Creditors	04/08/2016	0.20	\$33.00	Review of Advisor correspondence. Prepare letter to Advisor of estate in response to their request to transfer units holding out of the deceased estate.
BR	Andrew Lane	Undergraduate	Creditors	04/08/2016	0.40	\$66.00	Sent 4 letters to advisors and investors regarding confirmation of change of address and transfer of units. Scanned files and saved to AX database.
BR							

BR	Andrew Lane	Undergraduate	Creditors	04/08/2016	0.10	\$16.50	Returned call to advisor regarding their client's investment and query as to whether fund has been wound up.
BR	Andrew Lane	Undergraduate	Creditors	05/08/2016	0.10	\$16.50	Returned call to advisor regarding current progression of winding up of fund
BR	Andrew Lane	Undergraduate	Creditors	05/08/2016	0.30	\$49.50	Call from an Advisor in relation to a request for an updated unit holdings balance and transaction statement for clients. Prepared letter requesting photo ID from investors to process request.
BR	Andrew Lane	Undergraduate	Creditors	05/08/2016	0.40	\$66.00	Access to AX database to process a change of trustee, address, contact details and bank details.
BR	Andrew Lane	Undergraduate	Creditors	05/08/2016	0.30	\$49.50	Review of investor correspondence regarding a change of address. Access to AX database to verify signature. Prepared internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.50	\$82.50	Review and amendments to 4 letters to investors regarding request for change of details, transfer of units, confirmation of unit balance and change of address. Emailed approved letter to investor regarding confirmation of change of address
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.20	\$33.00	Review and amendments to 3 letters to investors regarding requests for unit balances, change of details and confirmation of updated address.
BR							

BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.20	\$33.00	Access to AX database to review investors' unit balances and screen shot each for internal controls.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.20	\$33.00	Review and amendments to 3 letters to investors seeking further documentation to process change of trustee and change of details.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.10	\$16.50	Call to advisor regarding missing documentation required to process request to transfer units.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.50	\$82.50	Call to investor regarding request to update bank details and change unit holding from superfund to joint personal investors. <input type="checkbox"/> Drafted letter requesting documentation required to process investor request.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.60	\$99.00	Emailed 6 letters to investors and advisors regarding confirmation of unit balances, changes of address, unit transfers, and requests for more documentation to process other requests. Scanned and saved letters to file.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.30	\$49.50	Call from investor regarding progression of the fund being wound up.
BR	Andrew Lane	Undergraduate	Creditors	09/08/2016	0.70	\$115.50	Emailed 7 letters to investors and advisors regarding confirmation of unit balances, changes of address, and requests for more documentation to further process other requests.
BR							

BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.30	\$49.50	Review of investor correspondence on enquiries mailbox. Draft letter to investor regarding further documentation needed to process change of address request. Access to AX portal to process two change of email addresses.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.10	\$16.50	Call to investor regarding request to update postal address.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.20	\$33.00	Call from investor regarding request to update address. Draft letter to investor with requirements for a change of details.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.50	\$82.50	Review & amendments to 7 letters to investors regarding required documentation to process change of details and unit transfers. Access to AX to retrieve screenshots of units held.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.20	\$33.00	Call from advisor regarding request to update details and transfer units. Answered questions regarding the transfer process.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.20	\$33.00	Call from investor's representative regarding progress of trustee request.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.20	\$33.00	Review investor correspondence regarding a change of address. Access to AX to verify signature on account. Prepare internal control docs to process request.
BR							

BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.50	\$82.50	Review 2 investors' correspondence regarding a change of address. Access to AX to verify signature on account. Unable to match signature for 1 investor. Draft letter seeking photo ID. Prepare internal control docs to process the other request.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.20	\$33.00	Review of correspondence from advisor, requesting confirmation of update of client's address. Access to AX to check details updated. <input type="checkbox"/> Draft correspondence to advisor confirming update of address.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.70	\$115.50	Access to AX to process approved change of details for 3 investors. Took screen prints of updates and submitted for approval. Drafted letter to investors confirming updates.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.40	\$66.00	Call to investor regarding likelihood of distribution value and date.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.30	\$49.50	Review and amendments to letter to advisor regarding additional documentation required to process change of details request. Access to AX to verify amount of units held to determine transfer requirements.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.10	\$16.50	Call to Investor's daughter regarding authority issue.
BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.10	\$16.50	Prepare internal control docs to process a change of details for investor.
BR							

BR	Andrew Lane	Undergraduate	Creditors	11/08/2016	0.30	\$49.50	Review correspondence from 2 investors regarding change of details request. Draft letter requesting further documentation to process requests.
BR	Andrew Lane	Undergraduate	Creditors	12/08/2016	0.50	\$82.50	Review and amendments to 4 letters to investors regarding requests to change details, transfer of units and the status of the winding up of the fund.
BR	Andrew Lane	Undergraduate	Creditors	12/08/2016	0.20	\$33.00	Access to AX database to update investor's details as per change of address request. Screen printed updates for approval.
BR	Andrew Lane	Undergraduate	Creditors	12/08/2016	0.20	\$33.00	Review of approved internal control docs to process change of details. Scanned in and saved to AX and to file.
BR	Andrew Lane	Undergraduate	Creditors	12/08/2016	0.20	\$33.00	Undertake company search to identify directors of a company for the purpose of ID verification to process a change of details request.
BR	Andrew Lane	Undergraduate	Creditors	12/08/2016	0.60	\$99.00	Access to AX to save scanned approved internal control docs for processed investor request. saved to file. Access to AX to review changed details and take screen shots for internal control docs.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Scanned in two approved letters to investors. Emailed and saved to file.
BR							

BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.30	\$49.50	Access to AX to update address and contact details for two investors. Screen printed updates for approval.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.10	\$16.50	Review correspondence from investor regarding change of details request. Draft email in response directing investor to LM website to download and fill out appropriate request forms.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Call to investor regarding a change of address details for a joint holding due to investors separating. Asked whether investor needed to split unit holding into separate holdings
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.10	\$16.50	Call to investor regarding change of details request. Investors hold 3 accounts but directed changes for 2. Call to clarify changes only need to be made to 2 accounts.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.60	\$99.00	Review and amendments to 5 letters to investors regarding change of address, bank account, unit balances requests, redirecting 2 investors of other funds, request for information regarding the progress of the winding up.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.30	\$49.50	Review and amendments to 1 letter to advisor regarding request for unit balances on several accounts. Review and amendments to letter to Australian Financial Security Authority regarding request for bankruptcy number for investor.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.50	\$82.50	Access to AX to retrieve investors ID. Draft letter to investor regarding request to update address. Review of investor correspondence. Draft letter to investor's PoA regarding change of details request.
BR							

BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Review of investor correspondence. Access to AX to verify investors signature on letter. Signature verified, prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Scanned in and saved to file two letters to investors regarding further documentation needed to process change of details requests. Sent to outgoing mail.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.40	\$66.00	Scanned in and saved to file 3 approved letters to investors regarding current unit holdings balances and confirmation of change of details. Access to AX to save to system. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Scanned in and saved to file letter to advisor of several investors regarding current unit valuations. Emailed to advisor
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	1.00	\$165.00	Review of correspondence from advisor regarding change of details requests for 12 investors. Access to AX to verify signatures of investors. Signature verified, prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	1.00	\$165.00	Review of correspondence from advisor regarding change of details requests for 12 investors. Access to AX to verify signatures of investors. Signature verified, prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	16/08/2016	0.20	\$33.00	Review of correspondence from advisor regarding change of details requests for 2 investors. Access to AX to verify signatures of investors. Signature verified, prepare internal control forms to process request.

BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.50	\$82.50	Review of correspondence from advisor regarding change of details requests for 4 investors. Access to AX to verify signatures of investors. Signatures verified, prepare internal control docs.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.10	\$16.50	Call to investor regarding request to update details.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	1.00	\$165.00	Access to AX to process approved change of details request for 8 investors. Updated details, screen printed changes and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.20	\$33.00	Call to Advisor regarding missing account number from change of details form. Informed advisor that new form would need to be submitted with correct bank details with a signature from the investor.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.40	\$66.00	Draft letters to two investors regarding confirmation of change of details request.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.10	\$16.50	Call to advisor regarding process for winding up a client's super fund with units in LM.
BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.30	\$49.50	Scanned in approved internal control docs confirming processing of 3 investors' requests. Access to AX to system.
BR							

BR	Andrew Lane	Undergraduate	Creditors	17/08/2016	0.10	\$16.50	Scanned in approved internal control docs confirming processing of investor requests. Access to AX to system.
BR	Andrew Lane	Undergraduate	Creditors	18/08/2016	0.40	\$66.00	Access to AX to process 2 approved requests from investors to change details. Updated details, Screen printed changes and submitted for approval. Scanned in 2 approved internal docs for approved investor docs. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	18/08/2016	0.40	\$66.00	Call from investor regarding request to update bank account details. Draft letter to investor with requirements and forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	18/08/2016	0.40	\$66.00	Scanned in approved internal control docs for three investors requests to change details. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	18/08/2016	0.10	\$16.50	Returned call to investor regarding change of details.
BR	Andrew Lane	Undergraduate	Creditors	18/08/2016	0.30	\$49.50	Review of investor correspondence. Access to AX to identify investor. Draft letter to investor regarding change of details request.
BR	Andrew Lane	Undergraduate	Creditors	19/08/2016	0.20	\$33.00	Call from advisor regarding progress of an investor's change of details request. Request confirmed as processed.
BR							

BR	Andrew Lane	Undergraduate	Creditors	19/08/2016	0.20	\$33.00	Review of correspondence from advisor regarding additional documentation required to process a transfer of units for a deceased estate. Prepare internal control docs to process request.
	Andrew Lane	Undergraduate	Creditors	19/08/2016	0.40	\$66.00	Call from advisor, informing of the passing of an investor and requesting to transfer units to beneficiaries. Access to AX to identify investor details. Draft letter to advisor
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.30	\$49.50	Review of 3 approved investor requests to change details. Access to AX to process change. Screen printed updates and submitted for approval.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Review of letter from advisor of deceased estate with additionally requested documents to process transfer request. Prepare internal control docs to process request.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Review and amendments to letter to investor regarding request for additional information and documentation to process request. Access to AX to verify details of investment.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Review and amendments to letter to investor regarding current unit balance and estimated value of investment.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Access to AX to review investor documents for notification of deceased estate. No previous notification of deceased estate. prepare letter requesting documentation and details to update details of investment.
BR							

	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Review and amendments to letter to advisor regarding estimated value at 31/12/15 and current unit balance and estimated value.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Call from investor seeking confirmation of update of details for their investment. Access to AX to review progress of update.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.40	\$66.00	Call from investor requesting to update postal address. Draft letter requesting documentation to process request.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.40	\$66.00	Review and amendments to letter to advisor regarding treatment of transfer of units for a deceased director of a corporate trustee of a super fund. Access to AX to verify number of units held and screen print as source doc.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.30	\$49.50	Review and amendments to letter to advisor regarding the winding up of investor's superfund and a transfer request. Access to AX to verify units held and screen print as source doc.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.40	\$66.00	Access AX investor management database. Processed two investor requests regarding change of address and contact number and transfer of units into the name of sole surviving investor from joint holding.
BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.30	\$49.50	Scanned in and saved to file 4 approved letters to investors and an advisor regarding requests to update details. Emailed to investor/advisor
BR							

BR	Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00	Scanned in and saved to file 3 approved letters to investors regarding 2 requests to update details and 1 enquiry from an investor re status of winding up. Emailed to investors.
	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.10	\$16.50	Scanned in and saved to file approved letter to investors regarding transfer request. Emailed letter with required documents.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.30	\$49.50	Scanned in and saved to file approved letter to Australian Financial securities authority regarding a bankrupt investor. Scanned and saved to file approved letter to advisor of several investors outlining clients' holdings and value at 30/06/16. Emailed letter
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.10	\$16.50	Scanned and saved to file approved letter to advisor regarding confirmation of change of details. Emailed to advisor.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.30	\$49.50	Review and amendments to 3 letters to investors in response to queries from the update report.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.30	\$49.50	Review of correspondence from advisor regarding notification of deceased estate and application to transfer units. Access to AX to identify investor. Draft letter to advisor regarding process and documents to transfer.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.60	\$99.00	Review and amendments to 6 letters to investors regarding requests to transfer units, change details and a current unit valuation and balance.
BR							

BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.30	\$49.50	Scanned and saved to file 3 approved letters to investors regarding requests to change address, transfer of units and current unit balances
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.40	\$66.00	Review and amendments to 4 letters to investors regarding current unit valuations, unit transfers and change of details requests.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.60	\$99.00	Scanned approved internal control docs for the processing of 4 investor requests to transfer units out of deceased estate. Access to AX to save to system. Review of investor correspondence. Access to AX to identify investor.
BR	Andrew Lane	Undergraduate	Creditors	24/08/2016	0.20	\$33.00	Review of correspondence from advisor. Review of previously received correspondence and documents received. Prepare internal control forms to process change of details request.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Review of investor correspondence. Investor's address been updated as per approved request. Technical issues in AX have resulted in the address being printed on outgoing mail with one number missing from Po box. Access to AX to shorten address details.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Scanned in and saved to file two approved letters to investors regarding change of trustee and change of details. One letter sent to out going mail and other letter emailed.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.10	\$16.50	Call to investor regarding their request to change details.
BR							

BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Call from investor regarding a request to update address and update on the status of the winding up of the fund. Directed investor to the LM Website to download change of details form.
	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.10	\$16.50	Review and amendments to letter to advisor regarding request to change details.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Call from investor regarding update on the progress of the winding up of the fund & whether a distribution is likely by year end 2016. Provided explanation of current position
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Review of investor correspondence regarding change of details request. Prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.50	\$82.50	Review of advisor correspondence regarding change of details request for a deceased estate. Change of details form is missing from correspondence. Draft letter to advisor requesting missing documentation.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.50	\$82.50	Review of correspondence from advisor requesting information in regards to whether client's account is active. Access to AX to identify investors & generated transaction statements. Draft letter confirming status of investors' holdings and unit balances.
BR	Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00	Review of investor correspondence regarding update on the progression of the winding up process and estimated timeframe for distribution. Draft response email.
BR							

BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.30	\$49.50	Review and amendments to 2 letters to advisor regarding requests for current unit balance and a transfer of units from a deceased estate.
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.10	\$16.50	Review of correspondence form Advisor regarding request to change details (deceased estate). Created file note to update new information
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.20	\$33.00	Review and amendments to letter template to investors in response to queries from the 14th update report
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.50	\$82.50	Scanned in and saved to file 4 approved letters to investors regarding requests to change details, current unit valuation and change of details (deceased estate). Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.60	\$99.00	Access to AX to process 3 approved investor requests to update new bank account details and addresses. Also updated investment to reflect the deceased estate of investor with executors contact details. Draft letter to advisor confirming completion of request.
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.30	\$49.50	Scanned in 2 approved letters to advisors regarding requests for current unit balance and estimated value and a transfer of units (deceased estate). Saved letter to file. Access to AX to save to system. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	0.20	\$33.00	Scanned in 2 processed and approved investor requests regarding change of details. Access to AX to save to system
BR							

BR	Andrew Lane	Undergraduate	Creditors	26/08/2016	1.40	\$231.00	Review of returned mail. Recorded 20 returned letters in the returned mail register.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.30	\$49.50	Review of investor correspondence. Access to AX to verify signature. Unable to verify. Draft letter requesting photo ID.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.20	\$33.00	Review of investor correspondence. Access to AX to verify signature. Signature verified. Draft internal control form to process request.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.40	\$66.00	Review of 28 returned letters. Entered 15 <input type="checkbox"/> returned letters into the returned mail register.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.40	\$66.00	Review of 29 returned letters. Entered 12 <input type="checkbox"/> returned letters into the returned mail register.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.30	\$49.50	Review of 27 returned letters. Entered 10 <input type="checkbox"/> returned letters into the returned mail register.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.30	\$49.50	Review of 30 returned letters. Entered 8 <input type="checkbox"/> returned letters into the returned mail register.
BR							

BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.10	\$16.50	Review of 12 returned letters. Entered 10 returned letters into the returned mail register.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.30	\$49.50	Review of correspondence from advisor regarding request for transaction statements. Access to AX to verify advisor. Generated Transaction statements on AX. Draft letter confirming balance and value of units with statement attached.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.10	\$16.50	Review of letter from advisor. Call to Advisor to clarify request regarding 4 different investor accounts.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.30	\$49.50	Draft letter to advisor regarding request for current unit balances and valuations for 4 investors. Access to AX to confirm unit balances and value. Screen printed values for approval purposes.
BR	Andrew Lane	Undergraduate	Creditors	30/08/2016	0.20	\$33.00	Call from investor in regards to questions about transfer form and client details form sent to investor to process transfer request.
BR	Andrew Lane	Undergraduate	Creditors	31/08/2016	0.30	\$49.50	Call from advisor regarding progress of change of details request. Access to AX to identify investor and check for updates. Details have been updated. Prepare confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	01/09/2016	0.10	\$16.50	Call from advisor asking whether the fund had been wound up yet and whether a distribution was likely to be made.
BR							

BR	Andrew Lane	Undergraduate	Creditors	01/09/2016	0.20	\$33.00	Review of investor correspondence regarding confirmation of request to transfer units. Access to AX to identify investor. Search LM investor files for drafted confirmation letter, confirmation letter has been sent. Scanned investor letter in. File note.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.40	\$66.00	Review and amendments to 6 letters to investors regarding requests for units balances and confirmations for change of details requests. Access to AX to screen print investor balances as source docs.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.20	\$33.00	Review of letter to advisor regarding 11 investors. Access to AX to screen print account balances for each investor and attached as source doc to letter.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.20	\$33.00	Review and amendments to letter to two advisors regarding a unit balance request for 4 investors, and a transaction statement request. Review and amendments to letter to investor regarding photo ID needed to process investor request to change details
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.20	\$33.00	Review and amendments to 2 letters to investor regarding a request for current unit balance and confirmation of change of details request.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	1.00	\$165.00	Review and amendments to letter to advisor regarding confirmation of a change of advisor's address for 27 investors. Access to AX to obtain screen shots of advisor authority.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.40	\$66.00	Review of investor correspondence regarding a request for account statement. Access to AX to identify investor. Export account statements for 2 accounts. Draft letter addressing investor request. Attached statements.
BR							

BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.30	\$49.50	Review and amendments to two letters to an investor and an advisor regarding a request for account statement and confirmation of investor's details.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.20	\$33.00	Review of drafted letter to advisor regarding change of details request. Search through AX database to identify advisor.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.10	\$16.50	Review of advisor request to change Advisor's address. Access to AX to process request. Screen shots of update for internal processing.
BR	Andrew Lane	Undergraduate	Creditors	06/09/2016	0.30	\$49.50	Draft letter with current unit valuation and change of details steps. Access to AX to export transaction statement.
BR	Andrew Lane	Undergraduate	Creditors	07/09/2016	0.30	\$49.50	Review and amendments to 2 letters to investors regarding current unit balances and valuations.
BR	Andrew Lane	Undergraduate	Creditors	07/09/2016	0.30	\$49.50	Review of 2 approved letters to advisors regarding change of details and unit balance request. Scanned and saved both letters to file. Emailed letters to advisors.
BR	Andrew Lane	Undergraduate	Creditors	07/09/2016	0.20	\$33.00	Call from advisor requesting a transaction statement, current unit balance and change of details.
BR							

BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.40	\$66.00	Review of approved request to transfer units out of deceased estate into new holding. Access to AX investor management database to process request. Issues approving new investor account on activity schedule. Screen shot updates and submit for approval.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.30	\$49.50	Review responses received from investors to the latest update report. Discuss with John and Dermot appropriate responses required.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.20	\$33.00	Call from advisor regarding timeframe a distribution is likely to be made and request for current unit value.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.60	\$99.00	Review and amendments to 12 letters to investors regarding queries in relation to update report
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.40	\$66.00	Review and amendments to 3 letters to investors in response to queries from the update report.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.10	\$16.50	Review and amendments to letter to advisor regarding current unit balance and valuation.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.10	\$16.50	Call to advisor regarding a request for current unit balance for 2 clients.
BR							

BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.10	\$16.50	Review of updated advisor request to change advisors postal address. Access to AX to adjust update.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.40	\$56.00	Call from Advisor regarding current unit valuation request. Access to AX to identify investors. Draft letter to advisor with current unit balance and valuation. Access to AX to export transaction statement.
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.30	\$49.50	Review of investor request to change details (deceased estate). Access AX investor management database to adjust updates to address. Clarified with Dermot the treatment of overseas addressed correspondence in the database
BR	Andrew Lane	Undergraduate	Creditors	08/09/2016	0.20	\$33.00	Review and amendments to letter to adviser requesting a change of details.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.30	\$49.50	Review of notes made by Matthew Joiner from telephone conversation with investor. Call to investor to confirm bank account details.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.40	\$66.00	Scanned and saved to file 5 approved letters to investors. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.30	\$49.50	Scanned and saved to file 5 approved letters to investors. Emailed letters.
BR							

BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.30	\$49.50	Scanned and saved to file 5 approved letters to investors. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Scanned and saved to file 2 approved letters investors regarding requests for current unit valuations and a confirmation for change of details.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.30	\$49.50	Scanned and saved to file 2 approved letters to investors regarding requests for current unit valuations and a confirmation for change of details. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review of investor correspondence. Access to AX to verify signature. Signature verified and screen printed on system for source doc. Prepare internal control doc to process change of details request.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review of 31 investor requests with the same advisor to update advisors address. Checked against recent confirmation letter to same advisor.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review of request to update postal address. Access to AX to verify investor signature. Signature verified. Prepare internal control docs to process request.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review of advisor correspondence regarding deceased estate. Requested current unit balance and requirements for transfer. Draft letter requesting further documentation to change details and transfer units.
BR							

BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review of advisor correspondence regarding deceased estate and change of details request. Draft letter requesting further documentation to change details and transfer units.
BR	Andrew Lane	Undergraduate	Creditors	09/09/2016	0.20	\$33.00	Review and amendments to letter to advisor regarding deceased estate and change of details request.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.30	\$49.50	Scanned and saved to file 3 approved letters to investors regarding requests for unit balances, confirmation to change of details & further documentation needed to process transfer (deceased estate). Emailed letters. Access AX to save internal docs to system.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00	Voicemail from advisor following up request for current unit balance and valuation. Scanned in and saved to file approved letter to advisor. Emailed.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.40	\$66.00	Scanned and saved to file 3 approved letters to advisors regarding requests for unit balance, confirmation to change of details & further documentation needed to process transfer. Emailed letters. Access AX to save internal docs for 3 change of details.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.40	\$66.00	Review of investor request to change details. Access to AX to identify investor. Draft letter to investor regarding same
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.40	\$66.00	Review of 3 approved investor requests to update postal address. Access to AX to process updates. Screen printed changes for source docs.
BR							

BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.40	\$56.00	Review of 3 approved advisor requests to update postal address. Access to AX to process updates. Screen printed changes for source docs.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00	Review of 2 approved advisor and POA requests to update postal address. Access to AX to process updates. Screen printed changes for source docs.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00	Review of internal docs to process 3 investor requests to update details. Access to AX to screen print additional updates for source docs.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.30	\$49.50	Scanned in 7 processed investor requests to change details. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00	Review of correspondence from investor regarding change of details. Access to AX to verify investor's signature. Signature verified, screen printed for source doc. Prepared internal docs for processing.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.20	\$33.00	Review of correspondence from public trustee regarding deceased estate and change of details request. Access to AX to identify deceased estate. Draft letter requesting further documentation to process request.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.20	\$33.00	Review of correspondence from financial advisor requesting average 5 year and 10 year returns on the fund. Spoke to Dermot O'Brien about appropriate response.
BR							

BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.20	\$33.00	Review of advisor correspondence regarding confirmation of units held at 30 June 2015. Access to AX to export transaction statement. Draft letter for investors current unit valuation.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.40	\$66.00	Review of investor correspondence regarding the closure of their super fund. Access to AX to identify investors. Draft letter for request to transfer out of SMSF. Draft Trustee Declaration.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.10	\$16.50	Call to investor regarding change of details request.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.10	\$16.50	Draft letter to investor regarding request to change details.
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.20	\$33.00	Call from investor regarding existing change of details request. Respond to questions about winding up
BR	Andrew Lane	Undergraduate	Creditors	14/09/2016	0.10	\$16.50	Entered the details for two phone calls into the Phone call register regarding investor requests to change details.
BR	Andrew Lane	Undergraduate	Creditors	15/09/2016	0.40	\$66.00	Access to AX investor management database and export 29 investor documents saved to the system. Printed all documents.
BR							

BR	Andrew Lane	Undergraduate	Creditors	15/09/2016	0.30	\$49.50	Call from advisor requesting documentation required to process a transfer of units due to investors with a joint super fund separating. Draft letter with requirements. Updated LM call register.
BR	Andrew Lane	Undergraduate	Creditors	15/09/2016	0.30	\$49.50	Call from Investor requesting an update on the winding up of the fund. Investor is now managing his super fund himself and is deregistering the fund. Requires transfer into personal holding. Draft letter addressing request. Updated LM call register.
BR	Andrew Lane	Undergraduate	Creditors	15/09/2016	0.20	\$33.00	Call from Advisor regarding a request for transaction statements and current unit valuations for 3 investors. Access to AX to identify each investor. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.40	\$66.00	Review of correspondence from advisor requesting a transfer from investor's discretionary trust. Access to AX to identify investor. Draft letter and declaration to process transfer.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Call from Advisor regarding recently sent correspondence requesting a change of details. Confirmed receipt of email and that request is being processed. Advisor requested confirmation that update has been processed. Updated call register.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.30	\$49.50	Review of approved change of details request. Access AX to update details, screen shot update for source docs and print.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Call from investors daughter regarding change of details & Authority request as investor (her father) has gone into aged care. Draft email directing her to the LMFMIIF website to download the correct form. Update call register
BR							

BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.10	\$16.50	Call from adviser regarding confirmation of adviser details in AX
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.50	\$82.50	Review of 2 approved letters to advisors regarding request for transaction statement and change of details (deceased estate). Scanned in and save to file. Access to AX to save to system. Emailed letters to advisors.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Review and amendments to letter to advisor regarding request for current unit balance.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Review and amendments to letter to adviser regarding transfer of units request.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Review of approved adviser request to update address. Access to AX to update details. Screen print updates and print for source docs.
BR	Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00	Review of the 15th update report to investors. Added in the Remuneration summaries for the controllerships and LMFMI into the report. Emailed report back to John Somerville.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.10	\$16.50	Call from advisor requesting current unit valuation for an investor. Access to AX to identify investor.
BR							

BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.10	\$16.50	Call from advisor following up request for documents to transfer 50% of units out of a superfund into new personal holding.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00	Call from advisor following up request for current unit valuation as at 30 June 2016. Print last two pages of most recent report to creditors. Scanned and email to advisor.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00	Draft confirmation letter to adviser regarding change of address request.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.30	\$49.50	Call from Adviser regarding a request for transaction statement for an investor. Access to AX to identify investor, export transaction statement. Draft letter.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.40	\$66.00	Review of 2 approved investor requests to update address and a change of authority. Access to AX to process updates. Screen printed updates and attached as source docs.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.10	\$16.50	Call to adviser regarding change of details requests for investors that he represents. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.10	\$16.50	Call to adviser regarding change of details requests for investors that he represents. Update call register.
BR							

BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00	Review and amendments to letter to Adviser regarding investors listed under two advisers of the firm and their current unit valuations and balances.
BR	Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00	Review of correspondence from late investor's daughter. Call to daughter regarding request to change address.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.20	\$33.00	Review of LMFMIIF inbox. Review of adviser's correspondence regarding an investor request to change details. Access AX to verify signature. Signature verified. Prepare internal control documents.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.50	\$82.50	Review of the LMFMIIF inbox. Printed off correspondence regarding 8 investors requiring a response.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.30	\$49.50	Review of investor correspondence regarding the receipt of mail for closed investment account. Access AX to review investor file. account still active but empty. Search to identify where funds were transferred to.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.10	\$16.50	Call to investor regarding update on request for information surrounding past investment and where funds were transferred too.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.30	\$49.50	Call from investor regarding update on request for information surrounding past investment and where funds were transferred too. Searched through AX and found 5 accounts which investor believed were deceased estates
BR							

BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.20	\$33.00	Review of adviser correspondence regarding change of details request. Access to AX to verify signature. Signature verified. Prepare internal control docs to process request.
BR	Andrew Lane	Undergraduate	Creditors	21/09/2016	0.20	\$33.00	Review of correspondence from advisor regarding progress of transfer request for deceased estate. Access to AX to check accounts. Transfer complete, balances from both account screen printed for source docs. Draft letter confirming transfer.
BR	Andrew Lane	Undergraduate	Creditors	22/09/2016	0.10	\$16.50	Call from investor regarding update on the fund and whether tax statements are being released.
BR	Andrew Lane	Undergraduate	Creditors	22/09/2016	0.20	\$33.00	Call from adviser regarding request for transaction statements and unit balances for 4 investors. Access to AX to identify investors. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	22/09/2016	0.30	\$49.50	Call from adviser requesting update on progress of request for transaction statement for investors. Search through investor files, draft completed. Called back to advise.
BR	Andrew Lane	Undergraduate	Creditors	23/09/2016	0.10	\$16.50	Review and amendments to letter to adviser regarding transfer of units request.
BR	Andrew Lane	Undergraduate	Creditors	23/09/2016	0.30	\$49.50	Call to investor regarding an inquiry as to when distributions stopped, whether the director is being held accountable and whether they will see any money. Spoke to investor about BDO's role, the current situation and future distributions.
BR							

BR	Andrew Lane	Undergraduate	Creditors	23/09/2016	0.30	\$49.50	Review of correspondence from investor regarding change of address request. Access to AX to identify investor. Draft letter requesting ID.
BR	Andrew Lane	Undergraduate	Creditors	23/09/2016	0.20	\$33.00	Call from adviser requesting update on the progress of a change of details request. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Call from adviser requesting unit balance & valuation for investor. Access to AX to identify investor. Advised advisor to organise letter of authority from his clients. Update call register
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Call from adviser requesting update on request to transfer units. Located letter to adviser, slight change needed. Amended letter for approval. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Prepare file note regarding conversation with adviser requesting information in relation to investors
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review and amendments to letter to adviser regarding request to transfer units.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.40	\$66.00	Call to investor regarding an update on the winding up of the Fund. investor requested current unit valuation. Access to AX to identify investor.
BR							

BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review of investor request to update details. Access to AX to amend post code. Screen print update and attach as source doc.
	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.10	\$16.50	Review of investor request to update details. Access to AX to amend primary address. Screen print update and attached as source doc.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review of approved investor request to update details. Access to AX to update address and contact details. Screen print updates for source docs and print for approval. Scanned in processing docs and saved to file and to AX.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.10	\$16.50	Review of processed and approved change of authority request. Scanned in and saved to file and to AX.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.30	\$49.50	Review of investor request to change details. Access to AX to process request. Screen print updates for source docs.□ Scanned in docs and saved to file in AX. Draft confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.30	\$49.50	Review of investor request to change address. Access to AX to process request. Screen print updates for source docs.□ Scanned in docs and saved to file in AX. Draft confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review of investor request to change address. Access to AX to process request. Screen print updates for source docs.□ Scanned in docs and saved to file in AX.
BR							

BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review of approved letter to adviser regarding further documentation required to process transfer request. Scanned and saved to file. Emailed.
	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.20	\$33.00	Review of approved investor request to update address and bank account details. Access AX to process request. Screen print updates as source docs.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.10	\$16.50	Review and amendments to letter to investor regarding transfer of units request.
BR	Andrew Lane	Undergraduate	Creditors	27/09/2016	0.10	\$16.50	Call to advisor regarding progress of change of details request. Informed adviser request had been processed. Update call register
BR	Andrew Lane	Undergraduate	Creditors	29/09/2016	0.50	\$82.50	Draft letter to adviser with current unit balance, valuation and transaction statements for 4 investors. Access AX to export transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	29/09/2016	0.40	\$66.00	Review and amendments to letter to investors regarding transfer request. Scanned in 3 approved letters to advisers regarding 3 transfer requests. Saved to file. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	29/09/2016	0.60	\$99.00	Review and amendments to letter to adviser regarding a request for all investors listed under two financial advisers. Access to AX to screen print unit balances of 36 investors
BR							

BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.20	\$33.00	Review of approved investor request to update details. Access to AX to process update to address and bank account. Screen print changes for source docs.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.30	\$49.50	Review of 4 processed investor requests to update details. Access AX to take additional screen shots of updates and print for source docs.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.50	\$82.50	Review of investor correspondence regarding 2 change of details requests. Access to AX to verify signature, 1 signature verified, the other request has already been processed. Prepare internal control form to process first request.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.60	\$99.00	Review of investor correspondence regarding 3 requests for transaction statements and current unit balances. Access AX to export transaction statements. Draft 3 letters addressing requests.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.30	\$49.50	Review of approved investor request to transfer units (deceased estate). Access AX to process transfer. Issue selecting existing account for units to be transferred into.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.40	\$66.00	Access AX to generate investor listing with address details for update to be sent out. Export details into excel and filter details to separate advisors from investors and post addresses from email addresses.
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	1.20	\$198.00	Search through AX to complete adviser and investor contact details for 3 advisers and 7 investors with missing address details. Export mailing list from AX and email to Dermot.
BR							

BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.30	\$49.50	Call to an investor seeking further information in relation to the status of the winding up of the Fund. Update call register
BR	Andrew Lane	Undergraduate	Creditors	30/09/2016	0.10	\$16.50	Review of email from an advisor seeking information on an investor. Drafted email response
BR	Andrew Lane	Undergraduate	Creditors	4/10/2016	0.20	\$33.00	Review of correspondence from adviser regarding notification of a deceased estate. Access to AX to identify investor. Draft letter with requirements to transfer units.
BR	Andrew Lane	Undergraduate	Creditors	4/10/2016	0.50	\$82.50	Review of 3 investor requests to change details. Access to AX to verify signatures. Prepare internal control docs to process requests.
BR	Andrew Lane	Undergraduate	Creditors	4/10/2016	0.10	\$16.50	Review and amendments to letter to adviser regarding request for unit balances and valuations for 4 investors.
BR	Andrew Lane	Undergraduate	Creditors	4/10/2016	0.40	\$66.00	Review of 3 letters from advisers regarding change of details requests (deceased estates). Prepare internal control forms to process requests.
BR	Andrew Lane	Undergraduate	Creditors	4/10/2016	0.30	\$49.50	Scanned in and saved to file 1 letter to investors regarding transfer request and one letter to adviser regarding a request for all investors listed under two particular advisers. Access to AX to saved to system. Emailed letters.
BR							

BR	Andrew Lane	Undergraduate	Creditors	5/10/2016	0.10	\$16.50	Scanned and saved to file processed investor request to update details. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	5/10/2016	0.20	\$33.00	Call from adviser requesting an update on the fund. And whether a distribution payment is likely to be made by the end of the year. Access to AX to identify Adviser. Emailed the latest update to the adviser. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	5/10/2016	0.40	\$66.00	Review of internal docs for 5 change of details request. Access to AX to screen print additional source docs.
BR	Andrew Lane	Undergraduate	Creditors	5/10/2016	0.20	\$33.00	Review and amendments to 3 letters to advisers regarding confirmation of change of details requests.
BR	Andrew Lane	Undergraduate	Creditors	5/10/2016	0.30	\$49.50	Review of correspondence from adviser, advising of the passing of one investor of a joint investment. Draft letter requesting completion of enclosed transfer application and indemnity.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.50	\$82.50	Review of 2 approved requests from executors to change details. Access to AX to process requests. Screen print updates as source docs. Scanned internal docs in the saved to file. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.10	\$16.50	Review and amendments to letter to adviser regarding confirmation change of details request has been processed.
BR							

BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.40	\$56.00	Review and amendments to 3 letters to investors to account for new unit price, regarding request for current unit valuations and balances. Access to AX to verify balances and export 4 transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.30	\$49.50	Review of 2 approved investor change of details requests. Access to AX to process changes. Screen print updates and printed as source docs.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.50	\$82.50	Review of 4 processed investor requests. Scanned in internal docs and saved to file. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.20	\$33.00	Review of 2 approved letters to advisers confirming the completion of change of details requests. Scanned and saved to file. Emailed.
BR	Andrew Lane	Undergraduate	Creditors	6/10/2016	0.20	\$33.00	Review of two approved and processed investor requests to update details. Scanned and saved to file. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	11/10/2016	0.10	\$16.50	Review and amendments to letter to adviser regarding change of details request.
BR	Andrew Lane	Undergraduate	Creditors	11/10/2016	0.20	\$33.00	Call from adviser advising the passing of an investor and requesting transfer to investors son. Access to AX to identify investor. Draft letter with transfer requirements.
BR							

BR	Andrew Lane	Undergraduate	Creditors	11/10/2016	0.10	\$16.50	Call from an investor regarding a request for transaction statement. Update Call log and make note to draft letter tomorrow.
BR	Andrew Lane	Undergraduate	Creditors	12/10/2016	0.40	\$66.00	Draft letter to adviser regarding requirements to transfer units (deceased estate). Draft letter to investor regarding request for transaction statement. Access to AX to export statement.
BR	Andrew Lane	Undergraduate	Creditors	13/10/2016	0.20	\$33.00	Review and amendments to 3 letters to investors regarding requests for unit balances transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.10	\$16.50	Review and amendments to 2 letters to investors regarding confirmation of change of details request.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00	Review and amendments to two letters to advisers regarding current unit valuations for several investors and one transfer request (Dec estate).
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00	Call from investor regarding a change of address request. Directed investor to the LM website to download appropriate form. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.40	\$66.00	Call from adviser regarding request for current unit valuation and transaction statement. Draft letter regarding request. Update call log. Access to AX to identify investor and export transaction statement.
BR							

BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00	Review and amendments to 3 letters to investors regarding confirmation of change of details request and current unit valuation and transaction statement request.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00	Review of adviser correspondence regarding the passing of an investor with a joint holding. Access to AX to update the investment to reflect the passing of a joint holder. Screen print updates as source docs.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.10	\$16.50	Review of investor request to update email address. Access to AX to process update. Screen print update as source doc.
BR	Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00	Draft new internal processing form for cases with a Deceased estate on a Joint Account ownership with sole survivor.
BR	Andrew Lane	Undergraduate	Creditors	18/10/2016	0.10	\$16.50	Review of correspondence from advisor regarding confirmation on transfer request. Review of previously sent corro to adviser requesting probate. Access to AX to verify number of units held by investor.
BR	Andrew Lane	Undergraduate	Creditors	21/10/2016	0.20	\$33.00	Call from investor regarding recent Hall Chadwick documents received and who is funding their operations.
BR	Andrew Lane	Undergraduate	Creditors	26/10/2016	0.40	\$66.00	Call from investor regarding an error on her mailing address and request for transaction statement. Access to AX to review address and amend address number. Export transaction statement. Draft letter.
BR							

BR	Ryan Whyte	Undergraduate	Creditors	06/05/2016	0.80	\$128.00	Access AX investor management database and process 8 investor change of details requests as approved by David Whyte. Scan and save to file
BR	Ryan Whyte	Undergraduate	Creditors	13/05/2016	0.50	\$80.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	13/05/2016	0.40	\$64.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	13/05/2016	1.50	\$240.00	Prepare letters to investors seeking to update the details for their investment with the Fund (6 letters). Access AX database to review current details and advise process to update
BR	Ryan Whyte	Undergraduate	Creditors	13/05/2016	0.40	\$64.00	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
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	0.40	\$64.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	1.60	\$256.00	Prepare letters to advisors in relation to requests for unit holding balances. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR							

BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	0.10	\$16.00	Prepare a letter to an advisor in relation to a request for a unit holding balance. Access AX investor management database, search for investor and generate investor unit balance report. Print and collate.
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	0.50	\$80.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	1.20	\$192.00	Access AX investor management database and process investor transfer of units for a deceased estate to several beneficiaries as approved by David Whyte.
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	0.40	\$64.00	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
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	1.30	\$208.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate requests. Prepare internal control forms to verify sufficient documentation provided to process request.
BR	Ryan Whyte	Undergraduate	Creditors	16/05/2016	0.30	\$48.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate requests. Prepare internal control forms to verify sufficient documentation provided to process request.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.60	\$96.00	Review of correspondence from investors in relation to a change of details of deceased estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR							

BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.40	\$64.00	Access AX investor management database and process investor change of details requests as approved by David Whyte. Scan and save to file
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.70	\$112.00	Review of correspondence from investors in relation to a change of details of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.40	\$64.00	Review of signatures for 2 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.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	1.00	\$160.00	Review of correspondence from investors in relation to a change of details for deceased estates. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.40	\$64.00	Review of signatures for 2 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.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.70	\$112.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	20/05/2016	0.70	\$112.00	Review of correspondence from investors in relation to a transfer of units of deceased estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	1.00	\$160.00	Review of correspondence from investors in relation to a transfer of units of deceased estates. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.30	\$48.00	Review of correspondence from investors in relation to a transfer of units of deceased estates. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.50	\$80.00	Review of correspondence from investors in relation to a transfer of units of deceased estates. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.60	\$96.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.30	\$48.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.20	\$32.00	Review of correspondence from investors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	23/05/2016	0.80	\$128.00	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
BR							

BR	Ryan Whyte	Undergraduate	Creditors	27/05/2016	1.10	\$176.00	Prepare letters to executors 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.
BR	Ryan Whyte	Undergraduate	Creditors	27/05/2016	0.90	\$144.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	27/05/2016	1.70	\$272.00	Review of correspondence from investors in relation to a transfer of units of deceased estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	27/05/2016	0.60	\$96.00	Review of unread emails sent to the LM enquiries mailbox. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	30/05/2016	0.50	\$80.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	03/06/2016	1.70	\$272.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	03/06/2016	0.20	\$32.00	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
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BR	Ryan Whyte	Undergraduate	Creditors	03/06/2016	0.70	\$112.00	Prepare 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.
BR	Ryan Whyte	Undergraduate	Creditors	06/06/2016	0.80	\$128.00	Prepare 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.
BR	Ryan Whyte	Undergraduate	Creditors	10/06/2016	1.20	\$192.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	10/06/2016	0.60	\$96.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.70	\$112.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.40	\$64.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.50	\$80.00	Prepared letter to investor seeking to update the details for their investment with the fund. Access AX database to review current details and advise to process update.
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BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.50	\$80.00	Prepared letter to investor seeking to update the details for their investment with the fund. Access AX database to review current details and advise to process update.
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.50	\$80.00	Prepared letter to investor seeking to update the details for their investment with the fund. Access AX database to review current details and advise to process update.
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.30	\$48.00	Prepared letter to investor seeking to update the details for their investment with the fund. Access AX database to review current details and advise to process update.
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	1.00	\$160.00	Review of correspondence from 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 Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.30	\$48.00	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
BR	Ryan Whyte	Undergraduate	Creditors	21/06/2016	1.00	\$160.00	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
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.30	\$48.00	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

BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.50	\$80.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.80	\$128.00	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
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.10	\$16.00	Prepare letter to investor seeking update on the winding up
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.20	\$32.00	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
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.40	\$64.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	01/07/2016	0.50	\$82.50	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 <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	01/07/2016	0.40	\$66.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. <input type="checkbox"/>
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BR	Ryan Whyte	Undergraduate	Creditors	01/07/2016	1.30	\$214.50	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	01/07/2016	0.40	\$66.00	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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	04/07/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	04/07/2016	0.60	\$99.00	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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	04/07/2016	0.50	\$82.50	Prepare letter to 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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	04/07/2016	0.30	\$49.50	Prepare letter to 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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	04/07/2016	0.40	\$66.00	Prepare letter to 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. <input type="checkbox"/>

BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.70	\$115.50	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 <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.50	\$82.50	Review of correspondence from investors/advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.60	\$99.00	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 <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.60	\$99.00	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 <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.40	\$66.00	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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.60	\$99.00	Prepare letter to 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. <input type="checkbox"/>
BR	Ryan Whyte	Undergraduate	Creditors	08/07/2016	0.30	\$49.50	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 <input type="checkbox"/>

BR	Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.60	\$99.00	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
BR	Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.10	\$16.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.40	\$66.00	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
BR	Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.60	\$99.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.60	\$99.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	15/07/2016	0.30	\$49.50	Review of correspondence from investors in relation to a change of details/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	15/07/2016	1.20	\$198.00	Prepare 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
BR							

BR	Ryan Whyte	Undergraduate	Creditors	15/07/2016	0.20	\$33.00	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
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.70	\$115.50	Prepare 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
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.20	\$33.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.20	\$33.00	Returned call to an investor regarding the updated unit price.
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.20	\$33.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.60	\$99.00	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
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.40	\$66.00	Review of correspondence from investors/advisors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
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BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	1.10	\$181.50	Prepare 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
BR	Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.10	\$16.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or to update in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.40	\$66.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.80	\$132.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.40	\$66.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	1.10	\$181.50	Prepare 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
BR							

BR	Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.40	\$66.00	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.
BR	Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.40	\$66.00	Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.70	\$115.50	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
BR	Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.20	\$33.00	Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.60	\$99.00	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
BR	Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.30	\$49.50	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
BR	Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.10	\$16.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response or for updating in the AX database. Review and update investor correspondence register accordingly.
BR							

BR	Ryan Whyte	Undergraduate	Creditors	29/07/2016	1.10	\$181.50	Prepare a letters to investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
	Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.50	\$82.50	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
BR	Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.30	\$49.50	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
BR	Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.60	\$99.00	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
BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	0.40	\$66.00	Prepare letter to 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.
BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	1.00	\$165.00	Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	0.60	\$99.00	Prepare letter to 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.
BR							

BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	0.70	\$115.50	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
BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	0.90	\$148.50	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.
BR	Ryan Whyte	Undergraduate	Creditors	03/08/2016	0.50	\$82.50	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
BR	Ryan Whyte	Undergraduate	Creditors	05/08/2016	0.30	\$49.50	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.
BR	Ryan Whyte	Undergraduate	Creditors	05/08/2016	0.90	\$148.50	Prepare 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
BR	Ryan Whyte	Undergraduate	Creditors	05/08/2016	0.80	\$132.00	Prepare a letters to investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	05/08/2016	1.00	\$165.00	Review of correspondence from investors/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