

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 2 OF 2

Exhibits "DW-69" (pages 160 to 311) to "DW-77" to the Affidavit of **DAVID
WHYTE** sworn the 13th of June 2017



Deponent



Solicitor ~~A Justice of the Peace~~

CERTIFICATE OF EXHIBIT:
Form 47, R.435

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Filed on behalf of the Applicant, David Whyte

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INDEX OF EXHIBITS TO VOLUME 2 OF 2

No.	Description	Date	Page No.
DW-69	Schedule of Work performed by staff of BDO during the relevant period	Various	160 – 311
DW-70	Sixteenth Report to Members	23/12/2016	312 – 332
DW-71	Seventeenth Report to Members	31/03/2017	333 – 358
DW-72	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Bridgewater	Various	359 – 360
DW-73	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Pinevale	Various	361

No.	Description	Date	Page No.
DW-74	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of RBLL	Various	362 – 363
DW-75	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Cameo	Various	364
DW-76	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of OVST	Various	365 – 367
DW-77	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of RBLLD	Various	368

BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.90	\$445.50	discussion with our solicitors re the draft statement of claim against MPF to preserve limitations, discuss queries and further work to be done
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	1.20	\$594.00	review email from our solicitors and further draft statement of claim against MPF to preserve limitations, continue to check amounts included as particulars and make notes for amendments to discuss with our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.30	\$148.50	discussion with our solicitors re the draft statement of claim against MPF to preserve limitations, discuss further queries and minor changes
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.20	\$99.00	discussion with our other solicitors re the draft statement of claim against MPF to preserve limitations, discuss queries re implications of certain parts re the EY claim
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.10	\$49.50	further discussion with our solicitors re the draft statement of claim against MPF to preserve limitations, discuss a few paragraphs and counsels comments re changes to year of allegations re overvalued fund
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.10	\$49.50	further discussion with our other solicitors re the draft statement of claim against MPF to preserve limitations, discuss queries re implications of 2 paragraphs re the EY claim
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.10	\$49.50	further discussion with our solicitors re the draft statement of claim against MPF to preserve limitations, clarify counsels comments re changes to year of allegations re overvalued fund
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.40	\$198.00	review email from our solicitors and final draft statement of claim against MPF to preserve limitations, review and make notes for final amendments/queries to discuss with our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.40	\$198.00	continue review of final draft statement of claim against MPF to preserve limitations, discn David Whyte and review his notes for edits/queries to discuss with our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.20	\$99.00	finalise review of MPF claim to preserve limitations,
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2016	0.20	\$99.00	prepare email to David Whyte for OK to file final draft statement of claim against MPF to preserve limitations, prepare email to solicitors re OK to file it
BR	Eric Leeuwendal	Executive Director	Creditors	25/11/2016	0.10	\$49.50	review email fm our solicitors re the draft orders and corro with MPF re our strike out appln and the imposition of costs
BR	Eric Leeuwendal	Executive Director	Creditors	28/11/2016	0.10	\$49.50	finalise review of email from our solicitors and draft letter and orders in response to those from KordaMentha regarding the MPF claim against the Fund and the costs of our strike out appln, prep email to David Whyte on suggested response
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2016	0.20	\$99.00	review email from our solicitors and draft letter to LMIM re preservation proceedings claim against LM, discussion with our solicitor to clarify a query and forward the email to David Whyte with comments
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2016	2.10	\$1,039.50	review email from John Somerville and draft update to investors, commence updating investor report on litigation and investigations

BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2016	1.90	\$940.50	review email from John Somerville and draft update to investors, continue updating investor report on litigation and investigations
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2016	1.60	\$792.00	review email from John Somerville and draft update to investors, finalise updating investor report on litigation and investigations excluding executive summary
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2016	0.10	\$49.50	review email from our solicitors re the MPF litigation review hearing on Friday, appearance and notifying them of our fresh claim against LMIM, prepare email response
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2016	0.10	\$49.50	review email from our solicitors re they strike out appln review hearing on Friday, appearance and contact during the hearing, prepare email response
BR	Eric Leeuwendal	Executive Director	Creditors	16/12/2016	0.10	\$49.50	discussion with our solicitors regarding the LM litigation matters, the settlement deed and ASIC proceedings, the outcome of the review hearing of the MPF proceedings
BR	Eric Leeuwendal	Executive Director	Creditors	19/12/2016	0.20	\$99.00	review email from and discn with our solicitors regarding the courts move to publish all pleadings on commercial list re the MPF claim against FMIF, prepare email to David Whyte on recommendation re whether to object to any documents filed
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2016	1.20	\$594.00	review and finalise update to investors after recent court hearings
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2016	0.50	\$247.50	review email from John Somerville and finalised draft report to investors, discussion with John re instructions to our solicitors, discussion with our solicitors on the draft report and other proposed litigation and prepare email to our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	22/12/2016	0.10	\$49.50	review email fm our solicitors and suggested changes to report to investors on litigation matters
BR	Eric Leeuwendal	Executive Director	Creditors	22/12/2016	0.20	\$99.00	review email from our solicitors regarding their suggested changes to the draft update to investors, peruse the changes, check cert of taxation re query on costs and prepare email to John Somerville with comments
BR	Eric Leeuwendal	Executive Director	Creditors	9/02/2017	0.20	\$99.00	prepare draft email (checking previous emails) to Receivers of the feeder funds regarding status of prepn of claim
BR	Eric Leeuwendal	Executive Director	Creditors	10/02/2017	0.10	\$49.50	review email from Receiver of Feeder Funds and prepare draft email response to queries
BR	Eric Leeuwendal	Executive Director	Creditors	16/02/2017	0.10	\$49.50	discussion with our solicitors regarding new proceedings started by Korda menha against LMIM and seeking copy of claim against 3rd parties
BR	Eric Leeuwendal	Executive Director	Creditors	17/02/2017	1.40	\$693.00	Preparation for meeting with our IT consultant and meeting with our IT consultant regarding the approach restating foreign currency investor units incorrectly migrated to the AX investor management database
BR	Eric Leeuwendal	Executive Director	Creditors	1/03/2017	0.10	\$49.50	review 3 letters responding to investor requests for updating member records

BR	Eric Leeuwendal	Executive Director	Creditors	1/03/2017	0.10	\$49.50	review further 3 letters responding to investor requests for updating member records
BR	Eric Leeuwendal	Executive Director	Creditors	2/03/2017	0.20	\$99.00	discn regarding foreign investor accounts and other funds foreign investors, discussion consultant re queries with their service quote and other fund foreign investors
BR	Eric Leeuwendal	Executive Director	Creditors	3/03/2017	0.20	\$99.00	review investor correspondence (5) and our proposed response and approve investor change request/query with author
BR	Eric Leeuwendal	Executive Director	Creditors	3/03/2017	0.10	\$49.50	review investor correspondence and our proposed response and approve investor change request/query with author
BR	Eric Leeuwendal	Executive Director	Creditors	3/03/2017	0.30	\$148.50	review investor correspondence (4) and a proposed response and approve investor change request/query with author, discuss queries with our LM staff
BR	Eric Leeuwendal	Executive Director	Creditors	6/03/2017	0.30	\$148.50	meeting with Ryan Whyte to discuss the investor database structure re the foreign investors and consultant specifications to be amended to exclude feeder fund investors
BR	Eric Leeuwendal	Executive Director	Creditors	6/03/2017	0.10	\$49.50	reviewing investor correspondence seeking changes to investor details (2)
BR	Eric Leeuwendal	Executive Director	Creditors	6/03/2017	0.10	\$49.50	reviewing responses to investor correspondence (3)
BR	Eric Leeuwendal	Executive Director	Creditors	7/03/2017	0.30	\$148.50	review John Somerville emails and locate emails with FTI on the management accounts, discussion with Aubrey Meek re same and possible need to obtain updated information for our updated report to investors, prepare email to David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	9/03/2017	0.10	\$49.50	review proposed letter in response, previous corro and query from investor
BR	Eric Leeuwendal	Executive Director	Creditors	9/03/2017	0.10	\$49.50	review proposed letter in response, previous corro and query from investor
BR	Eric Leeuwendal	Executive Director	Creditors	9/03/2017	0.20	\$99.00	review our proposed letter in response, previous corro and query from investor, review 2x change in details forms requests, review legal invoice re reasonableness
BR	Eric Leeuwendal	Executive Director	Creditors	9/03/2017	0.10	\$49.50	review proposed email to liquidator of a borrower of the Fund and amend the email and respond to Eloise Carroll
BR	Eric Leeuwendal	Executive Director	Creditors	9/03/2017	0.20	\$99.00	review 3x investor letters in response to queries and request for change of details, review deceased estate transfer documents/forms
BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	0.20	\$99.00	discussion with Antoinette Fielding regarding response to investor correspondence and allegations of co-trustee requesting unauthorised transfer of superfund holding of FMIF units
BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	0.10	\$49.50	prepare email to Bellpac liquidator regarding claiming interest for delay in settlement of \$8M Bonds - review response
BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	0.10	\$49.50	review draft letter response to investor complaining in regard to an unauthorised request to transfer units and amend letter

BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	0.80	\$396.00	continue review and update of the litigation and other claims part of the next report to investors for period end 31-12-16
BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	1.00	\$495.00	commence review and update of the litigation and other claims part of the next report to investors for period end 31-12-16
BR	Eric Leeuwendal	Executive Director	Creditors	10/03/2017	1.20	\$594.00	reviewing our files for email or corro supporting claims to be included in report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	12/03/2017	1.40	\$693.00	reviewing John Somerville and Dermot O'Brien emails to locate details of claims to be included in the report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	13/03/2017	0.70	\$346.50	review 6 x correspondence from investors and proposed responses, review 8 change of details requests and documents, raise queries, authorise or make suggested amendments
BR	Eric Leeuwendal	Executive Director	Creditors	13/03/2017	1.20	\$594.00	meeting with Aubrey Meek regarding the finalisation of the management accounts and despatch of same, re the finalisation of the report to investors and time charged by other BDO divisions
BR	Eric Leeuwendal	Executive Director	Creditors	13/03/2017	0.50	\$247.50	meeting with Aubrey Meek regarding the review of investigations into the transfer of a property to a related entity, to funds held by liquidator, further work to do and briefing solicitors to assist with possible recovery of the land
BR	Eric Leeuwendal	Executive Director	Creditors	13/03/2017	0.90	\$445.50	review draft report to investors with changes from Aubrey Meek, review sale of assets during 6mths to 31/12/16, prepare email to McGrath Nicol to confirm status of asset sales
BR	Eric Leeuwendal	Executive Director	Creditors	14/03/2017	2.10	\$1,039.50	continue to review draft report to investors with changes from Aubrey Meek, review litigation disclosure and update for developments in Bellpac/MPF litigation decision, review info from McGrath Nicol and arrange further info from them
BR	Eric Leeuwendal	Executive Director	Creditors	14/03/2017	2.30	\$1,138.50	finalise review of draft report to investors with changes from Aubrey Meek, compare figures to previous reports and management accounts, discussions with Aubrey Meek re queries and instruct to update certain parts
BR	Eric Leeuwendal	Executive Director	Creditors	14/03/2017	0.30	\$148.50	review 5 letters in response to investor queries/requests and 3 investor requests for change in details, authorise/amend/query as necessary
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2017	0.30	\$148.50	review 2 letters in response to investor queries/requests and 4 investor requests for change in details, authorise/amend/query as necessary
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2017	0.20	\$99.00	meeting with Aubrey Meek to discuss preparation of correspondence with investors and reviewing systems and changes/documents on AX
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2017	0.60	\$297.00	review change of details and correspondence with investors (3) and proposed response, note investor has units in other LM funds and has sought changes in both, consider changes to response, discussion with Ryan Whyte to review queries
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2017	0.30	\$148.50	review email from consultant and check upload of management accounts is correct and respond to consultant, discussion with and review email from our solicitors on updating the FTI applns section, prepare email to David Whyte re updating the website

BR	Eric Leeuwendal	Executive Director	Creditors	16/03/2017	0.40	\$198.00	review amended letter responding to investor queries and amend the letter to address the request more succinctly, review and approve investor request for change of details
BR	Eric Leeuwendal	Executive Director	Creditors	16/03/2017	0.80	\$396.00	review amended letter responding to investor queries and amend the letter to address the request more succinctly, review and approve investor request for change of details, discussion Eloise Carroll re searching for signature auth, review LM AX for docs
BR	Eric Leeuwendal	Executive Director	Creditors	16/03/2017	0.50	\$247.50	review documents and investor requests (5) and proposed responses, amend the further letters to address the request more succinctly
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2017	1.10	\$544.50	review and update draft report to investors in accordance with ASIC relief from auditing the accounts, update litigation sections re developments
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2017	0.80	\$396.00	finalise update draft report to investors in accordance with ASIC relief from auditing the accounts, prepare instructions to 2x solicitors to review the report for compliance issues and factual accuracy re litigation matters
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2017	1.30	\$643.50	review 8 proposed responses to investors seeking updates or change of details, approve/amend letters, review AX system for past documents, or raise queries to assist to finalise responses to investors
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2017	1.50	\$742.50	finalise review of 8 proposed responses to investors seeking updates or change of details, approve/amend letters, review AX system for past documents, or raise queries to assist to finalise responses to investors
BR	Eric Leeuwendal	Executive Director	Creditors	21/03/2017	0.10	\$49.50	review final letters to investors (4) in response to investor queries or request for change of details and approve for signing
BR	Eric Leeuwendal	Executive Director	Creditors	22/03/2017	0.20	\$99.00	review email and suggested changes from our solicitors to the draft update to investors and consider queries, prepare email in response to queries to our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	23/03/2017	0.20	\$99.00	discussion with our solicitors regarding queries on the draft update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	23/03/2017	0.10	\$49.50	discussion with Aubrey Meek regarding queries on the draft update to investors and status of finalising the draft
BR	Eric Leeuwendal	Executive Director	Creditors	23/03/2017	0.40	\$198.00	review message/email from, our solicitors and discussion with our solicitors regarding update of our LM website, prepare email to our website consultant, peruse the draft notice to members and website summary, instruct Aubrey Meek to arrange posting/liaise
BR	Eric Leeuwendal	Executive Director	Creditors	23/03/2017	0.40	\$198.00	discussion with Aubrey Meek re his discussion with our solicitors regarding queries re update of LM website, finalise email to our website consultant, prepare email to David Whyte re proposed website changes
BR	Eric Leeuwendal	Executive Director	Creditors	24/03/2017	0.30	\$148.50	finalise review of management accounts re query from our solicitors on their review of our draft update to investors, preparation of email response to our solicitors,
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.50	\$247.50	review 5 investor correspondence for updates or change of details and review draft proposed responses, update the draft correspondence

BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.40	\$198.00	discussion with investor regarding timing of payment from the Fund, issues re pursuing the directors, litigations matters preventing return earlier, director's bankruptcy
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.60	\$297.00	review 3 investor correspondence for updates or change of details and review draft proposed responses, update the draft correspondence, review checklist review of requests, discuss response with Andrew Lane
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.50	\$247.50	review 4 investor correspondence for updates or change of details and review draft proposed responses, update the draft correspondence
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.70	\$346.50	review 2 investor correspondence for updates or change of details and review draft proposed responses, update the draft correspondence responding to specific queries
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.10	\$49.50	review email response form investor and discuss manner of responding
BR	Eric Leeuwendal	Executive Director	Creditors	27/03/2017	0.30	\$148.50	prepare draft response to investor email enquiry re timing of a distribution
BR	Eric Leeuwendal	Executive Director	Creditors	28/03/2017	0.40	\$198.00	reviewing investor correspondence and proposed letters (5) in response, approve/amend for finalisation
BR	Eric Leeuwendal	Executive Director	Creditors	28/03/2017	0.70	\$346.50	reviewing investor correspondence (10) and checklists and approve for review/sign off by David Whyte or query
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.20	\$99.00	review email from our solicitors and comments re draft update to investors and suggested changes, forward to Aubrey Meek to finalise update report
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.10	\$49.50	discussion with Aubrey Meek re our solicitors suggested changes to draft update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.10	\$49.50	discussion with our solicitors regarding the disclosure of unit balances and Deutsche Bank position in regard to the ongoing settlement discussions regarding the Bellpac/MPF litigation matters
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.80	\$396.00	review further draft update to investors with solicitors changes and make notes/suggested changes, discussions with Aubrey Meek to further update the draft report for submission to David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.20	\$99.00	review proposed letter responses (3) to investors seeking updates or changes to their details
BR	Eric Leeuwendal	Executive Director	Creditors	29/03/2017	0.90	\$445.50	finalise review of draft update to investors and prepare email to David Whyte regarding the final issues for consideration in the draft report
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.20	\$99.00	review 2 proposed letters in response to investor requests for information or changes to details, check and authorise for sign off by David Whyte and or query for further action
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.30	\$148.50	review 3 proposed letters in response to investor requests for information or changes to details, check and authorise for sign off by David Whyte and or query for further action

BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.30	\$148.50	review email from David Whyte on his review of the update to investors and changes to be made/considered, consider queries and prepare email response regarding the statement of the unit numbers, prepare email to our solicitors with query per David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.20	\$99.00	review draft report to investors comments on final asset sales, prepare email to McGrath Nicol to clarify queries re timing of expected sales and nature of documentation needed prior to sale
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.10	\$49.50	review email from Antoinette Fielding with draft email response to investor re a deceased estate, prepare email response re the draft
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.10	\$49.50	discussion with our solicitors regarding the statement of the number of units in the draft update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	30/03/2017	0.20	\$99.00	discussions with our solicitors to query the unit numbers issue re draft investors report, prepare email response to David Whyte on determination
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.30	\$148.50	discussions with/emails from Antoinette regarding the delay in obtaining the mail out list for the investor report, make calls to IT contractor and prepare email to owner of IT contractor re urgency to obtain the mail out to comply with ASIC procedures
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.10	\$49.50	prepare email to IT consultant
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.20	\$99.00	discussions with Nicole Jackson regarding obtaining the mail out list for the investor report, review email fm and response to IT contractor, discussions with Antoinette Fielding
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.20	\$99.00	discussions with Aubrey Meek re edits to report to investors to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.40	\$198.00	discussions with Aubrey Meek re update to investor report asset sales re information from McGrath Nicol
BR	Eric Leeuwendal	Executive Director	Creditors	31/03/2017	0.80	\$396.00	review final changes to draft report with Aubrey Meek and check changes made to final draft investor report
BR	Eric Leeuwendal	Executive Director	Creditors	3/04/2017	0.20	\$99.00	review email messages from investors, prepare to call back investor, discussion with investor regarding report to investors and update on litigation matters
BR	Eric Leeuwendal	Executive Director	Creditors	3/04/2017	0.20	\$99.00	review 2x letters re proposed response to investors and make comments re updating the letter, discussion re dealing with the query, review request from investor re change of address
BR	Eric Leeuwendal	Executive Director	Creditors	3/04/2017	0.20	\$99.00	discussion with investor to respond to queries regarding the likelihood of timing and amount of return to investors
BR	Eric Leeuwendal	Executive Director	Creditors	3/04/2017	0.10	\$49.50	discussion with investor to respond to queries regarding the likelihood of timing and amount of return to investors
BR	Eric Leeuwendal	Executive Director	Creditors	4/04/2017	0.40	\$198.00	discussion with Aubrey Meek regarding investor feedback from email sending update to investors, AX system issues re incorrect email addresses for investors of other funds, practice of responding when incorrect fund, discuss other LM tasks

BR	Eric Leeuwendal	Executive Director	Creditors	4/04/2017	0.50	\$247.50	review email from our IT consultant and prepare email to other consultant assisting with the foreign investor unit balance incorrect conversion into AX to check all AX servers being duplicated sufficient, users required and if backup necessary
BR	Eric Leeuwendal	Executive Director	Creditors	4/04/2017	0.20	\$99.00	review email from David Whyte re IT consultant service request and comments from our solicitors, prepare email response to David re proposed action to reword the service request from IT consultant to resolve foreign investor unit balances
BR	Eric Leeuwendal	Executive Director	Creditors	4/04/2017	0.40	\$198.00	discussion with our solicitors regarding the draft amended claim against LMIM, o/s tasks, anomalies in the outcome of investigations re loan management fees and controllership fees and expenses
BR	Eric Leeuwendal	Executive Director	Creditors	4/04/2017	0.10	\$49.50	review file note from discussion with investor, check comments in report to investors re feeder funds, prepare email and forward copy of report to investor
BR	Eric Leeuwendal	Executive Director	Creditors	5/04/2017	0.70	\$346.50	reviewing proposed responses and investor queries and requests for change of details (10), authorise for signing by David Whyte/raise queries or make amendments to enable responses to be finalised
BR	Eric Leeuwendal	Executive Director	Creditors	5/04/2017	0.30	\$148.50	discussion with investor and respond to queries regarding his unitholding, likely return/timing, past background on LM and re litigation matters
BR	Eric Leeuwendal	Executive Director	Creditors	5/04/2017	0.10	\$49.50	prepare email to investor responding to his unitholding, bank details
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.10	\$49.50	discussion with an investor seeking details of their unitholding
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.10	\$49.50	commence review of proposed response to investor re change address, note cross over timing of request and despatch of updated report to investor, amend letter accordingly
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.90	\$445.50	reviewing 15 proposed letters in response to investors queries and change of details requests, approve/amend or query draft responses as necessary, discussions with Aubrey Meek regarding responses to investors
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.40	\$198.00	reviewing 6 proposed letters/investors queries and change of details requests, approve/amend or query draft responses as necessary, discussions with Aubrey Meek regarding responses to investors
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.20	\$99.00	review draft responses to investor queries (4), confirm OK/amend and query as necessary
BR	Eric Leeuwendal	Executive Director	Creditors	6/04/2017	0.60	\$297.00	edit draft responses to 3 investors regarding receipt of the 17th investor report
BR	Eric Leeuwendal	Executive Director	Creditors	14/04/2017	0.20	\$99.00	review 2 change of details requests from investors and checklists, approve one and review AX to check trustee details on the other, raise query for further checking of authorised party
BR	Eric Leeuwendal	Executive Director	Creditors	19/04/2017	0.20	\$99.00	discussion with investor regarding litigation matters and requesting hearing date

BR	Eric Leeuwendal	Executive Director	Creditors	24/04/2017	0.10	\$49.50	discussion with Eloise Carroll regarding query on investor change of details request and issue re matching signature
BR	Eric Leeuwendal	Executive Director	Creditors	24/04/2017	0.10	\$49.50	discussion with Ryan Whyte regarding query on feeder fund unit numbers and any effects due to incorrect foreign currency investor conversion into AX
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.60	\$297.00	review 7 proposed letters responding to investor queries or requests for change in details, review 14 letters prepared to investors re returned mail
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.20	\$99.00	review 3 proposed letters in response to investor queries or change in details requests
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.50	\$247.50	review 4 proposed letters in response to investor queries or change in details requests, note edits required to the draft letters/or raise queries
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.70	\$346.50	review 8 proposed letters in response to investor queries or change in details requests
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.20	\$99.00	review 3 proposed letters in response to investor queries or change in details requests, edit 2 letters and make suggested changes to another
BR	Eric Leeuwendal	Executive Director	Creditors	26/04/2017	0.20	\$99.00	review 3 proposed letters in response to investor queries or change in details requests, edit the letters
BR	Eric Leeuwendal	Executive Director	Creditors	27/04/2017	0.60	\$297.00	discussion with Eloise Carroll regarding call from investor wishing to speak with me, update the file note regarding the investors call last week and prepare email to David Whyte regarding the investor requiring further discussions on the delay in distributions to investors
BR	Eric Leeuwendal	Executive Director	Creditors	27/04/2017	1.80	\$891.00	review 9 proposed letters prepared in response to investor queries, request for updates and change of details, amend, note for amendment, raise queries or approve for signing
BR	Eric Leeuwendal	Executive Director	Creditors	27/04/2017	0.50	\$247.50	review 4 proposed letters prepared in response to investor queries, request for updates and change of details, amend, note for amendment, raise queries or approve for signing
BR	Eric Leeuwendal	Executive Director	Creditors	27/04/2017	1.10	\$544.50	review 8 proposed letters prepared in response to investor queries, request for updates and change of details, amend, note for amendment, raise queries or approve for signing
BR	Eric Leeuwendal	Executive Director	Creditors	28/04/2017	0.90	\$445.50	review amended proposed letters to investors (12) to respond to queries, change of details or valuation estimates, amend, note for amendment or raise queries in order to finalise the responses
BR	Eric Leeuwendal	Executive Director	Creditors	28/04/2017	0.30	\$148.50	discussion with our solicitors regarding query from investor to cancel and transfer units, prepare email instructions to advise on legal position of the query
BR	Eric Leeuwendal	Executive Director	Creditors	28/04/2017	0.30	\$148.50	draft email response to investor re query from investor to cancel and transfer units, review response from our solicitors

BR	Eric Leeuwendaal	Executive Director	Creditors	28/04/2017	0.50	\$247.50	review email from our solicitors and copy of advice on transfer of units, review email from investor re query from investor to cancel and transfer units, prepare email response
BR	John Somerville	Senior Manager	Creditors	9/11/2016	0.10	\$45.50	Amendments to the estimated unit price as at 30 June 2016 and fifteenth update report to investors
BR	John Somerville	Senior Manager	Creditors	9/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	9/11/2016	0.20	\$91.00	Review of letters to investors requesting further information to process change of detail requests and deceased estates
BR	John Somerville	Senior Manager	Creditors	9/11/2016	0.20	\$91.00	Review and amendments to letters to investors requesting further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	10/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	10/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for investor change of details and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	11/11/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests and further information required to effect same
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.20	\$91.00	Review of updates to the AX investor management database for deceased estates and change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances and estimated values for tax purposes
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.20	\$91.00	Review of requests from investors to change trustees and amendments to letters requesting further information to effect the change in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/11/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estate notifications and change of trustees
BR	John Somerville	Senior Manager	Creditors	15/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	16/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances and estimated value as at 30 June 2016 for tax purposes
BR	John Somerville	Senior Manager	Creditors	16/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests

BR	John Somerville	Senior Manager	Creditors	16/11/2016	0.20	\$91.00	Review of updates to the AX investor management database for change of detail, transfer of units and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	17/11/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of details, change of trustees of SMSF and deceased estates
BR	John Somerville	Senior Manager	Creditors	17/11/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	17/11/2016	0.20	\$91.00	Review of letters to investors regarding further information required to effect change of details and process deceased estate requests
BR	John Somerville	Senior Manager	Creditors	17/11/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances and further information required to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	17/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for deceased estates
BR	John Somerville	Senior Manager	Creditors	18/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	18/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estates
BR	John Somerville	Senior Manager	Creditors	18/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding further information required to effect change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	21/11/2016	0.20	\$91.00	Review of correspondence from investors in response to receiver's application to court for remuneration approval and email to Andrew Lane regarding same
BR	John Somerville	Senior Manager	Creditors	22/11/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estates and change of detail requests
BR	John Somerville	Senior Manager	Creditors	22/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances for tax purposes and further information required to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances for Centrelink purposes and change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/11/2016	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of details for deceased estates
BR	John Somerville	Senior Manager	Creditors	23/11/2016	0.10	\$45.50	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/11/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	24/11/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of details and deceased estate notifications

BR	John Somerville	Senior Manager	Creditors	25/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding further information required to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	25/11/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	25/11/2016	0.20	\$91.00	Review of updates to the AX investor management database for deceased estates
BR	John Somerville	Senior Manager	Creditors	25/11/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of trustee and change of detail requests
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.10	\$45.50	Review of amendments to the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.40	\$182.00	Review and amendments to letters to investors in response to queries raised in relation to notice of the receiver's remuneration application for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	28/11/2016	0.20	\$91.00	Review and amendments to letters to investors regarding deceased estates and further information required to update details
BR	John Somerville	Senior Manager	Creditors	29/11/2016	0.40	\$182.00	Review and amendments to letters to investors in response to queries in relation to notice of the receivers application for remuneration approval
BR	John Somerville	Senior Manager	Creditors	29/11/2016	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	29/11/2016	0.20	\$91.00	Review of requirements for further service affidavits in relation to notice of the receiver's application to court for remuneration approval and discussion with Dermot O'Brien regarding same
BR	John Somerville	Senior Manager	Creditors	30/11/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for income tax purposes
BR	John Somerville	Senior Manager	Creditors	1/12/2016	0.10	\$45.50	Review of mail from investors and instructions to Andrew Lane regarding same
BR	John Somerville	Senior Manager	Creditors	2/12/2016	0.10	\$45.50	Review and amendments to letters to investors seeking further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	2/12/2016	0.10	\$45.50	Review of updates to the AX investor management database for change of details and transfer of units

BR	John Somerville	Senior Manager	Creditors	5/12/2016	0.30	\$136.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail, change of trustees, deceased estates and transfer of units
BR	John Somerville	Senior Manager	Creditors	5/12/2016	0.40	\$182.00	Review of email from an investor requesting to be removed from the mailing list for updates. Review of Court order of 1 June 2015 in relation to service requirements. Draft email response
BR	John Somerville	Senior Manager	Creditors	5/12/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	5/12/2016	0.30	\$136.50	Review and amendments to letters to investors requesting further information to effect change of details and change of trustees (6 letters)
BR	John Somerville	Senior Manager	Creditors	5/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	6/12/2016	0.10	\$45.50	Review of incoming correspondence from investors and email to Ryan Whyte regarding responses required
BR	John Somerville	Senior Manager	Creditors	6/12/2016	1.30	\$591.50	Draft 16th update report to investors
BR	John Somerville	Senior Manager	Creditors	6/12/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	7/12/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	8/12/2016	0.20	\$91.00	Review and amendments to letters to investors
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.10	\$45.50	Email to our solicitors regarding query from an investor in relation to a request not to receive future notices
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review and amendments to letters to investors seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for change of details and review of letters to investors confirming same
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.30	\$136.50	Review and amendments to letters to investors seeking further information to process deceased estate notifications. Review of supporting documentation provided by executors to consider further documentation required
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.10	\$45.50	Review of email queries from investors and email instructions to Ryan Whyte regarding responses required
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests

BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.30	\$136.50	Review of internal control forms and supporting documents to update the AX investor management database for deceased estates and change of trustees
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.10	\$45.50	Review and amendments to letter to investor seeking update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review and amendments to letters to investors requesting further information to process change of detail requests for deceased estates
BR	John Somerville	Senior Manager	Creditors	9/12/2016	0.20	\$91.00	Review and amendments to letters to investors regarding further documents required to support change of trustees and transfer of units out of SMSF
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.20	\$91.00	Email instructions to the team regarding process to deal with investors which requested to be excluded from receiving update reports
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.20	\$91.00	Review and amendments to letters to investors confirming unit balances and estimate value for tax purposes
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.30	\$136.50	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.30	\$136.50	Review and amendments to letters to investors regarding hardship requests
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor deceased estates and change of details
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	12/12/2016	0.10	\$45.50	Email instructions to Ryan Whyte regarding responses required to investor correspondence received
BR	John Somerville	Senior Manager	Creditors	13/12/2016	0.10	\$45.50	Review of internal control form and supporting documentation to update the AX investor management for a change of detail request
BR	John Somerville	Senior Manager	Creditors	13/12/2016	0.60	\$273.00	Review and update 16th report to investors
BR	John Somerville	Senior Manager	Creditors	14/12/2016	0.20	\$91.00	Review and amendments to letters to investors requesting further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and change of trustee requests
BR	John Somerville	Senior Manager	Creditors	15/12/2016	0.30	\$136.50	Review and amendments to letters to investors regarding confirmation of unit balances for tax purposes

BR	John Somerville	Senior Manager	Creditors	15/12/2016	0.10	\$45.50	Attend to telephone enquiry from investor seeking update on the winding up
BR	John Somerville	Senior Manager	Creditors	15/12/2016	0.20	\$91.00	Review of documents submitted by an advisor to change corporate trustee of a unit holder. Discussion with Andrew Lane regarding same
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of details and change of authorities
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.20	\$91.00	Review and amendments to letters to investors requesting further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.30	\$136.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.20	\$91.00	Review of letters to investors regarding estimated unit value for tax purposes
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.30	\$136.50	Review and amendments to letters to investors regarding deceased estates and change of authority requests
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of details
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of trustees
BR	John Somerville	Senior Manager	Creditors	16/12/2016	0.30	\$136.50	Review and amendments to letters to investors regarding transfer of units and change of trustees and instructions to Ryan Whyte regarding same
BR	John Somerville	Senior Manager	Creditors	19/12/2016	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	19/12/2016	0.20	\$91.00	Review and amendments to letters to investors confirmation unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	19/12/2016	0.30	\$136.50	Review of updates to the AX investor management database for change of detail requests and transfer of units. Review of internal control forms and supporting documentation in relation to the changes
BR	John Somerville	Senior Manager	Creditors	19/12/2016	0.10	\$45.50	attend to telephone enquiry from an investor seeking an update on the winding up
BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.70	\$318.50	Review and finalise 16th update report to investors
BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.80	\$364.00	Review and finalise 16th update report to investors
BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.10	\$45.50	Call to our solicitors regarding update report to investors
BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.10	\$45.50	Email to our solicitors regarding update report to investors

BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	20/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	21/12/2016	0.10	\$45.50	Instructions to Ryan Whyte regarding response required to investor correspondence
BR	John Somerville	Senior Manager	Creditors	21/12/2016	0.20	\$91.00	Review of amendments to update report to investors
BR	John Somerville	Senior Manager	Creditors	21/12/2016	0.20	\$91.00	Review of updates to the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	21/12/2016	0.20	\$91.00	Review and amendments to letters to investors seeking confirmation of updates to details for their account and seeking updates on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.10	\$45.50	Call from our solicitors regarding update report to investors
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.20	\$91.00	Review and amendments to letters to investors regarding further information required to transfer units out of SMSF's
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.10	\$45.50	Attend to telephone enquiry from an investor wanting an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.20	\$91.00	Review and amendments to letters to investors in response to requests for confirmation of unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.40	\$182.00	Review and amendments to letters to investors requesting further information to process deceased estate and transfer of unit requests. Instructions to Ryan Whyte regarding same
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	22/12/2016	0.30	\$136.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of details and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	23/12/2016	0.40	\$182.00	Review and amendments to 16th report to investors
BR	John Somerville	Senior Manager	Creditors	23/12/2016	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/12/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests

BR	John Somerville	Senior Manager	Creditors	3/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	3/01/2017	0.10	\$45.50	Email instructions to Ryan Whyte regarding responses required to investor correspondence
BR	John Somerville	Senior Manager	Creditors	3/01/2017	0.20	\$91.00	Review and amendments to letters to investors requesting further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.20	\$91.00	Review of correspondence from investors and email instructions to Ryan Whyte regarding responses required
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.30	\$136.50	Review and amendments to letters to investors requesting further information to process change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.10	\$45.50	Review and amendments to letter to an investor seeking information in relation to their current unit holdings
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.30	\$136.50	Review and amendments to letters to investors/advisors seeking further information to process change of details and deceased estate requests
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.80	\$364.00	Review and consider manuals and records of the fund to determine process to make a distribution from the AX investor management database
BR	John Somerville	Senior Manager	Creditors	4/01/2017	0.10	\$45.50	Attend to telephone enquiry from an investor seeking to transfer units out of a trust
BR	John Somerville	Senior Manager	Creditors	5/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	5/01/2017	0.20	\$91.00	Review of letters to investors seeking confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	5/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	5/01/2017	0.10	\$45.50	Review of letters to investors seeking further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	6/01/2017	0.20	\$91.00	Review and amendments to letters to investors requesting further information to process change of detail requests for deceased estates
BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.10	\$45.50	Review of letters to investors regarding confirmation of change of details

BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.20	\$91.00	Review and amendments to letters to investors regarding further information required to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.30	\$136.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of details, deceased estates and transfer of units from SMSF
BR	John Somerville	Senior Manager	Creditors	9/01/2017	0.10	\$45.50	Review of incoming mail from investors and instructions to Ryan Whyte regarding responses required
BR	John Somerville	Senior Manager	Creditors	10/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	10/01/2017	0.10	\$45.50	Review of letter to investor regarding further information required to effect change of detail request
BR	John Somerville	Senior Manager	Creditors	10/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of details and change of authorities
BR	John Somerville	Senior Manager	Creditors	10/01/2017	0.60	\$273.00	Review of correspondence from our solicitors regarding investors that acquired units in foreign currencies and the incorrect recording in the AX investor management database. Discussion with Dermot O'Brien regarding further information required to address
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.20	\$91.00	Review of letters to investors in response to requests for confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of details and deceased estates
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on the winding up
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.10	\$45.50	Instructions to Ryan Whyte regarding responses required to investor/advisor correspondence
BR	John Somerville	Senior Manager	Creditors	11/01/2017	0.50	\$227.50	Preliminary review of notes and procedures to process a distribution to investors from the AX investor management database
BR	John Somerville	Senior Manager	Creditors	12/01/2017	0.10	\$45.50	Attend to telephone enquiry from an advisor regarding transferring units
BR	John Somerville	Senior Manager	Creditors	12/01/2017	0.60	\$273.00	Review of transactions on foreign currency unit holder accounts in AX to consider treatment to restate correctly

BR	John Somerville	Senior Manager	Creditors	12/01/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	12/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	12/01/2017	0.10	\$45.50	Review of updates to the AX investor management database for change of detail and transfer of units
BR	John Somerville	Senior Manager	Creditors	13/01/2017	0.30	\$136.50	Review of distributions payable liability account in AX and discussion with Ryan Whyte and Dermot O'Brien in relation to addressing
BR	John Somerville	Senior Manager	Creditors	13/01/2017	0.20	\$91.00	Review and amendments to letters to investors/advisors requesting further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	13/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	13/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	16/01/2017	0.30	\$136.50	Review and amendments to letters to investors regarding further information required to process change of detail requests and transfer of units
BR	John Somerville	Senior Manager	Creditors	16/01/2017	0.30	\$136.50	Review of updates to the AX investor management database for change of details and deceased estates. Review of letters to investors/advisors confirming changes
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.20	\$91.00	Review of letters to investors/advisors in response to confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.30	\$136.50	Review and amendments to letters/advisors in response to updates on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.20	\$91.00	Review and amendments to letters executors of deceased estates requesting further information to process deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.50	\$227.50	Call to our solicitors regarding treatment of foreign currency investors incorrectly migrated from the Composer database
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.20	\$91.00	Review and amendments to letters to investors/advisors seeking further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.10	\$45.50	Call to our solicitors regarding treatment of foreign currency investors incorrectly migrated from the Composer database
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.40	\$182.00	Review of scope of work for IT consultants to restate foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	17/01/2017	0.20	\$91.00	Review of letters to investors/advisors requesting further information to process change of detail requests

BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.40	\$182.00	Email to our IT consultant regarding restating class C units
BR	John Somerville	Senior Manager	Creditors	18/01/2017	1.20	\$546.00	Review and amendments to affidavit of David Whyte supporting application to restate the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.30	\$136.50	Review of letters to investors/advisors in requesting further information to process change of details and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.10	\$45.50	Review of letters to investors in response to updates on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.10	\$45.50	Review of letters to investors confirming unit balances and estimated values for tax purposes
BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	18/01/2017	0.60	\$273.00	Review and consider issues in relation to restating the foreign investor units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	19/01/2017	0.10	\$45.50	Review of incoming correspondence from investors and instructions to Aubrey Meek regarding responses required
BR	John Somerville	Senior Manager	Creditors	19/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	19/01/2017	0.10	\$45.50	Review of letters to investors in relation to confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	19/01/2017	0.20	\$91.00	Review and amendments to letters to investors requesting further documents to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	19/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	20/01/2017	0.40	\$182.00	Discussion with our IT consultant regarding scope of works to restate the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	20/01/2017	0.30	\$136.50	Email to our IT consultant regarding scope of works to restate the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	20/01/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	20/01/2017	0.20	\$91.00	Review of updates to the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	20/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail, deceased estates and transfers of units
BR	John Somerville	Senior Manager	Creditors	23/01/2017	0.30	\$136.50	Review of internal control forms and supporting documentation to update the AX investor management database for deceased estates and changes to trustees

BR	John Somerville	Senior Manager	Creditors	23/01/2017	0.20	\$91.00	Review and amendments to letters to investors requesting further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/01/2017	0.10	\$45.50	Review of letters to investors confirming unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	23/01/2017	0.70	\$318.50	Investigations into further material to support application to restate the foreign currency units in the AX database. Review and collate supporting documents
BR	John Somerville	Senior Manager	Creditors	23/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	24/01/2017	0.20	\$91.00	Review and amendments letters to investors/advisors/executors regarding further information required to process deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	24/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	24/01/2017	0.20	\$91.00	Review of updates to the AX investor management database for investor/advisor change of detail and change of authority requests
BR	John Somerville	Senior Manager	Creditors	25/01/2017	0.10	\$45.50	Review of letters to investors requesting further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	25/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for transfer of units from SMSF to individual holdings
BR	John Somerville	Senior Manager	Creditors	25/01/2017	0.10	\$45.50	Review of letters to investors confirming unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	25/01/2017	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	25/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	27/01/2017	0.20	\$91.00	Attend to telephone enquiry from an advisor seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	27/01/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	27/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and deceased estates
BR	John Somerville	Senior Manager	Creditors	27/01/2017	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances and estimated values for tax purposes
BR	John Somerville	Senior Manager	Creditors	30/01/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests

BR	John Somerville	Senior Manager	Creditors	30/01/2017	0.10	\$45.50	Email instructions to Ryan Whyte re responses required to investor correspondence
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.20	\$91.00	Review and amendments to letter to an investor regarding a hardship claim
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.20	\$91.00	Call to our IT service provider regarding restating the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests and further information required to effect same
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.10	\$45.50	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	31/01/2017	0.10	\$45.50	Review of accounts payable and email to David Whyte regarding same
BR	John Somerville	Senior Manager	Creditors	1/02/2017	0.20	\$91.00	Review of letters to investors regarding update on timing of distributions and hardship claims
BR	John Somerville	Senior Manager	Creditors	1/02/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	1/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	2/02/2017	0.20	\$91.00	Call from our IT service provider regarding issues to restate the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	2/02/2017	0.30	\$136.50	Call from our IT consultant regarding issues with restating foreign currency units
BR	John Somerville	Senior Manager	Creditors	2/02/2017	0.20	\$91.00	Review of internal control forms and supporting documents to update the AX investor management database for investor change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	2/02/2017	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	2/02/2017	0.20	\$91.00	Review and amendments to letters to investors/advisors seeking further information to process change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.10	\$45.50	Review of letters to investors in response to requests for confirmation of unit balances and estimated value for tax purposes
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.10	\$45.50	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of detail requests

BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and transfer of unit requests and deceased estate notifications
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.20	\$91.00	Review and amendments to letters to investors in response to queries in relation to the status of the Fund
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	3/02/2017	0.10	\$45.50	Attend to call from an advisor seeking information to transfer units out of a SMSF
BR	John Somerville	Senior Manager	Creditors	6/02/2017	0.20	\$91.00	Review and amendments to letters to investors requesting further information to effect change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	6/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	6/02/2017	0.10	\$45.50	Review of incoming correspondence from investors and instructions to Ryan Whyte regarding same
BR	John Somerville	Senior Manager	Creditors	7/02/2017	0.30	\$136.50	Call from our IT consultant regarding restating the foreign currency units in the AX investor management database
BR	John Somerville	Senior Manager	Creditors	7/02/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests and transfer of units and further information required to effect same
BR	John Somerville	Senior Manager	Creditors	8/02/2017	0.20	\$91.00	Review and amendments to letters to investors responding to queries in relation to the status of the winding up and estimated timing for distributions to be paid
BR	John Somerville	Senior Manager	Creditors	10/02/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for investor change of detail requests
BR	John Somerville	Senior Manager	Creditors	10/02/2017	0.10	\$45.50	Review of letters to investors requesting further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation for change of detail requests and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	14/02/2017	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	14/02/2017	0.20	\$91.00	Review of letters to investors seeking further information to process change of detail requests
BR	John Somerville	Senior Manager	Creditors	14/02/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	15/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management for investor change of detail requests

BR	John Somerville	Senior Manager	Creditors	15/02/2017	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests and further information required to effect transfer of units
BR	John Somerville	Senior Manager	Creditors	15/02/2017	0.10	\$45.50	Attend to telephone call from an advisor seeking an update on the status of the winding up
BR	John Somerville	Senior Manager	Creditors	15/02/2017	0.10	\$45.50	Review of letters to investors confirming unit balances for tax purposes
BR	John Somerville	Senior Manager	Creditors	16/02/2017	0.10	\$45.50	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests
BR	John Somerville	Senior Manager	Creditors	16/02/2017	0.10	\$45.50	Review and amendments to letters to investors seeking further information to update the AX investor management database
BR	John Somerville	Senior Manager	Creditors	17/02/2017	1.40	\$637.00	Preparation for meeting with our IT consultant and meeting with our IT consultant regarding the approach to restating foreign currency investor units incorrectly migrated into the AX investor management database
BR	John Somerville	Senior Manager	Creditors	17/02/2017	0.40	\$182.00	Preparation for meeting with our IT consultant in relation to treatment of foreign currency units incorrectly migrated into the AX investor management database
BR	John Somerville	Senior Manager	Creditors	17/02/2017	0.20	\$91.00	Email to our IT consultant in relation to treatment of foreign currency units incorrectly migrated into the AX investor management database
BR	John Somerville	Senior Manager	Creditors	20/02/2017	0.20	\$91.00	Review and amendments to letters to investors regarding further information required to effect change of detail and transfer of unit requests
BR	John Somerville	Senior Manager	Creditors	20/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail and transfer of unit requests. Instructions to Antoinette Fielding regarding same
BR	John Somerville	Senior Manager	Creditors	20/02/2017	0.10	\$45.50	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	20/02/2017	0.20	\$91.00	Review of updates to the AX investor management database
BR	John Somerville	Senior Manager	Creditors	20/02/2017	0.10	\$45.50	Attend to telephone enquiry from an investor
BR	John Somerville	Senior Manager	Creditors	22/02/2017	0.20	\$91.00	Review and amendments to letters to investors seeking further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	23/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests and deceased estates
BR	John Somerville	Senior Manager	Creditors	23/02/2017	0.30	\$136.50	Review and amendments to letters to investors regarding change of detail requests, confirmation of unit balances for tax purposes and updates on the status of the winding up

BR	John Somerville	Senior Manager	Creditors	24/02/2017	0.20	\$91.00	Review of letters to investors seeking further information to effect change of detail requests
BR	John Somerville	Senior Manager	Creditors	24/02/2017	0.20	\$91.00	Review of internal control forms and supporting documentation to update the AX investor management database for change of trustee and deceased estates
BR	Aubrey Meek	Senior Accountant II	Creditors	1/11/2016	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	1/11/2016	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	1/11/2016	0.20	\$58.00	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	1/11/2016	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	2/11/2016	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	3/11/2016	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	3/11/2016	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	3/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	4/11/2016	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	7/11/2016	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	7/11/2016	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	8/11/2016	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	8/11/2016	0.10	\$29.00	Call from an investor seeking to update their details.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	9/11/2016	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	10/11/2016	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	10/11/2016	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	10/11/2016	0.20	\$58.00	Call from an investor requesting an estimate for the value of their client's units held in the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/11/2016	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	11/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	14/11/2016	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	15/11/2016	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	15/11/2016	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	15/11/2016	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	15/11/2016	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	15/11/2016	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	15/11/2016	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	15/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	16/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	17/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	18/11/2016	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	21/11/2016	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	21/11/2016	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	21/11/2016	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	21/11/2016	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	22/11/2016	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	22/11/2016	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	22/11/2016	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	22/11/2016	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	22/11/2016	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	22/11/2016	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	23/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	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	24/11/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/11/2016	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	24/11/2016	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	24/11/2016	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	25/11/2016	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	25/11/2016	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	25/11/2016	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	25/11/2016	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	25/11/2016	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	25/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	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	28/11/2016	0.20	\$58.00	Review of signatures for change of details 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	28/11/2016	0.20	\$58.00	Review of signatures for change of details 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	28/11/2016	0.20	\$58.00	Review of signatures for change of details 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	28/11/2016	0.20	\$58.00	Review of signatures for change of details 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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	29/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	30/11/2016	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	5/12/2016	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	5/12/2016	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	5/12/2016	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	5/12/2016	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	5/12/2016	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	5/12/2016	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	5/12/2016	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	6/12/2016	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	6/12/2016	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	6/12/2016	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	6/12/2016	0.30	\$87.00	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	6/12/2016	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	6/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	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	7/12/2016	0.20	\$58.00	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	Aubrey Meek	Senior Accountant II	Creditors	7/12/2016	0.20	\$58.00	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	Aubrey Meek	Senior Accountant II	Creditors	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	0.20	\$58.00	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	8/12/2016	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	9/12/2016	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	9/12/2016	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.

BR	Aubrey Meek	Senior Accountant II	Creditors	9/12/2016	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	12/12/2016	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	12/12/2016	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	12/12/2016	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	12/12/2016	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	12/12/2016	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	12/12/2016	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	12/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	13/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	14/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	15/12/2016	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	16/12/2016	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	16/12/2016	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	16/12/2016	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	16/12/2016	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	16/12/2016	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	16/12/2016	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	19/12/2016	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	20/12/2016	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	20/12/2016	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	20/12/2016	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	20/12/2016	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	21/12/2016	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	21/12/2016	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	21/12/2016	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	21/12/2016	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	22/12/2016	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	22/12/2016	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	23/12/2016	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	23/12/2016	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	23/12/2016	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	3/01/2017	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	3/01/2017	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	4/01/2017	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	4/01/2017	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	5/01/2017	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	5/01/2017	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	5/01/2017	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	5/01/2017	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	5/01/2017	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	9/01/2017	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	9/01/2017	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	9/01/2017	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	9/01/2017	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	9/01/2017	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/01/2017	0.20	\$58.00	Call from an advisor in relation to a transfer of units from a superannuation fund a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/01/2017	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	9/01/2017	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	10/01/2017	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	10/01/2017	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	10/01/2017	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	10/01/2017	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	10/01/2017	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	11/01/2017	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	11/01/2017	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	11/01/2017	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	11/01/2017	0.30	\$87.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	11/01/2017	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.
BR	Aubrey Meek	Senior Accountant II	Creditors	12/01/2017	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	12/01/2017	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	12/01/2017	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	13/01/2017	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	13/01/2017	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	13/01/2017	0.20	\$58.00	Call from an advisor requesting information in relation to future distributions.

BR	Aubrey Meek	Senior Accountant II	Creditors	16/01/2017	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	16/01/2017	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	17/01/2017	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	17/01/2017	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	17/01/2017	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	17/01/2017	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	17/01/2017	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	17/01/2017	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	18/01/2017	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	19/01/2017	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	19/01/2017	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	20/01/2017	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	20/01/2017	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	20/01/2017	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	20/01/2017	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	23/01/2017	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	23/01/2017	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	23/01/2017	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	23/01/2017	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	24/01/2017	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	24/01/2017	0.20	\$58.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/01/2017	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	24/01/2017	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	24/01/2017	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	25/01/2017	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	25/01/2017	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	25/01/2017	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	25/01/2017	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	25/01/2017	0.30	\$87.00	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 database to review current investor details and advise.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/01/2017	0.20	\$58.00	Call from an investor in relation to a transfer of units from a superannuation fund to a personal name.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/01/2017	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	30/01/2017	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	30/01/2017	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	30/01/2017	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	31/01/2017	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	31/01/2017	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	31/01/2017	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	31/01/2017	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	31/01/2017	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	31/01/2017	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	1/02/2017	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	1/02/2017	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	1/02/2017	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	1/02/2017	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	1/02/2017	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	2/02/2017	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	2/02/2017	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	2/02/2017	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	2/02/2017	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	3/02/2017	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	3/02/2017	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	6/02/2017	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	6/02/2017	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	6/02/2017	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	7/02/2017	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	7/02/2017	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	7/02/2017	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	7/02/2017	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	7/02/2017	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	8/02/2017	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	8/02/2017	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	8/02/2017	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	9/02/2017	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	9/02/2017	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	9/02/2017	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	9/02/2017	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	10/02/2017	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	10/02/2017	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	10/02/2017	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	10/02/2017	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	10/02/2017	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	13/02/2017	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	13/02/2017	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	14/02/2017	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	14/02/2017	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	14/02/2017	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	14/02/2017	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	14/02/2017	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	14/02/2017	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	15/02/2017	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	15/02/2017	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	15/02/2017	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	15/02/2017	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	15/02/2017	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	15/02/2017	0.90	\$261.00	Process payment to Belpac Receivers, update spreadsheets and email Grant Thornton.
BR	Aubrey Meek	Senior Accountant II	Creditors	15/02/2017	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	15/02/2017	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	15/02/2017	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	16/02/2017	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	16/02/2017	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	16/02/2017	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	16/02/2017	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	16/02/2017	0.20	\$58.00	Call from an investor in relation to a request for a unit holdings statement and tax statement.
BR	Aubrey Meek	Senior Accountant II	Creditors	16/02/2017	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	17/02/2017	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	17/02/2017	0.20	\$58.00	Call from an investor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
BR	Aubrey Meek	Senior Accountant II	Creditors	17/02/2017	0.20	\$58.00	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	17/02/2017	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	17/02/2017	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	20/02/2017	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	20/02/2017	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	20/02/2017	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	20/02/2017	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	20/02/2017	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	20/02/2017	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	21/02/2017	1.60	\$464.00	Enter transactions for December 2016 to February 2017 into general ledger module, review GST and account coding to confirm correct
BR	Aubrey Meek	Senior Accountant II	Creditors	21/02/2017	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	22/02/2017	0.20	\$58.00	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	22/02/2017	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	22/02/2017	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	22/02/2017	0.30	\$87.00	Review payment prepared by Sarah Cunningham. Prepare a file note with supporting docs to accompany payment. Update payment schedule re same.
BR	Aubrey Meek	Senior Accountant II	Creditors	22/02/2017	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	22/02/2017	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	23/02/2017	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	23/02/2017	0.40	\$116.00	Investigate payment run query with McGrath Nicol and report to Eric re findings as requested.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/02/2017	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	23/02/2017	0.50	\$145.00	Review payments prepared by Sarah Cunningham. Prepare a file note with supporting docs to accompany payments. Update payment schedule re same
BR	Aubrey Meek	Senior Accountant II	Creditors	23/02/2017	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	23/02/2017	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	24/02/2017	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	24/02/2017	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	24/02/2017	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	24/02/2017	0.30	\$87.00	Prepare email to McGrath Nicol with payments that have been reviewed and authorised by David Whyte
BR	Aubrey Meek	Senior Accountant II	Creditors	24/02/2017	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	24/02/2017	0.20	\$58.00	Peruse email from Eric re form 524 from McGrath Nicol. Draft email to McGrath Nicol requesting form 524 for investor's report. Discuss with Eric.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/02/2017	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	24/02/2017	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	24/02/2017	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	27/02/2017	0.20	\$58.00	Peruse email from McGrath Nicol re payment of outstanding invoices. Investigate payments schedule, discuss bank payments loaded with Sarah Cunningham and draft response email to McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/02/2017	0.20	\$58.00	Peruse email received from creditor re payment date. Investigate file and payment listing, and confirm payment sent through to McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/02/2017	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	27/02/2017	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	27/02/2017	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	27/02/2017	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	27/02/2017	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	27/02/2017	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	27/02/2017	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	27/02/2017	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	28/02/2017	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	28/02/2017	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	28/02/2017	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	28/02/2017	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	28/02/2017	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	28/02/2017	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	28/02/2017	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	1/03/2017	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	1/03/2017	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	1/03/2017	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	1/03/2017	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	1/03/2017	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	1/03/2017	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	1/03/2017	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	2/03/2017	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	2/03/2017	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	2/03/2017	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	2/03/2017	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	2/03/2017	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	2/03/2017	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	2/03/2017	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	3/03/2017	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	3/03/2017	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	6/03/2017	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	6/03/2017	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	6/03/2017	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	7/03/2017	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	7/03/2017	0.60	\$174.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	7/03/2017	1.00	\$290.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	7/03/2017	1.80	\$522.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/03/2017	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	8/03/2017	1.50	\$435.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/03/2017	0.90	\$261.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/03/2017	2.20	\$638.00	Prepare report to investors. Investigate file notes and information received from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/03/2017	1.30	\$377.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/03/2017	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	9/03/2017	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	9/03/2017	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	9/03/2017	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	9/03/2017	0.50	\$145.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/03/2017	0.50	\$145.00	Investigate query from Eric Leeuwendal re Other Payables on management account pertaining to claim from FTI. Investigate management accounts and trial balance amounts. Draft response and provide feedback accordingly.

BR	Aubrey Meek	Senior Accountant II	Creditors	9/03/2017	1.30	\$377.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	9/03/2017	0.60	\$174.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	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	10/03/2017	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	10/03/2017	1.20	\$348.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	0.20	\$58.00	Discuss notes to management accounts with Eric Leeuwendal. Draft letter to Julie Pagcu requesting BDO Audit's input and advice.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	0.70	\$203.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	1.00	\$290.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	0.40	\$116.00	Planning meeting with Eric Leeuwendal to discuss LM tasks progress including preparation of update to investors, management accounts completion, claims against guarantors spreadsheet, litigation matters and work to do for the LM team.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/03/2017	0.40	\$116.00	Prepare report to investors. Investigate file notes and update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/03/2017	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	13/03/2017	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	13/03/2017	1.20	\$348.00	Meeting with Eric Leeuwendal regarding the finalisation of the management accounts and despatch of same, re the finalisation of the report to investors and time charged by other BDO divisions.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/03/2017	0.50	\$145.00	Meeting with Eric Leeuwendal regarding the review of investigations into the transfer of Lot 260 from Bridgewater to a related entity, to funds held by liquidator, further work to do and briefing solicitors to assist with possible recovery of the land
BR	Aubrey Meek	Senior Accountant II	Creditors	13/03/2017	0.30	\$87.00	Prepare letter to investor 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	13/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	14/03/2017	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	15/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	0.50	\$145.00	Discussion with Andrew Lane and Eloise Carroll re payments of creditors. Process payments and draft email to McGrath Nicol accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	21/03/2017	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	22/03/2017	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	22/03/2017	0.40	\$116.00	Update report to investors with new information received from McGrath Nicol,
BR	Aubrey Meek	Senior Accountant II	Creditors	22/03/2017	0.50	\$145.00	Update report to investors with new information received from McGrath Nicol,
BR	Aubrey Meek	Senior Accountant II	Creditors	22/03/2017	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	22/03/2017	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	22/03/2017	0.40	\$116.00	Update report to investors with new information received from McGrath Nicol,
BR	Aubrey Meek	Senior Accountant II	Creditors	23/03/2017	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	23/03/2017	0.90	\$261.00	Update report to investors with new information received from McGrath Nicol,
BR	Aubrey Meek	Senior Accountant II	Creditors	23/03/2017	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	23/03/2017	0.40	\$116.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/03/2017	0.10	\$29.00	Discussion with Eric Leeuwendal regarding queries on the draft update to investors and status of finalising the draft
BR	Aubrey Meek	Senior Accountant II	Creditors	23/03/2017	0.20	\$58.00	Update report to investors with new information received from McGrath Nicol,
BR	Aubrey Meek	Senior Accountant II	Creditors	23/03/2017	0.30	\$87.00	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	23/03/2017	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	23/03/2017	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	23/03/2017	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	24/03/2017	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	24/03/2017	0.70	\$203.00	Update of report to investors following our solicitors review. Discussion with Eric Leeuwendal accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	27/03/2017	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	28/03/2017	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	28/03/2017	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	28/03/2017	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	28/03/2017	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	29/03/2017	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	29/03/2017	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	29/03/2017	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	30/03/2017	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. Review and update investor correspondence register accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	30/03/2017	0.20	\$58.00	Phone call from investor seeking to update the details for their investment with the Fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	1.30	\$377.00	Discussion with Eric Leeuwendal re changes to the report for investor as proposed by David Whyte. Update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	0.60	\$174.00	Further discussion with Eric Leeuwendal re update to investor report asset sales re information from McGrath Nicol . Update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	0.20	\$58.00	Discussions with Antoinette Fielding re exporting mailing list from AX. Investigate AX and research exporting capabilities.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	0.10	\$29.00	Further discussion with Eric Leeuwendal re update to investor report as per feedback from David Whyte. Update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	0.20	\$58.00	Further discussion with Eric Leeuwendal re update to investor report as per feedback from David Whyte. Update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	1.00	\$290.00	Prepare mailing list for report to investors. Discussions with Eric Leeuwendal, Antoinette Fielding and Nicole Jackson. Send report via email to investors.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	1.80	\$522.00	Prepare mailing list for report to investors. Discussions with Eric Leeuwendal, Antoinette Fielding and Nicole Jackson. Send report via email to investors.
BR	Aubrey Meek	Senior Accountant II	Creditors	31/03/2017	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	31/03/2017	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	31/03/2017	0.60	\$174.00	Review report to investors. Update report and rescan to file. Discuss with Eric Leeuwendal. Forward to IT for upload onto the LM website.
BR	Aubrey Meek	Senior Accountant II	Creditors	3/04/2017	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	3/04/2017	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	4/04/2017	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	4/04/2017	0.40	\$116.00	Discussion with Eric Leeuwendal regarding investor feedback from email sending update to investors, AX system issues re incorrect email addresses for investors of other funds, practice of responding when incorrect fund, discuss other LM tasks.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	0.50	\$145.00	Discussion with Julie Pagcu re changes to management accounts for December 2016. Inform Eric Leeuwendal accordingly and update management accounts as per advice received.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/04/2017	0.30	\$87.00	Discussion with Julie Pagcu re changes to management accounts for December 2016. Inform Eric Leeuwendal accordingly and update management accounts as per advice received.
BR	Aubrey Meek	Senior Accountant II	Creditors	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	4/04/2017	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	5/04/2017	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	5/04/2017	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	5/04/2017	0.20	\$58.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/04/2017	0.50	\$145.00	Discussion with Eloise Carroll re query from advisor and request for more information on investor's account and historic documentation. Discussion with Eric Leeuwendal to confirm.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/04/2017	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	6/04/2017	0.10	\$29.00	Discussions with Eric Leeuwendal regarding responses to concerned investors re investors report.
BR	Aubrey Meek	Senior Accountant II	Creditors	6/04/2017	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	6/04/2017	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	6/04/2017	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	6/04/2017	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	6/04/2017	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	6/04/2017	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	7/04/2017	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	7/04/2017	0.20	\$58.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	7/04/2017	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	10/04/2017	0.30	\$87.00	Call from an investor seeking an update on the winding up of the fund.
BR	Aubrey Meek	Senior Accountant II	Creditors	10/04/2017	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	11/04/2017	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	11/04/2017	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	11/04/2017	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	12/04/2017	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	13/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	18/04/2017	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	19/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	0.30	\$87.00	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	21/04/2017	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	Dermot O'Brien	Senior Accountant II	Creditors	3/11/2016	1.60	\$376.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	4/11/2016	0.50	\$117.50	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	4/11/2016	0.40	\$94.00	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	Senior Accountant II	Creditors	4/11/2016	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	Senior Accountant II	Creditors	4/11/2016	0.10	\$23.50	Call from investor requesting a confirmation of request to update the AX database with relevant circumstantial change.
BR	Dermot O'Brien	Senior Accountant II	Creditors	9/11/2016	0.60	\$141.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	9/11/2016	1.10	\$258.50	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016

BR	Dermot O'Brien	Senior Accountant II	Creditors	9/11/2016	1.10	\$258.50	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	9/11/2016	1.10	\$258.50	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	15/11/2016	0.30	\$70.50	Discussion with Eric Leeuwendal in relation to the debtors position submitted by guarantor and appointment of Bankrupt Trustee. Discuss position in Bankrupt Estate and notice to be sent to Trustee of priority debt.
BR	Dermot O'Brien	Senior Accountant II	Creditors	16/11/2016	0.90	\$211.50	Review of signatures for 6 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.
BR	Dermot O'Brien	Senior Accountant II	Creditors	16/11/2016	0.80	\$188.00	Liaise with It support staff and suppliers to organise the mail out of notice to investors in relation to the fee application
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	1.40	\$329.00	Run reports from AX to ascertain preferred method for investors/advisors to send notice of remuneration application. Manipulate data to send to service providers
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	1.00	\$235.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	0.60	\$141.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	1.20	\$282.00	Run reports from AX to ascertain preferred method for investors/advisors to send notice of remuneration application. Manipulate data to send to service providers. Send email to service providers and internal staff re same
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	0.20	\$47.00	Liaise with It support staff and suppliers to organise the mail out of notice to investors in relation to the fee application
BR	Dermot O'Brien	Senior Accountant II	Creditors	17/11/2016	0.60	\$141.00	Amend reports from AX to ascertain preferred method for investors/advisors and update schedule to include missing investors information
BR	Dermot O'Brien	Senior Accountant II	Creditors	18/11/2016	0.90	\$211.50	Liaise with It support staff and suppliers to organise the mail out of notice to investors in relation to the fee application
BR	Dermot O'Brien	Senior Accountant II	Creditors	18/11/2016	0.60	\$141.00	Amend reports from AX to ascertain preferred method for investors/advisors and update schedule to include missing investors information. Review online database for competition of reports
BR	Dermot O'Brien	Senior Accountant II	Creditors	18/11/2016	0.70	\$164.50	Review of signatures for 6 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.

BR	Dermot O'Brien	Senior Accountant II	Creditors	18/11/2016	0.80	\$188.00	Liaise with IT support staff and suppliers to organise the mail out of notice to investors in relation to the fee application
BR	Dermot O'Brien	Senior Accountant II	Creditors	18/11/2016	0.80	\$188.00	Review supporting docs and prepare file of documents outlining the process taken to complete the supply of notice to investors. Prepare detailed steps and supporting documents
BR	Dermot O'Brien	Senior Accountant II	Creditors	22/11/2016	0.40	\$94.00	Review of signatures for 3 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the AX investor management database.
BR	Dermot O'Brien	Senior Accountant II	Creditors	25/11/2016	0.60	\$141.00	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	Senior Accountant II	Creditors	25/11/2016	0.50	\$117.50	Review of signatures for 6 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.
BR	Dermot O'Brien	Senior Accountant II	Creditors	28/11/2016	0.20	\$47.00	Update John Somerville in relation to responses received from investors in relation to the remuneration application
BR	Dermot O'Brien	Senior Accountant II	Creditors	28/11/2016	0.60	\$141.00	Update affidavit in relation to service of notice to investors in relation to the remuneration application of David Whyte. Call to solicitors re same
BR	Dermot O'Brien	Senior Accountant II	Creditors	28/11/2016	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	Senior Accountant II	Creditors	28/11/2016	1.20	\$282.00	Prepare 3 letters to an investor in relation to a request for information regarding the remuneration application for the period May to October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	29/11/2016	0.20	\$47.00	Sign and swear affidavit to support David Whyte's application for the court for remuneration
BR	Dermot O'Brien	Senior Accountant II	Creditors	29/11/2016	1.60	\$376.00	Prepare 4 letters to an investor in relation to a request for information regarding the remuneration application for the period May to October 2016
BR	Dermot O'Brien	Senior Accountant II	Creditors	29/11/2016	0.30	\$70.50	Prepare email to solicitors re sworn affidavit and the potential for service providers and other BDO staff to complete affidavits
BR	Dermot O'Brien	Senior Accountant II	Creditors	29/11/2016	0.30	\$70.50	Scan save and send 4 letters to investors
BR	Dermot O'Brien	Senior Accountant II	Creditors	30/11/2016	0.90	\$211.50	Discussion with solicitors re affidavit for BDO employees in relation to service of notice to investors. review and update affidavits.
BR	Dermot O'Brien	Senior Accountant II	Creditors	1/12/2016	0.60	\$141.00	Correspond with internal BDO staff re swearing of affidavits for service of notice to investors

BR	Dermot O'Brien	Senior Accountant II	Creditors	1/12/2016	0.70	\$164.50	Correspondence with solicitors re affidavits to support the remuneration claim
BR	Dermot O'Brien	Senior Accountant II	Creditors	1/12/2016	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 completion and compare to signatures held in the AX investor management database.
BR	Dermot O'Brien	Senior Accountant II	Creditors	1/12/2016	0.40	\$94.00	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	Senior Accountant II	Creditors	2/12/2016	1.00	\$235.00	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	Senior Accountant II	Creditors	2/12/2016	0.50	\$117.50	Review of signatures for 5 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.
BR	Dermot O'Brien	Senior Accountant II	Creditors	5/12/2016	1.40	\$329.00	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	Senior Accountant II	Creditors	7/12/2016	1.10	\$258.50	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	Senior Accountant II	Creditors	8/12/2016	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	Senior Accountant II	Creditors	9/12/2016	0.60	\$141.00	Review of signatures for 5 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.
BR	Dermot O'Brien	Senior Accountant II	Creditors	22/12/2016	1.00	\$235.00	Prepare database of investor/advisor proffered method of contact for the 19 report to creditors. email service provide re quote for service of report
BR	Dermot O'Brien	Senior Accountant II	Creditors	9/01/2017	0.40	\$116.00	Liaise with supplier to get access to archive records.
BR	Dermot O'Brien	Senior Accountant II	Creditors	9/01/2017	0.60	\$174.00	Review of signatures for 4 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.

BR	Dermot O'Brien	Senior Accountant II	Creditors	9/01/2017	0.60	\$174.00	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	Senior Accountant II	Creditors	9/01/2017	0.40	\$116.00	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	Senior Accountant II	Creditors	9/01/2017	0.40	\$116.00	Review of signatures for 3 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the AX investor management database.
BR	Dermot O'Brien	Senior Accountant II	Creditors	11/01/2017	0.50	\$145.00	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	Senior Accountant II	Creditors	11/01/2017	0.20	\$58.00	Review of signatures for 2 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.
BR	Eloise Carroll	Accountant II	Creditors	7/03/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	8/03/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund.
BR	Eloise Carroll	Accountant II	Creditors	8/03/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	9/03/2017	0.40	\$80.00	Review of correspondence from investors 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	Eloise Carroll	Accountant II	Creditors	9/03/2017	0.60	\$120.00	Print 2 transaction statements from AX and prepared a letter to the investors.
BR	Eloise Carroll	Accountant II	Creditors	9/03/2017	0.20	\$40.00	Updated Letter to Investor re unit holdings check
BR	Eloise Carroll	Accountant II	Creditors	10/03/2017	0.50	\$100.00	Prepare 2 letters to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	10/03/2017	0.20	\$40.00	Updated the mail excel spreadsheet for LM
BR	Eloise Carroll	Accountant II	Creditors	10/03/2017	0.60	\$120.00	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	Eloise Carroll	Accountant II	Creditors	10/03/2017	0.50	\$100.00	Prepared 2 letters for a unit balance inquiry and also a letter for a confirmation of a transfer as per investors request
BR	Eloise Carroll	Accountant II	Creditors	13/03/2017	0.60	\$120.00	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. Print 3 Transaction statements.
BR	Eloise Carroll	Accountant II	Creditors	13/03/2017	0.30	\$60.00	Produce investor transaction statement for 2 investors to respond to queries and print transaction statements.
BR	Eloise Carroll	Accountant II	Creditors	13/03/2017	0.50	\$100.00	Produce investor transaction statement for 4 investors to respond to queries and print transaction statements.
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.10	\$20.00	Updated Letter to Creditors re a unit balance inquiry
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.10	\$20.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.30	\$60.00	Prepare a letter requesting authorisation documentation from the company office authorising a change of detail for an investor
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.20	\$40.00	Updated Letter for Investor regarding the transaction statement requested
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.30	\$60.00	Updated Investors details in AX
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.30	\$60.00	Discussed with Investor re confirmation of unit balance requested
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.60	\$120.00	Prepared letter for investor re confirmation of transfer of units as per his request. Also print 2 transaction statements for the confirmation of the transfer
BR	Eloise Carroll	Accountant II	Creditors	14/03/2017	0.30	\$60.00	Updated Letter to investor to respond to queries
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.20	\$40.00	Printed, Copy, scanned and send letter to investor regarding a change of details with change of details form attached
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.10	\$20.00	Attend to unread emails from investors in LM Inbox
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.30	\$60.00	Copied, Scanned and Send 3 Letters to investors re unit balance inquiries
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.40	\$80.00	Scanned, saved and add supporting documentation to AX for investors change of details
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.50	\$100.00	Updated 3 letters to investors in relation to a request for a unit holding balance.
BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.30	\$60.00	Prepare letter to investor regarding request for certified copy of photo ID

BR	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	15/03/2017	0.30	\$60.00	Prepare letter to investor in response to their request to transfer units .
BR	Eloise Carroll	Accountant II	Creditors	16/03/2017	0.30	\$60.00	Updated a letter to Investor re confirmation of unit transfer w. Eric Leeuwendal changes
BR	Eloise Carroll	Accountant II	Creditors	16/03/2017	0.30	\$60.00	Updated a letter to request further ID for a change of details request from an investor
BR	Eloise Carroll	Accountant II	Creditors	16/03/2017	0.30	\$60.00	Attended to phone call from an investor requesting a confirmation letter from a previous change of details request received by email 07/02
BR	Eloise Carroll	Accountant II	Creditors	16/03/2017	0.10	\$20.00	Updated the investor enquiry register with steps taken in responding to investor requests
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	Prepare letter to investor confirming update of details and documents necessary for further change of detail required for their investment with the Fund.
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.20	\$40.00	Scanned and send copy of email with attached documents to investor for change details
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.40	\$80.00	Scanned, Print, copied and send 2 investor letters re change of detail and unit balance requested
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.20	\$40.00	Scanned, Print, copied and send 1 investor letters re change of detail and unit balance requested
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.50	\$100.00	Scanned, Print, copied and send 2 investor letters re change of detail, unit balance
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	Attended to email from investor requesting the 16th report to investors and send email to investor with report attached
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	Resend Email to investor regard change of details confirmation. Contact investor by phone. Investor provided incorrect email. Updated letter with address and new email. Email and send letter via post.
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.40	\$80.00	Prepared a letter to investor regarding change of details request. Check both composer and AX for more details.
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	Prepared letter requesting further documentation in relation to a power of attorney for an investor regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	17/03/2017	0.30	\$60.00	continue to review spreadsheet recording action taken to recover LM Loan arrears and guarantors, assess whether these parties are in liquidation, bankruptcy or if further action to be taken.

BR	Eloise Carroll	Accountant II	Creditors	20/03/2017	0.10	\$20.00	Phoned an investor back regarding a missed call
BR	Eloise Carroll	Accountant II	Creditors	20/03/2017	0.10	\$20.00	Scanned, send and email letter to investor regarding a confirmation of transfer units.
BR	Eloise Carroll	Accountant II	Creditors	20/03/2017	0.10	\$20.00	Responded to Investors Email regarding the date of the next investors report
BR	Eloise Carroll	Accountant II	Creditors	20/03/2017	0.50	\$100.00	Continue to review Spreadsheet recording action taken to recover LM loan Arrears and guarantors, assess whether these parties are in liquidation, bankruptcy or if not further action to be taken
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.20	\$40.00	Updated Letter to investor regarding a change of details request
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.30	\$60.00	Updated Letter for Investor regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.20	\$40.00	Updated letter to investor regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.30	\$60.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.50	\$100.00	meeting with Eric Leeuwendal to review the task of locating details of payments to FTI as controller on loans as requested by our solicitors for the FTI litigation re indemnity claim/fees
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.60	\$120.00	Created a spreadsheet regarding status of results of locating details of payments to FTI from controller accounts on loans as requested by our solicitors for the FTI litigation re indemnity claim/fees, commence perusing Fund accounts
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.10	\$20.00	Scanned, copied and emailed letter to investor regarding a change of details
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.10	\$20.00	Scanned, copied and email letter to investor regarding request for a change of authority
BR	Eloise Carroll	Accountant II	Creditors	21/03/2017	0.10	\$20.00	Scanned, Copied and emailed letter to investor to confirm the bank account linked to the investment
BR	Eloise Carroll	Accountant II	Creditors	27/03/2017	0.30	\$60.00	Attended to call from investor regarding the status of LMFMIIF, address on file and distributions
BR	Eloise Carroll	Accountant II	Creditors	27/03/2017	0.30	\$60.00	Reviewed 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	Eloise Carroll	Accountant II	Creditors	27/03/2017	0.40	\$80.00	Scanned and Sent two letters to investors regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	27/03/2017	0.10	\$20.00	Located investor status, transfer of units and current address on file.
BR	Eloise Carroll	Accountant II	Creditors	28/03/2017	0.30	\$60.00	Phone call to investor requesting authorisation for certified copy of POA
BR	Eloise Carroll	Accountant II	Creditors	28/03/2017	0.50	\$100.00	Call from an investor seeking an update on the winding up

BR	Eloise Carroll	Accountant II	Creditors	28/03/2017	0.40	\$80.00	Attended to unread emails in the LMFIF inbox
BR	Eloise Carroll	Accountant II	Creditors	28/03/2017	0.40	\$80.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	29/03/2017	0.10	\$20.00	Attended to unread emails from investors.
BR	Eloise Carroll	Accountant II	Creditors	29/03/2017	0.20	\$40.00	Updated documentation Investor requested for change of details
BR	Eloise Carroll	Accountant II	Creditors	29/03/2017	0.10	\$20.00	Attended to call from investor regarding how to change an address on the investment
BR	Eloise Carroll	Accountant II	Creditors	29/03/2017	0.30	\$60.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	31/03/2017	0.60	\$120.00	Scan, copied, saved and filed 5 letters to investors regarding confirmation of change of details.
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.40	\$80.00	Scanned, copied, saved and send 2 letters to confirm a change of details
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.60	\$120.00	Prepared 2 letters for investors seeking an update on date a distribution was expected. Access AX database to review current details
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.20	\$40.00	Prepared a checklist for a change of details. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.40	\$80.00	Prepared 2 letter to investor seeking to update distribution status update for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.20	\$40.00	Prepared change of details for checklist for change of advisor details
BR	Eloise Carroll	Accountant II	Creditors	3/04/2017	0.20	\$40.00	Prepared an email for Bank as requested for prospectus
BR	Eloise Carroll	Accountant II	Creditors	4/04/2017	0.50	\$100.00	Updated 5 letters to investor with Eric Leeuwendal changes for each letter.
BR	Eloise Carroll	Accountant II	Creditors	4/04/2017	0.80	\$160.00	Prepared letter for a financial advisor regarding the unit balance of 7 accounts. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	4/04/2017	0.50	\$100.00	Updated 2 letters to investors in response to emails regarding the likelihood of return as per Eric Leeuwendal changes
BR	Eloise Carroll	Accountant II	Creditors	4/04/2017	0.40	\$80.00	Discussed with Investor regarding the report queries and how to do a change of detail for the fund.
BR	Eloise Carroll	Accountant II	Creditors	4/04/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	5/04/2017	0.40	\$80.00	Prepared a letter for investor regarding change of detail. Located on Compose the death certificate and correct documentation for the change of details.

BR	Eloise Carroll	Accountant II	Creditors	5/04/2017	0.20	\$40.00	Located Email sent to investor, regarding queries resent by investors advisor.
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.90	\$180.00	Phone call from investors regarding unit balance, current address on file, letters been sent to old address, documentation on website, reports been issued, reports in the financial year 2015 and 2016 and contact from old investor on file.
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.40	\$80.00	Prepared letter for financial advisor regarding confirmation of address and unit balance.
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.50	\$100.00	Updated 2 letters to investors re change of details with Eric Leeuwendal changes
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.20	\$40.00	Call from investor regarding how to change the name of the account
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.20	\$40.00	call from investor regarding contents of the report and having letter sent to confirm the balance.
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.10	\$20.00	Call from investor regarding the likelihood of distribution
BR	Eloise Carroll	Accountant II	Creditors	6/04/2017	0.30	\$60.00	Prepared letter for an investor regarding change of details request. Located supporting documentation on AX
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.20	\$40.00	Attended to Emails for investors and two missed calls from investors
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.10	\$20.00	Updated a letter to investor advisor requesting post address confirmation and transaction balance
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.20	\$40.00	Investor call regarding status of distribution for the fund
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.40	\$80.00	Prepared a letter for investor regarding change of details. located documents on AX for previous conversation
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.40	\$80.00	Prepare letter to investor seeking balance for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.10	\$20.00	Emailed Prospectus for LMFMIF to adviser as per their request
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.10	\$20.00	Call from an investor requesting the status of the LMFMIF
BR	Eloise Carroll	Accountant II	Creditors	7/04/2017	0.20	\$40.00	Call from an investor regarding the process of change of details and requested for it to send by email
BR	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.50	\$100.00	Updated 3 letters to investors with change of details and unit balance
BR	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.30	\$60.00	Updated 3 letters to investors with change of details and unit balance
BR	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.30	\$60.00	Phone call from advisor requesting a unit balance statement for an investor
BR	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.30	\$60.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise. Prepare file note
BR	Eloise Carroll	Accountant II	Creditors	10/04/2017	0.30	\$60.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	11/04/2017	0.30	\$60.00	Call from an investor requesting information on unit balance and letter for Centrelink
BR	Eloise Carroll	Accountant II	Creditors	11/04/2017	0.50	\$100.00	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	Eloise Carroll	Accountant II	Creditors	12/04/2017	0.10	\$20.00	Returned a call from investor
BR	Eloise Carroll	Accountant II	Creditors	12/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	12/04/2017	0.40	\$80.00	Discussion with a family member of LMFMIF investor regarding changing the name on the investment and other question about the fund
BR	Eloise Carroll	Accountant II	Creditors	12/04/2017	0.10	\$20.00	Returned a call from investor
BR	Eloise Carroll	Accountant II	Creditors	12/04/2017	0.40	\$80.00	Called an adviser regarding previous missed call. Requested for confirmation of change of address and unit balance
BR	Eloise Carroll	Accountant II	Creditors	13/04/2017	0.30	\$60.00	Attended to Unread emails in the LMFMIF inbox
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.20	\$40.00	Review of correspondence from investors 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	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.40	\$80.00	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.30	\$60.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise. Prepare file note
BR	Eloise Carroll	Accountant II	Creditors	18/04/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	19/04/2017	0.10	\$20.00	Updated 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	Eloise Carroll	Accountant II	Creditors	19/04/2017	0.20	\$40.00	Update 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	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.50	\$100.00	Updated letters for 2 change of details, unit balance and deceased estate
BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.10	\$20.00	Investigated investors account as per their request from telephone conversation regarding units and status of same
BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.10	\$20.00	Prepared a file note for an investor regarding phone call requesting dates for legal hearing
BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.30	\$60.00	Updated letter to investor regarding unit balance
BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.30	\$60.00	Phone call from an advisor regarding the status of holding and winding up

BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.40	\$80.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	20/04/2017	0.30	\$60.00	Located documentation to support a POD for a guarantor on FMIF Loan
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.30	\$60.00	Draft Email for investor regarding a request for more details to be provided for transfer of units
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.20	\$40.00	Email an advisor requesting further documentation for a change of address
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.40	\$80.00	Prepared a letter for investor regarding request for more information as not able to located on the database. Search on ax database
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.40	\$80.00	Updated a letter to investor regarding request for further documentation for a change of details.
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.40	\$80.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Creditors	21/04/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	24/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	24/04/2017	0.40	\$80.00	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	Eloise Carroll	Accountant II	Creditors	24/04/2017	0.40	\$80.00	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	Eloise Carroll	Accountant II	Creditors	24/04/2017	0.40	\$80.00	Review request for change of details, located supporting documentation on file for the investors
BR	Eloise Carroll	Accountant II	Creditors	24/04/2017	0.10	\$20.00	discussion with Eric Leeuwendal regarding query on investor change of details request and issue re matching signature
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.10	\$20.00	Attended to call from investors advisor regarding unit balance letter
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.20	\$40.00	Updated letter to investor regarding unit balance enquiries.
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.20	\$40.00	scanned, saved and emailed a letter to investor regarding winding up of the Fund. Access AX database to review current details.

BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.20	\$40.00	Downloaded 2 transaction statements with the new unit balance
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.30	\$60.00	Saved, copied and send unit balance to investor with transaction statements attached
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.20	\$40.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	26/04/2017	0.20	\$40.00	Updated a unit balance table with Eric Leeuwendal changes
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.10	\$20.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	1.80	\$360.00	Updated 7 letters to investors regarding unit balance enquiries and print all 7 transaction statement of AX.
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.40	\$80.00	Amended letter to advisors regarding unit balance for 8 investments that the advisor controls
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	1.00	\$200.00	Scanned, saved and send 3 letters regarding status of the fund, a letter regarding Centrelink letter, letter regarding unit balance and letter regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.50	\$100.00	Attended letter to advisor with unit balance of funds held, letter for investor regarding change of detail and 5 letters to investors regarding unit balance
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.30	\$60.00	Phone Call from investor and prepared a file note
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.30	\$60.00	Attended 2 letters to investors regarding unit balance
BR	Eloise Carroll	Accountant II	Creditors	27/04/2017	0.30	\$60.00	Scanned, sent and saved 4 letters to investor regarding change of details
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.60	\$120.00	Updated 2 letters to investors regarding unit balance and the winding up of the Fund
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.40	\$80.00	Updated 2 letters to investors regarding winding up of the Fund and letter to advisor regarding a change of address.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.50	\$100.00	Scanned, saved and send 4 change of details letters to investors
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.50	\$100.00	Scanned, saved and emailed 5 letters to investors regarding change of details

BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.60	\$120.00	Amended a transaction statement to finalise a letter to investor. Scanned, saved and email 2 letters to investors due to be finalised today.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.10	\$20.00	Drafted an email to advisor requesting match of ID
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.30	\$60.00	Amended a letter to investor regarding change of detail and also access AX database to print support document
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.40	\$80.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.30	\$60.00	Call from an investor advisor regarding questions with change of details form and transfer form
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.30	\$60.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.30	\$60.00	Reviewed documentation in relation to the sale of units and transfer of units to another party
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.30	\$60.00	Prepare letter to investor in response to their request to change of trustee. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	28/04/2017	0.20	\$40.00	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	1/11/2016	1.00	\$165.00	Prepare 12 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	1/11/2016	0.70	\$115.50	Prepare 6 letters 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	1/11/2016	1.10	\$181.50	Prepare 8 letters 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	1/11/2016	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	2/11/2016	0.60	\$99.00	Prepare 5 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	2/11/2016	0.70	\$115.50	Prepare 4 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	2/11/2016	0.40	\$66.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	2/11/2016	0.50	\$82.50	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	2/11/2016	0.30	\$49.50	Prepared 2 letters 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	2/11/2016	0.80	\$132.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/11/2016	0.70	\$115.50	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/11/2016	0.70	\$115.50	Review of correspondence from investors in relation to a 4 change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	3/11/2016	0.70	\$115.50	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	4/11/2016	0.30	\$49.50	Review of correspondence from advisors in relation to 2 transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	4/11/2016	0.70	\$115.50	Review of correspondence from advisors in relation to 5 change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	4/11/2016	0.70	\$115.50	Prepare 6 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	4/11/2016	0.50	\$82.50	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	4/11/2016	0.60	\$99.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	7/11/2016	0.70	\$115.50	Prepare 4 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	7/11/2016	0.90	\$148.50	Prepare 7 letters to investor 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	7/11/2016	0.20	\$33.00	Analysing hardship payments made to investors in the feeder funds during the period 2009-13. Break down each feeder fund and create the total value of hardship payments per fund. Find source documents that relate to these payments in the AX database.
BR	Ryan Whyte	Undergraduate	Creditors	7/11/2016	0.10	\$16.50	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	7/11/2016	0.90	\$148.50	Review of 6 correspondences 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	Ryan Whyte	Undergraduate	Creditors	7/11/2016	0.70	\$115.50	Analysing hardship payments made to investors in the feeder funds during the period 2009-13. Break down each feeder fund and create the total value of hardship payments per fund. Find source documents that relate to these payments in the AX database.
BR	Ryan Whyte	Undergraduate	Creditors	10/11/2016	1.10	\$181.50	Review of 8 correspondences 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	Ryan Whyte	Undergraduate	Creditors	10/11/2016	0.70	\$115.50	Prepare 5 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	10/11/2016	0.10	\$16.50	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Ryan Whyte	Undergraduate	Creditors	10/11/2016	0.20	\$33.00	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	10/11/2016	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	10/11/2016	0.10	\$16.50	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	10/11/2016	0.90	\$148.50	Review of 6 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	Ryan Whyte	Undergraduate	Creditors	11/11/2016	0.10	\$16.50	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	11/11/2016	0.60	\$99.00	Review of 3 correspondence from investors in relation to a 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	11/11/2016	0.50	\$82.50	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	16/11/2016	1.00	\$165.00	Prepare 7 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	16/11/2016	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	16/11/2016	0.70	\$115.50	Prepare 5 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	16/11/2016	0.50	\$82.50	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	16/11/2016	0.40	\$66.00	Review of 2 correspondence from investors in relation to a 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	18/11/2016	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	18/11/2016	0.40	\$66.00	Prepare 3 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	18/11/2016	0.80	\$132.00	Prepare 5 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	18/11/2016	0.80	\$132.00	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	24/11/2016	1.40	\$231.00	Review 9 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	Ryan Whyte	Undergraduate	Creditors	24/11/2016	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	24/11/2016	0.60	\$99.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	24/11/2016	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	24/11/2016	0.30	\$49.50	Review 2 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	Ryan Whyte	Undergraduate	Creditors	24/11/2016	0.40	\$66.00	Review 2 of correspondence from investors in relation to a 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	25/11/2016	0.10	\$16.50	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	25/11/2016	1.00	\$165.00	Prepare 7 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	25/11/2016	0.60	\$99.00	Prepare 3 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	25/11/2016	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	25/11/2016	1.30	\$214.50	Review of 8 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	Ryan Whyte	Undergraduate	Creditors	25/11/2016	0.80	\$132.00	Review of 4 correspondence from investors in relation to a 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	25/11/2016	0.60	\$99.00	Prepare 4 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	30/11/2016	0.90	\$148.50	Prepare 5 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	30/11/2016	0.40	\$66.00	Prepare 2 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	30/11/2016	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	30/11/2016	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	30/11/2016	0.70	\$115.50	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	30/11/2016	0.40	\$66.00	Prepare 2 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	2/12/2016	0.60	\$99.00	Prepare 3 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	2/12/2016	1.10	\$181.50	Prepare 6 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	2/12/2016	0.70	\$115.50	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	2/12/2016	0.70	\$115.50	Prepare 4 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	2/12/2016	0.80	\$132.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	2/12/2016	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	7/12/2016	0.10	\$16.50	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	7/12/2016	0.70	\$115.50	Prepare 4 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	7/12/2016	0.60	\$99.00	Prepare 3 letters 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	7/12/2016	0.70	\$115.50	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	7/12/2016	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	7/12/2016	1.40	\$231.00	Prepare 8 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	7/12/2016	0.70	\$115.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	9/12/2016	0.70	\$115.50	Prepare 4 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	12/12/2016	0.70	\$115.50	Prepare 4 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	13/12/2016	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	13/12/2016	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	14/12/2016	0.70	\$115.50	Prepare 4 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	14/12/2016	0.40	\$66.00	Prepare 3 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	16/12/2016	1.50	\$247.50	Prepare 8 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	16/12/2016	0.70	\$115.50	Review of 3 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	Ryan Whyte	Undergraduate	Creditors	16/12/2016	1.30	\$214.50	Review of 7 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	Ryan Whyte	Undergraduate	Creditors	16/12/2016	0.90	\$148.50	Prepare 5 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	16/12/2016	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2016	0.60	\$99.00	Prepare 4 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	19/12/2016	1.00	\$165.00	Prepare 6 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	19/12/2016	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2016	0.70	\$115.50	Prepare 4 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	19/12/2016	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	20/12/2016	1.00	\$165.00	Review of 5 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	Ryan Whyte	Undergraduate	Creditors	20/12/2016	0.70	\$115.50	Prepare 4 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	21/12/2016	0.60	\$99.00	Review 3 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	Ryan Whyte	Undergraduate	Creditors	21/12/2016	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/12/2016	1.00	\$165.00	Review of 4 correspondence from investors in relation to a 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	22/12/2016	1.00	\$165.00	Review of 5 correspondence from investors in relation to a 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	22/12/2016	0.90	\$148.50	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2016	0.80	\$132.00	Prepare 4 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	22/12/2016	0.60	\$99.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2016	0.90	\$148.50	Review of 5 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	Ryan Whyte	Undergraduate	Creditors	22/12/2016	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	23/12/2016	0.70	\$115.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	23/12/2016	0.70	\$115.50	Review of 4 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	Ryan Whyte	Undergraduate	Creditors	3/01/2017	1.10	\$181.50	Review of 5 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	Ryan Whyte	Undergraduate	Creditors	3/01/2017	0.60	\$99.00	Prepare 3 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	4/01/2017	0.90	\$148.50	Review of 3 correspondence from investors in relation to a 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	4/01/2017	0.60	\$99.00	Prepare 3 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	5/01/2017	0.20	\$33.00	Prepare 3 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	5/01/2017	0.30	\$49.50	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	Ryan Whyte	Undergraduate	Creditors	5/01/2017	0.70	\$115.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/01/2017	0.10	\$16.50	Phone call from investor in regards to a distribution payment.
BR	Ryan Whyte	Undergraduate	Creditors	6/01/2017	0.60	\$99.00	Prepare 3 letters to 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	6/01/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/01/2017	0.10	\$16.50	Call from investor in relation to a change of an address
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2017	0.60	\$99.00	Prepare 3 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	9/01/2017	0.20	\$33.00	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	10/01/2017	0.40	\$66.00	Prepare 2 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	10/01/2017	0.60	\$99.00	Prepare 3 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	10/01/2017	0.50	\$82.50	Prepare 3 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	10/01/2017	0.10	\$16.50	Review of correspondence from adviser in relation to a removal from the AX database request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Ryan Whyte	Undergraduate	Creditors	10/01/2017	0.50	\$82.50	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	11/01/2017	0.20	\$33.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	11/01/2017	0.70	\$115.50	Review of 3 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	Ryan Whyte	Undergraduate	Creditors	11/01/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	11/01/2017	0.30	\$49.50	Review of correspondence from investors in relation to a 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	11/01/2017	0.20	\$33.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	11/01/2017	0.30	\$49.50	Prepare 2 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	12/01/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2017	0.40	\$66.00	Prepare 2 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	12/01/2017	0.60	\$99.00	Prepare 3 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	12/01/2017	0.40	\$66.00	Prepare 2 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	12/01/2017	0.40	\$66.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	13/01/2017	0.20	\$33.00	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	13/01/2017	0.30	\$49.50	Prepare a letter to an investor in relation to not receiving distributions prior to our appointment. Log onto AX investor management database, search for investor, print investor balance and check to see which distributions are outstanding
BR	Ryan Whyte	Undergraduate	Creditors	13/01/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	13/01/2017	0.20	\$33.00	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	13/01/2017	0.50	\$82.50	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	23/01/2017	1.40	\$231.00	Prepare 7 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	23/01/2017	1.20	\$198.00	Prepare 6 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	23/01/2017	1.00	\$165.00	Prepare 5 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	23/01/2017	0.30	\$49.50	Review of correspondence from investors in relation to a 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	23/01/2017	0.10	\$16.50	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	24/01/2017	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	24/01/2017	0.10	\$16.50	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	24/01/2017	0.10	\$16.50	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	27/01/2017	0.10	\$16.50	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	27/01/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	27/01/2017	0.10	\$16.50	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	27/01/2017	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.70	\$115.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.10	\$16.50	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	30/01/2017	0.20	\$33.00	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	30/01/2017	0.50	\$82.50	Prepare 3 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	30/01/2017	0.40	\$66.00	Prepare 2 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	30/01/2017	0.10	\$16.50	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	30/01/2017	0.20	\$33.00	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	30/01/2017	0.10	\$16.50	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	Ryan Whyte	Undergraduate	Creditors	30/01/2017	0.10	\$16.50	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	31/01/2017	0.10	\$16.50	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	31/01/2017	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	31/01/2017	0.20	\$33.00	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	31/01/2017	0.10	\$16.50	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	31/01/2017	1.30	\$214.50	Review of 5 correspondence from investors in relation to a 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	1/02/2017	0.10	\$16.50	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	1/02/2017	0.30	\$49.50	Review of correspondence from investors in relation to a 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	1/02/2017	0.20	\$33.00	Prepare letter to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	1/02/2017	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	1/02/2017	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	1/02/2017	0.60	\$99.00	Prepare 3 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	1/02/2017	0.20	\$33.00	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	1/02/2017	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	2/02/2017	0.10	\$16.50	Call from an advisor in relation to a request for a unit holdings statement and tax statement.
BR	Ryan Whyte	Undergraduate	Creditors	2/02/2017	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	2/02/2017	0.30	\$49.50	Review of correspondence from investors in relation to a 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	2/02/2017	0.40	\$66.00	Prepare 2 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	2/02/2017	0.40	\$66.00	Prepare 2 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	2/02/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	2/02/2017	0.60	\$99.00	Prepare 3 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	2/02/2017	0.10	\$16.50	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	3/02/2017	0.10	\$16.50	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	3/02/2017	0.60	\$99.00	Prepare 3 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	3/02/2017	0.40	\$66.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	3/02/2017	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/02/2017	0.70	\$115.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/02/2017	0.40	\$66.00	Prepare 2 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	3/02/2017	0.60	\$99.00	Review of 3 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	Ryan Whyte	Undergraduate	Creditors	6/02/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/02/2017	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	6/02/2017	0.10	\$16.50	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	6/02/2017	0.20	\$33.00	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	7/02/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2017	0.20	\$33.00	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	7/02/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2017	0.10	\$16.50	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	8/02/2017	0.30	\$49.50	Analysing distributions payable account in AX database with Dermot O'Brien. Export transactions from account.
BR	Ryan Whyte	Undergraduate	Creditors	8/02/2017	0.10	\$16.50	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	9/02/2017	0.10	\$16.50	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	9/02/2017	0.40	\$66.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	9/02/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.10	\$16.50	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	10/02/2017	0.60	\$99.00	Prepare 3 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	10/02/2017	0.20	\$33.00	Call from 2 investors seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.20	\$33.00	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	10/02/2017	0.20	\$33.00	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.

BR	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.10	\$16.50	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.
BR	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.40	\$66.00	Prepare 2 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	10/02/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	10/02/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2017	0.10	\$16.50	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	14/02/2017	0.20	\$33.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2017	0.10	\$16.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2017	0.20	\$33.00	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	14/02/2017	0.40	\$66.00	Prepare 2 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	14/02/2017	0.40	\$66.00	Prepare 2 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	15/02/2017	0.30	\$49.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2017	0.50	\$82.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2017	0.10	\$16.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	15/02/2017	0.10	\$16.50	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	16/02/2017	0.10	\$16.50	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	17/02/2017	0.10	\$16.50	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	17/02/2017	1.40	\$231.00	Preparation for meeting with our IT consultant and meeting with our IT consultant regarding the approach restating foreign currency investor units incorrectly migrated to the AX investor management database
BR	Ryan Whyte	Undergraduate	Creditors	17/02/2017	0.20	\$33.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2017	0.10	\$16.50	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	21/02/2017	0.10	\$16.50	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	22/02/2017	0.10	\$16.50	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	22/02/2017	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	23/02/2017	0.10	\$16.50	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	23/02/2017	0.10	\$16.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	24/02/2017	0.10	\$16.50	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	24/02/2017	0.10	\$16.50	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.
BR	Ryan Whyte	Undergraduate	Creditors	24/02/2017	0.20	\$33.00	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	24/02/2017	0.20	\$33.00	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	24/02/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	27/02/2017	0.10	\$16.50	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	27/02/2017	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	27/02/2017	0.60	\$99.00	Prepare 3 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	27/02/2017	0.20	\$33.00	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	27/02/2017	0.20	\$33.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.60	\$99.00	Prepare 3 letters to investor 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	1/03/2017	0.40	\$66.00	Prepare 2 letters 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	1/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.60	\$99.00	Prepare 3 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	1/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request

BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.20	\$33.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	1/03/2017	0.10	\$16.50	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	1/03/2017	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	1/03/2017	0.40	\$66.00	Prepare 2 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	6/03/2017	0.10	\$16.50	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	6/03/2017	0.30	\$49.50	meeting with Eric Leeuwendal to discuss the investor database structure re the foreign investors and consultant specifications to be amended to exclude feeder fund investors
BR	Ryan Whyte	Undergraduate	Creditors	8/03/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	8/03/2017	0.40	\$66.00	Prepare 2 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	8/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	8/03/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	8/03/2017	0.30	\$49.50	Prepare 2 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	13/03/2017	0.10	\$16.50	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	13/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.30	\$49.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.30	\$49.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.

BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	Review of correspondence from investors 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	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.40	\$66.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	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	13/03/2017	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	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	13/03/2017	0.20	\$33.00	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	13/03/2017	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	13/03/2017	0.20	\$33.00	Review of correspondence from advisers 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	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.10	\$16.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2017	0.20	\$33.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.10	\$16.50	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	15/03/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.40	\$66.00	Prepare 2 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	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	15/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	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	15/03/2017	1.10	\$181.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	15/03/2017	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.10	\$16.50	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	20/03/2017	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	20/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.40	\$66.00	meeting with consultant to review Composer to AX conversion files to assess changes to service request to assist in the resolution to correct foreign investor accounts to AUD
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.30	\$49.50	Making a copy of the AX data migration files for IT consultant. Zip the file and email to consultant.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.30	\$49.50	Generate LM distributions payable transaction ledger from AX database and try to convert document to excel.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.30	\$49.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.30	\$49.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.

BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.20	\$33.00	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	20/03/2017	0.40	\$66.00	Prepare 2 letters to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	24/03/2017	0.10	\$16.50	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	24/03/2017	1.20	\$198.00	Prepare 6 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	24/03/2017	0.20	\$33.00	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	24/03/2017	0.40	\$66.00	Prepare 2 letters to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	24/03/2017	0.60	\$99.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	24/03/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	0.10	\$16.50	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	27/03/2017	0.60	\$99.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	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	27/03/2017	0.20	\$33.00	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	27/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.

BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	0.40	\$66.00	Prepare 2 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	27/03/2017	0.20	\$33.00	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	27/03/2017	0.20	\$33.00	Prepare a letter to investor 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	27/03/2017	0.80	\$132.00	Prepare 4 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	27/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.10	\$16.50	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	29/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	1.20	\$198.00	Prepare 6 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	29/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.40	\$66.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	2.00	\$330.00	Review of 10 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	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.10	\$16.50	Phone call from adviser in response to their request to transfer units from a superfund to the investors personal name. Access AX database to review current investor details and advise.

BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.30	\$49.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	29/03/2017	0.40	\$66.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	0.30	\$49.50	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	3/04/2017	1.00	\$165.00	Prepare 5 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	0.10	\$16.50	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	Ryan Whyte	Undergraduate	Creditors	3/04/2017	1.20	\$198.00	Generate WIP listing from APS for the LM First Mortgage Income Fund. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	0.60	\$99.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	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	3/04/2017	1.40	\$231.00	Prepare 8 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	0.40	\$66.00	Prepare 2 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	3/04/2017	0.40	\$66.00	Prepare 2 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2017	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	5/04/2017	0.10	\$16.50	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	5/04/2017	0.40	\$66.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	5/04/2017	0.60	\$99.00	Prepare 3 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	5/04/2017	0.20	\$33.00	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	5/04/2017	0.80	\$132.00	Prepare 4 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	5/04/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	5/04/2017	1.40	\$231.00	Review of 7 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	Ryan Whyte	Undergraduate	Creditors	5/04/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.10	\$16.50	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	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.10	\$16.50	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	10/04/2017	0.60	\$99.00	Prepare 3 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	10/04/2017	0.40	\$66.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.40	\$66.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.40	\$66.00	Prepare 2 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	10/04/2017	0.20	\$33.00	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	10/04/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.40	\$66.00	Prepare 2 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	10/04/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	0.60	\$99.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2017	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	10/04/2017	0.50	\$82.50	Prepare 3 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	10/04/2017	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	10/04/2017	0.20	\$33.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/04/2017	0.10	\$16.50	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	12/04/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/04/2017	0.80	\$132.00	Prepare 4 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	12/04/2017	0.40	\$66.00	Prepare 2 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	12/04/2017	0.20	\$33.00	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	12/04/2017	0.20	\$33.00	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	12/04/2017	0.60	\$99.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/04/2017	0.40	\$66.00	Prepare 2 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	12/04/2017	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	19/04/2017	0.10	\$16.50	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	19/04/2017	0.60	\$99.00	Print journal entries for June 2013 distributions from the 10104 ledger account for Eric Leeuwendal. Find what amount was paid to the feeder funds.
BR	Ryan Whyte	Undergraduate	Creditors	19/04/2017	0.40	\$66.00	Prepare 2 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	19/04/2017	0.40	\$66.00	Prepare 2 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	19/04/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.10	\$16.50	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	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.10	\$16.50	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	20/04/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.40	\$66.00	Prepare 2 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	20/04/2017	0.80	\$132.00	Prepare 4 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.60	\$99.00	Prepare 3 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	20/04/2017	0.60	\$99.00	Prepare 3 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	20/04/2017	0.80	\$132.00	Prepare 4 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	20/04/2017	0.40	\$66.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.30	\$49.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	20/04/2017	0.20	\$33.00	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	21/04/2017	0.20	\$33.00	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	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.10	\$16.50	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	21/04/2017	0.20	\$33.00	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	21/04/2017	0.20	\$33.00	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	21/04/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.40	\$66.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.20	\$33.00	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	21/04/2017	1.00	\$165.00	Review of 5 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	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.40	\$66.00	Review of 2 correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	21/04/2017	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	21/04/2017	0.70	\$115.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	21/04/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2017	0.10	\$16.50	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	24/04/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2017	0.20	\$33.00	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	24/04/2017	0.10	\$16.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2017	0.20	\$33.00	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	24/04/2017	0.40	\$66.00	Review of 2 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	Ryan Whyte	Undergraduate	Creditors	24/04/2017	0.20	\$33.00	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	24/04/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2017	0.70	\$115.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2017	1.80	\$297.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.10	\$16.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access AX database to review current investor details and advise.

BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.10	\$16.50	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	26/04/2017	0.60	\$99.00	Update Unit price to 14.7cents from 15 cents as at 31 December 2016 in AX database.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.60	\$99.00	Prepare 3 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	26/04/2017	0.10	\$16.50	Phone call from investor in response to a confirmation of their request to transfer units. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.20	\$33.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.10	\$16.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.10	\$16.50	discussion with Eric Leeuwendal regarding investigations completed to assess and calculate genuine hardship redemptions paid to the feeder funds to respond to queries from counsel for the proposed amended claim against 3rd parties
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.10	\$16.50	continue discussion with Eric Leeuwendal regarding investigations completed to assess and calculate genuine hardship redemptions paid to the feeder funds to respond to queries from counsel for the proposed amended claim against 3rd parties
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	1.00	\$165.00	continue discussion with Eric Leeuwendal regarding investigations completed to assess and calculate genuine hardship redemptions paid to the feeder funds to respond to queries from counsel for the proposed amended claim against 3rd parties, review LM servers
BR	Ryan Whyte	Undergraduate	Creditors	26/04/2017	0.40	\$66.00	Prepare 2 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	26/04/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.20	\$33.00	Prepare letter to investor in response to their request to transfer units from a Superfund to their personal name. Access AX database to review current investor details and advise.

BR	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.10	\$16.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.10	\$16.50	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.
BR	Antoinette Fielding	Undergraduate	Creditors	15/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.70	\$115.50	Review of two correspondences from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.40	\$66.00	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	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.20	\$33.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request.
BR	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	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	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.60	\$99.00	Review of two correspondences from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	16/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.40	\$66.00	Review of two correspondences 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	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investors via email or post
BR	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.20	\$33.00	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. Also uploaded scanned documents onto AX database
BR	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.40	\$66.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	17/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	20/02/2017	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. Also answered enquiry about fund distribution
BR	Antoinette Fielding	Undergraduate	Creditors	20/02/2017	0.40	\$66.00	Prepared letters to executor of estate in response to their requests to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	21/02/2017	0.70	\$115.50	Review of three correspondences from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	21/02/2017	0.20	\$33.00	Review of correspondence from investors 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	Antoinette Fielding	Undergraduate	Creditors	21/02/2017	0.30	\$49.50	Returned mail
BR	Antoinette Fielding	Undergraduate	Creditors	21/02/2017	0.90	\$148.50	Review of three correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided. Scanned documents and saved to files and database.
BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.40	\$66.00	Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.20	\$33.00	Scanned documents and saved to files and database
BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.30	\$49.50	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 Fund's policy

BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.40	\$66.00	Scanned documents and saved to files and database
BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.20	\$33.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Antoinette Fielding	Undergraduate	Creditors	22/02/2017	0.40	\$66.00	Review of two correspondences from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	23/02/2017	0.10	\$16.50	Review of correspondence from investors/advisors in relation to a change of details and updating AX.
BR	Antoinette Fielding	Undergraduate	Creditors	23/02/2017	0.30	\$49.50	Investor update enquiry - correspondence
BR	Antoinette Fielding	Undergraduate	Creditors	23/02/2017	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	Antoinette Fielding	Undergraduate	Creditors	23/02/2017	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	Antoinette Fielding	Undergraduate	Creditors	23/02/2017	0.10	\$16.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Antoinette Fielding	Undergraduate	Creditors	24/02/2017	0.40	\$66.00	Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	24/02/2017	0.50	\$82.50	Review of correspondence from investors 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	Antoinette Fielding	Undergraduate	Creditors	24/02/2017	0.10	\$16.50	LM correspondence - Sending out
BR	Antoinette Fielding	Undergraduate	Creditors	2/03/2017	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	Antoinette Fielding	Undergraduate	Creditors	2/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	2/03/2017	0.30	\$49.50	Review of two correspondences from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	1.20	\$198.00	Reviewed six investor correspondences and scanned documents and saved to files and database, sent off the documents to required investors via email or post.

BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.80	\$132.00	Review of five correspondences from investors in relation to change of details request's. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.30	\$49.50	Monthly correspondence balance request on eleven funds. Preparation of letter.
BR	Antoinette Fielding	Undergraduate	Creditors	3/03/2017	0.30	\$49.50	review of correspondence from investor, requested more information to be able to answer enquiry.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.10	\$16.50	Updating subscription method on an investors profile, after change of details.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.40	\$66.00	Prepare two letters to investors in relation to requests for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.30	\$49.50	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.20	\$33.00	Prepared checklist for a change of advisor address
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.40	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.10	\$16.50	Edit letter to investor confirming update of details for their investment with the Fund.
BR	Antoinette Fielding	Undergraduate	Creditors	6/03/2017	0.10	\$16.50	updated checklists, and investor correspondence register

BR	Antoinette Fielding	Undergraduate	Creditors	9/03/2017	0.30	\$49.50	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. Prepare internal control forms to verify sufficient documentation provided to process.
BR	Antoinette Fielding	Undergraduate	Creditors	9/03/2017	0.30	\$49.50	Preparing letter for change of details, change of authority and a unit balance enquiry.
BR	Antoinette Fielding	Undergraduate	Creditors	9/03/2017	0.30	\$49.50	Screenshot details showing the investor transfer request was complete. Scanned and Saved document to the relevant areas.
BR	Antoinette Fielding	Undergraduate	Creditors	9/03/2017	0.20	\$33.00	Prepare checklist in response to 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	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.30	\$49.50	Printing and sorting through the investor correspondence for the past three days where the email server was down.
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	discussion with Eric Leeuwendal regarding response to investor correspondence and allegations of co-trustee requesting unauthorised transfer of superfund holding of FMIF unit
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.30	\$49.50	Spoke to Eric Leeuwendal about an investor correspondence in regards to an unauthorised transfer request. Drafting response to allegations to performing unauthorised changes to the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	Prepared a unit balance response for an investor request
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.10	\$16.50	Printing new emails from investors requesting change of details
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	Preparing change of bank details request checklist and finding investor signature on database
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	Searched LM database for past correspondence from investor
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.50	\$82.50	Prepared two investor requested unit holding updates and a confirmation of transfer letter
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	Prepared a Change of Details checklist for investor request
BR	Antoinette Fielding	Undergraduate	Creditors	13/03/2017	0.60	\$99.00	Scanned documents and saved to files and database, sent off documents to required investors (three) via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	13/03/2017	0.50	\$82.50	Completing a transfer of units as per investor request - (reviewing instructions)
BR	Antoinette Fielding	Undergraduate	Creditors	13/03/2017	0.40	\$66.00	Scanned, emailed and saved Letters to file for two investors. Also updated the investor correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	16/03/2017	0.20	\$33.00	Completed a change of Details for investor matter of Deceased Estate - Printed and scanned in documents to database to support change
BR	Antoinette Fielding	Undergraduate	Creditors	17/03/2017	0.50	\$82.50	Completed a transfer of units per an investor request.

BR	Antoinette Fielding	Undergraduate	Creditors	17/03/2017	0.10	\$16.50	meeting with Eric Leeuwendal, regarding review of Management Default fee's charged to loans and whether these fees were recovered- to assist in claim against EY.
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	1.00	\$165.00	Edited six correspondence letters to investors with changes made by Eric Leeuwendal
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.20	\$33.00	Investor phone call regarding unit balance and distribution timing enquiries
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.20	\$33.00	Entering details into the investor correspondence register and updating the LM Phone call register
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.60	\$99.00	Prepared four change of details checklists for investors
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.20	\$33.00	Prepared two change of details checklists, searched database for signatures
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	0.30	\$49.50	finalising investigation of controllership payments to FTI to respond to queries from our solicitors and assist with preparation for the indemnity claim proceedings
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	2.10	\$346.50	finalising investigation of controllership payments to FTI to respond to queries from our solicitors and assist with preparation for the indemnity claim proceedings
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	0.10	\$16.50	Preparing a change of investor details checklist
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	0.20	\$33.00	Phone call to investor regarding a POA copy.
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	0.10	\$16.50	Prepared a Transfer of Units checklist
BR	Antoinette Fielding	Undergraduate	Creditors	24/03/2017	0.30	\$49.50	Prepared a Unit Balance and Distribution Timing letter for an investor from phone call yesterday.
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.10	\$16.50	Printing emails from investors, updating correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.40	\$66.00	Scanned, and prepared emails and sent off to three Investors in regards to enquiries.
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.10	\$16.50	Editing a letter to an investor with changes made by Eric Leeuwendal.
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Completed a change of details, Scanned and saved documents to the LM database
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Scanned, prepared emails and sent off two investor correspondence emails re. their enquiries.
BR	Antoinette Fielding	Undergraduate	Creditors	30/03/2017	0.20	\$33.00	Phone call to Advisor to confirm requested change of details bank account number

BR	Antoinette Fielding	Undergraduate	Creditors	31/03/2017	1.30	\$214.50	Exported the Excel Sheet off of Excel and Consulted with Nicola Jackson on what needs to happen with it next. Used Excel to filter the document until we had the correct number of investor mailings and advisor mailings
BR	Antoinette Fielding	Undergraduate	Creditors	31/03/2017	0.20	\$33.00	Checking Investors where the address information for the report posting seems ambiguous for Nicole Jackson
BR	Antoinette Fielding	Undergraduate	Creditors	3/04/2017	0.10	\$16.50	Searching database per Eric Leeuwendal's request re. Investor Phone call. Spoke to Eric Leeuwendal about future correspondence options for investor.
BR	Antoinette Fielding	Undergraduate	Creditors	3/04/2017	0.10	\$16.50	Prepared Investor correspondence letter re. Eric Leeuwendal's request
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.20	\$33.00	Investor phone call regarding Unit Balance enquiry, and confirmed contact details.
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.20	\$33.00	Prepared a change of details checklist and searched database for POA
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.30	\$49.50	Unit Balance update - For all adviser accounts (35)
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.20	\$33.00	Prepared a letter to an investor re. a Deceased Estate change of details request.
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.10	\$16.50	Completed a Change of details checklist per investor email.
BR	Antoinette Fielding	Undergraduate	Creditors	6/04/2017	0.40	\$66.00	Scanned, filed and sent off four replies to investors re. enquiries.
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.40	\$66.00	reviewing the LM inbox, Printing the documents and updating the Investor correspondence register for the new enquiries and yesterdays replied correspondence.
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.20	\$33.00	Phone call with Advisor - Requested more information.
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.40	\$66.00	Phone call with Advisor - Requested more information. Searching Database for corroboration of Funds Identification
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.10	\$16.50	Completed a file note of phone calls with Advisors
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.50	\$82.50	Preparing letter to Investor re. enquiry from report send out last week
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.60	\$99.00	Preparing another letter to Investor re. enquiry from report send out last week
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.90	\$148.50	Scan, saved to file and sent off six letters to investors re. their enquiries.
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.30	\$49.50	Prepared two Change of details checklists and searched database for signatures

BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.20	\$33.00	Returned phone call to advisors regarding the large portfolio trust transfer request. Still did not supply the correct information.
BR	Antoinette Fielding	Undergraduate	Creditors	7/04/2017	0.40	\$66.00	Edited two investor correspondence letters with changes made by Eric Leeuwendal, and had David approve them. Scanned and sent off both letters
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.70	\$115.50	Processed three change of details requests
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.30	\$49.50	Updating the investor register - Printing off supporting screenshots for changes
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.10	\$16.50	Printing off new email from advisor requesting change of details
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.20	\$33.00	Calling Public Trustee and requesting a list of authorised signatures from the company in order to process request for a change of details (deceased estate)
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.40	\$66.00	Completed a transfer request
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.20	\$33.00	Returned a missed phone call to an investor who is wanting to change her address. Emailed her a change of details form. Updated the LM Phone call register
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.30	\$49.50	Updating the investor correspondence register with ten entries from Friday.
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.60	\$99.00	Saving 10 documents to the database and to our files (from previous letters/ changes completed over the last couple of work days)
BR	Antoinette Fielding	Undergraduate	Creditors	10/04/2017	0.30	\$49.50	Saving 6 more documents to the database and to our files (from previous letters/ changes completed over the last couple of work days)
BR	Antoinette Fielding	Undergraduate	Creditors	13/04/2017	0.10	\$16.50	Phone Call with investor re. address change.
BR	Antoinette Fielding	Undergraduate	Creditors	13/04/2017	0.20	\$33.00	Preparing letter to be sent to investor for their address change.
BR	Antoinette Fielding	Undergraduate	Creditors	13/04/2017	0.30	\$49.50	Printing email correspondence from advisors. Preparing email to send back to an advisor re. transferring a superfund as requested.
BR	Andrew Lane	Undergraduate	Creditors	1/11/2016	0.10	\$16.50	Call from investor regarding change of details request. Directed investor the Imfmif website to correct form. Provided email address for form to be returned too. Update call register.
BR	Andrew Lane	Undergraduate	Creditors	1/11/2016	0.30	\$49.50	Call from investor regarding the latest update sent to investors and related questions including remaining issues holding the winding up . Inquired about timeframe of distribution. Update Call log.
BR	Andrew Lane	Undergraduate	Creditors	1/11/2016	0.10	\$16.50	Call from investor regarding confirmation on change of details request. Request has been completed and AX updated. Update Call Log.

BR	Andrew Lane	Undergraduate	Creditors	2/11/2016	0.30	\$49.50	Call from advisor requesting confirmation of transfer of unit from deceased estate & transaction statement. Access to AX to identify investment. Transfer complete. Draft letter to adviser confirming transfer. Export transaction stmts for both accounts.
BR	Andrew Lane	Undergraduate	Creditors	2/11/2016	0.10	\$16.50	Call from adviser requesting update on the progress of the winding up of the fund and current unit valuation.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.40	\$66.00	Call from adviser requesting a transaction statement and current unit valuation. Access to AX to identify investor and export transaction statement. Draft letter advising current unit valuation. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.50	\$82.50	Review of processed restricted payments. Access to restricted payment spreadsheet. Update to show 23 payments have been made. Review of invoices to fill in some incomplete details in the spreadsheet for the updated payments.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.20	\$33.00	Call from adviser requesting an update on the winding up of the fund and the process to be removed as adviser so the investor they act for can deal directly with BDO in future. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.30	\$49.50	Call from investor requesting an update on the winding up of the fund as he has not received any correspondence from us in 12 months. Access to AX to check contact details. Draft letter with change of details form to update contact details.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.60	\$99.00	Scanned in and saved to file 9 approved letters to advisers and investors regarding requests for current unit valuations and various change of details requests. Emailed all letters.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.10	\$16.50	Review and amendments to letter to investor regarding a request for an update on the winding up of the fund.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.50	\$82.50	Scanned in and saved to file 6 approved letters to advisers and investors regarding requests for current unit valuations, an update of the progress of the winding up and confirmation of transfers. Emailed all letters.
BR	Andrew Lane	Undergraduate	Creditors	3/11/2016	0.50	\$82.50	Scanned in and saved to file 5 approved letters to investors regarding requests for current unit valuations. Emailed letters. Review of automatic email from adviser advising inactive email. Call advisers firm for correct contact email.
BR	Andrew Lane	Undergraduate	Creditors	4/11/2016	0.10	\$16.50	Call to investors advising firm to obtain correct email to send correspondence to. Email letter.
BR	Andrew Lane	Undergraduate	Creditors	4/11/2016	0.20	\$33.00	Call from investor requesting their investor ID to assist with filling out change of details form. Also requested an update on the winding up and queried how the company fell apart. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	4/11/2016	0.40	\$66.00	Review and amendments to 5 letters to investors and advisers regarding change of details requests and requests for current unit valuations and transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	17/11/2016	0.20	\$33.00	Call from adviser requesting documentation required to process a change of details request. Also requested approximate time frame for the winding up to be completed. Update call log.

BR	Andrew Lane	Undergraduate	Creditors	17/11/2016	0.30	\$49.50	Call from adviser regarding change of details request. Access to AX to identify investors. Draft letter regarding change of details request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	17/11/2016	0.40	\$66.00	Review of correspondence from adviser advising investor has passed away and requesting a current unit valuation and transaction statement. Access to AX to deceased identify investor. Export transaction statement. Draft letter regarding change of details.
BR	Andrew Lane	Undergraduate	Creditors	18/11/2016	0.10	\$16.50	Review of two completed restricted payment requests. Saved to file. Added to draft email to McGrathNicol for authorisation.
BR	Andrew Lane	Undergraduate	Creditors	18/11/2016	0.20	\$33.00	Call to adviser regarding correspondence received in relation to a deceased estate and change of details request. update call log.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Review of correspondence regarding POA for an investor. Print POA document. Prepare internal control forms to process change of authority.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Review of investor correspondence regarding change of address request. Access to AX to identify investor and verify signature. Prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Call from investor regarding progress on the winding up of the fund and an approximate time frame for distributions to be made. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.30	\$49.50	Call from investor regarding approximate unit valuation and request for transaction statement. Access to AX to identify investor. Export transaction statement. Draft letter addressing request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Review and amendments to 4 letters to investors regarding requests for current unit valuations and transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Review correspondence regarding change of trustee. Prepare internal control docs to process request.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.40	\$66.00	Review of drafted restricted payment request. Access to restricted payment listing to update spreadsheet. Prepare file note for processing. Print previous comparable invoice as source doc.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.10	\$16.50	Call from adviser requesting the current unit valuation for the fund and approximate timeframe of a distribution. Update Call log.
BR	Andrew Lane	Undergraduate	Creditors	22/11/2016	0.20	\$33.00	Review of correspondence from adviser regarding additional documentation requested to process transfer request. Search for original docs on file to collate all documents. Call to adviser to request death certificate.
BR	Andrew Lane	Undergraduate	Creditors	23/11/2016	0.30	\$49.50	Review of correspondence from 2 investors regarding requests to update email addresses. Access to AX to update email addresses. Screen print updates as source docs.
BR	Andrew Lane	Undergraduate	Creditors	23/11/2016	0.50	\$82.50	Review of 2 emails from investors regarding complaints/issues about the recent notice of remuneration application. Draft response.
BR	Andrew Lane	Undergraduate	Creditors	23/11/2016	0.10	\$16.50	Review of investor request to update authority. Access to AX to verify investor's signature. Screen print as source doc and print.

BR	Andrew Lane	Undergraduate	Creditors	23/11/2016	0.40	\$66.00	Review of investor's transfer request. Access to AX to identify the number of units to determine requirements for transfer. Screen print unit balance & attach as source doc. Review & amendments to 4 letters to investors RE transfer and valuation requests
BR	Andrew Lane	Undergraduate	Creditors	23/11/2016	0.30	\$49.50	Review and amendments to 2 letters to investors regarding change of details requests. Review and amendments to 2 letters to investors.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.40	\$66.00	Review of emails from 3 investors regarding various negative feedback from the remuneration application. Draft 3 letters addressing their various concerns with remuneration, the winding up and distribution to investors.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.30	\$49.50	Call from investor regarding a request for valuation of their holding and approximate time frame for the distribution. Update call log. Access to AX to identify investor. Draft letter addressing valuation request.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.30	\$49.50	Call from investor regarding a change of address request. Update call log. Draft letter to investor regarding request.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of investor correspondence regarding transfer request. Prepare internal control forms for processing.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.30	\$49.50	Review of adviser correspondence regarding additional documentation to processing transfer request. Locate relevant previously requested docs on file. Prepare internal control docs to process request.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.30	\$49.50	Review of investor correspondence regarding for confirmation of a change of trustee request. Locate change of Trustee docs. Access to AX to verify change has been completed. Draft confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of correspondence regarding deceased estate and change of details request. Access to AX to identify investors. Prepare internal control docs to process.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.50	\$82.50	Review of adviser correspondence requesting transaction statements for an investor's 3 accounts. Access to AX to identify investor. Export 3 transaction statements. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.40	\$66.00	Review of approved Restricted payment request. Scanned in and saved to file. Access to restricted payment listing spreadsheet to update. Draft email to McGrathNicol for authorisation of payment.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of approved letter to an adviser regarding a request for current unit valuation and transaction statement. Scanned and saved to file. File hard copy. Email to adviser. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of approved letter to investor regarding a change of details request. Scanned and saved to file. File hard copy. Email to adviser. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.10	\$16.50	Review of approved letter to adviser regarding change of details request. Scanned and saved to file. File hard copy. Email to adviser.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of approved letter to adviser regarding change of details and current unit balance request. Scanned and saved to file. File hard copy. Email to adviser. Access to AX to save to system.

BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of approved letter to adviser regarding current unit balance requests. Scanned and saved to file. File hard copy. Email to adviser. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.20	\$33.00	Review of approved letter to adviser regarding a deceased estate. Scanned and saved to file. File hard copy. Email to adviser. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	24/11/2016	0.40	\$66.00	Review of 6 approved letters to investors regarding requests for current unit valuations and transaction statements. Scanned and saved to file. Emailed. Access to AX to save to system.
BR	Andrew Lane	Undergraduate	Creditors	25/11/2016	0.20	\$33.00	Review of investor correspondence regarding a request for time frame of distributions. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	30/11/2016	0.20	\$33.00	Voicemail from investor following up request for transaction statement. Letter still being approved. Call to investor to update.
BR	Andrew Lane	Undergraduate	Creditors	30/11/2016	0.20	\$33.00	Call from adviser regarding progress update on a transfer request for investors. Located investors' transfer docs, awaiting partner authorisation. Email to adviser to update on request.
BR	Andrew Lane	Undergraduate	Creditors	2/12/2016	0.10	\$16.50	Call from investor regarding change of details request. Directed investor to website to find change of details form. update call log.
BR	Andrew Lane	Undergraduate	Creditors	2/12/2016	0.10	\$16.50	Call from investor regarding progress on unit valuation request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	7/12/2016	0.10	\$16.50	Review of correspondence from adviser requesting additional change of details form. Draft email to adviser addressing request.
BR	Andrew Lane	Undergraduate	Creditors	13/12/2016	0.20	\$33.00	Review of correspondence from adviser requesting progress of a transfer request. Review investor files. Draft confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	14/12/2016	0.10	\$16.50	Review of correspondence from adviser regarding a transfer request. Email to adviser confirming completion of request and that a confirmation letter is being sent.
BR	Andrew Lane	Undergraduate	Creditors	14/12/2016	0.50	\$82.50	Call from investor regarding a change of details request. Access to AX to identify investor. Draft letter regarding change of details request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	14/12/2016	0.30	\$49.50	Call from investor regarding change of details request. Draft change of details letter.
BR	Andrew Lane	Undergraduate	Creditors	15/12/2016	0.30	\$49.50	Review of adviser request for unit valuation and transaction statement. Access to AX to identify investor and export transaction statement. Draft letter for valuation request.
BR	Andrew Lane	Undergraduate	Creditors	16/12/2016	0.10	\$16.50	Call from adviser regarding a SMSF transfer request. Update call log
BR	Andrew Lane	Undergraduate	Creditors	16/12/2016	0.30	\$49.50	Call from adviser requesting a transaction statement and valuation. Access to AX to identify investor and export transaction statement. Draft letter for request.
BR	Andrew Lane	Undergraduate	Creditors	16/12/2016	0.20	\$33.00	Review and amendments to 2 letters to investors regarding requests for transaction statements.

BR	Andrew Lane	Undergraduate	Creditors	20/12/2016	0.10	\$16.50	Review and amendments to letter to investors regarding change of details request.
BR	Andrew Lane	Undergraduate	Creditors	23/12/2016	0.20	\$33.00	Call from investor regarding an update on the progress of the winding up and timeframe for distributions. Access to AX to identify investor. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	4/01/2017	0.30	\$49.50	Review of the 16th update report to investors. Call to investor regarding a request for an update on the winding up of the funds and timeframe for distribution. Update call log. Update call log template for 2017
BR	Andrew Lane	Undergraduate	Creditors	5/01/2017	2.00	\$330.00	Review of 14 invoices from creditors. Draft restricted account file note for payment request. Access to payment listings spreadsheet to update drafted payments. Review of 14 previous comparable invoices. Print all source docs.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.20	\$33.00	Call from investor regarding current unit valuation and likelihood of distribution. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.20	\$33.00	Call from adviser regarding the progress of a transfer request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.10	\$16.50	Call from adviser regarding forms required to transfer units. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.20	\$33.00	Call from adviser regarding a transfer request and required documentation. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.30	\$49.50	Call from investor regarding a change of details request. Update call log. Access to AX to identify investor. Draft letter to investor regarding request.
BR	Andrew Lane	Undergraduate	Creditors	10/01/2017	0.40	\$66.00	Call from recipient of BDO LM updates and correspondence regarding incorrectly receiving correspondence. Access to AX to identify investor or advisor. Identified as adviser. Call to adviser to request written confirmation of being taken off LM server.
BR	Andrew Lane	Undergraduate	Creditors	11/01/2017	0.10	\$16.50	Call from adviser regarding confirmation of a change of details request. Access to AX to review investor account. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	11/01/2017	0.30	\$49.50	Call from investor's family member regarding a request for current valuation of units held. Discussed POA and updating authority and change of details. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	11/01/2017	0.30	\$49.50	Access to AX to export transaction statement. Draft letter to adviser regarding current unit valuation and change of details request.
BR	Andrew Lane	Undergraduate	Creditors	11/01/2017	0.20	\$33.00	Review of change of authority request. Access to AX to verify investor signature. Prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	12/01/2017	0.20	\$33.00	Call from adviser regarding a change of details request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	12/01/2017	0.10	\$16.50	Call from investor regarding issues with a change of address request. Update call log.

BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.20	\$33.00	Review of two authorised letters to investors regarding change of details request. Scanned and saved to file. Emailed to investor. filed copy.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.10	\$16.50	Review and amendments to letter to adviser regarding change of details request & current unit valuation request.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.10	\$16.50	Call from investor regarding a query over their current address. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.40	\$66.00	Review of correspondence from adviser regarding the passing of an investor and requesting a current unit valuation and to update details. Access to AX to identify investor. Draft letter to adviser regarding request.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.30	\$49.50	Call from investor regarding a change of details request and approximate time frame of distribution. Update call log. Draft letter regarding change of details request.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.30	\$49.50	Review of change of details request. Access to AX to identify investor and validate signature. Unable to verify signature. Call to investor.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.40	\$66.00	Review of change of details request. Access to AX to identify investor and validate signature. Access to Composer to review account for signature. Unable to verify signature. Draft letter requesting photo ID.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.30	\$49.50	Review of correspondence from adviser regarding clarification of bank details on file. Access to AX to verify bank details. Screen bring details as source doc. Draft letter confirming bank account details.
BR	Andrew Lane	Undergraduate	Creditors	16/01/2017	0.10	\$16.50	Review of authorised letter to investor regarding a change of details. Scanned in and saved to file. Filed hard copy. emailed to investor.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.20	\$33.00	Review and amendments to 3 letters to investors regarding a change of details request, a complaint regarding the winding up process and a non LMFMIF investor.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.30	\$49.50	Call from investor regarding a change of details request and likelihood of a distribution. Update call log. Draft letter to investor regarding request.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.10	\$16.50	Review of correspondence from adviser regarding request of confirmation of transfer. Access to AX to review investor account. Draft confirmation letter.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.50	\$82.50	Review and amendments to 5 letters to investors regarding 3 change of details requests, confirmation of unit holding valuation requests and 1 non LMFMIF investor. Access to AX to export screen shot of investors holdings as source doc.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.20	\$33.00	Review of investor request to update details. Access to AX to verify signature. Export screen shot of signature as source doc. Prepare internal control forms to process request.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.20	\$33.00	Review of two restricted payment requests. Access to the restricted payment listing spreadsheet to review outstanding payments.

BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.20	\$33.00	Review of two authorised letters to investors regarding a current unit holding valuation request and one non LMFMIF investor. Scanned in and saved to file. Filed hard copies. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.40	\$66.00	Call from adviser regarding a request for current unit holding valuation and transaction statement. Access to AX to identify investor account and export transaction statements. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.10	\$16.50	Review of undelivered email to an investor regarding a change of details request. Call to investor to verify email. Re-sent email.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.30	\$49.50	Review of correspondence from an adviser regarding confirmation of a transfer request. Access to AX to review investor account and transfer docs. Print transfer docs. Draft confirmation letter to adviser regarding request.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.10	\$16.50	Review and amendments to two letters to investors regarding change of details requests.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.60	\$99.00	Review of six authorised letters to investors and advisers regarding a change of details request, four requests for confirmation of changes and one letter to a non LMFMIF investor. Scanned and saved to file. Filed hard copies. Emailed letters.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.10	\$16.50	Review of letter to an investor regarding the winding up process. Scanned letter and emailed to David Whyte seeking approval to send letter.
BR	Andrew Lane	Undergraduate	Creditors	18/01/2017	0.10	\$16.50	Review of authorised letter to adviser regarding a request for current unit holding valuation. Scanned in and saved to file. File hard copy. Email to adviser.
BR	Andrew Lane	Undergraduate	Creditors	20/01/2017	0.30	\$49.50	Review of 4 authorised letters to investors regarding confirmation of change of details request. Scanned in and saved to file. Emailed to investors. Filed hard copies. Review and amendments to letter to investor with issues regarding remuneration.
BR	Andrew Lane	Undergraduate	Creditors	23/01/2017	0.20	\$33.00	Call from adviser regarding schedule of clients' holdings. Access to AX to review one investor account. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	23/01/2017	0.20	\$33.00	Access to AX to review investor account. Review and amendments to schedule of investors' holdings requested by client adviser.
BR	Andrew Lane	Undergraduate	Creditors	23/01/2017	0.20	\$33.00	Review of correspondence from adviser requesting current unit holding valuation. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	24/01/2017	0.30	\$49.50	Call regarding a deceased investor and transfer request. Access to AX to identify investor. Update call log. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	24/01/2017	0.20	\$33.00	Review of adviser request to update bank details. Access to AX to verify investor signatures.
BR	Andrew Lane	Undergraduate	Creditors	24/01/2017	0.20	\$33.00	Call from investor regarding change of details request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	24/01/2017	0.10	\$16.50	Access to AX to review number of units held by a deceased investor for the purposes of transfer requirements. Screen print units held and print.

BR	Andrew Lane	Undergraduate	Creditors	24/01/2017	0.30	\$49.50	Review of investor change of details request. Access to AX to process request. Screen print updates and print as source docs.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.30	\$49.50	Call from investor regarding change of details request and update on the timing of distribution. Access to AX to identify investor. Draft letter regarding change of details request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.30	\$49.50	Review of 4 letters to investors regarding change of details request. Scanned in and saved to file. File hard copy. Email to investors.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.30	\$49.50	Review of 4 letters to advisers regarding current unit holding valuation requests. Scanned in and saved to file. File hard copy. Email to investors.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.40	\$66.00	Review of 2 letters to advisers regarding confirmation on a transfer request and advising of a deceased estate. Scanned in and saved to file. File hard copy. Email to advisers. Access to AX to save confirmation and supporting docs. Print transfer form.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.20	\$33.00	Review of adviser request to transfer units form SMSF to individual holding. Access to AX to verify signature. Screen print as source doc. Prepare internal control forms to process transfer.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.20	\$33.00	Review of correspondence from investor regarding changed of address. Draft letter to investor regarding request.
BR	Andrew Lane	Undergraduate	Creditors	25/01/2017	0.20	\$33.00	Review and amendments to 2 letters to investors regarding current unit holding valuation requests.
BR	Andrew Lane	Undergraduate	Creditors	31/01/2017	0.10	\$16.50	Call from investor regarding a query with change of details form. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	31/01/2017	0.30	\$49.50	Review of investor correspondence regarding a request for current unit holding valuation. Access to AX to identify investor and export transaction statement. Draft letter regarding request.
BR	Andrew Lane	Undergraduate	Creditors	1/02/2017	0.20	\$33.00	Call from adviser regarding a request for status of investors' holdings and change of details. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	2/02/2017	0.60	\$99.00	Review of 3 draft payments. Draft file notes for internal processing. Review and print previous invoices as source docs. Access to Restricted payment listing spreadsheet to review and add details.
BR	Andrew Lane	Undergraduate	Creditors	2/02/2017	0.20	\$33.00	Review of investor request to update details. Access to AX to verify signature. Prepare internal control docs to process transfer.
BR	Andrew Lane	Undergraduate	Creditors	2/02/2017	0.20	\$33.00	Call from Grace records regarding outstanding invoices.
BR	Andrew Lane	Undergraduate	Creditors	3/02/2017	0.30	\$49.50	Review of correspondence from adviser regarding a request for 2 transaction statements. Access to AX to export transaction statements.
BR	Andrew Lane	Undergraduate	Creditors	3/02/2017	0.30	\$49.50	Call from investor regarding a request for confirmation of change of details request & request to receive the 16th annual report by post. Access to AX to review account details. Update call log. Draft letter regarding requests.

BR	Andrew Lane	Undergraduate	Creditors	6/02/2017	1.00	\$165.00	Review of 13 invoices from creditors for Dec, Jan and Feb. Access to Suncorp to review previous payments. Review of previous payment files. Draft files notes for 10 invoices. Review previous invoices and print as source docs.
BR	Andrew Lane	Undergraduate	Creditors	6/02/2017	0.20	\$33.00	Review of three authorised letters to advisers regarding confirmation requests and unit balance valuation requests. Scanned in and saved to file. Emailed to advisers. filed hard copies.
BR	Andrew Lane	Undergraduate	Creditors	8/02/2017	0.10	\$16.50	Draft email to Grace records regarding outstanding invoices.
BR	Andrew Lane	Undergraduate	Creditors	8/02/2017	0.10	\$16.50	Review of returned correspondence sent to adviser. Review of previously received correspondence to verify email. Re send correspondence.
BR	Andrew Lane	Undergraduate	Creditors	8/02/2017	0.30	\$49.50	Review of 3 invoices from Gadens. Draft file notes for restricted payment processing. Access to restricted payment listing spreadsheet to update. Find comparable invoices for source docs. print all docs.
BR	Andrew Lane	Undergraduate	Creditors	8/02/2017	0.10	\$16.50	Call to adviser regarding additional documentation required for transfer request.
BR	Andrew Lane	Undergraduate	Creditors	8/02/2017	0.20	\$33.00	Call from adviser regarding requirements for a SMSF transfer. Draft letter regarding request. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	9/02/2017	0.60	\$99.00	Review of authorised payments. Access to Restricted payment listing spreadsheet to update. Scan payments in, save to file, draft email to grace.
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.70	\$115.50	Review of correspondence from Grace records regarding outstanding invoices. Review of restricted payment listing spreadsheet. Review payment file notes in hard file. spoke with Sarah RE invoices. Draft email to MN regarding outstanding payments.
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.30	\$49.50	Review of correspondence from McGrathNicol. Review client file, attached outstanding payment request and draft email to Grace.
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.20	\$33.00	Draft email to Grace records regarding outstanding invoices and approximate timeframe for payment.
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.10	\$16.50	Review of amended email to Grace regarding outstanding invoices. Attached demand letter. Prepare and send email
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.50	\$82.50	Review of correspondence from adviser regarding a transfer request. Call to adviser regarding request. Spoke with David regarding the request. Draft email to adviser.
BR	Andrew Lane	Undergraduate	Creditors	27/02/2017	0.20	\$33.00	Review of correspondence from 2 advisers regarding confirmation of transfer request. Draft emails to adviser regarding requests.
BR	Andrew Lane	Undergraduate	Creditors	1/03/2017	0.50	\$82.50	Review of correspondence from creditor regarding outstanding invoices. Review of email from McGrathNicol regarding payments sent to Trust. Access to Restricted payment listing to update payments.
BR	Andrew Lane	Undergraduate	Creditors	1/03/2017	0.30	\$49.50	Review of correspondence from McGrathNicol. Print payment requests to check. Access to Restricted payment listing to update payments.

BR	Andrew Lane	Undergraduate	Creditors	1/03/2017	0.20	\$33.00	Review of email from creditor regarding outstanding invoices. Review of restricted payment spreadsheet. Draft email to creditor confirming payment.
BR	Andrew Lane	Undergraduate	Creditors	1/03/2017	0.40	\$66.00	Review of investor request for unit holding valuation. Draft letter regarding request. Access to AX to export transaction statement.
BR	Andrew Lane	Undergraduate	Creditors	1/03/2017	0.40	\$66.00	Access to Restricted workings spreadsheet to update three additional payments. Draft email to McGrathNicol regarding payment request. Review approved email from Eric and send to McGrathNicol. Access to restricted listing spreadsheet to update.
BR	Andrew Lane	Undergraduate	Creditors	2/03/2017	0.30	\$49.50	Review of correspondence from Trust team regarding payments. Access to Suncorp to re draft payment. Email to Trust confirming re drafted payment.
BR	Andrew Lane	Undergraduate	Creditors	2/03/2017	0.30	\$49.50	Review of correspondence from the Trust team and McGrathNicol regarding a reloaded payment. Review of restricted listing spreadsheet and previous correspondence from McGrathNicol regarding payments. Draft email to McGrathNicol regarding reloaded payment.
BR	Andrew Lane	Undergraduate	Creditors	3/03/2017	0.20	\$33.00	Call from adviser regarding a transfer request. Draft request details and email to Ryan Whyte to process. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	6/03/2017	1.80	\$297.00	Review of 9 invoices from creditors. Create ABA files for invoices. Access to Restricted listing spreadsheet to update payments. Draft payment file notes for invoices. Review of previous payments for source docs. Print relevant source docs for processing
BR	Andrew Lane	Undergraduate	Creditors	6/03/2017	1.00	\$165.00	Access to Suncorp to amend draft payment. Review and amendments to ABA file for Tucker & Cowen invoice. Draft 3 new ABA files to break up Tucker & Cowen invoices.
BR	Andrew Lane	Undergraduate	Creditors	8/03/2017	0.30	\$49.50	Review of Gadens invoice, print. Access to restricted listing payment spreadsheet to update. Create ABA file. Access to Suncorp to upload ABA file and draft payment. Search through file to find previous comparable invoice. Draft payment file note.
BR	Andrew Lane	Undergraduate	Creditors	8/03/2017	0.40	\$66.00	Review of authorised letter to investor regarding a unit balance valuation request. Scanned in and saved to file. Email to investor. Discussion with David regarding adviser request. Draft letter to adviser regarding confirmation of transfer.
BR	Andrew Lane	Undergraduate	Creditors	8/03/2017	1.00	\$165.00	Review of 5 authorised restricted payment requests. Scanned in and saved to file. Draft email to McGrathNicol requesting payment. Access to Restricted payment listing to update spreadsheet.
BR	Andrew Lane	Undergraduate	Creditors	8/03/2017	0.60	\$99.00	Review of 2 invoices from creditors. Create ABA files for invoices. Access to Restricted listing spreadsheet to update payments. Draft payment file notes for invoices. Review of previous payments for source docs. Print relevant source docs for processing
BR	Andrew Lane	Undergraduate	Creditors	15/03/2017	0.60	\$99.00	Review of three approved restricted payments. Scanned payments in and saved to file. Email to McGrathNicol requesting approval and payment. Access to Restricted payments spreadsheet to update.

BR	Andrew Lane	Undergraduate	Creditors	22/03/2017	0.60	\$99.00	Draft email to McGrathNicol regarding update on 3 restricted payment request. Access to Suncorp to review payments made and to re upload TCS ABA file. Access to restricted payment listing to update spreadsheet.
BR	Andrew Lane	Undergraduate	Creditors	24/03/2017	0.20	\$33.00	Review of email from McGrathNicol regarding payment request. Access to Suncorp to review loaded payments. Re load ATCS payment.
BR	Andrew Lane	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Review of 2 letters to investors regarding change of details request. Access to AX to review investor files on server. Review of job folder to identify investor docs to identify relevant signatures.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.30	\$49.50	Access to Suncorp to review payments made to date and payments still pending. Access to restricted working spreadsheet to update.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.10	\$16.50	Draft email to McGrathNicol to follow up on payments.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.10	\$16.50	Review of email from Eric regarding outstanding invoices. Draft email to McGrathNicol regarding invoices.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.30	\$49.50	Review of corro from adviser regarding a request for current unit balance valuation and holding statement. Access to AX to review investor and export transaction statement. Draft letter RE request. Access to investor request spreadsheet to update.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.80	\$132.00	Review and approval of 4 letters to advisers regarding change of details request. Draft one letter to adviser regarding current unit balance valuation request. Discussion with DW regarding change of details for a de registered company.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.50	\$82.50	Review and approval of 5 change of details checklists. Draft one change of authority checklist. Access to AX to review 4 investor accounts.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.20	\$33.00	Call to adviser regarding interim distribution and deceased estates. Update call log.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.30	\$49.50	Call to investor that was displeased with written letter to original request on timeframe of interim distribution. Update call log. Draft file note summarising call and file with correspondence.
BR	Andrew Lane	Undergraduate	Creditors	29/03/2017	0.20	\$33.00	Review and amendments to letter to investor regarding change of details request.
BR	Andrew Whittaker	Undergraduate	Creditors	3/04/2017	0.50	\$82.50	Review of 5 Tucker & Cowen invoices. Printed and scanned in together as one doc. Access to restricted working spreadsheet to update. Create ABA file. Access to Suncorp to upload payment request. Draft payment file note.
BR	Andrew Whittaker	Undergraduate	Creditors	3/04/2017	0.20	\$33.00	Review and amendments to 2 letters to investors regarding change of details requests.
BR	Andrew Whittaker	Undergraduate	Creditors	3/04/2017	0.10	\$16.50	Review of authorised letter to adviser regarding deceased estate. Scanned in and saved to file. Emailed to adviser.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.20	\$33.00	Review of Grace Records invoice. Create ABA File. Update restricted working spreadsheet. Access to Suncorp to upload payment request. Draft payment file note, print all source docs.

BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.10	\$16.50	Review and amendments to letter to investors regarding change of details request.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.40	\$66.00	Review of Clayton Utz invoice. Create ABA File. Update restricted working spreadsheet. Access to Suncorp to upload payment request. Draft payment file note, print all source docs. Draft email MN regarding payment requests.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.10	\$16.50	Review of authorised restricted payment draft. Scanned in and saved to file. File hard copy.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.10	\$16.50	Review of authorised restricted payment draft. Scanned in and saved to file. File hard copy.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.40	\$66.00	Review of two approved letters to investors regarding change of details request. Scanned in and saved to file. Emailed to investors. Filed hard copies. Update investor corro register.
BR	Andrew Whittaker	Undergraduate	Creditors	5/04/2017	0.20	\$33.00	Review and amendments to 2 letters to advisers regarding change of details request.
BR	Andrew Whittaker	Undergraduate	Creditors	6/04/2017	0.40	\$66.00	Access to AX to identify investor's son's signature on system. Unable to identify. Draft letter to request photo ID of son. Review of correspondence from Advisor. Draft letter regarding change of details request.
BR	Andrew Whittaker	Undergraduate	Creditors	6/04/2017	0.40	\$66.00	Review of Gadens invoice. Create ABA File. Update restricted working spreadsheet. Access to Suncorp to upload payment request. Draft payment file note, print all source docs. Draft email to MN regarding payment requests.
BR	Andrew Whittaker	Undergraduate	Creditors	7/04/2017	0.30	\$49.50	Review of investor correspondence regarding change of details request. Access to AX to verify signatures. Identified one signature and printed as source doc. Unable to second signature. Draft email to investor requesting photo ID.
BR	Andrew Whittaker	Undergraduate	Creditors	7/04/2017	0.30	\$49.50	Review of 3 requests from an adviser to update details on 3 accounts. Access to AX to verify signature for each account. Signature verified. Prepare internal control forms to process request.
BR	Andrew Whittaker	Undergraduate	Creditors	10/04/2017	0.20	\$33.00	Review of correspondence from investor regarding change of details form. Access to AX to verify signature. Signature verified, prepare internal docs to process transfer.
BR	Andrew Whittaker	Undergraduate	Creditors	10/04/2017	0.10	\$16.50	Review of authorised restricted payment for Clayton Utz invoice. Scanned in and saved to file.
BR	Andrew Whittaker	Undergraduate	Creditors	10/04/2017	0.30	\$49.50	Discussion with Antoinette regarding a change of details request for a deceased estate with a public trustee and how to verify authorisation.
BR	Andrew Whittaker	Undergraduate	Creditors	11/04/2017	0.40	\$66.00	Review of voicemail from MN requesting any restricted payments to be made. Review of purchase order folder to identify payments that have been authorised. Draft email to MN regarding 3 payments to be made.
BR	Andrew Whittaker	Undergraduate	Creditors	19/04/2017	0.10	\$16.50	Review of approved payment request for Gadens invoice. Scanned in and saved to file. Draft email to MN.

BR	Andrew Whittaker	Undergraduate	Creditors	19/04/2017	0.20	\$33.00	Access to Suncorp to review payments account and check payments still loaded. Update Tucker and Cowen ABA file and re upload. Draft follow up email to McGrath Nicol.
BR	Andrew Whittaker	Undergraduate	Creditors	20/04/2017	0.40	\$66.00	Assisted Eloise with the processing of updating ABA files, reloading to Suncorp and advising Trust that payments have been reloaded.
BR	Andrew Whittaker	Undergraduate	Creditors	20/04/2017	0.70	\$115.50	Review of correspondence from adviser regarding request for transaction statement. Access to AX to identify investor. Issues with accessing AX. Investors have an account but no investment. Call to adviser to query. Export statement from AX. Draft letter.
BR	Andrew Whittaker	Undergraduate	Creditors	20/04/2017	0.40	\$66.00	Review of correspondence from adviser regarding request for transaction statement. Access to AX to identify investor. Export transaction statement and draft letter to adviser RE request. Update investor correspondence register.
BR	Andrew Whittaker	Undergraduate	Creditors	24/04/2017	0.10	\$16.50	Review of email from adviser regarding progress update on unit balance request. Email to adviser advising of progress.
BR	Andrew Whittaker	Undergraduate	Creditors	26/04/2017	0.50	\$82.50	Review of 3 letters to investors with notes from Eric to review. Access to AX to search for supporting docs for requests. Call to adviser to request further details of investment.
BR	David Whyte	Partner	Administration	4/11/2016	1.10	\$638.00	reviewed judgement relating to application for remuneration approval and principles to be applied to court application for remuneration approval and inclusions in affidavit supporting application
BR	David Whyte	Partner	Administration	7/11/2016	2.20	\$1,276.00	reviewed annexures to affidavit in support of court application for remuneration approval for the six months ended 31 October 2016
BR	David Whyte	Partner	Administration	15/11/2016	3.10	\$1,798.00	reviewed/amended affidavit in support of court application for remuneration approval for the six months ended 31 October 2016
BR	David Whyte	Partner	Administration	15/11/2016	0.20	\$116.00	reviewed/updated affidavit in support of court application for remuneration approval for the period ended 31 October 2016
BR	David Whyte	Partner	Administration	16/11/2016	0.20	\$116.00	telecon with our solicitors regarding court application for remuneration approval/queries regarding same
BR	David Whyte	Partner	Administration	17/11/2016	3.80	\$2,204.00	attend our solicitors offices/reviewed, amended and finalised affidavit and annexures in support of court application for remuneration approval
BR	David Whyte	Partner	Administration	2/12/2016	1.50	\$870.00	meeting at our solicitors office/review and swear affidavit relating to investor correspondence received after notice given of remuneration application/attendance at court in relation to application
BR	David Whyte	Partner	Administration	15/02/2017	1.30	\$754.00	travel from Brisbane to Gold Coast
BR	David Whyte	Partner	Administration	15/02/2017	1.30	\$754.00	travel from Gold Coast to Brisbane
BR	David Whyte	Partner	Administration	24/02/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	David Whyte	Partner	Administration	24/04/2017	1.50	\$870.00	commenced review of annexures to affidavit in support of remuneration application for the timesheets from 1 October 2016 to 31 march 2017

BR	David Whyte	Partner	Administration	27/04/2017	1.10	\$638.00	reviewed annexures to affidavit supporting court application for remuneration approval and timesheets for the period ended 31 March 2017
BR	Eric Leeuwendal	Executive Director	Administration	7/11/2016	0.60	\$297.00	start review of draft affidavit supporting the application for remuneration of David Whyte as receiver of FMIF, start checking status of litigation if still on foot
BR	Eric Leeuwendal	Executive Director	Administration	7/11/2016	0.60	\$297.00	continue review of draft affidavit supporting the application for remuneration of David Whyte as receiver of FMIF, continue checking status of litigation and make notes re if still on foot and why not for our solicitors to amend the affidavit
BR	Eric Leeuwendal	Executive Director	Administration	9/11/2016	0.20	\$99.00	meeting with John Somerville to review the draft affidavit for the remuneration appln of David Whyte and agree sections to complete to assist our solicitors to prepare the appln
BR	Eric Leeuwendal	Executive Director	Administration	9/11/2016	0.50	\$247.50	continue to review the draft affidavit for the remuneration appln of David Whyte and finalise litigation summary table update to assist our solicitors to prepare the appln
BR	Eric Leeuwendal	Executive Director	Administration	9/11/2016	0.80	\$396.00	continue to review the draft affidavit for the remuneration appln of David Whyte to assist our solicitors to prepare the appln, commence to update the additional matters section
BR	Eric Leeuwendal	Executive Director	Administration	9/11/2016	0.60	\$297.00	continue to review the draft affidavit for the remuneration appln of David Whyte - commence to update the complexity section to assist our solicitors to prepare the appln
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	0.90	\$445.50	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - setting out the matters that were complex and the reasons why
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	1.10	\$544.50	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - finalise setting out the matters that were complex and the reasons why, start preparation of the teams assisting section and categories of work
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	0.90	\$445.50	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - continue prepn of the categories of work
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	0.30	\$148.50	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte, finalise preparation of the teams assisting section and start categories of work
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	1.40	\$693.00	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - continue prepn of the categories of work
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	1.40	\$693.00	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - continue prepn of the categories of work
BR	Eric Leeuwendal	Executive Director	Administration	10/11/2016	0.70	\$346.50	continue the preparation of sections of the affidavit to support the application for remuneration of David Whyte - continue prepn of the categories of work

BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	1.40	\$693.00	continue completing the categories of work section of the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	1.80	\$891.00	continue completing the categories of work section of the draft affidavit supporting the remuneration appln of David Whyte, discussion with our solicitors to clarify inclusion of a litigation matter since settled
BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	0.90	\$445.50	continue completing the categories of work section of the draft affidavit supporting the remuneration appln of David Whyte,
BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	1.40	\$693.00	continue completing the categories of work section of the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	0.20	\$99.00	meeting with Clark Jarrold to discuss his review of the draft affidavit and suggestions on additional info to be included and changes to assist in completing the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	11/11/2016	1.40	\$693.00	continue completing the categories of work section of the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/11/2016	0.10	\$49.50	continue preparation of work performed section of the draft affidavit supporting remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/11/2016	0.80	\$396.00	continue preparation of work performed section of the draft affidavit supporting remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/11/2016	1.80	\$891.00	continue preparation of work performed section of the draft affidavit supporting remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/11/2016	1.40	\$693.00	continue preparation of work performed section of the draft affidavit supporting remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/11/2016	1.20	\$594.00	continue preparation of work performed section of the draft affidavit supporting remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	15/11/2016	0.80	\$396.00	finalise review of the draft affidavit of David Whyte to support his remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	17/11/2016	0.10	\$49.50	discussion with our solicitors re queries on the draft affidavit of David Whyte supporting his remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	24/11/2016	0.20	\$99.00	discns with Sarah Cunningham regarding the reimbursement claim for PTAL re Austcorp defence costs
BR	Eric Leeuwendal	Executive Director	Administration	24/11/2016	0.40	\$198.00	discussion with Sarah Cunningham re checking the PTAL/Minters invoices to ensure disbursement invoices are attached, prepare email to David Whyte regarding missing disbursement invoices, prep further email to David Whyte on strategy to deal with security
BR	Eric Leeuwendal	Executive Director	Administration	25/11/2016	0.40	\$198.00	review email fm Belpac liquidator and legal invoices, summarise and prepare email to David Whyte on reasonableness
BR	Eric Leeuwendal	Executive Director	Administration	28/11/2016	0.50	\$247.50	review email fm Dermot O'Brien, draft memo and PTAL legal invoices table and make changes to the memo and respond to Dermot with tasks to finalise the PTAL claim review/approval, review docs fm PTAL, discn Sarah Cunningham re PTAL invoice no.'s, email Der

BR	Eric Leeuwendal	Executive Director	Administration	28/11/2016	0.10	\$49.50	discn with our solicitors regarding notification to FTI re proposed payment to PTAL for defence costs of Austcorp proceedings under custodian agreement
BR	Eric Leeuwendal	Executive Director	Administration	29/11/2016	0.10	\$49.50	call and prepare email to PTAL re missing invoices for reimbursement claim under custody agreement
BR	Eric Leeuwendal	Executive Director	Administration	2/12/2016	0.20	\$99.00	sorting documents fm preparation of Particulars and attend to EY litigation file update
BR	Eric Leeuwendal	Executive Director	Administration	2/12/2016	0.10	\$49.50	discussion with our solicitors regarding the claim by PTAL for reimbursement of its defence costs in the Austcorp proceedings and whether under Custody agreement or not
BR	Eric Leeuwendal	Executive Director	Administration	2/12/2016	0.20	\$99.00	finalising the memo to McGrath Nicol re the claim by PTAL for reimbursement of its defence costs in the Austcorp proceedings
BR	Eric Leeuwendal	Executive Director	Administration	2/12/2016	0.10	\$49.50	discussion with our solicitors regarding the claim against a guarantor now made bankrupt and reimbursement of our costs, prepare email to Dermot O'Brien to liaise with our solicitors to get the costs reimbursed
BR	Eric Leeuwendal	Executive Director	Administration	9/12/2016	0.10	\$49.50	review email from PTAL attaching missing PTAL invoices to include in reimbursement claim for Austcorp defence costs, prepare email to Sarah Cunningham to check and process reimbursement claim
BR	Eric Leeuwendal	Executive Director	Administration	9/12/2016	0.10	\$49.50	review email from Dermot O'Brien with payment submission for PTAL, prepare email response to finalise the submission
BR	Eric Leeuwendal	Executive Director	Administration	14/12/2016	0.10	\$49.50	review email from PTAL re request for Trust instruction, review correspondence sent by our solicitors to PTAL re costs assessment, forward to John Somerville for comment
BR	Eric Leeuwendal	Executive Director	Administration	15/12/2016	0.20	\$99.00	review email from PTAL re costs assessment and consider response, discussion with our solicitors regarding background to costs assessment and prepare email response to PTAL
BR	Eric Leeuwendal	Executive Director	Administration	30/01/2017	0.10	\$49.50	prepare draft email response to our solicitors regarding missing invoice and timing to process with other via McGrath Nicol, Deutsche bank and PTAL
BR	Eric Leeuwendal	Executive Director	Administration	1/03/2017	0.20	\$99.00	review draft email from Andrew Lane re payment request to McGrath Nicol, amend draft and respond, review email from service provider and respond re directing future emails to Andrew
BR	Eric Leeuwendal	Executive Director	Administration	3/03/2017	0.30	\$148.50	review a retirement village amended BAS working papers, check bank account MYOB reports to confirm LM paid the BAS liability
BR	Eric Leeuwendal	Executive Director	Administration	3/03/2017	0.20	\$99.00	finalise review of a retirement village amended BAS working papers, and bank account MYOB reports, prepare email to BDO tax to obtain copy of BAS transaction reports
BR	Eric Leeuwendal	Executive Director	Administration	6/03/2017	0.60	\$297.00	reviewing o/s tasks and commence update of spreadsheet on LM matters and litigation matters for planning purposes
BR	Eric Leeuwendal	Executive Director	Administration	6/03/2017	0.60	\$297.00	finalise reviewing o/s tasks and finalise update of spreadsheet on LM matters and litigation matters for planning purposes, checking emails from our solicitors on due dates re litigation matters

BR	Eric Leeuwendal	Executive Director	Administration	6/03/2017	0.10	\$49.50	review email from Ryan Whyte regarding return of archive boxes and review contents to check need for current investigations, respond confirming return, discussion Ryan re additional archive boxes return
BR	Eric Leeuwendal	Executive Director	Administration	8/03/2017	0.10	\$49.50	reviewing emails re payment requests and forward same to Andrew Lane, emails with Andrew Lane regarding process of batches
BR	Eric Leeuwendal	Executive Director	Administration	9/03/2017	0.10	\$49.50	review email from Grace storage and prepare response to authorise LM boxes return to storage and update list of authorised persons
BR	Eric Leeuwendal	Executive Director	Administration	9/03/2017	0.20	\$99.00	reviewing LM file for correspondence from FTI quantifying their costs to respond to query from our solicitors regarding the draft management accounts
BR	Eric Leeuwendal	Executive Director	Administration	15/03/2017	0.40	\$198.00	review email from McGrath Nicol regarding payment requests response timing, prepare email to Andrew Lane instructing him to streamline the payment system due to issues with service providers, review invoices from service providers re terms/rec dates
BR	Eric Leeuwendal	Executive Director	Administration	15/03/2017	0.20	\$99.00	discussion with archive facility re denial of services, ascertain issue was Korda Mentha not paying their account, discuss granting of service and account changes to assist future services, discn re same with Andrew Lane
BR	Eric Leeuwendal	Executive Director	Administration	17/03/2017	0.30	\$148.50	discn BDO IT re accessing conversion of Composer to AX files on LM servers and downloading for consultant to view re investigation of foreign investor unit restating resolution, attempt to open to view the files, review email from and prepare email to c
BR	Eric Leeuwendal	Executive Director	Administration	24/03/2017	0.10	\$49.50	prepare email response to Bellpac receiver regarding payment of final receivership costs
BR	Eric Leeuwendal	Executive Director	Administration	29/03/2017	0.30	\$148.50	commence review of revised service request from consultant to resolve re-statement of foreign investor unit balances , note changes needed and commence mark up copy
BR	Eric Leeuwendal	Executive Director	Administration	29/03/2017	1.60	\$792.00	continue review of revised service request from consultant to resolve issue re foreign investor unit balances, note changes needed and commence to prepare changes to a mark up copy, review previous instructions to consultant
BR	Eric Leeuwendal	Executive Director	Administration	29/03/2017	0.50	\$247.50	finalise review of revised service request from consultant to resolve issue re foreign investor unit balances and continue changes to a mark up copy, discussions with consultant re queries
BR	Eric Leeuwendal	Executive Director	Administration	29/03/2017	0.30	\$148.50	prepare email to our solicitors regarding the service request from consultant to resolve incorrect import into AX of foreign investor unit balances and proposed changes to the service request and seek feedback on further changes to assist with court direct
BR	Eric Leeuwendal	Executive Director	Administration	5/04/2017	0.10	\$49.50	reviewed solicitors bills (5) for reasonableness
BR	Eric Leeuwendal	Executive Director	Administration	5/04/2017	0.20	\$99.00	arrange meeting with LM staff/team, prepare agenda for the meeting

BR	Eric Leeuwendal	Executive Director	Administration	6/04/2017	0.50	\$247.50	review email from Ryan Whyte and remuneration time sheet narrations reports, review previous instructions to our solicitors to commence preparation for the next application for remuneration and time sheet narrations report, note missing BDO matters
BR	Eric Leeuwendal	Executive Director	Administration	6/04/2017	0.10	\$49.50	prepare email to Aubrey Meek to finalise narrations reports per previous instructions to our solicitors for preparation for the next application for remuneration and to include missing BDO matters
BR	Eric Leeuwendal	Executive Director	Administration	6/04/2017	0.80	\$396.00	review time sheet narrations report to check amount totals, date range correct and staff persons, prepare draft email to our solicitors to commence preparation of David Whyte's affidavit supporting the next remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	7/04/2017	0.10	\$49.50	review legal bill for reasonableness and approve and review proposed letter to investor and amend to finalise the letter in response to request for a change of details
BR	Eric Leeuwendal	Executive Director	Administration	19/04/2017	0.50	\$247.50	meeting with Sarah Cunningham regarding queries on reconciliation of prior receipts and payments for our 6 controllerships, queries re current receipts and payments reports now due for the controllerships
Audit	Clark Jarrold	Partner	Administration	11/11/2016	0.90	\$504.00	Review draft affidavit re rem appln by David Whyte and note suggested additional information to be included and suggested changes to be made
BR	John Somerville	Senior Manager	Administration	7/11/2016	2.10	\$955.50	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	7/11/2016	0.60	\$273.00	Prepare, collate and review annexures of the affidavit to support the receiver's application to court for remuneration approval for the period 1 April to 31 October 2016
BR	John Somerville	Senior Manager	Administration	9/11/2016	0.20	\$91.00	Discussion with Eric Leeuwendal regarding amendments to the affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	9/11/2016	0.10	\$45.50	Email to our IT consultant regarding updates to the website www.lmfmlf.com
BR	John Somerville	Senior Manager	Administration	9/11/2016	0.10	\$45.50	Email to our IT consultant regarding website updates
BR	John Somerville	Senior Manager	Administration	9/11/2016	0.50	\$227.50	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	9/11/2016	0.70	\$318.50	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	10/11/2016	0.80	\$364.00	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016

BR	John Somerville	Senior Manager	Administration	10/11/2016	0.30	\$136.50	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	10/11/2016	0.60	\$273.00	Review and amendments to affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	11/11/2016	0.60	\$273.00	Review of annexures to the affidavit supporting the application for approval of the receiver's remuneration and email to our solicitors regarding same
BR	John Somerville	Senior Manager	Administration	15/11/2016	0.20	\$91.00	Email to our solicitors regarding affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	15/11/2016	0.70	\$318.50	Review and amendments to the annexures to the affidavit supporting the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	15/11/2016	1.10	\$500.50	Review and amendments to the affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	15/11/2016	0.80	\$364.00	Review and amendments to the affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 October 2016
BR	John Somerville	Senior Manager	Administration	17/11/2016	0.10	\$45.50	Call from our solicitors regarding service of the application to court for remuneration approval
BR	John Somerville	Senior Manager	Administration	17/11/2016	0.20	\$91.00	Review of letter from our solicitors regarding service requirements in relation to the application for remuneration approval. Discussion with Dermot O'Brien regarding same
BR	John Somerville	Senior Manager	Administration	17/11/2016	0.10	\$45.50	Email to our IT consultant regarding website updates
BR	John Somerville	Senior Manager	Administration	17/11/2016	0.20	\$91.00	Review of investor mailing list for notice to investors regarding application for remuneration approval and discussion with Dermot O'Brien regarding same
BR	John Somerville	Senior Manager	Administration	18/11/2016	0.10	\$45.50	Call from our solicitors regarding finalising material for the application to court for approval of the receivers remuneration for the period 1 May to 31 October 2016 and service requirements in relation to same
BR	John Somerville	Senior Manager	Administration	18/11/2016	0.40	\$182.00	Review of service requirements in relation to the receiver's application to court for remuneration approval. Email to our IT consultant regarding website update in relation to application material
BR	John Somerville	Senior Manager	Administration	18/11/2016	0.10	\$45.50	Email to our IT consultant regarding website update
BR	John Somerville	Senior Manager	Administration	28/11/2016	0.30	\$136.50	Review and amendments to service affidavit in relation to the receiver's application to court for remuneration approval for the period 1 May to 31 October 2016

BR	John Somerville	Senior Manager	Administration	29/11/2016	0.20	\$91.00	Review of amended service affidavit in relation to notice of receiver's application for remuneration approval and discussion with Dermot O'Brien regarding same
BR	John Somerville	Senior Manager	Administration	30/11/2016	0.10	\$45.50	Review of further affidavit material to be filed supporting the receiver's application for remuneration approval and email to David Whyte regarding same
BR	John Somerville	Senior Manager	Administration	5/12/2016	0.10	\$45.50	Review of letter from our solicitors regarding LMA retainer and email to David Whyte regarding same
BR	John Somerville	Senior Manager	Administration	6/12/2016	0.10	\$45.50	Review and amendments to our IT consultant regarding updates to the website
BR	John Somerville	Senior Manager	Administration	7/12/2016	0.10	\$45.50	Review of amendments to email to our IT consultant regarding investor website updates
BR	John Somerville	Senior Manager	Administration	30/01/2017	0.10	\$45.50	Review and amendments to letters to investors requesting further information to process deceased estate notifications
BR	John Somerville	Senior Manager	Administration	2/02/2017	0.20	\$91.00	Review and amendments to letters to investors seeking further information in relation to the winding up
BR	John Somerville	Senior Manager	Administration	23/02/2017	0.20	\$91.00	Review of ASIC form 524 (receipts and payments account)
BR	Aubrey Meek	Senior Accountant II	Administration	22/11/2016	0.20	\$58.00	Telephone discussion with Grant Thornton re their retirement as Receivers of Cameo Estates Lifestyle Villages (Receivers Appointed).
BR	Aubrey Meek	Senior Accountant II	Administration	2/02/2017	0.10	\$29.00	Telephone discussion with creditor re payment of outstanding invoices for Dec 16 and Jan 17.
BR	Aubrey Meek	Senior Accountant II	Administration	13/02/2017	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	Administration	13/02/2017	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	Administration	13/02/2017	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	Administration	17/02/2017	0.30	\$87.00	Review payments prepared by Sarah Cunningham. Prepare a file note with supporting docs to accompany payments. Update payment schedule re same.
BR	Aubrey Meek	Senior Accountant II	Administration	27/02/2017	0.70	\$203.00	Planning meeting with Eric Leeuwendaal regarding managing finalisation of management accounts - certain queries re litigation, investor communications work, investor update report and certain litigation matters.
BR	Aubrey Meek	Senior Accountant II	Administration	27/02/2017	0.30	\$87.00	Discussion with Eric re amended BAS's for OVST. Investigate previous emails between Damien Hicks and Dermot O'Brien. Draft follow up email to Damien re feedback on progress.
BR	Aubrey Meek	Senior Accountant II	Administration	27/02/2017	0.20	\$58.00	Peruse email received from Damien Hicks re OVST Pty Ltd amended BAS's. Discussion with Eric re follow up and refund amount on account.

BR	Aubrey Meek	Senior Accountant II	Administration	27/02/2017	0.50	\$145.00	Discussion with Eric Leeuwendal and Sarah Cunningham re payments to the ATO on OVST with previous sale of property. Discuss with Andrew Lane and request to follow up with ATO re outstanding BAS's. Email Damien Hicks to update.
BR	Aubrey Meek	Senior Accountant II	Administration	27/02/2017	0.50	\$145.00	Investigate amended BAS's received from Damien Hicks for OVST. Double check figures in BAS with file notes and previous calculations by Nicola Kennedy. Print forms and supporting documentation, compile work paper for review by Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Administration	28/02/2017	1.00	\$290.00	Investigate changes to financial statements by audit department. Investigate trial balance and loans/receivables, update prior year figures. Prepare discussion notes for Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Administration	29/03/2017	1.30	\$377.00	Update report to investors with changes proposed by solicitor. Discussion with Eric Leeuwendal re update and our solicitors residual queries from counsel for the claim of the loan management fees for the preparation of the amended claim against LMIM.
BR	Aubrey Meek	Senior Accountant II	Administration	29/03/2017	1.50	\$435.00	Discussions with Eric Leeuwendal to further update the draft report for submission to David Whyte. Update report accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	3/04/2017	0.40	\$116.00	Investigate form 524 from Controller of LMIF re payments to LMA.
BR	Aubrey Meek	Senior Accountant II	Administration	3/04/2017	0.10	\$29.00	Discussion with Eric Leeuwendal regarding completion of GST returns for a controllership.
BR	Aubrey Meek	Senior Accountant II	Administration	3/04/2017	0.20	\$58.00	Update work paper re form 524 from Controller of LMIF re payments to LMA.
BR	Aubrey Meek	Senior Accountant II	Administration	4/04/2017	1.20	\$348.00	Update management accounts for December 2016 as per David Whyte's request. Discussion with Eric Leeuwendal and email Julie Pacgu for input and advise.
BR	Aubrey Meek	Senior Accountant II	Administration	11/04/2017	0.30	\$87.00	Discussion with Sarah Cunningham re BAS statements requirements. Investigate folders and LM files.
BR	Aubrey Meek	Senior Accountant II	Administration	18/04/2017	0.30	\$87.00	Discussion with Eric Leeuwendal re FMIF queries from solicitor and feedback to barrister re court application.
BR	Aubrey Meek	Senior Accountant II	Administration	18/04/2017	0.40	\$116.00	Further discussion with Eric Leeuwendal re FMIF queries from solicitor and feedback to barrister re court application. Draft email to solicitor for follow up and requesting further feedback.
BR	Aubrey Meek	Senior Accountant II	Administration	19/04/2017	1.30	\$377.00	Update management accounts for December 2016
BR	Aubrey Meek	Senior Accountant II	Administration	19/04/2017	1.00	\$290.00	Update management accounts for December 2016
BR	Aubrey Meek	Senior Accountant II	Administration	19/04/2017	1.00	\$290.00	Update management accounts for December 2016
BR	Aubrey Meek	Senior Accountant II	Administration	21/04/2017	0.90	\$261.00	Update management accounts for December 2016

BR		Dermot O'Brien	Senior Accountant II	Administration	7/11/2016	0.70	\$164.50	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR		Dermot O'Brien	Senior Accountant II	Administration	10/11/2016	1.00	\$235.00	Investigations Eric
BR		Dermot O'Brien	Senior Accountant II	Administration	15/11/2016	0.70	\$164.50	Review 4 payments prepared by Sarah Cunningham. Prepare a file note with supporting docs to accompany payments. Update payment schedule re same
BR		Sarah Cunningham	Team Assistant	Administration	7/11/2016	0.70	\$140.00	Entering invoices into ABA creator, uploading to Suncorp, recording in register and collating payments. x 6 legal, storage and IT invoices.
BR		Sarah Cunningham	Team Assistant	Administration	21/11/2016	0.30	\$60.00	Re entering ABA files to Suncorp for trust to approve. x 4 files.
BR		Sarah Cunningham	Team Assistant	Administration	21/11/2016	0.40	\$80.00	Entering invoices into ABA creator. Uploading to Suncorp. Recording in register. x 5 invoices re legal fees
BR		Sarah Cunningham	Team Assistant	Administration	23/11/2016	0.20	\$40.00	Entering invoice into ABA creator. Uploading to Suncorp. Recording in register and collating. x 1 Printing costs
BR		Sarah Cunningham	Team Assistant	Administration	24/11/2016	0.70	\$140.00	Entering invoices into ABA creator. Uploading to Suncorp. Recording in register and collating. x 12 invoices re Legal fees.
BR		Sarah Cunningham	Team Assistant	Administration	24/11/2016	1.00	\$200.00	Reviewing invoices regarding legal disbursements. Confirming if associated disbursement invoice attached.
BR		Sarah Cunningham	Team Assistant	Administration	28/11/2016	0.30	\$60.00	Updating invoice numbers on payment regarding legal fees.
BR		Sarah Cunningham	Team Assistant	Administration	2/12/2016	0.60	\$120.00	Entering invoices into ABA creator. Uploading to Suncorp. Recording in register and collating x IT, legal and professional invoices. x 9
BR		Sarah Cunningham	Team Assistant	Administration	5/12/2016	0.30	\$60.00	Entering invoices into ABA creator. Uploading to Suncorp. Recording in register and collating. x 2 Storage and Computer invoices.
BR		Sarah Cunningham	Team Assistant	Administration	9/12/2016	1.40	\$280.00	Entering invoices into ABA creator. Uploading to Suncorp. Entering into payments register and collating. x 17 invoice regarding legal fees.
BR		Sarah Cunningham	Team Assistant	Administration	16/12/2016	0.40	\$80.00	Amending date on ABA files. Re uploading to Suncorp for Trust to approve.
BR		Sarah Cunningham	Team Assistant	Administration	3/01/2017	0.60	\$120.00	Entering invoices into ABA creator. Uploading file to Suncorp. Recording payments in payments register. Collating x 9 invoices regarding legal fees.
BR		Sarah Cunningham	Team Assistant	Administration	4/01/2017	0.70	\$140.00	Entering invoices into ABA creator. Uploading to Suncorp. Recording in payments register and collating. x 7 invoices, legal fees and printing costs.
BR		Sarah Cunningham	Team Assistant	Administration	6/01/2017	0.20	\$40.00	Entering invoice onto ABA creator. Uploading to Suncorp. Recording in register and collating.
BR		Sarah Cunningham	Team Assistant	Administration	9/01/2017	0.20	\$40.00	Editing ABA file. Removing entry and re uploading to Suncorp.

BR	Sarah Cunningham	Team Assistant	Administration	12/01/2017	0.30	\$60.00	Entering invoice into ABA creator. Uploading to Suncorp. Recording in register and collating. x 2 invoices - storage costs and legal fees
BR	Sarah Cunningham	Team Assistant	Administration	16/01/2017	0.20	\$40.00	Updating payment on ABA file. Reloading to Suncorp.
BR	Sarah Cunningham	Team Assistant	Administration	30/01/2017	0.40	\$80.00	Entering invoices into ABA creator. Uploading to Suncorp. Collating and recording in payments register. x 4 legal invoices.
BR	Sarah Cunningham	Team Assistant	Administration	2/02/2017	0.70	\$140.00	Entering invoices into ABA creator. Uploading to Suncorp. Collating. x 8 invoices, legal fees, IT expenses.
BR	Sarah Cunningham	Team Assistant	Administration	3/02/2017	0.50	\$100.00	Entering invoices into ABA creator. Uploading to Suncorp. Printing and collating. x 4 inv IT services and storage
BR	Sarah Cunningham	Team Assistant	Administration	7/02/2017	0.30	\$60.00	Entering invoices into ABA creator. Uploading to Suncorp. Saving to payments list and recording in payments listing. x 3 invoice Legal fees
BR	Sarah Cunningham	Team Assistant	Administration	10/02/2017	0.20	\$40.00	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments listing
BR	Sarah Cunningham	Team Assistant	Administration	15/02/2017	0.20	\$40.00	Entering invoice to ABA creator. Uploading to Suncorp. Entering into payments register and collating.- Legal fees
BR	Sarah Cunningham	Team Assistant	Administration	22/02/2017	0.20	\$40.00	Contacting Suncorp regarding query if Restricted Working account can received foreign receipts.
BR	Sarah Cunningham	Team Assistant	Administration	22/02/2017	0.80	\$160.00	Identifying and updating ABA files with regards to date change. Dropping on Suncorp for payment. Amending date and reloading to Suncorp for trust to approve. x 11 payments.
BR	Sarah Cunningham	Team Assistant	Administration	22/02/2017	0.60	\$120.00	Identifying and updating ABA files with regards to date change. Dropping on Suncorp for payment. Amending date and reloading to Suncorp for trust to approve. x 11 payments.
BR	Sarah Cunningham	Team Assistant	Administration	23/02/2017	0.10	\$20.00	Email to Suncorp. Confirmation of date of foreign currency conversation.
BR	Sarah Cunningham	Team Assistant	Administration	23/02/2017	0.50	\$100.00	Entering invoices onto ABA creator. Uploading to Suncorp. Entering onto payments register and collating x 4 legal fees, IT
BR	Sarah Cunningham	Team Assistant	Administration	24/02/2017	0.20	\$40.00	Drafting ASIC form 524
BR	Sarah Cunningham	Team Assistant	Administration	27/02/2017	0.30	\$60.00	Reviewing status of BAS for OVST. Discussions with Aubrey, Andrew and Eric.
BR	Sarah Cunningham	Team Assistant	Administration	27/02/2017	0.60	\$120.00	Reviewing payments regarding storage costs in file to ensure payment sent for approval.
BR	Sarah Cunningham	Team Assistant	Administration	28/02/2017	0.40	\$80.00	Reviewing payments regarding IT services in file to ensure payment sent for approval.
BR	Sarah Cunningham	Team Assistant	Administration	1/03/2017	0.40	\$80.00	Following up on payments to confirm sent for approval.

BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.50	\$100.00	Meeting with Eric Leeuwendal regarding queries on reconciliation of prior receipts and payments for our 6 controllerships, queries re current receipts and payments reports now due for the controllerships
BR	Eloise Carroll	Accountant II	Administration	9/03/2017	0.90	\$180.00	Review of 3 correspondences from investors in relation to change of details request's. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Eloise Carroll	Accountant II	Administration	14/03/2017	0.30	\$60.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Eloise Carroll	Accountant II	Administration	17/03/2017	0.40	\$80.00	Saved Email to client file and attached 2 confirmation of change of details form to AX for 2 investors
BR	Eloise Carroll	Accountant II	Administration	21/03/2017	0.50	\$100.00	Processed payment of invoices for lawyers, IT and Storage
BR	Eloise Carroll	Accountant II	Administration	21/03/2017	0.10	\$20.00	Scanned, copied and Emailed letter to investor regarding transfer of units
BR	Ryan Whyte	Undergraduate	Administration	1/11/2016	0.10	\$16.50	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	Administration	2/11/2016	0.50	\$82.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	Ryan Whyte	Undergraduate	Administration	2/11/2016	0.10	\$16.50	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	Administration	3/11/2016	0.10	\$16.50	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	Administration	4/11/2016	0.10	\$16.50	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	Administration	7/11/2016	0.70	\$115.50	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	3.70	\$610.50	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.20	\$33.00	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	16/11/2016	0.10	\$16.50	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	Administration	18/11/2016	0.10	\$16.50	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	Administration	30/11/2016	0.10	\$16.50	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	Administration	2/12/2016	0.10	\$16.50	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	Administration	9/12/2016	0.10	\$16.50	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	Administration	9/12/2016	0.20	\$33.00	Phone call from investors representative about a change of details and timing of distributions.
BR	Ryan Whyte	Undergraduate	Administration	12/12/2016	0.10	\$16.50	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	Administration	13/12/2016	0.10	\$16.50	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	Administration	14/12/2016	0.10	\$16.50	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	Administration	14/12/2016	0.10	\$16.50	Phone call from investor in relation to status of the fund.
BR	Ryan Whyte	Undergraduate	Administration	16/12/2016	0.10	\$16.50	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	Administration	19/12/2016	0.10	\$16.50	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	Administration	20/12/2016	0.10	\$16.50	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	Administration	21/12/2016	0.10	\$16.50	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	Administration	22/12/2016	0.10	\$16.50	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	Administration	23/12/2016	0.10	\$16.50	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	Administration	3/01/2017	0.10	\$16.50	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	Administration	4/01/2017	0.10	\$16.50	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	Administration	5/01/2017	0.10	\$16.50	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	Administration	6/01/2017	0.10	\$16.50	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	Administration	9/01/2017	0.10	\$16.50	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	Administration	10/01/2017	0.10	\$16.50	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	Administration	11/01/2017	0.10	\$16.50	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	Administration	12/01/2017	0.10	\$16.50	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	Administration	13/01/2017	0.10	\$16.50	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	Administration	13/01/2017	2.10	\$346.50	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	Administration	13/01/2017	1.40	\$231.00	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	Administration	13/01/2017	0.10	\$16.50	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	Administration	20/02/2017	0.10	\$16.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Administration	20/02/2017	0.10	\$16.50	Phone call from investor in response to their request to transfer units from a super fund to their personal name. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Administration	21/02/2017	0.10	\$16.50	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.
BR	Ryan Whyte	Undergraduate	Administration	21/02/2017	0.10	\$16.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access AX database to review current investor details and advise.

BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.30	\$49.50	Find LM Loan Management Fees FTI invoices for the Period March to June 2013 on the LM server. Email documents to Eric Leeuwendal for viewing.
BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.40	\$66.00	Find the Trust deed and any other documents in relation to LM Administration Pty Ltd ATF LM Administration Trust on the LM server. Email documents to Eric Leeuwendal for viewing.
BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.60	\$99.00	Find the employee lists for the 2010 and 2011 financial year for LM Administration Pty Ltd on the LM server. Email documents to Eric Leeuwendal for viewing.
BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.40	\$66.00	Generate WIP listing from APS for the LM First Mortgage Income Fund. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.20	\$33.00	Generate WIP listing from APS for the LM First Mortgage Income Fund. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	5/04/2017	0.60	\$99.00	Generate WIP listing from APS for the LM First Mortgage Income Fund. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Antoinette Fielding	Undergraduate	Administration	16/03/2017	0.30	\$49.50	Review of Investor correspondence - sorting through past emails and prepared documents for signing where Responses are required in regards to investors previous requests.
BR	Antoinette Fielding	Undergraduate	Administration	23/03/2017	0.20	\$33.00	Printing, and preparing a checklist for a change of details
BR	Antoinette Fielding	Undergraduate	Administration	23/03/2017	0.20	\$33.00	Phone call to IT company to gain access to site for downloading transaction statements for investor correspondence regarding unit holdings.
BR	Antoinette Fielding	Undergraduate	Administration	27/03/2017	0.10	\$16.50	Found Past correspondence from an advisor regarding a complaint - to assist Eric Leeuwendal.
BR	Antoinette Fielding	Undergraduate	Administration	6/04/2017	0.20	\$33.00	Printing Emails from investor inbox
BR	Andrew Lane	Undergraduate	Administration	17/11/2016	0.30	\$49.50	Review of completed payment requests. Saved to file. Draft Email to McGrathNicol requesting approval.
BR	Andrew Lane	Undergraduate	Administration	17/11/2016	0.20	\$33.00	Review of 2 invoices from creditors. Update restricted payment listing spreadsheet. Review and amendments to draft email to McGrathNicol to process payments.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00	Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00	Review and amendments to Pivot table data to correct milestones from non BR consultants.
BR	Andrew Lane	Undergraduate	Administration	1/03/2017	1.30	\$214.50	Updating ABA files and access to Suncorp to reload payments. Review and amendments to restricted workings spreadsheet.

BR	Andrew Lane	Undergraduate	Administration	16/03/2017	0.30	\$49.50	Email to McGrathNicol to organise a payment plan for restricted payments so that we can establish a timeframe in which we can expect payments to be completed. Draft payment plan schedule. Email schedule to McGrathNicol for approval.
BR	Andrew Lane	Undergraduate	Administration	22/03/2017	0.30	\$49.50	Review and amendments to 3 ABA files. Access to Suncorp to re upload ABA files. Draft email to McGrathNicol to follow up on 4 payments requests.
BR	Andrew Lane	Undergraduate	Administration	30/03/2017	0.10	\$16.50	Access to Suncorp to review payments and ensure they are on the portal for payment.
BR	Andrew Whittaker	Undergraduate	Administration	5/04/2017	0.30	\$49.50	Review of email from MN regarding a transfer received into the restricted working account. Draft email response. Access to Suncorp to review recent payments. Access to Restricted working spreadsheet to update.
BR	Andrew Whittaker	Undergraduate	Administration	5/04/2017	0.10	\$16.50	Review of approved email from Eric regarding draft email to McGrath RE Pinevale transfer. Send email to McGrath.
BR	Maira Hattingh	Team Assistant	Administration	11/11/2016	1.60	\$136.00	Filing
BR	Maira Hattingh	Team Assistant	Administration	15/11/2016	0.30	\$25.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	23/11/2016	1.50	\$127.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	23/11/2016	1.10	\$93.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	25/11/2016	0.60	\$51.00	Filing
BR	Maira Hattingh	Team Assistant	Administration	2/12/2016	1.40	\$119.00	Filing
BR	Maira Hattingh	Team Assistant	Administration	2/12/2016	1.10	\$93.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	6/12/2016	0.10	\$8.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	13/12/2016	0.80	\$68.00	Filing
BR	Maira Hattingh	Team Assistant	Administration	20/12/2016	2.10	\$178.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	13/01/2017	0.90	\$76.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	13/01/2017	1.50	\$127.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	18/01/2017	0.50	\$42.50	Filing

BR	Maira Hattingh	Team Assistant	Administration	24/01/2017	0.20	\$17.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	3/02/2017	1.60	\$136.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	10/02/2017	2.60	\$221.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	14/02/2017	0.90	\$76.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	24/02/2017	0.90	\$76.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	24/02/2017	1.40	\$119.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	23/03/2017	0.10	\$8.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	24/03/2017	1.90	\$161.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	4/04/2017	0.20	\$17.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	7/04/2017	2.30	\$195.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	11/04/2017	1.80	\$153.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	11/04/2017	0.50	\$42.50	Filing	
BR	Maira Hattingh	Team Assistant	Administration	21/04/2017	1.40	\$119.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	26/04/2017	0.20	\$17.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	28/04/2017	1.20	\$102.00	Filing	
BR	Maira Hattingh	Team Assistant	Administration	28/04/2017	1.20	\$102.00	Filing	
BR	Nicole Jackson	Team Assistant	Administration	14/11/2016	1.20	\$192.00	Assisting to finalise the edits to the draft affidavit supporting the remuneration application of David Whyte.	
BR	Nicole Jackson	Team Assistant	Administration	31/03/2017	1.00	\$160.00	Formatting and sorting mailing list database in preparation for Worldwide Printers	
BR	David Whyte	Partner	Trade on	9/01/2017	0.20	\$116.00	reviewed thirteen invoices/authorised payments	

BR	Ryan Whyte	Undergraduate	Investigation	21/02/2017	0.90	\$148.50	meeting to review and consider the steps taken and work to do, including sources of information to update the management accounts for the period ended 31 December 2016. Discuss the process of assessing unpaid distributions
BR	Antoinette Fielding	Undergraduate	Creditors	10/03/2017	0.20	\$33.00	Added screenshots for evidence of changes as requested by investor for David Whyte to sign, and print.
BR	Antoinette Fielding	Undergraduate	Creditors	16/03/2017	0.30	\$49.50	updating two original letters to investor with changes made by Eric Leeuwendal
BR	Antoinette Fielding	Undergraduate	Administration	16/03/2017	0.20	\$33.00	Phone call to IT company to permit access to the LM server G drive and fix connection problems
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.40	\$66.00	Printing investor emails and preparing checklists for three change of details requests
BR	Antoinette Fielding	Undergraduate	Creditors	23/03/2017	0.30	\$49.50	downloading relevant information for the checklists (signatures)
BR	Antoinette Fielding	Undergraduate	Creditors	27/03/2017	0.30	\$49.50	Made changes to two letters for correspondence to investors different requests. All three letters were specific to the investor request - hence no templates for them.
				Total	2258.50	\$815,982.00	

Oct to March + April

2258.50 \$815,982.00



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TO THE INVESTOR AS ADDRESSED

23 December 2016

LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED)
ARSN 089 343 288 ('the Fund' or 'FMIF')

1. Executive Summary

I refer to my appointment as the Receiver of the Fund's assets and the person responsible for ensuring the winding up of the Fund in accordance with the terms of its constitution by Order of the Supreme Court of Queensland on 8 August 2013.

I now provide my 16th update to investors, which provides details of the progress made in the winding up of the Fund since my last report to investors dated 30 September 2016. This report should be read in conjunction with my previous reports, which are available on the website www.lmfimf.com.

A summary of the key issues covered in this report is as follows:

- There is one property asset plus two residential units remaining to be sold that are estimated to realise approximately \$2.85M. Further details are provided at Section 3 below;
- Cash at bank as at 30 June 2016 was \$74.98 million;
- The estimated return to investors is currently 13.6 to 14.9 cents per unit as detailed at Section 8.1 below and before taking into account future costs and recoveries from legal proceedings on foot;
- I will not be in a position to make distributions to investors (for which I also need Court approval) until the claims by Korda Mentha as trustee of the LM Managed Performance Fund (MPF Trustee) and other litigation matters involving a potential claim against the Fund have been resolved and the Receivers and Managers of the Fund (DB Receivers) appointed by the secured creditor have retired. Further details in relation to the status of the retirement of the DB Receivers are provided in Section 2.2 below;
- The MPF Trustee's proceedings against the assets of the Fund have been adjourned to a date to be fixed to enable settlement negotiations to continue. The MPF Trustee has recently served further proceedings against LMIM and against the assets of the Fund in relation to another loan jointly funded by the FMIF and the MPF. These proceedings are also included in the settlement negotiations. Further details are provided in Section 2.1 below;
- Following the mediation on 12 July 2016 in relation to a claim against the directors, LMIM and MPF for \$15.5M plus interest, settlement negotiations have been ongoing. See Sections 2.3 and 4.2.1 below;

- The former auditors of the Fund filed an application seeking to strike out parts of the claim I caused to be filed against them. The decision has been reserved. Further details are provided in Section 4.1 below;
- The defendants of the Bellpac Liquidator's \$8M Bonds litigation application for special leave to the High Court of Australia after their appeal to the Federal Court failed, was dismissed. Further details in relation to the \$8M Bonds are provided in Section 4.2.2 below;
- The Court is yet to hand down judgement in relation to the remuneration claimed by the liquidators of LMIM (FTI) against the assets of the Fund. Further details in relation to FTI's remuneration claim and indemnity claim are provided in Section 6 below.

2. Position of the Secured Creditor, the potential claim by KordaMentha, the trustee of the LM Managed Performance Fund ('MPF') and claims filed against the Fund

2.1 Proceedings by the Trustee of the MPF against LMIM and the Fund

2.1.1 Assigned Loans Claim

I refer to my previous update to investors dated 30 September 2016 and confirm that on 19 August 2016 Justice Applegarth delivered judgement on my strike out applications. A key issue which was subject to argument on the hearing of the applications was whether the indemnity claim against the assets of the Fund should be struck out. His Honour declined to strike out the indemnity claim, granted the plaintiff leave to amend, and directed the parties to agree on a form of order to give effect to His Honour's reasons.

At a review on 16 December 2016, the review was adjourned to a date to be fixed as the parties wished to continue negotiations to settle the litigation) in conjunction with the proceedings in section 2.3 below;

2.1.2 AIIS Loan Claim

On 3 November 2016, the MPF Trustee filed an application for leave to proceed against LMIM in relation to a statement of claim (SOC) that was filed on 16 December 2015 but had not been served on LMIM. The MPF Trustee has advised that it has taken this action to preserve the proceedings from going stale as the proceedings would not have been served on LMIM within the required 12 months.

The claim is for approximately \$16.82 million equitable compensation against LMIM and a claim against the assets of the FMIF for approximately \$3.9 million. In this regard, the MPF Trustee seeks a declaration that FMIF holds on constructive trust the amount of approximately \$3.9 million being alleged interest paid by the MPF to the FMIF on a loan made to a borrower, Australian International Investment Services Pty Ltd (AIIS) to which both the FMIF and MPF made loans. The MPF Trustee also seeks a declaration that the MPF is entitled to be indemnified out of the assets of the FMIF for the liability of the MPF Trustee and LMIM in relation to the transactions. In the affidavit filed with the application for leave, it is noted that the MPF Trustee's claim will

be increased to approximately \$4.138 million as further amounts of interest alleged to have been funded by MPF on the loan paid to FMIF have been ascertained since they filed the proceedings.

At the hearing of the MPF Trustee's application on 22 November 2016, orders were made granting the leave sought on the condition that any judgment against the defendant will not be enforced without further leave of the court, that the MPF Trustee serve the SOC by 15 December 2016 and the defendant is not required to file a defence and any counterclaim until 28 days after the plaintiff gives written notice to LMIM and myself that a defence and any counterclaim is required to be filed.

The SOC was served on LMIM on 28 November 2016.

2.2 Position of the Secured Creditor

I refer to my comments in my previous updates to investors. The matter precluding the retirement of the DB Receivers is the provision of a release by the MPF Trustee.

I continue to liaise with the DB Receivers about their ongoing role and the possibility of their retirement. See also my comments in section 2.3 below.

2.3 Proceedings against the MPF, LMIM and the Directors of LMIM

I refer to my previous updates to investors and confirm the following:

- I filed a statement of claim in the Supreme Court of Queensland, against a number of parties including the MPF Trustee, in respect of loss suffered by the FMIF as a result of an amount paid to MPF in the Bellpac litigation matter. The claim is for \$15.5M plus interest;
- discovery in the proceedings has been completed;
- a mediation took place on 12 July 2016. The proceedings were not settled at the mediation, however the parties continue to discuss a potential settlement of the litigation which includes discussions to resolve those matters referred to at sections 2.1 and 2.2 above.

I summarise developments since my update to investors dated 30 September 2016 as follows:

- a review hearing of the proceedings was held on 13 October 2016 at which time orders were made for an application and outline of submissions to be made regarding the directors claim for privilege in those proceedings.
- The review hearing on 13 October 2016 was adjourned to 24 October 2016. However, orders were made that I file an application (and written submissions) against the director defendants regarding their claim for privilege by 20 October 2016 given that ASIC had discontinued their proceedings against the 2nd and 6th director defendants;
- On 20 October 2016, I caused to be filed and served an application against the 2nd and 6th director defendants seeking to vary the previous orders made by the Court allowing them to claim privilege and accordingly not to plead a detailed defence to matters alleged against them. The 6th defendant consented to the orders sought in my

application. The 2nd defendant opposed the application. The application was heard on 24 October 2016.

- At the hearing of the application on 24 October 2016 orders were made as follows:
 - That the dispensation granted to the 6th defendant on 30 April 2015 (in respect of a claim for privilege), as varied by the order of 30 June 2015, be revoked;
 - an amended statement of claim be filed by 7 November 2016;
 - The 6th defendant file and serve an amended defence on or before 5 December 2016;
 - an amended reply be filed on or before 19 December 2016;
 - The 6th defendant make disclosure on or before 16 January 2017.

The decision on the application in so far as it relates to the 2nd defendant was reserved by the Court.

- In accordance with these orders, I filed an amended statement of claim on 7 November 2016.
- On 7 December 2016, the Court made orders (by consent) extending the timetable which was the subject of the orders made on 24 October 2016 in relation to the 6th defendant. Those orders varied the timetable to the following:
 - The 6th defendant now has until 30 January 2017 to file and serve his amended defence;
 - any amended reply must be filed by 13 February 2017; and
 - The 6th defendant has until 13 March 2017 to make disclosure.

The proceedings are ongoing and an update will be provided to investors in relation to this matter in my next report.

3. Realisation of Assets

A summary of the remaining real property assets is provided below:

- Two units in a strata titled unit resort situated in North Queensland are to be sold. The DB Receivers are awaiting further documents to be lodged at the land titles office to correct the title references for the units. The units will be marketed for sale once the correct titles have been reissued.
- 11 out of 80 lots of a residential land subdivision in central Queensland remain to be sold. A condition of extending the subdivision approval is that sewer and access easements must be granted. A fresh marketing campaign will commence once this work has been undertaken.

4. Other Potential Recoveries/Legal Actions

I provide an update in relation to investigations undertaken to date, legal proceedings on foot and further work to be done, as follows:

4.1 Claim Against the Former Auditors

I refer to my previous updates to investors and confirm the following:

- I filed a statement of claim in the Supreme Court of Queensland against the former auditors of the Fund. The claim was substantially amended in April 2016 to incorporate matters ascertained from the public examinations undertaken by me in June and October 2015;
- The former auditors' solicitors lodged and served a strike-out application and supporting affidavit on 27 April 2016 seeking to strike-out certain parts of the claim;
- On 30 May 2016, I filed an application to place the proceedings on the Court's commercial list;
- The hearings of the strike out and commercial list application was adjourned to a date to be fixed to enable the parties to file and serve further documents with respect to the strike out application;
- On 2 August 2016, I filed a second further amended statement of claim;
- On 25 August 2016, orders were made setting out a timetable for documents to be filed by the parties and the hearing of the abovementioned applications were adjourned to 15 December 2016; and
- On 27 September 2016 the defendants filed and served amended submissions and an amended strike out application.

I summarise developments since my update to investors dated 30 September 2016 as follows:

- On 25 November 2016, I filed and served my submissions and affidavits in response to the amended strike out application and the defendant's amended submissions;
- On 1 December 2016, I served on the defendants further and better particulars in relation to the claim;
- On 13 December 2016 the defendants were provided with a copy of the documents referred to in my further and better particulars referred to above;
- At the hearing on 15 December 2016, the Court granted my application to place the proceedings on the commercial list. The decision on the former auditors strike out application has been reserved.

As advised in previous reports to investors, considerable work has been undertaken in quantifying the loss suffered by the Fund for the purposes of these proceedings. The calculation of the loss is almost finalised and as previously advised, will likely be in excess of \$100M. I remain hopeful of achieving a substantial recovery from this matter for the benefit of investors within the next 12 months.

4.2 Bellpac Proceedings

4.2.1 Proceedings against LMIM, MPF and Certain Directors

In addition to the claim filed and served against the MPF Trustee in relation to a loss suffered by the Fund from litigation pertaining to the Bellpac loan noted at 2.3 above, there are two further matters relating to Bellpac that have been progressed during the period, as detailed below.

I will provide an update in relation to the outcome of the settlement negotiations in my next report to investors.

4.2.2 Other Bellpac litigation

a. Wollongong Coal Ltd (WCL) - Convertible Bonds

I refer to my previous updates to investors and confirm the following:

- The liquidator of Bellpac has received the settlement amount of \$2 million from WCL in relation to the claim for redemption of the \$2 million Bonds held in WCL. These funds are being used to fund the realisation of the \$8 million Bonds held in WCL;
- The defendants' appeal of the decision of the Court which acknowledged that Bellpac (under the control of a liquidator) is the true owner of the \$8 million convertible bonds was unsuccessful;
- In January 2016, the Bellpac Liquidator applied for the conversion of the \$8 million Bonds to shares. As WCL did not issue all of the shares as required under the terms of the Bonds, the Bellpac Liquidator brought proceedings against WCL seeking orders requiring WCL to perform its obligation to redeem the Bonds converted to shares outside of the required time. WCL then made application for security for costs against the Liquidator;
- On 12 July 2016, the defendants in the \$8 million Bonds case made application for special leave to the High Court of Australia to appeal the decision of the Federal Court;

Developments since my last update to investors are as follows:

- On 10 November 2016, the High Court dismissed the defendants' application for special leave to appeal to the High Court the decision in relation to the \$8 million Bonds;
- The Bellpac liquidator has recently advised me that he has negotiated terms to settle the litigation he commenced against WCL on a commercial basis in consideration for a lump sum amount.

I will provide investors with an update of the proposed settlement in my next report given that a draft deed of settlement has not yet been exchanged and the necessary court approvals have not yet been obtained.

b. Proceedings against Bellpac Receivers, LMIM, PTAL and others ('the Parties')

I refer to my previous updates to investors and confirm the following:

- The remaining proceedings by the third mortgagee against PTAL alleging a sale of the former Bellpac property at Bellambi NSW (sold to Gujarat NRE Minerals Limited in 2011) at undervalue has been discontinued. All defendants were awarded costs against the plaintiffs when the

proceedings were discontinued. Security for costs of \$150,000 lodged by way of bank guarantee by the plaintiffs for the claim against PTAL, will be held by the Court pending resolution of the approved or agreed quantum of PTAL's costs;

- The plaintiffs objected to costs as assessed and estimated by the Court. These costs were subsequently settled at a conference held at the Court. Despite subsequent demands made, the plaintiffs failed to pay the settled and Court awarded costs in favour of;
- The Bellpac Receivers, another defendant, have had their costs assessed and an estimate confirmed by the Court however, the plaintiffs also filed an objection to the Court's estimate of the costs. The Court listed the matter for a full taxation on 20 December 2016.

Developments since my last update to investors are as follows:

- I have received a claim from PTAL for reimbursement of their costs incurred in defence of the proceedings. Following requests for further documentation from PTAL and after liaising with my solicitors, I have recently acknowledged that FMIF will reimburse PTAL;
- On 6 November 2016, I caused to be filed winding up applications against the plaintiffs based on the unpaid costs awarded in favour of LMIM as RE of the FMIF; and
- On 7 November 2016 David Clout and Patricia Talty of Clout and Associates were appointed Liquidators over the plaintiff companies, Austcorp No. 20 Pty Ltd and Compromise Creditors Management Pty Ltd

I am awaiting an update from the Liquidators in relation to the status of the winding up and the prospects for a return to creditors. I will also continue to liaise with PTAL to ensure that the bank guarantee for the security for costs of \$150,000 provided by the plaintiffs for the benefit of PTAL will now be recovered for the benefit of FMIF, given FMIF will reimburse PTAL for its defence costs.

4.3 Other Potential Claims against LMIM and related Parties

4.3.1 Redemptions and Distribution paid to Class B Unit Holders

As advised in my previous reports, investigations have been undertaken via the public examinations conducted in 2015 and subsequent thereto in relation to redemptions and distributions paid to the Class B unit holders (the feeder funds) when the Fund had suspended redemptions and distributions to other classes of members.

I will provide investors with an update in relation to this matter in my next report.

4.3.2 Claim by ASIC against the directors

As advised in my previous reports, ASIC commenced civil penalty proceedings in the Federal Court of Australia in November 2014 against Peter Drake, Francene Mulder, Eghard Van Der Hoven, Simon Tickner and Lisa Darcy. ASIC alleges Mr Drake used his position to gain an advantage for himself and the former directors breached their duties for failing to act with the proper degree of care and diligence regarding transactions involving the MPF.

ASIC has discontinued its proceedings against Mr Tickner and Ms Darcy, which related to their conduct as directors signing off a loan to Maddison Estate Pty Ltd in 2011.

ASIC's proceedings against the other directors focused on both the 2011 transaction and another transaction that occurred in 2012. The proceeding related to the 2012 transaction continues against Mr Drake, Ms Mulder and Mr van der Hoven.

Further details can be found on the ASIC website www.asic.gov.au under media releases. It is understood that the Court will hand down its judgement on Friday 23 December 2016.

4.4 Other actions against guarantors and valuers

4.4.1 Various claims against guarantors

I continue to review the remaining loan book to ascertain if there are any further claims against guarantors capable of commercial recoveries. Current ongoing matters that are being prosecuted will not result in material recoveries to investors although will more than cover the costs of the proceedings.

4.4.2 External Valuations

I continue to finalise my investigations into whether the valuations relied on in advancing loans was too high and if there was negligence by the valuer which contributed to the losses, however, I have not at this stage identified any claims that would be commercial to pursue.

5. Western Union

Western Union hold funds on account of the FMIF, which represented investor capital distributions returned due to incorrect account details held.

Western Union sought to set off funds held in the FMIF account against liabilities of other LM related entities, however a confidential commercial settlement has been negotiated. The amount of the claim is approximately \$93,000 (subject to exchange rate fluctuations). While the terms of settlement have been agreed, Western Union requested that the terms be further recorded in a settlement deed. The terms of the draft settlement deed are still being finalised. I am hopeful that this matter can be finalised shortly.

6. LM Investment Management Ltd ("LMIM")

6.1 Liquidators of LMIM's (FTI Consulting) application for remuneration approval

As previously advised, FTI filed a Further Amended Originating Application on 16 December 2015 for the determination of their remuneration claimed as liquidators of LMIM in the amount of \$3,098,251.83 for the period from the date of their appointment to 30 September 2015 from assets of the Fund.

Judgement is yet to be handed down by the Court.

Please note that all material filed with the Court in relation to FTI's remuneration claim is available on the websites www.lmfimif.com and www.lminvestmentadministration.com. A copy of the judgement and court order will be uploaded to the websites when handed down.

FTI have not submitted further details of their outstanding remuneration and costs up to 30 June 2016 and have advised that they are awaiting the outcome of the judgement noted above.



6.2 The Liquidators of LMIM's (FTI) indemnity claim against the Fund

As previously advised, FTI has submitted two indemnity claims for \$241,453.54 and \$375,499.78 against the assets of the Fund.

The first claim of \$241,453.54 relates to legal costs incurred in relation to the appeal of the decision appointing me as receiver to wind up the Fund. This claim has been rejected in full pending the judgement to be handed down in relation to FTI's remuneration application.

In respect of the second claim, I accepted \$84,954.41 (\$93,449.85 less GST of \$8,495.44) (Accepted Claim), rejected \$169,243.26 and deferred \$5,473.59 pending the judgement to be handed down in relation to FTI's remuneration application. The balance of FTI's claim has been withdrawn.

FTI immediately sought payment of the Accepted Claim of \$84,954.41.

To avoid the unnecessary costs of arguing over a relatively small sum in comparison to the overall remuneration claimed by FTI, I attended to payment of \$84,954.41.

FTI have also made an application to Court objecting to my decision to reject their indemnity claim noted above (Indemnity Application). No date for the hearing of the Indemnity Application has yet been fixed.

7. Management Accounts

As advised in my previous report, the management accounts for the year ending 30 June 2016 are available on the website www.lmfimif.com.

The management accounts for the half-year to 31 December 2016 will be made available by 31 March 2017.

8. Investor Information

8.1 Estimated Return to Investors

Based on the professional valuations for the properties charged to the Fund, I provide an estimated return to Investors of between 13.6 cents and 14.9 cents per unit as at 30 November 2016, calculated as follows:

Cash at Bank	74,978,461	74,978,461
Other Assets	-	1,215,000
Estimated selling prices of properties to be sold	2,850,000	3,050,000



Estimated Assets Position	77,828,461	79,243,461
Selling costs (estimated 2.5% of sale price)	(71,250)	(76,250)
Other unsecured creditors	(6,679,323)	(1,950,258)
FTI Fees & legal expenses advised (subject to approval)- refer to Section 6 for further details - maximum amount shown	(4,211,638)	(4,211,638)
Receivers and Managers' Fees (DB Receivers)	(70,400)	(70,400)
Receivers and Managers' Legal fees (DB Receivers)	(26,493)	(26,493)
Receiver's fees & outlays (BDO) (including controllerships)	(1,259,516)	(1,259,516)
Receiver's legal fees (BDO)	(283,284)	(283,284)
Total Liabilities	(12,601,904)	(7,877,839)
Estimated net amount available to investors as at 30 November 2016	65,226,557	71,365,622
Total investor units	478,100,386	478,100,386
Estimated return in the dollar	13.6 cents	14.9 cents

In my last report to investors I calculated that the estimated return to investors would be between 14 and 15.2 cents in the dollar. The estimated return as at 30 November 2016 has been revised downwards slightly as the estimate and prior estimates do not take into account future operating costs and future Receiver's fees or any legal recoveries against borrowers, valuers or other third parties.

In calculating the estimated return to investors, I have also not provided any allowance for the claim filed by the MPF Trustee as the prospects of a successful claim against the Fund is unknown, however, as detailed earlier in this report, I am hopeful that all claims relating to the MPF matters will be settled shortly.

As advised in my previous reports (and above), I have identified a discrepancy between the units recorded in the investor register and the units recorded in the audited and management accounts for the 2012 financial year. Investigations indicate that the discrepancy relates to the Fund's migration to a new investor management database in 2010 whereby the units of investors who subscribed in a foreign currency were incorrectly recorded in the foreign currency equivalent amount, and not in the Australian dollar equivalent amount in accordance with the Fund's Product Disclosure Statement and Constitution.



8.2 Distributions to Investors

Once the DB Receivers have retired and funds released to me, I will be required to retain certain funds to meet the liabilities of the Fund, including contingent claims that may arise from the auditor claim and Bellpac litigation.

I am also required to seek the directions of the Court before proceeding with the next distribution.

I will update investors as to the expected timing of a distribution as these matters become clearer; however, I am hopeful to be in a position to commence interim distributions in the second quarter of 2017.

Please note that the distribution to Investors will take place after paying secured creditors, costs, land tax, rates, Receivers fees and the unsecured creditors who rank ahead of Investors' interests.

8.3 Ongoing Reporting to Investors

Reports will be distributed to investors in accordance with the preferred method of correspondence recorded for each investor in the Fund's database. In order to assist in reducing distribution costs, it would be appreciated if investors could nominate an email address as their preferred method to receive correspondence. Investors may update their details as outlined in Section 8.4 below. For those investors that do not have an email address, correspondence will continue to be sent to you via post.

My next report to investors will be issued by 31 March 2017.

8.4 Investors Queries

For any changes to investors details, please review the Useful Forms/Procedures tab on the website www.lmfimif.com which includes information regarding the following procedures:

- Change of Contact Address/Bank Account Details
- Change of Contact Address/Bank Accounts Details of a Deceased Estate
- Change of Trustee of Self-Managed Super Fund
- Transfer of Unit Holding from a Super Fund/ Trustee Company to Personal Name(s)
- Transfer of Unit Holding from a Deceased Estate to a Sole Survivor
- Transfer from a Deceased Estate to a Beneficiary of an Estate

It is a requirement that advisors or other third parties acting on behalf of Unit Holders are doing so pursuant to a relevant Authority/Power of Attorney. Please ensure that a relevant Authority/Power of Attorney accompanies the abovementioned documents as necessary (if an Authority/Power of Attorney has not previously been provided).

It is preferable that all communications are sent via email to enquiries@lmfmif.com with original documents to be mailed as required to:

BDO
GPO Box 457
Brisbane QLD 4001
Phone: +61 7 3237 5999 Fax: +61 7 3221 9227

9. Receiver's Remuneration and Expenses

There have been six applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 31 October 2016.

The application for the approval of my remuneration for the period 1 May 2016 to 31 October 2016 was heard on 2 December 2016. The Court ordered that my remuneration for this period be fixed in the amount of \$1,119,991.40 (inclusive of GST) in relation to my role as the person responsible for ensuring the FMIF is wound up in accordance with its constitution and \$13,385.35 (inclusive of GST) in relation to the controllerships of the retirement village assets.

A copy of all documentation in relation to my applications can be found on the website www.lmfmif.com.

In addition to the remuneration previously approved by the Court, I calculate that, on a time basis, I have incurred further remuneration of \$172,367.50 plus outlays of \$3,331.14 plus GST from 1 to 30 November 2016 plus work undertaken in respect of the controllerships of the retirement village assets of \$1,071 plus GST as detailed in the table below and attached summaries.

	Remuneration (GST exclusive) \$	Outlays (GST exclusive) \$
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	172,368	3,331
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	180	-
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	180	-
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	180	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	180	-
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	180	-
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Receivers & Managers Appointed) (Controllers Appointed)	171	-
Total	173,439	3,331

The key matters addressed during the period, were:

- Work undertaken in relation to the litigation matters detailed at Sections 2 and 4 of this report, which include, among other things:

- Progressing the claim against the former auditors regarding the financial statements and compliance plan audits following public examinations held, and quantifying the loss suffered by the Fund;
 - Providing assistance to the Liquidator of Bellpac regarding the \$8M bond claim and progressing these matters;
 - Progressing the claim against the MPF and others;
 - Review of potential claims against former valuers of property securities for negligence and breach of contract;
 - Progressing claims against guarantors.
- Liaising with various parties in relation to the potential for the DB Receiver's retirement;
 - Progressing settlement of Western Union's set off claim;
 - Dealing with FTI in relation to their claims for indemnity against the assets of the Fund for expenses and costs incurred in their capacity as liquidators of the responsible entity;
 - Maintaining the management accounts of the Fund;
 - Undertaking the investor management function for approximately 4,500 investors including answering queries on the winding up of the Fund and maintaining the investment database, including any change in details or transfer of units;
 - Preparing of affidavit and supporting material for an application to Court for approval of the receiver's remuneration for the period 1 May to 31 October 2016;
 - Finalising outstanding trading matters from the sale of five retirement villages, including tax compliance issues.

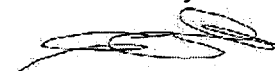
I anticipate that my next application to Court for the approval of my remuneration will be made in May/June 2017 covering the period 1 November 2016 to 30 April 2017. A copy of my application in this respect will be posted to the website www.lmfimf.com and investors will be notified when this application has been lodged.

10. Queries

Should unit holders wish to advise of any changes in details or require further information, please contact BDO as follows:

BDO
GPO Box 457
Brisbane QLD 4001
Phone: +61 7 3237 5999
Fax: +61 7 3221 9227
Email: enquiries@lmfmif.com

Yours faithfully



David Whyte
Receiver



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 November 2016
LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED)

Employee	Position	Rate	Totals		Task Area									
			hrs	\$	Assets	Creditors	Employees	Trade On	Investigations	Administration	hrs	\$	hrs	\$
David Whyte	Partner	580	54.5	31,610.00	25.4	14,732.00	13.1	7,598.00	5.4	3,132.00	10.6	6,148.00		
Clark Jarrod	Partner	560	13.0	7,280.00	13.0	7,280.00								
Eric Leeuwendal	Executive Director	495	149.4	73,953.00	79.7	39,451.50	28.9	14,305.50	2.3	1,138.50	13.3	6,583.50	25.2	12,474.00
Craig Jenkins	Partner	490	7.1	3,479.00	7.1	3,479.00								
John Somerville	Senior Manager	455	28.8	13,104.00	1.5	687.50	8.4	3,822.00	4.2	1,911.00	3.5	1,592.50	11.2	5,096.00
Karen Ashdown	Associate Director	420	1.0	420.00	1.0	420.00								
Julie Pagcu	Senior Manager	375	7.8	2,925.00	7.8	2,925.00								
Aubrey Meek	Senior Accountant II	290	46.4	13,456.00			44.7	12,963.00	1.5	435.00			0.2	58.00
Dermot O'Brien	Accountant I	235	51.8	12,773.00	2.4	564.00	25.8	6,063.00	7.7	1,809.50	13.5	3,172.50	2.4	564.00
Sarah Cunningham	Team Assistant	200	3.6	720.00									3.6	720.00
Ryan Whyte	Undergraduate	165	57.6	9,504.00			36.2	5,973.00			14.9	2,458.50	6.5	1,072.50
Andrew Lane	Undergraduate	165	15.9	2,623.50			14.9	2,458.50					0.5	82.50
Nicole Jackson	Team Assistant	160	1.2	192.00									1.2	192.00
Emma Sheehy	Junior Practice Assista	115	4.3	494.50	4.3	494.50								
Molra Hattingh	Team Assistant	85	5.1	433.50							5.1	433.50		
TOTALS			447.5	172,367.50	142.2	70,028.50	172.0	53,183.00	21.1	8,426.00	45.2	13,807.00	66.5	26,840.50
			GST	17,236.75										
TOTAL INC GST				189,604.25										
AVERAGE HOURLY RATE				385	492	309	165	399	309	404				

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 November 2016 to 30 November 2016 LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED)	
Expense Type	Amount (\$ ex GST)
Postage	3,176.59
Printing	8.40
Write Offs (BRI Only)	146.15
TOTAL	3,331.14
GST	933.11
TOTAL INC GST	3,664.25



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 November 2016
BRIDGEWATER LAKE ESTATE PTY LIMITED (IN LIQUIDATION) (CONTROLLERS APPOINTED)

Employee	Position	Rate	Totals		Task Area	
			hrs	\$	hrs	\$
Dermot O'Brien	Accountant I	235	0.2	47.00	0.2	47.00
Ryan Whyte	Undergraduate	165	0.7	115.50	0.7	115.50
Maira Hattingh	Team Assistant	85	0.2	17.00	0.2	17.00
TOTALS			1.1	179.50	1.1	179.50
			GST	17.95		
			TOTAL INC GST	197.45		
			AVERAGE HOURLY RATE	163		

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 November 2016
CAMEO ESTATES LIFESTYLE VILLAGES (LAUNCESTON) PTY LTD (RECEIVERS AND MANAGERS APPOINTED) (CONTROLLERS APPOINTED)

Employee	Position	Rate	Totals		Task Area		
			hrs	\$	Creditors	Administration	\$
Dermot O'Brien	Accountant I	235	0.2	47.00	0.2		47.00
Ryan Whyte	Undergraduate	165	0.7	115.50		0.7	115.50
Maira Hattingh	Team Assistant	85	0.1	8.50		0.1	8.50
TOTALS			1.0	171.00	0.2	0.8	124.00
				GST			
				17.10			
				TOTAL INC GST			
				188.10			
				AVERAGE HOURLY RATE			
				171	235		155

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 November 2016
PINEVALE VILLAS MORAYFIELD PTY LTD (IN LIQUIDATION) (CONTROLLERS APPOINTED)

Employee	Position	Rate	Totals		Task Area	
			hrs	\$	Creditors	Administration
				\$	hrs	hrs
Dermot O'Brien	Accountant I	235	0.2	47.00	0.2	
Ryan Whyte	Undergraduate	165	0.7	115.50		0.7
Moirra Hattingh	Team Assistant	85	0.2	17.00		0.2
TOTALS			1.1	179.50	0.2	0.9
				17.95		
				197.45		
				163	235	147

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 November 2016
REDLAND BAY LEISURE LIFE PTY LTD (IN LIQUIDATION) (CONTROLLERS APPOINTED)

Employee	Position	Rate	Totals		Task Area			
			hrs	\$	Creditors	Administration	hrs	\$
Dermot O'Brien	Accountant I	235	0.2	47.00			0.2	47.00
Ryan Whyte	Undergraduate	165	0.7	115.50			0.7	115.50
Maira Hattingh	Team Assistant	85	0.2	17.00			0.2	17.00
TOTALS			1.1	179.50			1.1	179.50
					GST			
					TOTAL INC GST			
					AVERAGE HOURLY RATE			163

Note: All amounts exclude GST unless otherwise noted



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Level 10, 12 Creek St
Brisbane QLD 4000
GPO Box 457 Brisbane QLD 4001
Australia

TO THE INVESTOR AS ADDRESSED

31 March 2017

**LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED)
ARSN 089 343 288 ('the Fund' or 'FMIF')**

I refer to my appointment as the Receiver of the Fund's assets and the person responsible for ensuring the winding up of the Fund in accordance with the terms of its constitution by Order of the Supreme Court of Queensland on 8 August 2013.

I now provide my seventeenth update report to investors. This report is prepared in accordance with the Exemption granted by the Australian Securities and Investments Commission (ASIC Exemption) in relation to financial reporting obligations of the Fund. In this regard, the ASIC Exemption requires a report to be made available to investors for each period of six months starting on 1 January 2016, which includes the following information:

- (i) Information about the progress and status of the winding up of the Fund, including details of:
 - A. The actions taken during the period;
 - B. The actions required to complete the winding up;
 - C. The actions proposed to be taken in the next 12 months; and
 - D. The expected time to complete the winding up.
- (ii) The financial position of the Fund as at the last day of the relevant period (based on available information);
- (iii) Financial information about receipts (and payments) of the Fund during the period; and
- (iv) The following information at the end of the period:
 - A. The value of the Fund's property; and
 - B. The potential return to investors.

This report covers, inter alia, the period 1 July 2016 to 31 December 2016 (the period).

1. Progress and Status of the Winding Up

1.1 Position of the Secured Creditor, the potential claim by KordaMentha, the trustee of the LM Managed Performance Fund ('MPF') and claims filed against the Fund

1.1.1 Proceedings by the Trustee of the MPF against LMIM and the Fund

1.1.1.1 Assigned Loans Claims

I refer to my previous updates to investors in relation to these proceedings, in which the trustee of the MPF is the plaintiff, and the defendants are LMIM, and myself as receiver of the property of the FMIF. In these proceedings, the trustee of the MPF alleges that the entry into two Deeds of Assignment by LMIM in 2008, pursuant to which PTAL as custodian of the FMIF, assigned its right, title and interest in the securities that it held for two FMIF loans, to LMIM as trustee of the MPF, and the alleged payment of the Settlement Sum as consideration by LMIM as trustee of the MPF, breached duties owed by LMIM to members of the MPF. The relief claimed by the trustee of the MPF in these proceedings includes equitable compensation against LMIM and claims against assets of the FMIF in the total sum of about \$24.1 million plus interest.

I confirm that at the review hearing on 16 December 2016, the proceedings were adjourned to a date to be fixed as the parties wished to continue negotiations to settle the litigation in conjunction with the proceedings in both sections 1.1.1.2 and 1.1.1.3 below.

There have been no further steps taken in the proceedings since my previous update to investors.

1.1.1.2 AIIS Loan Claim

I refer to my previous updates to investors in relation to this proceeding in which the trustee of the MPF is the plaintiff, and LMIM is the defendant.

The MPF Trustee alleges in the proceeding that:

- PTAL, as custodian of the FMIF, and LMIM as trustee of the MPF, both made loans to a borrower by the name of Australian International Investment Services Pty Ltd (AIIS);
- PTAL as custodian of the FMIF was the first registered mortgagee, and LMIM as trustee of the MPF was the second registered mortgagee;
- LMIM as trustee of the MPF approved various increases to the amount of the facility, from time to time, in breach of duty; and
- LMIM as trustee of the MPF made various advances that were used to service interest on the loan made by PTAL as custodian of the FMIF to AIIS, in breach of duty, and LMIM as RE of the FMIF received such payments with knowledge that they were made in breach of duty.

The MPF Trustee claims approximately \$16.82 million equitable compensation against LMIM and relief against the assets of the FMIF for approximately \$3.9 million (although this may be increased to \$4.1 million) being alleged interest paid by the MPF to the FMIF in respect of the loan made by the FMIF to AIIS.

On 3 November 2016, the MPF Trustee filed an application for leave to proceed against LMIM. Leave to proceed with the claim was granted by the Court on certain conditions and the claim was served on LMIM on 28 November 2016.

There have been no further steps taken in the proceedings since my previous update to investors. Negotiations to settle these proceedings in conjunction with the proceedings above and those detailed at section 1.1.3 below are continuing.

1.1.2 Position of the Secured Creditor

I refer to my comments in my previous updates to investors. The matter precluding the retirement of the DB Receivers is that they have advised that, prior to retiring, they request the provision of a release by the MPF Trustee, with respect to various claims that the MPF Trustee has made or foreshadowed.

I continue to liaise with the DB Receivers about their ongoing role and the possibility of their retirement. In the event the proceedings mentioned at Sections 1.1.1.1; 1.1.1.2 and 1.1.3 are settled and a release is provided by the MPF, McGrathNicol will retire as Receivers and Managers.

1.1.3 Proceedings against the MPF, LMIM and the Directors of LMIM

I refer to my previous updates to investors and summarise the background as follows:

- I caused to be filed a statement of claim in the Supreme Court of Queensland, against a number of parties including the MPF, in respect of loss suffered by the FMIF as a result of an amount paid to MPF in 2011 in the Bellpac litigation matter. The claim is for \$15.5M plus interest;
- Discovery in the proceedings has been completed;
- A mediation took place on 12 July 2016. The proceedings were not settled at the mediation, however the parties continue to discuss a potential settlement of the litigation which includes discussions to resolve those matters referred to at sections 1.1.1.1 and 1.1.1.2 above.
- On 20 October 2016, I caused to be filed and served an application against the 2nd and 6th director defendants seeking to vary the previous orders made by the Court allowing them to claim privilege and accordingly not to plead a detailed defence to matters alleged against them. The 6th defendant consented to the orders sought in my application. The 2nd defendant opposed the application. The application was heard on 24 October 2016.
- At the hearing of the application on 24 October 2016 orders were made including an order that the dispensation granted to the 6th defendant on 30 April 2015 (in respect of a claim for privilege), as varied by the order of 30 June 2015, be revoked, the 6th defendant file and serve an amended defence on or before 5 December 2016, an amended reply be filed by me on or before 19 December 2016 and the 6th defendant make disclosure on or before 16 January 2017. The decision on the application in so far as it relates to the 2nd defendant was reserved by the Court.

I summarise developments since my update to investors dated 23 December 2016 as follows:

- Following extensions granted to the 6th defendant to file a defence, a defence was filed and served on me on 28 February 2017;
- The Court's decision on the 2nd defendant's privilege position was handed down on 13 March 2017 requiring the 2nd defendant to file and serve a defence within 28 days that complies with the

pleading requirements under the rules of court for a civil proceeding subject to any claim for privilege the second defendant wishes to make. If a claim for privilege is maintained to any parts of the defence, I will have 7 days to file notice of a challenge to that claim in which case the 2nd defendant must then file an affidavit setting out the ground, basis and circumstances in support of any challenged claim of privilege within 14 days of receiving notice of the challenge

- A request for Further and Better Particulars (Request) was served on the 6th defendant by me on 15 March 2017. I have also now agreed orders with the 6th defendant whereby the 6th defendant now has 14 days to respond to the Request and I will then have 14 days to file an amended reply. The 6th defendant then has 28 days after my amended reply is served, to make disclosure.

The proceedings are ongoing and an update will be provided to investors in relation to this matter in my next report.

1.2 Realisation of Assets

There were no real property assets realised during the period.

A summary of the remaining real property assets is provided below:

- Two units in a strata titled unit resort situated in North Queensland are to be sold. Documents have been prepared to correct the title references for the units and the documents are awaiting signature by the owners affected by the required changes to the titles. Once received from the owners they will be lodged at the land titles office. The units will be marketed for sale once the correct titles have been reissued and this is expected to occur before the end of the year.
- 61 hectares of englobo land with various approvals for up to 257 residential lots plus retail space and a childcare centre remain to be sold within a residential land subdivision in Central Queensland. Various applications have been prepared for easements relating to the properties and will be submitted to council for approval shortly. Further updated legal notices are also required to be issued. Following the resolution of these matters, a fresh marketing campaign is expected to commence before the end of the year, but will be subject to the timely receipt of the council's approval.

1.3 Legal Actions/Potential Recoveries

1.3.1 Claim against the former auditors

I refer to my previous updates to investors and summarise the background as follows:

- A public examination (PE) of the former auditors and certain directors and former directors (Directors) of LM Investment Management Limited (In Liquidation) was conducted over a period of 9 days in June 2015 and a further 9 days in October 2015;
- Following the PEs, a further amended statement of claim was filed by me in the Supreme Court of Queensland and served on the former auditors of the Fund on 14 April 2016.
- The former auditors' solicitors lodged and served on me a strike-out application and supporting affidavit on 27 April 2016 seeking to strike-out certain parts of the statement of claim.
- On 30 May 2016, I filed an application to place the proceedings on the Court's commercial list. This application was also adjourned to a date to be fixed.

- On 2 August 2016, I filed a second further amended statement of claim.
- On 25 August 2016, orders were made setting out a timetable for documents to be filed by the parties and the hearing of the abovementioned applications were adjourned to 15 December 2016.
- At the hearing of the strike out application and the commercial list application on 15 December 2016, the Court granted my application and placed the proceedings on the commercial list and reserved its decision on the auditor's strike out application.

Since my update to investors dated 23 December 2016 no further steps have been taken in the proceedings and the decision of the Court on the strike out application has not yet been handed down.

As advised in previous reports to investors, considerable work has been undertaken in quantifying the loss suffered by the Fund as a result of the auditor's alleged failure to identify and report on the material deficiencies in the Fund's financial accounts and LMIM's compliance with the Compliance Plan. The calculation of the loss is substantially complete and as previously advised, will be in excess of \$100M.

1.3.2 Bellpac Proceedings

In addition to the claim filed and served against the MPF in relation to a loss suffered by the Fund from litigation pertaining to the Bellpac loan noted at 1.1.3 above, there are two further matters relating to Bellpac, as detailed below.

a. Wollongong Coal Ltd (WCL) - Convertible Bonds

I refer to my previous updates to investors and I summarise the background as follows:

- The liquidator of Bellpac has received the settlement amount of \$2 million from WCL in relation to the claim for redemption of the \$2 million Bonds held in WCL;
- The defendants' appeal of the decision of the Court which acknowledged that Bellpac (under the control of a liquidator) is the true owner of the \$8 million convertible bonds was unsuccessful;
- In January 2016, the Bellpac Liquidator applied for the conversion of the \$8 million Bonds to shares. As WCL did not issue all of the shares as required under the terms of the Bonds, the Bellpac Liquidator brought proceedings against WCL seeking orders requiring WCL to perform its obligation to redeem the Bonds converted to shares outside of the required time;
- The Bellpac liquidator and WCL have entered into a binding heads of agreement which relates to the settlement of the litigation commenced against WCL. The terms of the heads of agreement include that WCL will pay to Bellpac a settlement sum of \$6.3 million in return for certain releases and Bellpac returning or cancelling the WCL shares issued to Bellpac.

Developments since my last update to investors are as follows:

- The conditions precedent to the settlement with WCL included obtaining necessary approvals to undertake the settlement transactions. In this regard:
- The Bellpac Liquidator has obtained creditor approval to enter into the settlement with WCL;
- The Court declined to exercise its discretion on WCL's application for approval to acquire and or cancel Bellpac's holding of WCL shares. WCL is now preparing to seek shareholder approval;

- The Trustees of the MPF (MPF) have demanded from the Liquidator circa \$680K plus interest out of the proceeds of the Bonds for repayment of funding the MPF allegedly made for the Bonds litigation from late 2010 to early 2013. The MPF has also reserved its rights in relation to claiming 35% of the funds realised from the successful Bonds proceedings;
- The Bellpac Liquidator has confirmed he is reviewing the matter and, for the period to 31 March 2017, he will not take any step adverse to either the MPF or FMIF without first giving the parties 7 days' notice.

b. Proceedings against Bellpac Receivers, LMIM, PTAL and others ("the Parties")

I refer to my previous updates to investors and summarise the background as follows:

- The proceedings against the Bellpac Receivers and LMIM had been discontinued in 2015. The remaining proceedings by the third mortgagee against PTAL alleging a sale of the former Bellpac property at Bellambi NSW (sold to Gujarat NRE Minerals Limited in 2011) at undervalue was discontinued in mid-2016. All defendants were awarded costs against the plaintiffs when the proceedings were discontinued.
- On 6 November 2016, I caused to be filed winding up applications against the plaintiffs based on the unpaid costs awarded in favour of LMIM as RE of the FMIF; and
- On 7 November 2016 David Clout and Patricia Talty of Clout and Associates were appointed Liquidators over the plaintiff companies, Austcorp No. 20 Pty Ltd and Compromise Creditors Management Pty Ltd (the Austcorp companies)

I am awaiting an update from the Liquidators in relation to the status of the winding up and the prospects for a return to creditors. I understand that the Liquidators have taken steps to require the directors of the Austcorp companies to provide the liquidators with the company's' books and records and other documents. Certain records have recently been received by the Liquidators from the directors.

I continue to liaise with PTAL to ensure that the bank guarantee for the security for costs of \$150,000 provided by the Austcorp companies for the benefit of PTAL will now be recovered for the benefit of FMIF, given FMIF has reimbursed PTAL (which was sued in its capacity as custodian of the FMIF) for its defence costs.

1.3.3 Redemptions and Distributions paid to Class B Unit Holders

I refer to my previous updates to investors and summarise the background as follows:

- Investigations have been undertaken via the PE conducted in 2015 and subsequent thereto in relation to redemptions and distributions paid to the Class B unit holders (the feeder funds) when the Fund had suspended redemptions and distributions to other classes of members.
- Investigations are ongoing in relation to these issues and, in particular, the apparent increase in the Class B members' interest in the Fund as a consequence of the distribution transactions

I summarise developments since my update to investors dated 23 December 2016 as follows:

- During the period, I caused to be filed a statement of claim against certain parties to preserve claims in relation to certain transactions and avoid possible expiration of claims as a consequence of the statute of limitations (to the extent these limitations apply to the claim). This claim has

not yet been formally served on the parties. Further investigations are being finalised and it is expected that shortly the claim will be amended to include additional transactions at which time the claim will be served on the parties.

- Once the claim has been amended and served on the parties, I propose to seek directions from the Court.

I will keep investors updated as to the progress of this claim.

1.3.4 External Valuations

During the period I progressed my investigations into whether the valuations relied on in advancing loans was too high and if there was negligence by the valuer which contributed to the losses. I have not at this stage identified any claims that would be commercial to pursue.

1.3.5 Claim by ASIC against the Directors

I refer to my previous updates to investors and summarise the background as follows:

- ASIC commenced civil penalty proceedings in the Federal Court of Australia in November 2014 against Peter Drake, Francene Mulder, Eghard Van Der Hoven, Simon Tickner and Lisa Darcy. ASIC alleged Mr Drake used his position to gain an advantage for himself and that the other former directors breached their duties for failing to act with the proper degree of care and diligence regarding transactions involving the MPF.
- ASIC discontinued its proceedings as against Mr Tickner and Ms Darcy, which related to their conduct as directors in respect of a loan to Maddison Estate Pty Ltd.
- ASIC's proceedings as it remains as against the other directors concerned a transaction that occurred in 2012 involving the loan to Maddison Estate Pty Ltd.

On 23 December 2016 the decision of the Court was handed down dismissing the proceedings against the other directors. Further details can be found on the ASIC website www.asic.gov.au under media releases. ASIC did not appeal the decision and are now out of time to do so.

1.3.6 Various claim against Guarantors

During the period I progressed a review of the loan book to ascertain if there are any further claims against guarantors capable of commercial recoveries. Two matters are currently the subject of court proceedings with one being the subject of a proposed deed of settlement.

1.3.7 Western Union

Western Union hold funds on account of the FMIF, which represented investor capital distributions returned due to incorrect account details held.

Western Union sought to set off funds held in the FMIF account against alleged liabilities of LMIM in its capacity as RE of other funds, however a confidential commercial settlement has been negotiated. The amount of the claim is approximately \$93,000 (subject to exchange rate fluctuations). While the terms of settlement have been agreed, Western Union requested that the terms be further recorded in a settlement deed. The terms of the draft settlement deed are still being finalised. I am hopeful that this matter can be finalised shortly.

1.3.8 Liquidators of LMIM (FTI Consulting)

a. Application for remuneration approval

I refer to my previous updates to investors and summarise the background as follows:

- FTI filed a Further Amended Originating Application on 16 December 2015 for the determination of their remuneration claimed as liquidators of LMIM in the amount of \$3,098,251.83 for the period from the date of their appointment to 30 September 2015 from assets of the Fund.
- The application was heard on 22 February 2016 and 14 March 2016.
- Judgement is reserved and is yet to be handed down by the Court

Please note that all material filed with the Court in relation to FTI's remuneration claim is available on the websites www.lmfmif.com and www.lminvestmentadministration.com. A copy of the judgement and court order will be uploaded to the websites when handed down.

FTI have not submitted further details of their additional remuneration and costs claimed up to 31 December 2016 and have advised that they are awaiting the outcome of the judgement noted above.

b. Indemnity claim against the Fund

I refer to my previous updates to investors and summarise the background as follows:

- FTI submitted two indemnity claims for \$241,453.54 and \$375,499.78 against the assets of the Fund.
- The first claim of \$241,453.54 relates to legal costs incurred in relation to the appeal of the decision appointing me as receiver to wind up the Fund. This claim has been rejected in full. I consider that the judgement to be handed down in relation to FTI's remuneration application deals with some similar issues.
- In respect of the second claim, I accepted and paid \$84,954.41 (\$93,449.85 less GST of \$8,495.44) (Accepted Claim), rejected \$169,243.26 and deferred \$5,473.59 pending the judgement to be handed down in relation to FTI's remuneration application. The balance of FTI's claim has been withdrawn.
- FTI have made an application to Court challenging my decision to reject their indemnity claim noted above (Indemnity Application).

The hearing of the Indemnity Application has now been set for 8 May 2017 and 9 May 2017. I have applied for judicial advice as to whether I am justified in raising the clear accounts rule in opposition to the Indemnity Application.

c. Claim filed against LMIM (not served)

During the period, I caused LMIM as RE of the FMIF to commence a proceeding against LMIM (Supreme Court of Queensland Proceedings 11560) in relation to certain transactions to avoid possible expiry of the statutory limitation periods for making the claims. This claim has not yet been formally served on LMIM.



In this proceeding, LMIM as RE of the FMIF alleges that, *inter alia*, LMIM breached its duties to members of the FMIF by:

- causing to be paid out of assets of the FMIF management fees in advance of it becoming entitled to payment of same;
- overpaying management fees to itself out of assets of the FMIF;
- causing to be paid to LMA additional fees purportedly for loan management and controllership services; and
- directing payments to be made by the MPF, purportedly in satisfaction of liabilities owed by the MPF to the FMIF, to be paid to itself as RE of the feeder funds.

The amount of these claims has not been finalised, but will likely exceed the amount claimed against assets of the FMIF in the Assigned Loans Claim referred to above.

2. Financial Position of the Fund

The management accounts for the year ending 31 December 2016 are available on the website www.lmfimif.com on the page titled 'Financial Statements & Other Key Documents'.

A summary of the financial position of the Fund as at 31 December 2016 is provided below.

	31 December 2016
ASSETS	\$
Cash and cash equivalents	71,788,873
Receivables	200,408
Loans & Receivables	5,448,657
TOTAL ASSETS	77,437,938
LIABILITIES	
Payables	5,817,625
Distributions payable	1,372,036
Total liabilities excluding net assets attributable to unitholders	7,189,661
NET ASSETS	70,248,277

Fund Assets

The total assets of the Fund as at 31 December 2016 were \$77,437,938.

The balance includes cash at bank of \$71,788,873, interest receivable on term deposits of \$200,408 and net default loans of \$5,448,657. The net default loans balance includes the two remaining real property assets noted at section 1.2 above and cash held in controllership bank accounts.



Fund Liabilities

The total liabilities of the Fund as at 31 December 2016 were \$7,189,661.

The Distributions Payable balance relates to distributions paid prior to the date of the receiver's appointment which have not cleared or were returned unclaimed.

The Payables balance primarily consists of trade creditors, custodian fees, legal fees, receiver's fees and fees and expenses claimed by FTI, which remain unpaid as at 31 December 2016.

Net Assets Attributable to Unit Holders

Net assets attributable to unit holders as at 31 December 2016 were \$70,248,277.

The net assets of the Fund and number of units on issue as at 31 December 2016 and 30 June 2016 is detailed in the table below.

	31 December 2016	30 June 2016
Estimated net amount of assets available to investors as at period end (\$)	70,248,277	71,898,388
Total investor units (# of units)	478,100,386	478,100,386
Estimated net asset amount per unit available to investors as at period end (cents in the dollar)	14.7	15

Investments made in Foreign Currencies

Investigations undertaken by BDO have identified that the number of units held by investors who invested in foreign currencies appears to be incorrectly recorded in the membership records of the FMIF. It appears that when LMIM transferred the member records of the FMIF to a new database in 2010 the number of units of investors who invested in a foreign currency were incorrectly recorded in the new database, by allocating to the investors concerned one unit in the FMIF for each unit of foreign currency invested, rather than one unit in the FMIF for each \$ 1AUD invested (after the foreign currency amount invested had been converted to AUD at the applicable exchange rate) in accordance with the PDS and Constitution. Further investigations are ongoing and appropriate steps, including an application to Court for directions approving the correction of the member records of the FMIF, will be taken to address the issue and to ensure that the member records of the FMIF are accurate.

3. Receipts and Payments of the Fund

The receipts and payments of the Fund, as maintained by the DB Receivers, for the period 1 July to 31 December 2016 is summarised in the table below.

	\$
Receipts	
Interest	899,639
GST received	226,596
Other income	35,331
TOTAL RECEIPTS	1,161,566
Payments	
Bank charges	32
Consultants' fees	26,936
Custodian fees	33,000
Custodian legal fees (Re Austcorp defence)	444,725
DB Receivers' fees	148,358
IT expenses	60,829
Legal fees	1,222,287
Loan draws	22,652
Printing and stationary	17,408
Receiver's fees and disbursements	2,614,280
Record management and storage	5,398
TOTAL PAYMENTS	4,595,905
NET RECEIPTS (PAYMENTS)	(3,434,339)



4. Investor Information

4.1 Estimated Return to Investors

Based on the professional valuations for the properties charged to the Fund, I provide an estimated return to Investors of between 13.6 cents and 14.9 cents per unit as at 28 February 2017, calculated as follows:

Cash at bank	73,237,299	73,237,299
Other assets	211,720	1,426,720
Estimated selling prices of properties to be sold	2,850,000	3,050,000
Estimated Assets Position	76,299,019	77,714,019
Selling costs (estimated 2.5% of sale price)	71,250	76,250
Other unsecured creditors	6,208,901	1,479,836
FTI Fees & legal expenses advised (subject to approval)- refer to Section 1.3.9 for further details - maximum amount shown	4,211,638	4,211,638
Receivers and Managers' fees (DB Receivers)	111,340	111,340
Receivers and Managers' accrued expenses (DB Receivers)	8,666	8,666
Receiver's fees & outlays (BDO) (including controllerships)	505,390	505,390
Receiver's legal fees (BDO)	151,665	151,665
Total Liabilities	11,268,850	6,544,785
Estimated net amount available to investors as at 28 February 2017	65,030,169	71,169,234
Total investor units (as at 31 December 2016)	478,100,386	478,100,386
Estimated return in the dollar	13.6 cents	14.9 cents

Please note that the estimate and prior estimates do not take into account future operating costs and future Receiver's fees or any legal recoveries against borrowers, valuers or other third parties.

In calculating the estimated return to investors, I have also not provided any allowance for the claims filed by the MPF Trustee as the prospects of a successful claim against the Fund is unknown.

4.2 Estimated Unit Price as at 31 December 2016

The estimated unit price as at 31 December is 14.7 cents, which is based on the mid-point of the high and low estimated selling prices of the secured assets as at 31 December 2016.

	\$
Total Value of Fund Assets as at 31 December 2016 (net of land tax and rates)	77,437,938
Less Creditors and Other Payables	7,189,661
Total Net Value of Fund Assets	70,248,277
Total Number of Units	478,100,386
Unit Price	14.7 cents

I attach a copy of a letter confirming the unit price as at 31 December 2016, which may be forwarded to Centrelink to assist with the review of investors' pensions.

4.3 Distributions to Investors

Once the DB Receivers have retired and funds released to me, I will be required to retain certain funds to meet the liabilities of the Fund, including contingent claims that may arise from the auditor claim and Bellpac litigation.

I am also required to seek the directions of the Court before proceeding with the next distribution.

I will update investors as to the expected timing of a distribution as these matters become clearer, however, I am hopeful to be in a position to commence distributions during this calendar year, although it is subject to resolving matters before the court where I cannot necessarily control the timeframe to resolve the issues.

Please note that the distribution to Investors will take place after paying secured creditors, costs, land tax, rates, Receivers fees and the unsecured creditors who rank ahead of Investors' interests.

4.4 Ongoing Reporting to Investors

Reports will be distributed to investors in accordance with the preferred method of correspondence recorded for each investor in the Fund's database. In order to assist in reducing distribution costs, it would be appreciated if investors could nominate an email address as their preferred method to receive correspondence. Investors may update their details as outlined in Section 4.5 below. For those investors that do not have an email address, correspondence will continue to be sent to you via post.

My next report to investors will be issued by 30 June 2017.



4.5 Investors Queries

Arrangements are in place to ensure that any reasonable questions asked by members of the FMIF, about the winding up of the FMIF, will be answered within a reasonable period of time (generally seven days) and without charge to the investor.

For any changes to investors details, please review the Useful Forms/Procedures tab on the website www.lmfimf.com which includes information regarding the following procedures:

- Change of Contact Address/Bank Account Details
- Change of Contact Address/Bank Accounts Details of a Deceased Estate
- Change of Trustee of Self-Managed Super Fund
- Transfer of Unit Holding from a Super Fund/ Trustee Company to Personal Name(s)
- Transfer of Unit Holding from a Deceased Estate to a Sole Survivor
- Transfer from a Deceased Estate to a Beneficiary of an Estate

It is a requirement that advisors or other third parties acting on behalf of Unit Holders are doing so pursuant to a relevant Authority/Power of Attorney. Please ensure that a relevant Authority/Power of Attorney accompanies the abovementioned documents as necessary (if an Authority/Power of Attorney has not previously been provided).

It is preferable that all questions about the winding up, or communications are sent via email to enquiries@lmfimf.com with original documents to be mailed as required to:

BDO
GPO Box 457
Brisbane QLD 4001
Phone: +61 7 3237 5999
Fax: +61 7 3221 9227

5. Receiver's Remuneration and Expenses

There have been six applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 31 October 2016.

The application for the approval of my remuneration for the period 1 May 2016 to 31 October 2016 was heard on 2 December 2016. The Court ordered that my remuneration for this period be fixed in the amount of \$1,119,991.40 (inclusive of GST) in relation to my role as the person responsible for ensuring the FMIF is wound up in accordance with its constitution and \$13,385.35 in relation to the controllerships for the retirement village assets.

A copy of all documentation in relation to my applications can be found on the website www.lmfimf.com.

In addition to the remuneration previously approved by the Court, I calculate that, on a time basis, I have incurred further remuneration of \$498,479.50 plus outlays of \$3,673.25 plus GST from 1 November 2016 to 28 February 2017 plus work undertaken in respect of the controllerships for the retirement village assets of \$3,237.50 plus GST as detailed in the table below and attached summaries.

	Remuneration (GST exclusive) \$	Outlays (GST exclusive) \$
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	498,479.50	3,673.25
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	794.00	-
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	478.00	-
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	804.50	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	466.00	-
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	334.50	-
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Receivers & Managers Appointed) (Controllers Appointed)	360.50	-
Total	501,717.00	3,673.25

The fees for the four months from November 2016 to February 2017 average approximately \$125,000 per month compared to the four months from May to October 2016 of approximately \$183,000 per month.

I anticipate that my next application to Court for the approval of my remuneration will be made in May/June 2017 covering the period 1 November 2016 to 30 April 2017. A copy of my application in this respect will be posted to the website www.lmfimif.com and investors will be notified when this application has been lodged.

6. Actions taken during the period

I provide below a summary of actions taken during the period from 1 July to 31 December 2016:

- Work undertaken in relation to the litigation matters detailed at Section 1.1 and 1.3 of this report, which include, among other things:
 - Progressing the claim against the former auditors regarding the financial statements and compliance plan audits following public examinations held, responding to EY's strike out application of certain parts of our claim, amending the claim and substantial work quantifying the loss suffered by the Fund;

- Preparation of two statements of claim which have been filed against certain parties to preserve claims in relation to certain transactions and avoid possible statutory expiration possibly expiring as a consequence of the statute of limitations;
- Monitoring and providing assistance to the Liquidator of Bellpac regarding the \$8M bond claim and progressing this matter;
- Progressing the claim against the MPF and others;
- Responding to the amended claims filed by the MPF Trustee against the assets of the Fund and investigating counter claims against the MPF
- Pursuing the costs orders against the Austcorp companies and their subsequent winding up
- Review of potential claims against former valuers of property securities for negligence and breach of contract;
- Progressing claims against guarantors.
- Liaising with various parties in relation to the potential for the DB Receiver's retirement;
- Finalising settlement of Western Union's set off claim;
- Dealing with FTI in relation to their claims for indemnity against the assets of the Fund for expenses and costs incurred in their capacity as liquidators of the responsible entity;
- Maintaining the management accounts of the Fund and prepare management accounts for the half year ending 31 December 2016 and for the year ending 30 June 2016;
- Undertaking the investor management function for approximately 4,500 investors including answering queries on the winding up of the Fund and maintaining the investment database, including any change in details or transfer of units;
- Preparing of affidavit and supporting material for an application to Court for approval of the receiver's remuneration for the period 1 May to 31 October 2016;
- Finalising outstanding trading matters from the sale of five retirement villages, including tax compliance issues;
- Investigations into the migration of the Composer investor management database to the AX investor management database and liaising with an IT consultant in relation to proposed correction of membership records in relation to investors that acquired units in foreign currencies;
- Attending to compliance with ASIC's grant of relief from the requirements of a half year review and annual audit of the financial reports and compliance plan;
- Preparation of unit price calculations as at 30 June 2016 and 31 December 2016;
- Preparation of update reports to investors in July, September and December 2016.

7. Actions proposed to be taken in the next 12 months

I provide below a summary of the proposed actions to be taken in the next 12 months in relation to the winding up of the Fund:

- Take steps to finalise the various ongoing litigation matters outlined in this report;
- Sale and settlement of the remaining two real properties outlined at section 1.2 of this report;
- Assess the outcome of the EY strike out application on certain parts of the claim against the former auditors and progress the claim against EY outlined at section 1.3.1 of this report;

- Take steps to determine or resolve the claim regarding the Bellpac bonds and realise this asset as outlined at section 1.3.2 of this report;
- Resist the MPF claim against the proceeds of the Bonds;
- Liaise with the Liquidator of the Austcorp companies to determine the potential for a return in the windings up for the benefit of the Fund as set out in section 1.3.2b of this report;
- Resolve the position in relation to the distributions and redemptions paid to the Feeder Funds;
- Finalise investigations in relation to potential claims against external valuers;
- Finalise all claims against guarantors;
- Obtain a release of funds held by Western Union;
- Resolve or have determined FTI's indemnity claim against the Fund;
- Maintain the accounts of the Fund and prepare management accounts for the year ending 30 June 2017 and half year ending 31 December 2017;
- Resolve the issues relating to the investor units subscribed in foreign currencies in the investor management database, and obtain court approval to correct the member records of the FMIF;
- Maintain the investor management database;
- Obtain approval from the Court to process interim distributions to investors;
- Process interim distributions to investors;
- Report to investors on a quarterly basis;
- Make applications to Court for remuneration approval.

Please note that the timing to finalise some of the above matters will be subject to judgments being handed down by the Court.

8. Actions required to complete the winding up

I provide below a summary of the key actions required to complete the winding up:

- Realise the remaining two real properties;
- Finalise all litigation currently on foot and contemplated;
- Resolve FTI's indemnity claim against the Fund;
- Discharge all liabilities of the Fund;
- Obtain a discharge of the DB security and of the DB Receivers;
- Obtain approval from the Court to process interim distributions and a final distribution to investors;
- Prepare final accounts for the Fund;
- Arrange for an auditor to audit the final accounts of the Fund after the Fund is wound up; and
- Obtain court orders in relation to the finalisation of my role in relation to the Fund.

I anticipate that the winding up of the Fund will be finalised in approximately 18 months, however, this may vary subject to the progression of the outstanding legal matters detailed in this report.

9. Queries

Should unit holders wish to advise of any changes in details or require further information, please contact BDO as follows:



BDO
GPO Box 457
Brisbane QLD 4001
Phone: +61 7 3237 5999
Fax: +61 7 3221 9227
Email: enquiries@lmfmif.com

Yours faithfully

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

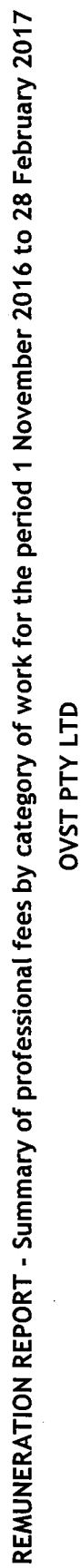
David Whyte
Receiver



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 28 February 2017
LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED)

Employee			Totals			Task Area											
			Rate		Assets		Creditors		Trade On		Investigations		Administration				
	Position		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$			
David Whyte	Partner	580	114.7	66,526.00	54.9	31,842.00	17.3	10,034.00	26.8	15,544.00	0.9	522.00	14.8	8,584.00			
Clark Jarrold	Partner	560	61.3	34,328.00	61.3	34,328.00											
Eric Leeuwendaal	Executive Director	495	393.0	194,535.00	264.2	130,779.00	39.0	19,305.00	12.3	6,088.50	51.1	25,294.50	26.4	13,068.00			
Craig Jenkins	Partner	490	8.1	3,969.00					8.1	3,969.00							
John Somerville	Senior Manager	455	126.4	57,512.00	6.9	3,139.50	56.3	25,616.50	41.5	18,882.50	9.7	4,413.50	12.0	5,460.00			
Julie Pagcu	Senior Manager	385	3.9	1,501.50					3.9	1,501.50							
Julie Pagcu	Senior Manager	375	7.8	2,925.00					7.8	2,925.00							
Aubrey Meek	Senior Accountant II	290	116.4	33,756.00			104.4	30,276.00	5.2	1,508.00			6.8	1,972.00			
Dermot O'Brien	Senior Accountant II	290	93.0	26,970.00			3.1	899.00	89.3	25,897.00	0.6	174.00					
Dermot O'Brien	Senior Accountant II	235	106.1	24,933.50	2.8	658.00	35.4	8,319.00	33.0	7,795.00	32.5	7,637.50	2.4	564.00			
Sarah Cunningham	Team Assistant	200	14.5	2,900.00									14.5	2,900.00			
Ryan Whyte	Undergraduate	165	219.9	36,283.50					1.8	297.00	92.9	15,328.50	13.0	2,145.00			
Andrew Lane	Undergraduate	165	41.0	6,765.00			40.1	6,616.50					0.9	148.50			
Antoinette Fielding	Undergraduate	165	16.0	2,640.00	0.5	82.50	15.5	2,557.50					1.2	192.00			
Nicole Jackson	Team Assistant	160	1.2	192.00													
Brooke Stredl	Team Assistant	130	3.5	455.00	3.5	455.00											
Emma Sheehy	Junior Practice Assistant	115	4.3	494.50	4.3	494.50							21.1	1,793.50			
Maira Hatthigh	Team Assistant	85	21.1	1,793.50													
TOTALS			1,352.2	498,479.50	398.4	201,778.50	423.3	122,156.50	229.7	84,367.50	187.7	53,370.00	113.1	36,827.00			
			GST	49,847.95													
			TOTAL INC GST	548,327.45													
			AVERAGE HOURLY RATE	369	506	289	367	284	326								

Note: All amounts exclude GST unless otherwise noted



Note: All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016
to 28 February 2017**

CAMEO ESTATES LIFESTYLE VILLAGES (LAUNCESTON) PTY LTD

Employee	Position	Rate	Totals		Task Area		
			hrs	\$	Creditors	Administration	\$
John Somerville	Senior Manager	455	0.3	136.50		0.3	136.50
Dermot O'Brien	Senior Accountant II	235	0.2	47.00	0.2		
Sarah Cunningham	Team Assistant	200	0.1	20.00		0.1	20.00
Ryan Whyte	Undergraduate	165	0.7	115.50		0.7	115.50
Andrew Lane	Undergraduate	165	0.2	33.00		0.2	33.00
Maira Hattingh	Team Assistant	85	0.1	8.50		0.1	8.50
TOTALS			1.6	360.50	0.2	1.4	313.50
			GST	36.05			
			TOTAL INC GST	396.55			
			AVERAGE HOURLY RATE	225	235		224

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 28 February 2017

BRIDGEWATER LAKE ESTATE PTY LTD

Employee	Position	Rate	Totals		Task Area			
			hrs	\$	Assets		Administration	
					hrs	\$	hrs	\$
John Somerville	Senior Manager	455	0.7	318.50	0.2	91.00	0.5	227.50
Dermot O'Brien	Senior Accountant II	235	0.2	47.00			0.2	47.00
Sarah Cunningham	Team Assistant	200	0.5	100.00			0.5	100.00
Ryan Whyte	Undergraduate	165	0.8	132.00			0.8	132.00
Andrew Lane	Undergraduate	165	1.1	181.50			1.1	181.50
Maira Hattingh	Team Assistant	85	0.3	25.50			0.3	25.50
TOTALS			3.6	804.50	0.2	91.00	3.4	713.50
			GST	80.45				
			TOTAL INC GST	884.95				
			AVERAGE HOURLY RATE	223		455		210

Note: All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the
period 1 November 2016 to 28 February 2017**

REDLAND BAY LEISURE LIFE DEVELOPMENT PTY LTD

Employee	Position	Rate	Totals		Task Area	
			hrs	\$	Administration	\$
			hrs	\$	hrs	\$
John Somerville	Senior Manager	455	0.1	45.50	0.1	45.50
Dermot O'Brien	Senior Accountant II	235	0.2	47.00	0.2	47.00
Sarah Cunningham	Team Assistant	200	0.3	60.00	0.3	60.00
Ryan Whyte	Undergraduate	165	0.8	132.00	0.8	132.00
Andrew Lane	Undergraduate	165	0.2	33.00	0.2	33.00
Maira Hattingh	Team Assistant	85	0.2	17.00	0.2	17.00
TOTALS			1.8	334.50	1.8	334.50
			GST	33.45		
			TOTAL INC GST	367.95		
			AVERAGE HOURLY RATE	186		
					1.8	186

Note: All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the
period 1 November 2016 to 28 February 2017**

REDLAND BAY LEISURE LIFE PTY LTD

Employee	Position	Rate	Totals		Task Area	
			hrs	\$	hrs	\$
John Somerville	Senior Manager	455	0.3	136.50	0.3	136.50
Dermot O'Brien	Senior Accountant II	235	0.2	47.00	0.2	47.00
Sarah Cunningham	Team Assistant	200	0.5	100.00	0.5	100.00
Ryan Whyte	Undergraduate	165	0.7	115.50	0.7	115.50
Andrew Lane	Undergraduate	165	0.2	33.00	0.2	33.00
Maira Hattingh	Team Assistant	85	0.4	34.00	0.4	34.00
TOTALS			2.3	466.00	2.3	466.00
			GST			
			TOTAL INC GST		512.60	
			AVERAGE HOURLY RATE		203	

Note: All amounts exclude GST unless otherwise noted

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 28 February 2017
PINEVALE VILLAS MORAYFIELD PTY LTD

Employee	Position	Rate	Totals		Task Area			
			hrs	\$	Creditors	Trade On	Administration	\$
David Whyte	Partner	580	0.1	58.00		0.1		58.00
John Somerville	Senior Manager	455	0.2	91.00			0.2	91.00
Dermot O'Brien	Senior Accountant II	235	0.2	47.00	0.2			
Sarah Cunningham	Team Assistant	200	0.5	100.00			0.5	100.00
Ryan Whyte	Undergraduate	165	0.8	132.00			0.8	132.00
Andrew Lane	Undergraduate	165	0.2	33.00			0.2	33.00
TOTALS			2.2	478.00	0.2	0.1	1.9	373.00
			GST	47.80				
			TOTAL INC GST	525.80				
			AVERAGE HOURLY RATE	217	235	580		196

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 November 2016 to 28 February 2017

**LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS
APPOINTED) (RECEIVER APPOINTED)**

Expense Type	Amount (\$ ex GST)
Postage	3,203.22
Write Offs (BRI Only)	146.15
Accommodation	323.88
TOTAL	3,673.25
GST	367.33
TOTAL INC GST	4,040.58

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	David Whyte	Partner	Assets	27/03/2017	0.90	\$522.00	reviewed documentation regarding ownership of lot 260 and caveat lodged against title
BR	John Somerville	Senior Manager	Assets	16/01/2017	0.20	\$91.00	Review of status of lot 260 and follow up prior conveyance for further information in relation to the lot
BR	Aubrey Meek	Senior Accountant II	Assets	13/03/2017	0.60	\$174.00	Investigate issues surrounding Lot 260, Bridgewater Lake Estate on request of Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Assets	13/03/2017	0.30	\$87.00	Investigate issues surrounding Lot 260, Bridgewater Lake Estate on request of Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Assets	13/03/2017	0.50	\$145.00	Investigate issues surrounding Lot 260, Bridgewater Lake Estate on request of Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Assets	14/03/2017	1.20	\$348.00	Investigate archive folders re Option Agreement for Lot 260. Report to Eric Leeuwendal. Draft request to Grace Records accordingly.
BR	Aubrey Meek	Senior Accountant II	Investigation	24/03/2017	0.60	\$174.00	Investigation into Lot 260 and whether LM received compensation for the transfer thereof. Draft file note accordingly.
BR	Aubrey Meek	Senior Accountant II	Investigation	24/03/2017	0.60	\$174.00	Investigation into Lot 260 and whether LM received compensation for the transfer thereof. Draft file note accordingly.
BR	Aubrey Meek	Senior Accountant II	Investigation	24/03/2017	0.80	\$232.00	Investigation into Lot 260 and whether LM received compensation for the transfer thereof. Draft file note accordingly.
BR	Ryan Whyte	Undergraduate	Trade On	20/03/2017	1.60	\$264.00	Review boxes LMI-01690, 01691 and 02072 to find information on the sale of lot 260. Find deed of cross-collateralisation and any documents relating to lot 260. Photo copy documents.
BR	David Whyte	Partner	Administration	21/04/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administration	3/01/2017	0.20	\$91.00	Review of status of water account and email instructions to Andrew Lane regarding same
BR	John Somerville	Senior Manager	Administration	9/01/2017	0.10	\$45.50	Review of outstanding issues to finalise controllership
BR	John Somerville	Senior Manager	Administration	23/01/2017	0.10	\$45.50	Email to the company's previous conveyancer regarding lot 260
BR	John Somerville	Senior Manager	Administration	23/01/2017	0.10	\$45.50	Email to the liquidators of the company regarding steps to finalise the controllership
BR	Dermot O'Brien	Senior Accountant II	Administration	7/11/2016	0.20	\$47.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Sarah Cunningham	Team Assistant	Administration	8/02/2017	0.10	\$20.00	Reconciling account.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.10	\$20.00	Reconciling account to 524 period.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.40	\$80.00	Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.

BR	Sarah Cunningham	Team Assistant	Administration	24/04/2017	0.10	\$20.00	Lodging ASIC form 524. Saving to file and recording in register.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.60	\$99.00	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2017	0.30	\$49.50	Generate WIP listing from APS for Bridgewater Lake Estate. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00	Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Andrew Lane	Undergraduate	Administration	4/01/2017	0.80	\$132.00	Discussion / review of Yarra water account invoices with Sarah as Yarra Water have issued bills for after settlement period. Call to Yarra water regarding bills. Draft file note confirming bills were issued incorrectly and zero balance on account.
BR	Andrew Lane	Undergraduate	Administration	5/01/2017	0.10	\$16.50	Review of approved file note regarding Incorrect Yarra Valley Water Invoices. Scanned in and saved to file. File hard copy.
BR	Molra Hattingh	Team Assistant	Administration	15/11/2016	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	25/11/2016	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	18/01/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	4/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	13/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	18/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	19/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	21/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	26/04/2017	0.10	\$8.50	Filing
Total					11.70	\$3,090.00	

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	David Whyte	Partner	Trade On	23/02/2017	0.10	\$58.00	authorised payment
BR	Ryan Whyte	Undergraduate	Trade On	20/03/2017	0.20	\$33.00	Finding Private ruling document and work papers for Pinevale. Email Eric the documents that I found.
BR	Dermot O'Brien	Senior Accountant II	Creditors	7/11/2016	0.20	\$47.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	David Whyte	Partner	Administration	21/04/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administration	9/01/2017	0.10	\$45.50	Review of outstanding issues to finalise controllership
BR	John Somerville	Senior Manager	Administration	20/01/2017	0.10	\$45.50	Review of schedule of residents and email to the purchaser of the village regarding amount of exit entitlements that remain payable or will become payable to the residents who entered into agreements with the controllers
BR	Sarah Cunningham	Team Assistant	Administration	8/02/2017	0.10	\$20.00	Reconciling account.
BR	Sarah Cunningham	Team Assistant	Administration	16/02/2017	0.20	\$40.00	Organising transfer for funds from Pinevale account to Restricted Working.
BR	Sarah Cunningham	Team Assistant	Administration	20/02/2017	0.20	\$40.00	Entering transfer from SO account to RW account in MYOB. Producing Cheque Req.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.10	\$20.00	Reconciling account to 524 period.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.40	\$80.00	Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.
BR	Sarah Cunningham	Team Assistant	Administration	24/04/2017	0.10	\$20.00	Lodging ASIC form 524. Saving to file and recording in register.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00	Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Molra Hattingh	Team Assistant	Administration	15/11/2016	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	25/11/2016	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	23/03/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	19/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	21/04/2017	0.10	\$8.50	Filing
BR	Molra Hattingh	Team Assistant	Administration	26/04/2017	0.10	\$8.50	Filing
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.60	\$99.00	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2017	0.20	\$33.00	Generate WIP listing from APS for Pinevale Villas. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Sarah Cunningham	Team Assistant	Trade-on	6/04/2017	0.20	\$40.00	Reviewing BAS calculations for FTI period and BDO period to confirm NK calculations included the GST ruling.
BR	Andrew Whittaker	Undergraduate	Trade-on	6/04/2017	0.20	\$33.00	Reviewing BAS ans GST calcs to ensure GST ruling was taken into account and any adjustments made to reflect correct position.
					\$3.90	\$796.00	

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	David Whyte	Partner	Administration	21/04/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administration	9/01/2017	0.10	\$45.50	Review of outstanding issues to finalise controllership
BR	John Somerville	Senior Manager	Administration	20/01/2017	0.10	\$45.50	Review of schedule of residents and email to the purchaser of the village regarding amount of exit entitlements that remain payable or will become payable to the residents who entered into agreements with the controllers
BR	John Somerville	Senior Manager	Administration	20/02/2017	0.10	\$45.50	Review of BAS
BR	Dermot O'Brien	Senior Accountant II	Administration	7/11/2016	0.20	\$47.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Sarah Cunningham	Team Assistant	Administration	17/01/2017	0.20	\$40.00	Reconciling account. Producing BAS calcs, completing BAS, copying and recording in register.
BR	Sarah Cunningham	Team Assistant	Administration	8/02/2017	0.10	\$20.00	Reconciling account.
BR	Sarah Cunningham	Team Assistant	Administration	14/02/2017	0.20	\$40.00	Reviewing / producing banking listing from SO MYOB for ERL
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.10	\$20.00	Reconciling account to 524 period.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.40	\$80.00	Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.
BR	Sarah Cunningham	Team Assistant	Administration	21/04/2017	0.20	\$40.00	Reconciling account. Drafting BAS calcs, reviewing, completing and copying. Collating with supporting docs for review.
BR	Sarah Cunningham	Team Assistant	Administration	24/04/2017	0.10	\$20.00	Lodging ASIC form 524. Saving to file and recording in register.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.60	\$99.00	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2017	0.20	\$33.00	Generate WIP listing from APS for Redland Bay Leisure Life. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00	Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Andrew Whittaker	Undergraduate	Administration	5/04/2017	0.20	\$33.00	Correcting filing that Dermot incorrectly filed.
BR	Maira Hattlingh	Team Assistant	Administration	15/11/2016	0.10	\$8.50	Filing
BR	Maira Hattlingh	Team Assistant	Administration	25/11/2016	0.10	\$8.50	Filing
BR	Maira Hattlingh	Team Assistant	Administration	13/12/2016	0.10	\$8.50	Filing
BR	Maira Hattlingh	Team Assistant	Administration	18/01/2017	0.10	\$8.50	Filing
BR	Maira Hattlingh	Team Assistant	Administration	23/03/2017	0.10	\$8.50	Filing

BR	Molra Hattingh	Team Assistant	Administration	4/04/2017	0.10	\$8.50 Filing
BR	Molra Hattingh	Team Assistant	Administration	19/04/2017	0.10	\$8.50 Filing
BR	Molra Hattingh	Team Assistant	Administration	26/04/2017	0.10	\$8.50 Filing
BR	Sarah Cunningham	Team Assistant	Trade-on	6/04/2017	0.20	\$40.00 Reviewing BAS calculations for FTI period and BDO period to confirm NK calculations included the GST ruling.
BR	Andrew Whittaker	Undergraduate	Trade-on	6/04/2017	0.20	\$33.00 Reviewing BAS as GST calcs to ensure GST ruling was taken into account and any adjustments made to reflect correct position.
				4.30	840.50	

Description Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	Dermot O'Brien	Senior Accountant II	Creditors	7/11/2016	0.20	\$47.00 Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	David Whyte	Partner	Administration	21/04/2017	0.10	\$58.00 reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administration	9/01/2017	0.10	\$45.50 Review of outstanding issues to finalise controllership
BR	John Somerville	Senior Manager	Administration	11/01/2017	0.20	\$91.00 Call from the receivers of the mortgage company regarding their retirement and issues in relation to loan lease agreements entered into by them
BR	Sarah Cunningham	Team Assistant	Administration	8/02/2017	0.10	\$20.00 Reconciling account.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.10	\$20.00 Reconciling account to 524 period.
BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.30	\$60.00 Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.
BR	Sarah Cunningham	Team Assistant	Administration	24/04/2017	0.10	\$20.00 Lodging ASIC form 524. Saving to file and recording in register.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.60	\$99.00 Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2017	0.20	\$33.00 Generate WIP listing from APS for Cameo Estates. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00 Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Molra Hattlingh	Team Assistant	Administration	15/11/2016	0.10	\$8.50 Filing
BR	Molra Hattlingh	Team Assistant	Administration	19/04/2017	0.10	\$8.50 Filing
BR	Molra Hattlingh	Team Assistant	Administration	26/04/2017	0.10	\$8.50 Filing
				2.50	\$552.00	

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	Eric Leeuwendal	Executive Director	Trade On	17/03/2017	0.20	\$99.00	review BAS statements for controllership July 2014 to Sept 2016 to be completed, review LM file for previous work undertaken, discussion with Damian Hicks of BDO tax regarding completing/lodging these BAS's
BR	Aubrey Meek	Senior Accountant II	Trade On	20/03/2017	0.70	\$203.00	Discussion with Ryan Whyte re OVST amended BAS and investigation of Pinevale ATO private tax ruling. Inspect documentation and ATO ruling.
BR	Aubrey Meek	Senior Accountant II	Trade On	20/03/2017	0.60	\$174.00	Discussion with Ryan Whyte re OVST amended BAS and investigation of Pinevale ATO private tax ruling. Inspect documentation and ATO ruling.
BR	Aubrey Meek	Senior Accountant II	Trade On	20/03/2017	0.20	\$58.00	Discussion with Ryan Whyte re OVST amended BAS and investigation of Pinevale ATO private tax ruling. Inspect documentation and ATO ruling.
BR	Aubrey Meek	Senior Accountant II	Trade On	20/03/2017	0.60	\$174.00	Investigate OVST amended BAS and investigation of Pinevale ATO private tax ruling. Inspect documentation and ATO ruling.
BR	Aubrey Meek	Senior Accountant II	Trade On	21/03/2017	1.00	\$290.00	Investigate folders re amended BAS's for Pinevale and inspect work papers to ascertain correctness of amended BAS's for OVST. Collate findings and present to Eric Leeuwendal.
BR	Ryan Whyte	Undergraduate	Trade On	20/03/2017	0.10	\$16.50	Meeting with Aubrey on how to go about amending the BAS' for OVST.
BR	Ryan Whyte	Undergraduate	Trade On	20/03/2017	0.90	\$148.50	Finding Pinevale Villas private ruling, amended BAS's and work papers for the amended BAS's. Use these documents to amend the OVST BAS's using the same method.
BR	Ryan Whyte	Undergraduate	Trade On	24/03/2017	0.60	\$99.00	Viewing Pinevale Villas private ruling, amended BAS's and work papers for the amended BAS's. Use these documents to amend the OVST BAS's using the same method.
BR	Ryan Whyte	Undergraduate	Trade On	24/03/2017	0.50	\$82.50	Viewing Pinevale Villas private ruling, amended BAS's and work papers for the amended BAS's. Use these documents to amend the OVST BAS's using the same method.
BR	Dermot O'Brien	Senior Accountant II	Creditors	7/11/2016	0.20	\$47.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	David Whyte	Partner	Administration	21/04/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administration	1/12/2016	0.20	\$91.00	Review of email from WorkCover insurer re former employee claim, review of file and email to David Whyte regarding same
BR	John Somerville	Senior Manager	Administration	9/01/2017	0.10	\$45.50	Review of outstanding issues to finalise controllership
BR	John Somerville	Senior Manager	Administration	12/01/2017	0.30	\$136.50	Review of outstanding issues in relation to amended BASs and email to Dermot O'Brien regarding same
BR	John Somerville	Senior Manager	Administration	20/01/2017	0.10	\$45.50	Review of schedule of residents and email to the purchaser of the village regarding amount of exit entitlements that remain payable or will become payable to the residents who entered into agreements with the controllers
BR	John Somerville	Senior Manager	Administration	30/01/2017	0.10	\$45.50	Review of outstanding business activity statements
BR	John Somerville	Senior Manager	Administration	20/02/2017	0.10	\$45.50	Review of BAS
BR	John Somerville	Senior Manager	Administration	20/02/2017	0.10	\$45.50	Review of status of BAS lodgements and instructions to Dermot O'Brien regarding same
BR	Aubrey Meek	Senior Accountant II	Administration	3/04/2017	0.20	\$58.00	Discussion with Eric Leeuwendal re amended BAS statements. Draft email to Dale Ludwig re quarterly BAS statements in MYOB.
BR	Aubrey Meek	Senior Accountant II	Administration	21/04/2017	0.30	\$87.00	Investigate query re F524. Discussion with Sarah Cunningham and Ryan Whyte.
BR	Sarah Cunningham	Team Assistant	Administration	18/01/2017	0.20	\$40.00	Reconciling account. Producing BAS calcs, completing BAS, copying and recording in register.
BR	Sarah Cunningham	Team Assistant	Administration	8/02/2017	0.10	\$20.00	Reconciling account. Supply RP in excel.

BR	Sarah Cunningham	Team Assistant	Administration	19/04/2017	0.10	\$20.00 Reconciling account to 524 period.
BR	Sarah Cunningham	Team Assistant	Administration	20/04/2017	0.40	\$80.00 Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.
BR	Sarah Cunningham	Team Assistant	Administration	21/04/2017	0.20	\$40.00 Reconciling account. Drafting BAS calcs, reviewing, completing and copying. Collating with supporting docs for review.
BR	Sarah Cunningham	Team Assistant	Administration	21/04/2017	0.10	\$20.00 Updating 524 regarding amount owed to secured creditor at the date of the accounts.
BR	Sarah Cunningham	Team Assistant	Administration	24/04/2017	0.10	\$20.00 Lodging ASIC form 524. Saving to file and recording in register.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2016	0.60	\$99.00 Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2017	0.30	\$49.50 Generate WIP listing from APS for OVST. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Andrew Lane	Undergraduate	Administration	20/12/2016	0.20	\$33.00 Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Andrew Lane	Undergraduate	Administration	8/03/2017	0.50	\$82.50 Call to ATO to request correct BAS statements.
BR	Andrew Whittaker	Undergraduate	Administration	6/04/2017	0.70	\$115.50 Draft BAS forms for periods Sept 2014 to June 2016. Identified issues with BAS from Sept 15 onwards. Review and finalise BAS for Sept 2014 to June 2015.
BR	Damien Hicks I	Senior Accountant	Administration	10/04/2017	1.90	\$494.00 Assist Andrew & Sarah with queries in relation to historical BAS amendments and information requested from the ATO tax agent portal.
BR	Maira Hattingh	Team Assistant	Administration	15/11/2016	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	25/11/2016	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	13/12/2016	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	14/03/2017	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	21/03/2017	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	23/03/2017	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	13/04/2017	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	19/04/2017	0.10	\$8.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	26/04/2017	0.10	\$8.50 Filing
BR	David Whyte	Partner	Employees	1/12/2016	0.10	\$58.00 reviewed correspondence from consultant engaged to investigate employee compensation claim/sent response
Private Clients	Damien Hicks I	Senior Accountant	Trade-On	27/02/2017	2.00	\$520.00 Complete 7 x monthly BASs requiring amendment as per BRI file note. Amendments due to private taxation ruling for OVST, resulting in \$26k refund. Also identified \$495k credit on the account and advised BRI.
BR	Sarah Cunningham	Team Assistant	Trade-on	6/04/2017	1.20	\$240.00 Reviewing BAS calculations for FTI period and BDO period to confirm NK calculations included the GST ruling.
BR	Sarah Cunningham	Team Assistant	Trade-on	6/04/2017	2.00	\$400.00 Discussion with Eric and Andrew to identify working papers for BAS statement prepared by FTI and if calculations reflected the effects of the private ruling. Review of the OVST hard file and file on system to find work papers.
BR	Sarah Cunningham	Team Assistant	Trade-on	20/04/2017	1.20	\$240.00 Investigating why 524 for current period not balancing. Review previous 524 receipts and payments. Identifying issue and producing a amended 524 for previous period and form 492 request for correction.

BR	Sarah Cunningham	Team Assistant	Trade-on	20/04/2017	0.40	\$80.00	Investigating why 524 for current period not balancing. Review previous 524 receipts and payments. Identifying issue and producing a amended 524 for previous period and form 492 request for correction.
BR	Andrew Whittaker	Undergraduate	Trade-on	6/04/2017	1.20	\$198.00	Reviewing BAS and GST calcs to ensure GST ruling was taken into account and any adjustments made to reflect correct position.
BR	Andrew Whittaker	Undergraduate	Trade-on	6/04/2017	2.20	\$363.00	Discussion with Eric and Sarah to identify work papers for BAS statement prepared by FTI and if this reflected the effects of the private ruling. Review of OVST hard file and file on system to find work papers. Draft file notes.
					23.80	\$5,338.50	

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	Sarah Cunningham	Team Assistant	Assets	19/04/2017	0.10	\$20.00	Reconciling account to 524 period.
BR	David Whyte	Partner	Administratio n	21/04/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	John Somerville	Senior Manager	Administratio n	20/02/2017	0.10	\$45.50	Review of BAS
BR	Dermot O'Brien	Senior Accountant II	Administratio n	7/11/2016	0.20	\$47.00	Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 May to 31 October 2016
BR	Sarah Cunningham	Team Assistant	Administratio n	17/01/2017	0.20	\$40.00	Reconciling account. Producing BAS calcs, completing BAS, copying and recording in register.
BR	Sarah Cunningham	Team Assistant	Administratio n	8/02/2017	0.10	\$20.00	Reconciling account.
BR	Sarah Cunningham	Team Assistant	Administratio n	19/04/2017	0.40	\$80.00	Drafting 524. Reviewing previous 524. Updating remuneration details, reason for awaiting finalisation, amount owing to secured creditor as at date of account.
BR	Sarah Cunningham	Team Assistant	Administratio n	21/04/2017	0.20	\$40.00	Reconciling account. Drafting BAS calcs, reviewing, completing and copying. Collating with supporting docs for review.
BR	Sarah Cunningham	Team Assistant	Administratio n	24/04/2017	0.10	\$20.00	Lodging ASIC form 524. Saving to file and recording in register.
BR	Andrew Lane	Undergraduate	Administratio n	20/12/2016	0.20	\$33.00	Access to APS to export WIP listings for November. Draft pivot table for November.
BR	Maira Hattingh	Team Assistant	Administratio n	15/11/2016	0.10	\$8.50	Filing
BR	Maira Hattingh	Team Assistant	Administratio n	25/11/2016	0.10	\$8.50	Filing
BR	Maira Hattingh	Team Assistant	Administratio n	4/04/2017	0.10	\$8.50	Filing
BR	Maira Hattingh	Team Assistant	Administratio n	19/04/2017	0.10	\$8.50	Filing
BR	Maira Hattingh	Team Assistant	Administratio n	26/04/2017	0.10	\$8.50	Filing
BR	Ryan Whyte	Undergraduate	Administratio n	8/11/2016	0.60	\$99.00	Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 May to 31 October 2016.
BR	Ryan Whyte	Undergraduate	Administratio n	3/04/2017	0.20	\$33.00	Generate WIP listing from APS for Redland Bay Leisure Life Development. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
					3.00	578.00	