

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-82" (pages 201 to 387) to "DW-90" to the Affidavit of DAVID WHITE sworn the 9th
November 2017.

Deponent

CERTIFICATE OF EXHIBIT:
Form 47, R.435

Filed on behalf of the Applicant,
David Whyte

Solicitor/A Justice of the Peace

TUCKER & COWEN
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BR	Aubrey Meek	Senior Accountant Creditors II	24/05/2017	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 Creditors II	24/05/2017	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
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BR	Aubrey Meek	Senior Accountant Creditors II	24/05/2017	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 Creditors II	25/05/2017	0.20	\$58.00	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	Aubrey Meek	Senior Accountant Creditors II	25/05/2017	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 Creditors II	25/05/2017	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 Creditors II	25/05/2017	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 Creditors II	25/05/2017	0.10	\$29.00	Discun with Eric Leeuwendal re meeting with counsel and our solicitors to discuss the strike out decision and issues in considering an appeal, discuss the draft quantification of loss paper additional work to be done and to identify loans to re adjust sample
BR	Aubrey Meek	Senior Accountant Creditors II	25/05/2017	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 Creditors II	25/05/2017	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 Creditors II	25/05/2017	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	25/05/2017	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	25/05/2017	0.10	\$29.00	Discussion with Eric Leeuwendal and Antoinette Fielding regarding the requirement to obtain original transfer forms with changes in unitholding or indemnity form
BR	Aubrey Meek	Senior Accountant II	Creditors	25/05/2017	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	25/05/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/05/2017	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	25/05/2017	0.30	\$87.00	Discussion with Eric Leeuwendal regarding responding to a query from a feeder fund member on capital distributions made to the feeder fund and drafting the response to investor. Discussion with Eloise Carroll accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	25/05/2017	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	29/05/2017	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	30/05/2017	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	31/05/2017	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	31/05/2017	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	31/05/2017	0.10	\$29.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	1/06/2017	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	1/06/2017	0.20	\$58.00	Discn with Eric Leeuwendal re implications of Feeder Funds incorrect conversion issues of foreign investor unit balances from composer to AX, to update the service request for our IT consultant re providing testing and solution to the incorrect conversion
BR	Aubrey Meek	Senior Accountant II	Creditors	1/06/2017	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	1/06/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	1/06/2017	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	1/06/2017	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	1/06/2017	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	2/06/2017	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	6/06/2017	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	6/06/2017	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	6/06/2017	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	8/06/2017	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	13/06/2017	3.50	\$1,015.00	Prepare mailing list for send out of notice to members for remuneration application. Prepare notice to members and arrange printing and email delivery with service suppliers. Discussions with Eric Leeuwendal and Nicole Jackson.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2017	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	13/06/2017	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
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BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2017	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	13/06/2017	0.40	\$116.00	Continue investigation into EY loss of income claim calculations. Draft instructions to Andrew Whittaker re loan summary statements obtained in Composer database.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2017	0.50	\$145.00	Preparation for the latest report to investors. Gather information and draft request for more information required from McGrath Nicol.
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2017	0.40	\$116.00	Meeting with Eric Leeuwendal to go through the email from our solicitors re service of the notice of David Whyte's remuneration application, discussion re steps involved and queries
BR	Aubrey Meek	Senior Accountant II	Creditors	13/06/2017	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	13/06/2017	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	13/06/2017	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 Creditors II	13/06/2017	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant Creditors II	13/06/2017	0.40	\$116.00	Discuss preparation of send out of notice for remuneration application with Eric Leeuwendal. Inform website manager and BDO internal IT consultant re email send-out and website update. Draft instructions accordingly.
BR	Aubrey Meek	Senior Accountant Creditors II	14/06/2017	1.50	\$435.00	Discussions with Eric Leeuwendal re mail out to investors. Investigate reports received from printer and check totals against database mailing list. See to mailing details as required.
BR	Aubrey Meek	Senior Accountant Creditors II	14/06/2017	1.00	\$290.00	Check letters received from printer and perform spotchecks on mail. Arrange pick up from building services.
BR	Aubrey Meek	Senior Accountant Creditors II	14/06/2017	1.40	\$406.00	Serving members the notice of the remuneration application of David Whyte, check numbers against last appln, note small differences and discuss reasons, re-run to test the numbers which confirmed OK. Draft notice to website engineer re updates.
BR	Aubrey Meek	Senior Accountant Creditors II	14/06/2017	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
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BR	Aubrey Meek	Senior Accountant Creditors II	14/06/2017	1.50	\$435.00	Discussions with Eric Leeuwendal re mail out to investors. Investigate reports received from printer and check totals against database mailing list. See to mailing details as required.
BR	Aubrey Meek	Senior Accountant Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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 Creditors II	15/06/2017	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.

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BR	Aubrey Meek	Senior Accountant Creditors II	15/06/2017	1.10	\$319.00	Investigate variance between previous mailing list and current mailing list. Discussion with Alastair Raphael, Eric Leeuwendal and Eloise Carroll.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	2.30	\$667.00	Discussion with Eloise Carroll re investigation into the mailing list and discrepancy with previous list. Investigate discrepancies and update database to correct. Discussion with Eric Leeuwendal accordingly.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	0.30	\$87.00	Discussion with Eloise Carroll re investigation into the mailing list and discrepancy with previous list. Investigate discrepancies and update database to correct. Discussion with Eric Leeuwendal accordingly.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	3.00	\$870.00	Discussion with Eloise Carroll re investigation into the mailing list and discrepancy with previous list. Investigate discrepancies and update database to correct. Discussion with Eric Leeuwendal accordingly.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	0.10	\$29.00	Discussion with Eric Leeuwendal regarding Western Union settlement status and response to investors queries.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	0.20	\$58.00	Draft email to McGrath Nicol requesting information needed to prepare latest report to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	16/06/2017	0.20	\$58.00	Discussion with Eloise Carroll re investigation into the mailing list and discrepancy with previous list.
BR	Aubrey Meek	Senior Accountant Creditors II	19/06/2017	0.50	\$145.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	19/06/2017	0.40	\$116.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	19/06/2017	1.20	\$348.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	19/06/2017	1.80	\$522.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	19/06/2017	0.40	\$116.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	20/06/2017	1.80	\$522.00	Preparing report to investors. Calculating estimated return to investors and update report.
BR	Aubrey Meek	Senior Accountant Creditors II	20/06/2017	0.30	\$87.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.

BR	Aubrey Meek	Senior Accountant II	20/06/2017	1.00	\$290.00	Preparing report to investors. Calculating estimated return to investors and update report.
BR	Aubrey Meek	Senior Accountant II	20/06/2017	0.80	\$232.00	Preparing report to investors. Calculating estimated return to investors and update report.
BR	Aubrey Meek	Senior Accountant II	20/06/2017	0.70	\$203.00	Preparing report to investors. Calculating estimated return to investors.
BR	Aubrey Meek	Senior Accountant II	21/06/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	22/06/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	23/06/2017	1.40	\$406.00	Investigate re investor enquiry to return funds from Western Union once settlement occurred and history of payments withheld.
BR	Aubrey Meek	Senior Accountant II	23/06/2017	0.10	\$29.00	Discussion with Eric Leeuwendal regarding his discussion with our solicitors and preliminary view re investor enquiry to return funds from Western Union once settlement occurred.
BR	Aubrey Meek	Senior Accountant II	23/06/2017	0.20	\$58.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	26/06/2017	1.30	\$377.00	Update report to investors and estimated return to investors calculation.
BR	Aubrey Meek	Senior Accountant II	26/06/2017	0.30	\$87.00	Update report to investors and estimated return to investors calculation.
BR	Aubrey Meek	Senior Accountant II	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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 Creditors II	28/06/2017	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 Creditors II	28/06/2017	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 Creditors II	28/06/2017	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 Creditors II	29/06/2017	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 Creditors II	29/06/2017	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 Creditors II	29/06/2017	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 Creditors II	29/06/2017	0.90	\$261.00	Update report to creditors as per discussed with Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant Creditors II	29/06/2017	0.20	\$58.00	Email Nikola Gibson and IT service provider for the LM website re latest report of investors that needs to be send out on 30 June 2017. Discussion with Eric Leeuwendal accordingly.
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	1.50	\$435.00	Prepare mail out list for report to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	0.20	\$58.00	Prepare email and instructions for LM website service supplier to update recent report to investors.
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	0.20	\$58.00	Inspect investor correspondence and discuss with Antoinette Fielding in regards to an investor wanting to change trustee and updating the change of trustee template and updating letter for change of trustee.
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	0.30	\$87.00	Discussions with Eric Leeuwendal regarding issues in sending out updated investor report by email through external IT contractor, discuss alternatives and agree method to efficiently send the 400 investor's reports via advisers
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	1.60	\$464.00	Lialise with Nikola Gibson, Eric Leeuwendal and LM website service provider re send out of report to investors and updating of the LM website. Check updates and ensure mail sent out to all investors.
BR	Aubrey Meek	Senior Accountant Creditors II	30/06/2017	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 Creditors II	30/06/2017	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 Creditors II	30/06/2017	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 Creditors II	30/06/2017	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 Creditors II	3/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant Creditors II	3/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant Creditors II	3/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant Creditors II	3/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update

BR	Aubrey Meek	Senior Accountant II	Creditors	17/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2017	0.20	\$62.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	18/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	19/07/2017	0.20	\$62.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	20/07/2017	0.20	\$62.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.30	\$93.00	Discussion with Antoinette Fielding and Eric Leeuwendal re request from investor to transfer units in deregistered NZ company. Research NZ Corps Act and instruct to draft letter accordingly.
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Aubrey Meek	Senior Accountant II	Creditors	21/07/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update

BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	23/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
BR	Aubrey Meek	Senior Accountant II	Creditors	24/08/2017	0.20	\$62.00	Prepare letter to investor 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	2/05/2017	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	2/05/2017	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	2/05/2017	0.10	\$20.00	Scanned, Saved and email a letter to an advisor regarding a unit balance of an investors account as per there request.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	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	2/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a deceased estate.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a change of details
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a unit balance.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a unit balance.

BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a unit balance.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	1.00	\$200.00	Amended 5 letters for investors regarding confirmation of a change of trustee and 3 letters regarding a unit balance request by the investors and a letter regarding transfer of units . Access AX to obtain Investor information
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.10	\$20.00	Amended a letter to an investor regarding a unit balance request with Eric Leeuwendal changes
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.20	\$40.00	Located on physical files supporting documentation for a transfer of units for an investor as per their request.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.40	\$80.00	Updated 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	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.70	\$140.00	Prepare ABA file, payment file note, draft payment on Suncorp and updating restricted listing payment spreadsheet for multiple invoices.
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.40	\$80.00	updated 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	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.40	\$80.00	Updated 4 letters to investors regarding the winding up of the Imfmif responding to investor queries .
BR	Eloise Carroll	Accountant II	Creditors	2/05/2017	0.30	\$60.00	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	2/05/2017	0.30	\$60.00	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	2/05/2017	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	2/05/2017	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	2/05/2017	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	2/05/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	1.50	\$300.00	Scanned, saved and Emailed 7 change of details forms, 3 letters regarding confirmation of change of details, 3 letters regarding winding up of LMFMIIF, unit balance and transfer letters for investors
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.10	\$20.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email regarding 2 unit balance letters, 2 transfer letters and a confirmation letter as per the investors request.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.40	\$80.00	Scanned documents and saved to files and database, sent off documents to required investor via email for 2 unit balances letters, 2 transfers letters and confirmation letters.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.40	\$80.00	Scanned documents and saved to files and database, sent off documents to required investor via email for 2 unit balances letters, 2 transfers letters and confirmation letters.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.30	\$60.00	located contact details for investor due to email bouncing back
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	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	3/05/2017	0.30	\$60.00	Updated 4 letters to investor confirming update of details for their investment with the Fund.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.10	\$20.00	Updated a letter to investor in response to their request to transfer units from a Super Fund to their personal name.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.30	\$60.00	Updated 2 letters to investors in relation to a request for a unit holding balance.
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.10	\$20.00	Amended 4 letters to investors regarding confirmation of change of details, a letter to investor regarding a transfer of unit ,2 letters to investors re unit balance and letter to investor regarding a change of details with Eric Leeuwendal's changes
BR	Eloise Carroll	Accountant II	Creditors	3/05/2017	0.10	\$20.00	Review of unread emails sent to the LM enquires 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	4/05/2017	0.10	\$20.00	Review and update investor correspondence register .
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.10	\$20.00	Located email address for investor, one provided was bouncing back
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.20	\$40.00	located postal address for investor due to email bouncing back
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.30	\$60.00	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	4/05/2017	0.10	\$20.00	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	4/05/2017	0.10	\$20.00	Instruction from Andrew Whittaker on a solution for the issue in AX relating to investor mail subscriptions.
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	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	4/05/2017	0.10	\$20.00	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	4/05/2017	0.50	\$100.00	Scanned documents and saved to files and database, sent off documents to required investor via email for 2 confirmation letters,1 letter for unit balance request.
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.10	\$20.00	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	4/05/2017	0.40	\$80.00	Review of correspondence 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	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.40	\$80.00	Review of correspondence from investors in relation to transfer of units of deceased estate requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.20	\$40.00	Locate Documentation on the physical files to facilitate a change of details for an investor as per the investors request.
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	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	4/05/2017	0.20	\$40.00	Update 3 letters to investors confirming update of details for their investment with the Fund with Eric Leeuwendal's changes.
BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	0.20	\$40.00	Update 4 letters to investors in relation to a request for a unit holding balance with Eric Leeuwendal's changes.

BR	Eloise Carroll	Accountant II	Creditors	4/05/2017	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	4/05/2017	0.20	\$40.00	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	5/05/2017	0.20	\$40.00	Phone call from investor's advisor 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	5/05/2017	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	5/05/2017	0.20	\$40.00	Update 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	Eloise Carroll	Accountant II	Creditors	5/05/2017	0.10	\$20.00	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	5/05/2017	0.20	\$40.00	Review payment to lawyers and amend payment for solicitors fees.
BR	Eloise Carroll	Accountant II	Creditors	5/05/2017	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	5/05/2017	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	5/05/2017	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	5/05/2017	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	5/05/2017	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	5/05/2017	0.30	\$60.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. 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	5/05/2017	0.10	\$20.00	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	8/05/2017	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	8/05/2017	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	8/05/2017	0.40	\$80.00	Call from an investor in relation to a request for an updated unit holdings balance and status of the fund. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	8/05/2017	0.10	\$20.00	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	8/05/2017	0.10	\$20.00	Located contact information for investors advisor

BR	Eloise Carroll	Accountant II	Creditors	8/05/2017	0.30	\$60.00	Reviewed Documentation for change of details. Accessed AX and change advisor and address. Upload documentation on AX.
BR	Eloise Carroll	Accountant II	Creditors	8/05/2017	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	8/05/2017	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 for two accounts held by the investor.
BR	Eloise Carroll	Accountant II	Creditors	8/05/2017	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	8/05/2017	0.10	\$20.00	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	8/05/2017	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	Eloise Carroll	Accountant II	Creditors	8/05/2017	0.10	\$20.00	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	8/05/2017	0.20	\$40.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	9/05/2017	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	9/05/2017	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	9/05/2017	0.10	\$20.00	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	9/05/2017	0.30	\$60.00	Update 3 letters to investors confirming update of details for their investment with Eric Leeuwendal's changes
BR	Eloise Carroll	Accountant II	Creditors	9/05/2017	0.30	\$60.00	Phone call from executor of an 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	9/05/2017	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	9/05/2017	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	9/05/2017	0.40	\$80.00	Update 2 letters to investors seeking to update the details for their investment with the Fund with Eric Leeuwendal's changes
BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.30	\$60.00	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	10/05/2017	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	10/05/2017	0.40	\$80.00	Email from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.

BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.50	\$100.00	Prepare a letter to an investor in relation to a request for confirmation of distribution in 2010. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.10	\$20.00	Reviewed Payments from McGrath Nicol and matched with Suncorp payment files upload regarding payments to lawyers, IT and records Management
BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.30	\$60.00	Enter a payment into MYOB regarding payment from a guarantor on an FMIF loan.
BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.10	\$20.00	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	10/05/2017	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	10/05/2017	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	10/05/2017	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	10/05/2017	0.10	\$20.00	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	10/05/2017	0.20	\$40.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	10/05/2017	0.30	\$60.00	Reviewed returned mail and record details in returned mail register. Prepare letters to investors to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.60	\$120.00	meeting with Eric Leeuwendaal to review findings re review of correspondence in Composer to check for hard ship payments out of feeder fund accounts - to assist with responding to counsel for the amended claim against 3rd parties
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.20	\$40.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.30	\$60.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.20	\$40.00	Drafted an email to an investor regarding an email received to write off units in the fund.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.30	\$60.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.20	\$40.00	discussion with investor advisor re queries on the status of litigation matters and timing to finalisation of the winding up of the Fund, discuss queries on transfer of units in superfund
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.10	\$20.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	11/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.10	\$20.00	Prepared a spreadsheet regarding the hardship payments out of feeder funds account and match documentation in composer payouts to assist with responding to counsel for the amended claim against 3rd party

BR	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.40	\$80.00	Reviewed documents on AX to locate word copy of an Anti Money Laundering form for lawyers
BR	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.10	\$20.00	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	12/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.30	\$60.00	Drafted email for an advisor to confirm documentation received and scanned supporting documentation as per their request .
BR	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.20	\$40.00	Drafted an email to SureyIT regarding a problem on composer to review documents
BR	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.10	\$20.00	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	12/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.20	\$40.00	Located documentation on physical files and AX for the transfer of unit for a deceased estate as per executor lawyers request
BR	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	12/05/2017	0.10	\$20.00	Phone call from investor advisor 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	12/05/2017	0.10	\$20.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	15/05/2017	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	15/05/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	15/05/2017	0.10	\$20.00	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	15/05/2017	0.20	\$40.00	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.
BR	Eloise Carroll	Accountant II	Creditors	16/05/2017	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	16/05/2017	0.30	\$60.00	Phone call from advisor requesting documentation for unit balance and status update on the fund
BR	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.40	\$80.00	Reviewed Email from Eric Leeuwendal on the result of the legal proceeding regarding a guarantor on FMIF Loan and review settlement deed for details on the schedule payments and note payment dates
BR	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.20	\$40.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.

BR	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	17/05/2017	0.60	\$120.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	17/05/2017	1.20	\$240.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	18/05/2017	0.20	\$40.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	18/05/2017	0.30	\$60.00	Phone call from investor's accountant in response to a confirmation of their request to transfer units. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	18/05/2017	0.10	\$20.00	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	18/05/2017	0.30	\$60.00	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	18/05/2017	2.00	\$400.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	18/05/2017	0.60	\$120.00	Updated the payment spreadsheet and prepared file notes for the payments and the aba files to be uploaded to Suncorp.
BR	Eloise Carroll	Accountant II	Creditors	19/05/2017	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	19/05/2017	0.30	\$60.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	19/05/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	19/05/2017	0.20	\$40.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	19/05/2017	0.50	\$100.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	22/05/2017	0.30	\$60.00	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	22/05/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	22/05/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	23/05/2017	2.60	\$520.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.30	\$60.00	Phone call from investor in response to their request to transfer units from a company to their personal name. Access AX database to review current investor details and advise.

BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.20	\$40.00	Created a declaration form for a transfer from a superfund to personal name
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.20	\$40.00	Phone call from investor in response to their request to transfer units from a company to their personal name. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.30	\$60.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship paymtns paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.70	\$140.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship paymtns paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	0.50	\$100.00	Phone call from an investor with issue with distribution payments, process of the payments and update on LMFMIIF status. Access AX database to review current details and advise process to update.
BR	Eloise Carroll	Accountant II	Creditors	23/05/2017	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	23/05/2017	0.30	\$60.00	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	23/05/2017	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	23/05/2017	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	24/05/2017	0.10	\$20.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.20	\$40.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	24/05/2017	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	24/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.30	\$60.00	Phone call from adviser regarding document status of investor/email investor regarding same
BR	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	24/05/2017	0.10	\$20.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.20	\$40.00	scanned, saved and emailed declaration for company to change to directors personal names as per the investors request
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.50	\$100.00	review hardship redemption work papers and discussion with Eric Leeuwendal re further work to assist with quantification of the hardship redemptions paid to the feeder funds and the amendment of the claim against 3rd parties

BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	1.50	\$300.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.10	\$20.00	review hardship redemption work papers and discussion with Eloise Carroll re total calculated to assist with quantification of the hardship redemptions paid to the feeder funds and the amendment of the claim against 3rd parties
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.30	\$60.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	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	25/05/2017	0.20	\$40.00	Prepare letter to investor 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	25/05/2017	0.20	\$40.00	Prepare letter to investor 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	25/05/2017	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	25/05/2017	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	25/05/2017	0.30	\$60.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.10	\$20.00	discussion with Eric Leeuwendal and review draft declaration form for company transfer of units, amend to finalise it
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.30	\$60.00	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. Also sent an email to investor confirming no documentation has been received.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.20	\$40.00	Updated the declaration form for a transfer from a company to the directors personal name as per the directors advisor request for the form.
BR	Eloise Carroll	Accountant II	Creditors	25/05/2017	0.30	\$60.00	Phone call to an investors advisor regarding the status of a declaration form for a superfund transfer to the trustee's personal name as per their request.
BR	Eloise Carroll	Accountant II	Creditors	26/05/2017	1.60	\$320.00	Located and reviewed banking records in FMIF archive records for 09 to 13 to identify hardship payments made to the feeder funds. Prepared a spreadsheet to calculate hardship payments paid to respond to counsel for the amended claim against 3rd parties.
BR	Eloise Carroll	Accountant II	Creditors	26/05/2017	0.20	\$40.00	Phone call from investor seeking to update the details for their investment with the Fund and status update of the fund. Access AX database to review current details and advise process to update.
BR	Eloise Carroll	Accountant II	Creditors	26/05/2017	0.30	\$60.00	Phone call from investor regarding the status of LMPMIF fund legal matters and then transfer call to Eric Leeuwendal.
BR	Eloise Carroll	Accountant II	Creditors	26/05/2017	0.40	\$80.00	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	26/05/2017	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	26/05/2017	0.30	\$60.00	Phone call from investor seeking to update the details for their investment with the Fund and status update on the fund. Access AX database to review current details and advise process to update

BR	Eloise Carroll	Accountant II	Creditors	26/05/2017	0.50	\$100.00	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	29/05/2017	0.10	\$20.00	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	29/05/2017	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	29/05/2017	0.20	\$40.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.30	\$60.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.30	\$60.00	Scanned documents and saved to files and AX database
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and database for a transfer of units.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and AX database for a transfer of units.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and AX database
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and AX database for a transfer of units as per the investor request.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and AX database for a change of details as per the investors request.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	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	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a change of details
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email for a change of details
BR	Eloise Carroll	Accountant II	Creditors	29/05/2017	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	29/05/2017	0.30	\$60.00	Updated two 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	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.30	\$60.00	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	30/05/2017	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	30/05/2017	0.20	\$40.00	Call from an investor for seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	30/05/2017	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	30/05/2017	0.30	\$60.00	Update 3 letters to investors seeking to update the details for their investment with the Fund.
BR	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.20	\$40.00	Update a letter to investor confirming update of details for their investment with the Fund.

BR	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.20	\$40.00	Update a letter to investor confirming update of details for their investment with the Fund.
BR	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.20	\$40.00	Update a letter to an investor in relation to a request for a unit holding balance
BR	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.10	\$20.00	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	Eloise Carroll	Accountant II	Creditors	30/05/2017	0.30	\$60.00	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	30/05/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	30/05/2017	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	30/05/2017	0.10	\$20.00	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	30/05/2017	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	30/05/2017	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	30/05/2017	0.30	\$60.00	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	31/05/2017	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 and update on the status of the fund. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	31/05/2017	0.10	\$20.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	31/05/2017	0.40	\$80.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate and status update on the fund. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	1/06/2017	0.10	\$20.00	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	1/06/2017	0.30	\$60.00	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	1/06/2017	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	1/06/2017	0.50	\$100.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Investor also had questions on how to fill out the transfer forms. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	1/06/2017	0.30	\$60.00	Scanned, Save and prepared an email to McGrath Nicol regarding urgent payments for court order to payment of Russell solicitor fees
BR	Eloise Carroll	Accountant II	Creditors	2/06/2017	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	2/06/2017	0.40	\$80.00	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	2/06/2017	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	2/06/2017	0.20	\$40.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	2/06/2017	0.10	\$20.00	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	2/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	2/06/2017	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	2/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	2/06/2017	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	2/06/2017	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	2/06/2017	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	2/06/2017	0.40	\$80.00	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	2/06/2017	0.80	\$160.00	Updated the payment listing spreadsheet. Prepare ABA files for the payments. Upload the payments to Suncorp online banking. Prepare file notes for each payment and print previous invoice
BR	Eloise Carroll	Accountant II	Creditors	5/06/2017	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	5/06/2017	0.80	\$160.00	Updated the payment spreadsheet. Prepared ABA File to upload on Suncorp. Uploaded the ABA file on Suncorp online banking. Prepared Payment file notes.
BR	Eloise Carroll	Accountant II	Creditors	5/06/2017	0.30	\$60.00	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	5/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	5/06/2017	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	5/06/2017	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	5/06/2017	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	5/06/2017	0.10	\$20.00	Prepare email to an investor with the 17th report to investors as per the investor's request.
BR	Eloise Carroll	Accountant II	Creditors	6/06/2017	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	6/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email .

BR	Eloise Carroll	Accountant II	Creditors	6/06/2017	0.10	\$20.00	Emailed Reception regarding the date that the remuneration report is due to be sent to investors and instruction for directing phone calls received.
BR	Eloise Carroll	Accountant II	Creditors	6/06/2017	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	6/06/2017	0.50	\$100.00	Prepare letter to investor 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	6/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	6/06/2017	0.30	\$60.00	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	7/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	7/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	7/06/2017	0.90	\$180.00	Scanned documents and saved to files and database, sent off documents to required investor via email regarding two letters for a change of details, two unit balance and a transfer letter
BR	Eloise Carroll	Accountant II	Creditors	7/06/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	7/06/2017	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	7/06/2017	0.30	\$60.00	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	Eloise Carroll	Accountant II	Creditors	7/06/2017	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	8/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email .
BR	Eloise Carroll	Accountant II	Creditors	8/06/2017	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	8/06/2017	0.30	\$60.00	Prepared the mail list for the update to investors regarding the Receiver's court application for remuneration approval
BR	Eloise Carroll	Accountant II	Creditors	8/06/2017	0.40	\$80.00	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	8/06/2017	0.40	\$80.00	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	8/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	8/06/2017	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	8/06/2017	0.40	\$80.00	Phone call from an investor on how to complete the transfer forms, client details form and declaration. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	8/06/2017	0.20	\$40.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	8/06/2017	0.50	\$100.00	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	8/06/2017	0.60	\$120.00	Prepare letter to investor 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	9/06/2017	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	9/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	9/06/2017	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	9/06/2017	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	12/06/2017	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	12/06/2017	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	12/06/2017	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	12/06/2017	0.60	\$120.00	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	12/06/2017	0.50	\$100.00	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	12/06/2017	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	12/06/2017	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	12/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance. Prepare a letter to an investor in relation to a request for a unit holding balance
BR	Eloise Carroll	Accountant II	Creditors	12/06/2017	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	13/06/2017	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	13/06/2017	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	13/06/2017	0.20	\$40.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	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	13/06/2017	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	13/06/2017	0.20	\$40.00	Emailed an investor's Advisor with all forms to complete a transfer from superfund into personal name
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	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	13/06/2017	0.20	\$40.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	13/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	13/06/2017	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	13/06/2017	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	14/06/2017	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	14/06/2017	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	14/06/2017	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	14/06/2017	0.20	\$40.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	14/06/2017	0.20	\$40.00	Scanned documents and saved to files and database, sent off documents to required investor via email .
BR	Eloise Carroll	Accountant II	Creditors	15/06/2017	0.20	\$40.00	Discussed Investor queries with Aubrey Meek and how to answer the queries about legal matters for investors
BR	Eloise Carroll	Accountant II	Creditors	15/06/2017	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	15/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	15/06/2017	0.40	\$80.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	15/06/2017	0.50	\$100.00	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	15/06/2017	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	15/06/2017	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	15/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	15/06/2017	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	15/06/2017	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	15/06/2017	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	15/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	15/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	15/06/2017	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	15/06/2017	0.50	\$100.00	Prepare letter to investor 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	15/06/2017	1.30	\$260.00	Reviewed the mailing list from 2016 to 2017. Reviewed all changes from 2016 to 2017. Matched all transfer that have occurred within this time frame to the new account that has been created and review the status of the new account
BR	Eloise Carroll	Accountant II	Creditors	16/06/2017	1.40	\$280.00	Reviewed the mailing list from 2016 to 2017. Reviewed all changes from 2016 to 2017. Matched all transfer that have occurred within this time frame to the new account that has been created and review the status of the new account
BR	Eloise Carroll	Accountant II	Creditors	16/06/2017	2.60	\$520.00	Reviewed the mailing list from 2016 to 2017. Reviewed all changes from 2016 to 2017. Matched all transfer that have occurred within this time frame to the new account that has been created and review the status of the new account
BR	Eloise Carroll	Accountant II	Creditors	16/06/2017	2.10	\$420.00	Created a spreadsheet for new investors from 2016 to 2017 for the mail out as per our lawyers instruction. Drafted emails to these investors regarding the court application for remuneration approval
BR	Eloise Carroll	Accountant II	Creditors	16/06/2017	0.90	\$180.00	Created a spreadsheet for all investors not included on Bing mail out listing to be sent the notice of the Receiver's application for the remuneration approval per the lawyers instruction.
BR	Eloise Carroll	Accountant II	Creditors	19/06/2017	1.40	\$280.00	Updated the payment list spreadsheet. Created ABA files for all invoices. Uploaded the payments on to SunCorp online banking. Prepared file notes for all invoices.
BR	Eloise Carroll	Accountant II	Creditors	19/06/2017	0.30	\$60.00	Call from an investor seeking an update on the winding up of the fund and status of all legal claims that the fund is involved in.

BR	Eloise Carroll	Accountant II	Creditors	19/06/2017	0.40	\$80.00	Call from an investor seeking an update on the winding up of the fund and update on the legal matters that LMFIF is involved in .
BR	Eloise Carroll	Accountant II	Creditors	19/06/2017	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	19/06/2017	0.60	\$120.00	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	19/06/2017	0.50	\$100.00	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	20/06/2017	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	20/06/2017	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	20/06/2017	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	20/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	20/06/2017	0.50	\$100.00	Prepare letter to investor 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	20/06/2017	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	20/06/2017	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	20/06/2017	0.30	\$60.00	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	20/06/2017	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	20/06/2017	0.30	\$60.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	20/06/2017	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	21/06/2017	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	21/06/2017	0.30	\$60.00	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	21/06/2017	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	21/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	21/06/2017	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	22/06/2017	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	22/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	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	22/06/2017	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	22/06/2017	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	22/06/2017	0.40	\$80.00	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	22/06/2017	0.40	\$80.00	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	22/06/2017	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	22/06/2017	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	22/06/2017	0.30	\$60.00	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	22/06/2017	0.40	\$80.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name and question about the fund. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	0.40	\$80.00	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	22/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	0.10	\$20.00	Scanned documents and saved to files and database, sent off documents to required investor via email
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	0.10	\$20.00	Scanned documents and saved to files and database, sent off documents to required investor via email
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	0.10	\$20.00	Scanned documents and saved to files and database, sent off documents to required investor via email
BR	Eloise Carroll	Accountant II	Creditors	22/06/2017	0.90	\$180.00	Reviewed, scanned and saved invoices for various suppliers. Prepared an email to McGrath Nicol summarising the invoices to be processed and attached all invoices.
BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.30	\$60.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.30	\$60.00	Call from an advisor seeking an update on the winding up of the fund
BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.50	\$100.00	Updated AX database in relation to transfer of units, closed old account and set up new accounts.

BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.10	\$20.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.40	\$80.00	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	23/06/2017	0.40	\$80.00	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	23/06/2017	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	23/06/2017	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	23/06/2017	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	23/06/2017	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	23/06/2017	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	23/06/2017	0.50	\$100.00	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	23/06/2017	0.30	\$60.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	23/06/2017	0.30	\$60.00	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.30	\$60.00	Scanned, Saved and emailed invoices and payment requests to McGrath Nicol
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.30	\$60.00	Phone Call to McGrath Nicol regarding the payment of custody Fees and the requirements to processes the fees
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.40	\$80.00	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	26/06/2017	0.40	\$80.00	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	26/06/2017	0.40	\$80.00	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	26/06/2017	0.40	\$80.00	Emailled all reports to investors from 2013 to 2017 to an investor as per there request due to the fact the investor has not received any reports over this time
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.30	\$60.00	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	26/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	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	26/06/2017	0.30	\$60.00	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	26/06/2017	0.40	\$80.00	Call from an investor seeking an update on the winding up of the fund.
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.20	\$40.00	Prepared a file note regarding transfer documents received from an advisor and communication with the advisor
BR	Eloise Carroll	Accountant II	Creditors	26/06/2017	0.30	\$60.00	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	26/06/2017	0.40	\$80.00	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	26/06/2017	0.30	\$60.00	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	27/06/2017	0.70	\$140.00	Prepare letters to investors in relation to a request for a unit holding balance and change of details. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	27/06/2017	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	27/06/2017	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	27/06/2017	0.50	\$100.00	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	27/06/2017	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	27/06/2017	0.30	\$60.00	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	27/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	27/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	27/06/2017	0.30	\$60.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	27/06/2017	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	28/06/2017	0.20	\$40.00	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	28/06/2017	0.20	\$40.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	28/06/2017	0.40	\$80.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Eloise Carroll	Accountant II	Creditors	28/06/2017	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	28/06/2017	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	28/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	28/06/2017	0.30	\$60.00	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	28/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	28/06/2017	0.20	\$40.00	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	Eloise Carroll	Accountant II	Creditors	29/06/2017	0.50	\$100.00	Prepare letter to investor 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	29/06/2017	0.40	\$80.00	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	29/06/2017	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	29/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	29/06/2017	0.30	\$60.00	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	29/06/2017	0.30	\$60.00	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	29/06/2017	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.
BR	Eloise Carroll	Accountant II	Creditors	30/06/2017	0.30	\$60.00	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	3/07/2017	0.10	\$21.50	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	Eloise Carroll	Accountant II	Creditors	4/07/2017	0.60	\$129.00	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	5/07/2017	0.30	\$64.50	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	5/07/2017	0.30	\$64.50	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	6/07/2017	0.40	\$86.00	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	6/07/2017	0.40	\$86.00	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	6/07/2017	0.30	\$64.50	Call from an investor seeking an update on the winding up of the fund and status of the legal matters that the fund is involved in .
BR	Eloise Carroll	Accountant II	Creditors	7/07/2017	0.40	\$86.00	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	7/07/2017	0.40	\$86.00	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	7/07/2017	0.40	\$86.00	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.50	\$107.50	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	10/07/2017	0.50	\$107.50	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	10/07/2017	0.20	\$43.00	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	10/07/2017	0.60	\$129.00	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	10/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.10	\$21.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.30	\$64.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.20	\$43.00	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	10/07/2017	0.50	\$107.50	meeting with the LM team to discuss operational issues including, a new email text template to use to send change of details forms to investors, update re use of the anti-money laundering form, procedures for adviser bounced emails and work flow

BR	Eloise Carroll	Accountant II	Creditors	10/07/2017	0.40	\$86.00	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	11/07/2017	0.40	\$86.00	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	11/07/2017	0.40	\$86.00	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	11/07/2017	0.40	\$86.00	Prepare letter to investor 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	11/07/2017	0.60	\$129.00	Created Payment Instruction to assist with the processing of payment of all service providers invoices and to assist with the uploading of all ABA files on SunCorp online banking.
BR	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.40	\$86.00	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	11/07/2017	0.30	\$64.50	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	11/07/2017	0.30	\$64.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.30	\$64.50	Call from an investor seeking an update on the winding up of the fund and on the status of all legal matters .
BR	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.30	\$64.50	Call from an investor seeking an update on the winding up of the fund. and the requesting information about the legal matter.
BR	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.40	\$86.00	Prepare letter to investor 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	11/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	11/07/2017	0.30	\$64.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.40	\$86.00	Reviewed returned mail and record investors details in returned mail register. Prepare letters request new address details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.20	\$43.00	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	12/07/2017	0.30	\$64.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.20	\$43.00	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	12/07/2017	0.50	\$107.50	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	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.30	\$64.50	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.40	\$86.00	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.20	\$43.00	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	12/07/2017	0.30	\$64.50	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	12/07/2017	0.30	\$64.50	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.20	\$43.00	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	13/07/2017	0.30	\$64.50	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.30	\$64.50	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.30	\$64.50	Reviewed returned mail and record investors details in returned mail register. Prepare letters to request new address details.
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.80	\$172.00	Scanned and saved invoices for various suppliers. Reviewed Invoices. Prepared an email to McGrath Nicol attaching all invoice and summarising the invoices
BR	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.40	\$86.00	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	13/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.10	\$21.50	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	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	13/07/2017	0.40	\$86.00	Prepare letter to investor 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	14/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	14/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	14/07/2017	0.40	\$86.00	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	14/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	14/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	14/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	14/07/2017	0.20	\$43.00	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	14/07/2017	0.20	\$43.00	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	17/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	18/07/2017	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	18/07/2017	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	18/07/2017	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Eloise Carroll	Accountant II	Creditors	19/07/2017	0.40	\$86.00	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	21/07/2017	0.20	\$43.00	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	26/07/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	4/08/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	1/09/2017	0.20	\$43.00	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	1/09/2017	0.30	\$64.50	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	Eloise Carroll	Accountant II	Creditors	1/09/2017	0.10	\$21.50	Prepare Email 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	4/09/2017	0.10	\$21.50	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	Eloise Carroll	Accountant II	Creditors	4/09/2017	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review of authorised letter to adviser regarding unit balance request. Scanned in and saved to file. File hard copy. Email to adviser with letter attached. Update investor corro spreadsheet.

BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.10	\$16.50	Review of investor request to update email address. Access to LM to update email address. Screen print old and new email as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.30	\$49.50	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details. Draft letter regarding request. Update investor corro register
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.30	\$49.50	Review of correspondence from investor regarding a change of details request. Access to AX to verify signature. Signature verified & source doc exported from AX. Prepare internal control docs to process request. Access to investor corro register to update
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.30	\$49.50	Review of correspondence from investor RE change of bank details request. Access to AX to verify signature. Signature verified & source doc exported from AX. Prepare internal control docs to process request. Access to investor corro register to update
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.10	\$16.50	Review of investor request to update email address. Access to LM to update email address. Screen print old and new email as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.10	\$16.50	Review of investor request to update email address. Access to LM to update email address. Screen print old and new email as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.40	\$66.00	Review of correspondence from adviser regarding unit balance request and transaction statements for 2 accounts. Access to AX to export transaction statements. Draft letter to adviser RE request. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.10	\$16.50	Review of correspondence from investor regarding a complaint and 17 report to investors. Review of 17 report to investors. Access to AX to identify investor.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.30	\$49.50	Access to AX to export and amend two transaction statement for current unit valuation request from investor.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.40	\$66.00	Review and amendments to 3 letters to investors regarding returned mail.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review of change of details and change of authority request from adviser. Access to AX to verify investor signature. Print signature as source doc. Prepare internal control forms to process requests. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review of change of details and change of authority request from adviser. Access to AX to verify investor signature. Print signature as source doc. Prepare internal control forms to process requests. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.10	\$16.50	Review and amendments to letter to investor regarding queries over 17th report.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review of investor request to change trustee. Access to AX to verify investor signature. Print signature as source doc. Prepare internal control forms to process requests. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Access to AX to verify investor signature. Print signature as source doc. Prepare internal control forms to process requests.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding a request to change trustees.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding a deceased estate and change of details.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.50	\$82.50	Review of approved change of details request. Access to AX to process updates. Screen print updates as source docs. Print all supporting docs for update of details.
BR	Andrew Whittaker	Accountant II	Creditors	2/05/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding change of details request.
BR	Andrew Whittaker	Accountant II	Creditors	3/05/2017	0.40	\$66.00	Review and amendments to 4 letters to investors regarding the progress of the winding up of the fund and a request for transaction statements.
BR	Andrew Whittaker	Accountant II	Creditors	4/05/2017	0.10	\$16.50	Review and amendments to letter to investor regarding query with the 17th report to investors.

BR	Andrew Whittaker	Accountant II	Creditors	4/05/2017	0.20	\$33.00	Access to AX to export 2 transaction statements for an investor.
BR	Andrew Whittaker	Accountant II	Creditors	4/05/2017	0.20	\$33.00	Review of three authorised letters to investors regarding queries with the 17th report to investors. Scanned in and saved to file, filed hard copies. 3 emails to investors.
BR	Andrew Whittaker	Accountant II	Creditors	4/05/2017	0.20	\$33.00	Review of authorised letter to adviser regarding unit balance request. Scanned in and saved to file. file hard copy. Email to adviser. Access to AX to save to system.
BR	Andrew Whittaker	Accountant II	Creditors	5/05/2017	0.40	\$66.00	Access to AX to search for two investor accounts, Search investor files for previous correspondence.
BR	Andrew Whittaker	Accountant II	Creditors	5/05/2017	0.20	\$33.00	Review of correspondence from adviser regarding transfer request. Attempt to call NZ number to confirm account details with adviser.
BR	Andrew Whittaker	Accountant II	Creditors	5/05/2017	0.40	\$66.00	Review and amendments to 4 letters to investors regarding transfer request and change of details requests.
BR	Andrew Whittaker	Accountant II	Creditors	15/05/2017	0.30	\$49.50	Review of correspondence from adviser regarding timing of distributions to investors. Draft letter RE query.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.40	\$66.00	Review of corro from adviser requesting transaction statement as at 30.06.16. Access to AX to identify investor. Request authority from advisor. Export transaction statement. Draft letter RE request and change of details. Update corro register.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.20	\$33.00	Review of correspondence regarding the latest report to investors. Draft response.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.40	\$66.00	Review of corro regarding a deceased investor and change of trustee. Access to AX to identify investment, Draft letter RE deceased estate and change of details. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.50	\$82.50	Review of two change of details request from an adviser. Access to AX to verify signatures. Print signatures as source docs. Draft 2 internal control forms to process request.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.20	\$33.00	Review of correspondence from investor regarding the latest update to investors. Draft response.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.30	\$49.50	Review of investor request for current unit balance and valuation for 2 account holdings. Access to AX to verify investor and export 2 transaction statements. Draft letter to investor RE request. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.30	\$49.50	Review and amendments to 3 letters to investors regarding change of details request and unit balance valuation request.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.30	\$49.50	Review of correspondence to investor to request further information to identify investment. Access to AX to review database for investor. Review and amendments to letter to investor RE above.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding transfer request from SMSF to private holding.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.30	\$49.50	Review and amendments to letter to adviser regarding the latest report to investors and progress of the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.10	\$16.50	Updates to the investor correspondence register.
BR	Andrew Whittaker	Accountant II	Creditors	16/05/2017	0.60	\$99.00	Review and amendments to 5 letters to investors and advisers regarding change of details, unit balance and transfer requests.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.40	\$66.00	Review and amendments to 4 letters to investors regarding current unit balance requests. Print forms relating to requests.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.40	\$66.00	Review and amendments to 3 letters to investors regarding transfer request and current unit balance requests. Draft email to adviser regarding authority to request information.

BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.10	\$16.50	Discussion with Eric Leeuwendal regarding queries on investor correspondence and suggested changes to letters responding to investor queries or change of details requests
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.10	\$16.50	Call to adviser to enquire regarding signatories of a trust with an investment in LMFIF.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.10	\$16.50	Review and amendments to letter to adviser regarding current unit balance request.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.40	\$66.00	Review of corro from investor regarding updated email address and an update on the progress of the winding up of the fund. Draft letter to investor RE requests. Draft confirmation letter to investor for transfer request. Update corro register.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.40	\$66.00	Review of correspondence from adviser regarding docs for a transfer request from a deceased estate. Review LM folders with previous correspondence. Unable to locate Death certificate in correspondence. Call to adviser to request death certificate.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.20	\$33.00	Review of correspondence from adviser regarding change of authority request. Discussion with David Whyte regarding whether the received docs are sufficient to accept.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.30	\$49.50	Review of change of details request from adviser. Issues with signatures on request. Call to adviser to confirm signatories. Unable to contact. Draft email to adviser RE signatory issue.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.20	\$33.00	Review of investor request to update email address. Access to AX to update email address and screen print confirmation.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.20	\$33.00	Review of correspondence from adviser regarding change of details request. Access to AX to review signatories on the account. Draft letter to adviser requesting proof of authority to act and POA.
BR	Andrew Whittaker	Accountant II	Creditors	17/05/2017	0.30	\$49.50	Review and amendments to 3 letters to investors and advisers regarding change of details and transfer requests.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.50	\$82.50	Review of authorised transfer request. Access to AX to process request. Screen print updates and print as source docs. Scanned in processed request and save to file and saved to AX.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.20	\$33.00	discussion with Eric Leeuwendal regarding AX reports to obtain ledger fields for redemptions to assess hardship redemptions if narrated by LM - to assist with the claim against 3rd parties re feeder fund transactions
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.20	\$33.00	Assisted Eloise Carroll in creating a new ABA file creator template.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.20	\$33.00	Review of transfer request from investors. Discussion with Eric regarding issues with documentation received. Scanned in declaration and drafted email to investors requesting proper completion of declaration.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.80	\$132.00	Review of 4 adviser requests with processing issues. Discussion with Eric regarding issues. Draft 2 emails to advisers requesting clarification and further documentation to assist with requests.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.20	\$33.00	Review of correspondence from adviser regarding additional documentation requested to process request. Discussion with Eric Leeuwendal regarding documentation. Prepare request to be processed.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.20	\$33.00	Review of authorised letter to investor regarding confirmation of change of email. Scanned in and saved to file. Emailed to investor. Access to AX to save to system. Update investor correspondence register.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.30	\$49.50	Review of authorised change of details request. Access to AX to updates. Screen print updates and print as source doc. Scanned in processed docs, saved to file. Access to AX to save to system. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	0.30	\$49.50	Review of authorised change of details request. Access to AX to updates. Screen print updates and print as source doc. Scanned in processed docs, saved to file. Access to AX to save to system. Update investor corro register.

BR	Andrew Whittaker	Accountant II	Creditors	18/05/2017	1.50	\$247.50	Review of authorised transfer requests. Access to AX to process requests. Screen print updates and print as source docs. Scanned in processed requests and save to file and saved to AX.
BR	Andrew Whittaker	Accountant II	Creditors	19/05/2017	0.50	\$82.50	Review of authorised transfer request. Access to AX to process request. Screen print updates and print as source docs. Scanned in processed request and save to file and saved to AX.
BR	Andrew Whittaker	Accountant II	Creditors	24/05/2017	0.20	\$33.00	Review of 2 authorised letters to investors regarding queries about the 17th report to investors. Scanned in and saved to file. Sent 2 emails to investors with docs attached.
BR	Andrew Whittaker	Accountant II	Creditors	24/05/2017	0.10	\$16.50	Draft follow up email to adviser requesting additional documents to process transfer request.
BR	Andrew Whittaker	Accountant II	Creditors	24/05/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding a request for transaction statements. Access to Investor correspondence register to update.
BR	Andrew Whittaker	Accountant II	Creditors	24/05/2017	0.10	\$16.50	Review of correspondence from adviser regarding an issue with authority. Print email chain and discuss with Eric.
BR	Andrew Whittaker	Accountant II	Creditors	25/05/2017	0.20	\$33.00	Call from adviser regarding a SMSF transfer request. Draft email to adviser with appropriate forms for transfer.
BR	Andrew Whittaker	Accountant II	Creditors	2/06/2017	0.10	\$16.50	Review of invoice from Grace records. Forward to Eloise Carroll for payment. Review of email from Grace @ MN regarding any further payments for June. Email to Eloise advising her to inform Grace we have one additional payment to go (Grace records)
BR	Andrew Whittaker	Accountant II	Creditors	5/06/2017	0.10	\$16.50	Review of authorised letter to investors regarding confirmation of a transfer request. Scanned in and saved to file. Emailed to investors. Access to investor correspondence register to update.
BR	Andrew Whittaker	Accountant II	Creditors	5/06/2017	0.20	\$33.00	Review of prepared internal docs to process change of details request from adviser. Draft email to adviser to follow up final docs required to process request.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.20	\$33.00	Review and amendments to letter to investor.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	1.60	\$264.00	Access to AX to identify ledger accounts to review a pending payment transaction appearing on a particular investors transaction statement and the source of said payment.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.20	\$33.00	Review of correspondence from adviser regarding a transfer request. Draft email to adviser following up transfer request queries.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.20	\$33.00	Review and amendments to letter to investor regarding change of details request and the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.20	\$33.00	Review of correspondence from adviser regarding a transfer request. Access to AX to verify signature. Print screen signature as source doc and print. Prepare internal control forms to process transfer.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.10	\$16.50	Access to Investor corro register to update.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	0.60	\$99.00	Access to investor corro register to update. Review of LM inbox and investor letters saved to file to identify any request with a completed status.
BR	Andrew Whittaker	Accountant II	Creditors	6/06/2017	1.50	\$247.50	Review and amendments to 6 letters to investors regarding requests to update details. Issues getting into AX to review investor accounts to assist with update requests. Review and amendments to 4 unit balance requests from investors.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.20	\$33.00	meeting with Eric Leeuwendal to assist with the task of reconciling of the receipts and payments of LMIM and LMA to assist with responding to FTI's submissions on the loan management fees re the FTI indemnity claim litigation
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.80	\$132.00	Access to AX to export transaction statement for investor. Review and amendments to letter to investor regarding change of details request. Review of transfer request from adviser, access to AX to verify signature. Prepare internal control docs to process

BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.80	\$132.00	Review and amendments to letter to adviser regarding current unit balance request. Review and amendments to letter from adviser request current unit balances for 11 investors. Review of all accounts and screen print balances as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.60	\$99.00	Review of approved change of details request from adviser. Access to AX to process request and update details. Print screen updates and print as source doc. Scan in all docs and save to system and to file.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.40	\$66.00	Review of approved change of details request from adviser. Access to AX to process request and update details. Print screen updates and print as source doc. Scan in all docs and save to system and to file.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.40	\$66.00	Review of approved change of details request from adviser. Access to AX to process request and update details. Print screen updates and print as source doc. Scan in all docs and save to system and to file.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.30	\$49.50	Draft 4 confirmation letters to investors regarding change of details requests.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.40	\$66.00	Review of approved change of details request from adviser. Access to AX to process request and update details. Print screen updates and print as source doc. Scan in all docs and save to system and to file.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.40	\$66.00	Review of approved change of Trustee request from adviser. Access to AX to process request and update details. Print screen updates and print as source doc. Scan in all docs and save to system and to file.
BR	Andrew Whittaker	Accountant II	Creditors	7/06/2017	0.50	\$82.50	Access to AX to review database for loan valuation reports for various loans required for loss calculation for the claim against EY. Saved valuation reports into Claim folder.
BR	Andrew Whittaker	Accountant II	Creditors	12/06/2017	0.20	\$33.00	Review and amendments to confirmation letter to adviser regarding transfer request. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	12/06/2017	0.20	\$33.00	Review of correspondence from adviser regarding change of details request. Access to AX to verify investor signature. Print signature as source doc. Prepare internal control docs to process transfer.
BR	Andrew Whittaker	Accountant II	Creditors	12/06/2017	0.30	\$49.50	Review of correspondence from investor regarding timeframe for distribution. Access to AX to identify investor. Draft letter RE distribution timeframe.
BR	Andrew Whittaker	Accountant II	Creditors	12/06/2017	0.20	\$33.00	Review and amendments to letter to investor regarding query with the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	12/06/2017	0.30	\$49.50	Review of email from investor RE request to update details. Print email. Access to AX to verify signature. Print signature as source doc. Prepare internal control docs to process transfer. Update investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	13/06/2017	0.30	\$49.50	Call from investor regarding a request for current unit balance valuation. Draft letter RE request. Update investor correspondence register.
BR	Andrew Whittaker	Accountant II	Creditors	13/06/2017	0.40	\$66.00	Review of correspondence from adviser regarding transfer request and associated internal docs. Call to adviser in NZ.
BR	Andrew Whittaker	Accountant II	Creditors	13/06/2017	0.10	\$16.50	Review of authorised letter to investor regarding update on the winding up of the fund. Scanned in and saved to file. emailed to investor.
BR	Andrew Whittaker	Accountant II	Creditors	13/06/2017	0.30	\$49.50	Review of LM Inbox. Delete spam email. Print correspondence to be actioned.
BR	Andrew Whittaker	Accountant II	Creditors	22/06/2017	0.10	\$16.50	Email to investor with anti-money laundering form regarding transfer request.
BR	Andrew Whittaker	Accountant II	Creditors	22/06/2017	0.20	\$33.00	Call from Adviser regarding anti money laundering form.
BR	Andrew Whittaker	Accountant II	Creditors	22/06/2017	0.20	\$33.00	discussion with Eric Leeuwendal regarding anti-money laundering form requirement for transfer of unit requests, peruse legal comments and discussion with our solicitors

BR	Andrew Whittaker	Accountant II	Creditors	22/06/2017	0.60	\$99.00	Review and amendments to 6 letters to investors and advisers regarding current unit balance requests and change of details requests. Access to AX to format and export 2 transaction statements.
BR	Andrew Whittaker	Accountant II	Creditors	22/06/2017	1.10	\$181.50	Review of 5 Authorised change of details requests. Access to AX to update investment accounts. Screen print updates for source docs. Scanned internal processing docs in and saved to system.
BR	Andrew Whittaker	Accountant II	Creditors	23/06/2017	2.00	\$330.00	Review of 6 authorised change of details requests. Access to AX to update details. Print screen changes as source docs and print. Scan internal processing docs in and save to system. Print screen confirmation as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	23/06/2017	0.20	\$33.00	Review of correspondence from adviser regarding anti-money laundering form requirement for SMSF transfers. Draft response email.
BR	Andrew Whittaker	Accountant II	Creditors	23/06/2017	0.50	\$82.50	Review of 2 authorised change of details requests. Access to AX to update details. Print screen changes as source docs and print. Scan internal processing docs in and save to system. Print screen confirmation as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	23/06/2017	0.60	\$99.00	Review of 2 authorised change of details requests. Access to AX to update details. Print screen changes as source docs and print. Scan internal processing docs in and save to system. Print screen confirmation as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	26/06/2017	0.20	\$33.00	Draft confirmation letter to investor regarding change of details request. Access to Investor corro register to update.
BR	Andrew Whittaker	Accountant II	Creditors	26/06/2017	0.50	\$82.50	Review of 2 authorised change of details requests. Access to AX to update investment accounts. Print screen changes as source docs. Scan internal processing docs in and save to AX.
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	1.90	\$313.50	Review of 6 change of details requests. Access to AX to update investment accounts. Print screen changes as source docs. Scan internal processing docs in and save to AX.
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	0.20	\$33.00	Draft confirmation letter to adviser regarding change of details request. Update Investor corro register.
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	0.20	\$33.00	Review of internal processing docs for change of details (Dec Estate) request. Draft new internal processing docs. Review of internal processing docs for change of details request. Access to AX to identify to identify
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	0.50	\$82.50	Review of internal processing docs for change of details request. Access to AX to identify investment and check account history. Export transfer forms from 2012 documenting deceased estate transfer. Draft internal processing docs for change of details
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	0.40	\$66.00	Review of correspondence from adviser regarding transfer request and current unit balance request. Access to AX to identify investment. Draft letter RE request, print all appropriate forms for request.
BR	Andrew Whittaker	Accountant II	Creditors	27/06/2017	0.10	\$16.50	Review and amendments to confirmation letter to adviser regarding change of details request.
BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.10	\$16.50	Call to executor of estate to clarify change of details request.
BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.50	\$82.50	Review of 2 authorised change of details requests (Deceased estates). Access to AX to update investment accounts. Print screen changes as source docs. Scan internal processing docs in and save to AX.
BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.20	\$33.00	Review and amendments to letter to adviser regarding transfer and current unit balance request.
BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.20	\$33.00	Draft letter to executor regarding confirmation of change of details.
BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.20	\$33.00	Review and amendments to 3 letters to advisers and investors regarding current unit balance, change of trustee and transfer requests.

BR	Andrew Whittaker	Accountant II	Creditors	28/06/2017	0.60	\$99.00	Review of 2 authorised change of details requests (Deceased estates). Access to AX to update investment accounts. Print screen changes as source docs. Scan internal processing docs in and save to AX.
BR	Andrew Whittaker	Accountant II	Creditors	29/06/2017	0.20	\$33.00	Draft email to adviser regarding transfer request and Anti-money laundering requirement.
BR	Andrew Whittaker	Accountant II	Creditors	30/06/2017	0.60	\$99.00	Review of change of details request. Access to AX to review account details. Perform NZ company search. print search results. Discussion with Eric RE results. Draft email to investor to clarify whether company holding investment is still registered.
BR	Andrew Whittaker	Accountant II	Creditors	30/06/2017	0.60	\$99.00	Review of authorised transfer request. Access to AX to perform transfer. Screen print updates and print as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	3/07/2017	0.10	\$21.50	Review of email from Eric Leeuwendal regarding correspondence to investors regarding issues with change of details request. Amend drafted email, scan in company extract and attach to email to investors.
BR	Andrew Whittaker	Accountant II	Creditors	3/07/2017	0.20	\$43.00	Review of correspondence from investor regarding change of details request. Prepare internal control forms to process request.
BR	Andrew Whittaker	Accountant II	Creditors	3/07/2017	0.30	\$64.50	Review and amendments to letters to investors regarding change of details requests
BR	Andrew Whittaker	Accountant II	Creditors	5/07/2017	0.10	\$15.50	Review of correspondence from investor regarding issue with change of details request. Email to Eric Leeuwendal regarding same.
BR	Andrew Whittaker	Accountant II	Creditors	6/07/2017	0.30	\$46.50	Review of drafted letter to investor regarding change of details request. Review and amendments to letter to investor regarding additional queries raised
BR	Andrew Whittaker	Accountant II	Creditors	6/07/2017	0.20	\$31.00	Review of drafted internal control forms for change of details request. Discussion with David Whyte regarding change of details request for a deregistered company.
BR	Andrew Whittaker	Accountant II	Creditors	6/07/2017	0.20	\$31.00	Draft email to director of de-registered company regarding change of details and transfer issue.
BR	Andrew Whittaker	Accountant II	Creditors	31/10/2017	1.60	\$344.00	Process investor transfer requests. Access to AX to process requests, print screen changes as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	31/10/2017	0.30	\$64.50	Review and amendments to 3 letters to investors regarding change of details requests.
BR	Andrew Whittaker	Accountant II	Creditors	31/10/2017	3.10	\$666.50	Process investor transfer requests. Access to AX to process requests, print screen changes as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	31/10/2017	2.10	\$451.50	Review and amendments to 13 various investor and adviser requests. Access to AX to update investor email address. Print screen change and export as source doc.
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.20	\$33.00	Call to investor following up an ID request for a change of bank account details
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.20	\$33.00	Reviewed correspondence from our solicitors regarding updated investor forms and procedures
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.40	\$66.00	Reviewed LMFIF inbox and printed off correspondence to action.
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.20	\$33.00	Processing a change of details request from Investor
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.50	\$82.50	Processing Transfer requests. Checking all relevant documentation has been supplied.

BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.40	\$66.00	Regarding a change of trustee, checking all documents provided - need to request a death certificate and will of deceased trustee. Phone call to other trustee, and resulting email correspondence requesting documents.
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.30	\$49.50	Preparing a letter regarding two different matters for two investments under the one account for investor. ID request and information required to process request.
BR	Antoinette Fielding	Undergraduate	Creditors	4/05/2017	0.20	\$33.00	Preparing an ID Request letter for a Change of Bank Details request from investor.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.30	\$49.50	Updating the Investor correspondence register and printing new emails from LM inbox.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Call to Investor regarding a missing form sent to us via email.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Sending off two approved emails by Eric Leeuwendal to advisors/trustees regarding missing forms/ information requests.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Prepared a confirmation of change reply to Advisor. Consulted database to corroborate change has been made. Filled out the investor correspondence register with details
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Prepared a change of details internal form. Checked database to find account/ corroborate that it is the investor who emailed. Filled out the investor correspondence register and printed relevant documentation.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.10	\$16.50	Printed off new forms from investors sent re. our requests for more information to be able to process.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.40	\$66.00	Prepared two change of details requests and searched database for required signatures. Printed relevant docs and filled out the investor register.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Prepared a Transfer request checklist. corroborated signatures from database signature. printed the relevant documents.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.40	\$66.00	Prepared three change of details checklists. Referred to database for signatures to match to forms.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.50	\$82.50	Completed three change of detail requests, printed the relevant supporting documentation.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.10	\$16.50	Printed new Investor correspondence from the LM inbox
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.50	\$82.50	Completed three change of detail requests, printed the relevant supporting documentation.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.90	\$148.50	Scanning in the relevant supporting docs, for the change of details (six) saving documents to the database and our client folder, and screenshotting evidence that the latter occurred. Printing shots and giving the full documents to Eric to check.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.10	\$16.50	Phone call to investor regarding an ID request.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.40	\$66.00	Completed a transfer request, updated the correspondence register, scanned in source documents for change
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Reviewing documents for transfer request - complicated due to multiple investment accounts and the will.
BR	Antoinette Fielding	Undergraduate	Creditors	5/05/2017	0.20	\$33.00	Searching database for advisor enquiry on a bank account- call to advisor to confirm details.
BR	Antoinette Fielding	Undergraduate	Creditors	8/05/2017	0.20	\$33.00	Discussion with Eric Leeuwendal about a deceased estate transfer as they have four accounts but have only transferred two out. Phone call to the investors solicitor to enquire.

BR	Antoinette Fielding	Undergraduate	Creditors	8/05/2017	0.70	\$115.50	Printing/ scanning documents to attach as supporting documents for the numerous transfers/ change of details completed today and Friday. Saving to database, taking a screenshot and printing.
BR	Antoinette Fielding	Undergraduate	Creditors	11/05/2017	0.30	\$49.50	Prepared letter to investor on update of the winding up of the Fund. Access AX database to review current details. Printed and saved to file.
BR	Antoinette Fielding	Undergraduate	Creditors	11/05/2017	0.30	\$49.50	reviewing deceased estate transfer forms and processing same.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.30	\$49.50	Phone call from investor requesting status update on change of details, also enquiry about how to change bank details.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.10	\$16.50	Updated the Investor Correspondence Register and the Investor Phone call log.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.10	\$16.50	Printing new investor correspondence from the LMFIF email inbox
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.20	\$33.00	Scanning, saving and sending off letter to investor
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.30	\$49.50	Searching AX database and then Composer (no signature on AX) to find signature to corroborate signature on transfer form. Preparing checklist for SMSF transfer.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.40	\$66.00	Prepared three SMSF checklists, made sure all correct forms were filled out/ signed. Found signature off database and printed.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.20	\$33.00	Prepared a change of details checklist, found signature on AX database
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.30	\$49.50	Searching for status of request from advisor (confirming checklist/request is with Eric to approve)
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.20	\$33.00	Review of correspondence from investors in relation to a deceased estate 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	15/05/2017	0.40	\$66.00	Phone call to Solicitor regarding deceased estate transfer. Enquiring about knowledge of additional accounts under the estate. Preparing Email with details of additional accounts and forms to fill out to complete transfers.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.30	\$49.50	Confirming status of investor request to update bank details- no response from previous correspondence, draft email for Eric to approve to request the additional documentation needed.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.20	\$33.00	Phone call from investor regarding our request for additional ID.
BR	Antoinette Fielding	Undergraduate	Creditors	15/05/2017	0.20	\$33.00	Editing prepared email correspondence to investor after a return phone call regarding change of details request
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	1.10	\$181.50	Scanning, and sending off nine letters signed by David Whyte to investors. Saving letters to files.
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.20	\$33.00	Printing off investor emails, checking the register for processing status
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.40	\$66.00	Phone call to investor following up past phone call about change of address request. Preparing letter to investor re. Change of details process
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.20	\$33.00	Searching database for past transfer documents to send information to advisor on what documents are needed to reverse the transfer back into a superfund.
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.10	\$16.50	discussion with Eric Leeuwendal regarding query on investor reversal of transaction re transfer of units from super fund to individuals and forms necessary
BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.50	\$82.50	Completed a change of details, prepared letter to investor re. previous phone call to confirm change, and additionally how to change bank account details.

BR	Antoinette Fielding	Undergraduate	Creditors	18/05/2017	0.20	\$33.00	Searching database for past transfer documents to send information to advisor on what documents are needed to reverse the transfer back into a superfund.
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.50	\$82.50	Phone call from investor following up response. Searched filing for signed letter from file. Scanned-in letter and emailed to investor.
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.30	\$49.50	Phone call from investor regarding email bounce back. Confirm email, prepare email to send off
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.30	\$49.50	Phone call from investor confirming email was received. Explained what was in the transaction statements and answered queries regarding same.
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.40	\$66.00	Completing a transfer request. Printing, Scanning, Saving and then printing evidence of saving to database
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.30	\$49.50	Completed a change of details and printed, scanned and saved documentation to database
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.30	\$49.50	Prepared a change of details checklist. Searched database for signatures of the trustees and updated the investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.20	\$33.00	Prepared a confirmation letter for an investor re. advisor request.
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.30	\$49.50	Prepared a Transfer of units letter to advisor, re. reversing a transfer from superfund to personal.
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.20	\$33.00	Completed a change of details - screenshot, printed evidence of change
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.80	\$132.00	Completed six change of details requests- screenshot, printed evidence of change
BR	Antoinette Fielding	Undergraduate	Creditors	19/05/2017	0.60	\$99.00	Making the changes to the new forms for LM transfers and preparing response to investors representatives.
BR	Antoinette Fielding	Undergraduate	Creditors	22/05/2017	0.20	\$33.00	Updating the investor register with correspondence completed Friday.
BR	Antoinette Fielding	Undergraduate	Creditors	22/05/2017	0.20	\$33.00	Searching database to confirm investor who emailed is part of FMIF. Prepared letter to request the investor to complete the change of details form so we can update their contact information.
BR	Antoinette Fielding	Undergraduate	Creditors	22/05/2017	0.20	\$33.00	Sending off emails to investors that were drafted previously.
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.20	\$33.00	Agreeing the LM inbox to the Investor correspondence Register to confirm all emails from the past days are entered and completed
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.30	\$49.50	Prepared and sent off letter to ANZ Advisors. Scanned and Saved to Files
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.40	\$66.00	Completing a Transfer request for an investor
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.60	\$99.00	Completing a transfer request. Longer process as they have two FMIF accounts - need to repeat processes to transfer both accounts.
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.50	\$82.50	Prepared 3 confirmation of changes letters for investors
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.20	\$33.00	Prepared a checklist for a change of details - added additional screenshots from account
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.20	\$33.00	Prepared a letter requesting forms and signature for a change of details request from investor.
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	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	25/05/2017	0.30	\$49.50	Went onto AX database and screenshotted evidence of changes for three different confirmation of changes for investors.

BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	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	25/05/2017	0.30	\$49.50	discussion with Aubrey Meek regarding the requirement to obtain original transfer forms with changes in withholding or indemnity form. From conversation, preparing response to ANZ investors.
BR	Antoinette Fielding	Undergraduate	Creditors	25/05/2017	0.30	\$49.50	Editing letter to the ANZ transferor regarding transfer request proceedings and addressing the enquired legal matters. Scanning in Draft letter and edited letter for Eric Leeuwendaal to approve and forward to David Whyte.
BR	Antoinette Fielding	Undergraduate	Creditors	26/05/2017	0.20	\$33.00	Printing new emails from investor inbox.
BR	Antoinette Fielding	Undergraduate	Creditors	26/05/2017	0.20	\$33.00	Confirmed processing status of investor request per advisor emails.
BR	Antoinette Fielding	Undergraduate	Creditors	26/05/2017	0.60	\$99.00	Completed transfer of units per investor request. Investigating new error message on AX system that no one has seen before.
BR	Antoinette Fielding	Undergraduate	Creditors	26/05/2017	0.20	\$33.00	Printing new email from investor inbox. Preparing checklist for change of details. Accessing the AX database for signature corroboration
BR	Antoinette Fielding	Undergraduate	Creditors	29/05/2017	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. Attached new ID sent through for an ongoing request.
BR	Antoinette Fielding	Undergraduate	Creditors	2/06/2017	1.40	\$231.00	Scanned documents and saved to files and database, sent off 15 correspondence letters to required investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	2/06/2017	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	2/06/2017	0.60	\$99.00	Scanned documents and saved to files and database, sent off remaining of the 15 correspondence letters to required investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	1.10	\$181.50	Saving to file the bounce back emails in the LM inbox after the remuneration sent out last week. Printing off the correspondence from investors to be actioned.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.80	\$132.00	Saving to file the bounce back emails in the LM inbox after the remuneration sent out last week. Printed off 15 additional Investor requests.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.70	\$115.50	Following up investor correspondence that hasn't been processed and preparing correspondence. Searching file for relevant documentation. Updating the Investor Correspondence Register
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.30	\$49.50	Searching LM files for distribution payable tables for investor query.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.30	\$49.50	Preparing email correspondence to advisor, re. distribution enquiry. Discussion with Eric Leeuwendaal.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.20	\$33.00	internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.30	\$49.50	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	19/06/2017	0.20	\$33.00	Printed 9 correspondence from investors to process.
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.20	\$33.00	Prepared letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update

BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.10	\$16.50	discussion with Eric Leeuwendal regarding investor query re distributions paid - review the management accounts to confirm Nov and Dec 2010 distributions were not paid and a worksheet to identify the investors distributions as payable
BR	Antoinette Fielding	Undergraduate	Creditors	19/06/2017	0.20	\$33.00	Flagged and updated the investor correspondence register with follow up messages from investors/ advisors.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.30	\$49.50	Completed two changes of details per investor requests. Took screenshots, printed, and scanned in to save to file
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.40	\$66.00	Prepared two 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. Printed, and saved letters to file
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	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	20/06/2017	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	20/06/2017	0.40	\$66.00	Reviewed two investors emails in relation to a transfer of units requests. Prepared internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.10	\$16.50	Updating the Investor Correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	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	20/06/2017	0.30	\$49.50	Preparing a detailed letter to Public Trustee regarding requested information on an investor.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.10	\$16.50	Discussion with Eric Leeuwendal regarding letter from Public Trustee regarding detailed information for an investor.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.10	\$16.50	Discussion with Eric Leeuwendal regarding email response from an investor querying our comments we are unable to cancel units in the FMIF
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.20	\$33.00	Sorted through the Remuneration report replies from investors and printed the drafted response for EL to edit.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.20	\$33.00	Preparing letters to investors who have replied in regards to the court application for remuneration approval.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.20	\$33.00	Preparing letters to investors who have replied in regards to the court application for remuneration approval.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.20	\$33.00	Phone call to investor regarding change of details.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.40	\$66.00	Preparing letters to 3 investors regarding transfers/ change of details.
BR	Antoinette Fielding	Undergraduate	Creditors	20/06/2017	0.20	\$33.00	Preparing a detailed letter to Public Trustee regarding an account information of an investor.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database & Composer database to check signatures
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.20	\$33.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to confirm details
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	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	26/06/2017	0.50	\$82.50	Prepared four 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	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.20	\$33.00	Following up investor correspondence re. original copies of the transfer forms.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.30	\$49.50	Exporting and printing two transactions statements per investor requests.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.40	\$66.00	Preparing letters to investors regarding court application for remuneration approval.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.30	\$49.50	Phone call to advisor 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	26/06/2017	0.30	\$49.50	Update letters to investors in relation to queries raised regarding court application for remuneration approval.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.30	\$49.50	Review of unread emails sent to the LM enquiries mailbox after Inbox reset. Print emails for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	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	26/06/2017	0.20	\$33.00	Scanning and saving two previously completed changes of details to database.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.40	\$66.00	Prepare a letter to an advisor 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	26/06/2017	0.30	\$49.50	Preparing and sent letter to investor in relation to the timing of distributions from the Fund and unit balance.
BR	Antoinette Fielding	Undergraduate	Creditors	26/06/2017	0.60	\$99.00	Drafting a standard letter to investors related to remuneration queries with additional information for tailored responses.
BR	Antoinette Fielding	Undergraduate	Creditors	27/06/2017	0.30	\$49.50	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	27/06/2017	0.20	\$33.00	discussion with Eric Leeuwendal to finalise 2 draft letters responding to investor queries or issues raised in relation to remuneration application notice sent, make minor changes to the drafts
BR	Antoinette Fielding	Undergraduate	Creditors	27/06/2017	1.80	\$297.00	Preparing eight letters to investors regarding queries raised in respect of remuneration application. Accessing AX to ensure correct investment information on letter.
BR	Antoinette Fielding	Undergraduate	Creditors	27/06/2017	0.60	\$99.00	Scanned 8 investor correspondence letters and saved to files and database, sent off documents to required investor via email .
BR	Antoinette Fielding	Undergraduate	Creditors	27/06/2017	1.30	\$214.50	Reviewing documentation including trust deed of fund in respect of passing of trustee and further information requested to amend or transfer units
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	0.20	\$33.00	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	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	0.30	\$49.50	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	28/06/2017	0.20	\$33.00	Phone call to investor solicitors re request to transfer units from a deceased estate to the beneficiaries of the estate.
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	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 transaction statement
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	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	28/06/2017	0.30	\$49.50	Scanned documents and saved to files and database
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	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	28/06/2017	0.30	\$49.50	Preparing checklist for change of authority. Accessing the AX database to confirm account and unit holdings.
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	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	28/06/2017	0.10	\$16.50	Phone call from advisor, regarding additional forms required for a transfer of deceased estate.
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	0.20	\$33.00	discussion with Eric Leeuwendal regarding responding to email from investor re comments on the Notice of David Whyte's remuneration application, discussion to amend the template letter.
BR	Antoinette Fielding	Undergraduate	Creditors	28/06/2017	0.30	\$49.50	Calculating the total remuneration to date re. advisor request.
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.20	\$33.00	Scanned documents and saved to files and database, sent off documents to required investor via email
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	1.70	\$280.50	Compiling investor correspondence for submission to our solicitors for the affidavit of David Whyte in preparation of his remuneration application hearing. Preparing email for EL with relevant documentation for the solicitors
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	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	29/06/2017	0.10	\$16.50	Scanned letter and saved to files and database, sent off documents to required investor via email
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.40	\$66.00	Downloading transaction statements to include into correspondence to investors per their inquiries.
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	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	29/06/2017	0.60	\$99.00	Scanned four letters to investors and save to file, then sent the correspondence via email or mail
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.50	\$82.50	Scanned three letters and saved to files and database, sent off documents to required investors via email or mail
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.60	\$99.00	Processing a change of address for an account manager requesting the change for three investors, with more than one address. Scanning, saving to file and database the completed checklist and evidence
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.60	\$99.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Accessing AX database to make changes.
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	0.30	\$49.50	Scanned documents and saved to files and database
BR	Antoinette Fielding	Undergraduate	Creditors	29/06/2017	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	29/06/2017	0.50	\$82.50	discussions with Eric Leeuwendal concerning the draft response to an investor that raised a query in response to the Notice of David Whyte's remuneration application, assist to determine the average annual remuneration claimed and finalise the letter

BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.30	\$49.50	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response. Review and update investor correspondence register accordingly. Review of personal emails to see if any further replies from remuneration report came in
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	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	30/06/2017	0.10	\$16.50	Phone call to Investor to confirm Bank Account Details.
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.30	\$49.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update. Updating letter template for change of trustee.
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.50	\$82.50	Phone calls with investor to confirm details to be transferred from the superfund are the same as their superfund as originally stated. Noted new bank account details, sent confirmation email to investor. Printed confirmation and completed change
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.40	\$66.00	Accessing AX database to process two change of details. Prepare letter to investor confirming update of details for their investment with the Fund.
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.30	\$49.50	Accessing AX database to process change of details.
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	0.20	\$33.00	Prepare letter to investor confirming update of details for their investment with the Fund. Accessing AX to take screenshot evidence of files on database for seven different investors.
BR	Antoinette Fielding	Undergraduate	Creditors	30/06/2017	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	30/06/2017	0.10	\$16.50	Conversation with Aubrey Meek in regards to an investor wanting to change trustee and updating the change of trustee template and updating letter for change of trustee.
BR	Antoinette Fielding	Undergraduate	Creditors	3/07/2017	0.20	\$35.00	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	3/07/2017	0.20	\$35.00	Discussion with Eric Leeuwendal regarding enquiry from investor to cancel units, our prior response, our solicitors view on the query and proposed response
BR	Antoinette Fielding	Undergraduate	Creditors	3/07/2017	0.60	\$105.00	Update the LM Investor Correspondence Register and Confirm the processing of emails in the inbox after the LM Inbox was down last week. Move bounce back emails from the report sent out to a separate folder.
BR	Antoinette Fielding	Undergraduate	Creditors	3/07/2017	0.20	\$35.00	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	3/07/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	3/07/2017	0.60	\$105.00	Printing investor email and preparing unit balance letter for multiple accounts re. their enquiry. Accessing the AX server and downloading the two transaction statements and formatting them. Updated the Investor register accordingly
BR	Antoinette Fielding	Undergraduate	Creditors	3/07/2017	1.70	\$297.50	LM Team meeting on all current matters and litigations. Review on what possible outcomes that could happen in the future on litigations. Overall summary of what has happened up to date in the winding up process of the Fund.
BR	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.30	\$52.50	Prepared 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	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.30	\$52.50	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. Review of Mail also.

BR	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.20	\$35.00	Prepare letter to investor 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	4/07/2017	0.20	\$35.00	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	4/07/2017	0.50	\$87.50	Prepare two 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	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.10	\$17.50	Phone call to investor to request original copy of the transfer form for completion of their request.
BR	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.70	\$122.50	Prepare letters to investors seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Antoinette Fielding	Undergraduate	Creditors	4/07/2017	0.40	\$70.00	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	5/07/2017	0.20	\$35.00	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	5/07/2017	0.20	\$35.00	Prepare letter to investor 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	5/07/2017	0.30	\$52.50	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. Downloading two transaction statements from the server.
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.20	\$35.00	Confirming the required documentation to request of investor re. their change of trustee request. Sending off correspondence approved by Eric Leeuwendal.
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.60	\$105.00	Scanned documents and saved to files and database, sent off seven letters to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.20	\$35.00	Phone call to investor regarding instructions for the change of details form.
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.20	\$35.00	Accessed AX database to complete change of details request from investor. Scanned in documents and saved to files.
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.20	\$35.00	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	5/07/2017	1.10	\$192.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	5/07/2017	0.80	\$140.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new email address details. Going through the 600 bounce back emails to identify investors.
BR	Antoinette Fielding	Undergraduate	Creditors	6/07/2017	1.70	\$297.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	6/07/2017	1.30	\$227.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	6/07/2017	0.20	\$35.00	Call from advisor requesting a unit balance.
BR	Antoinette Fielding	Undergraduate	Creditors	6/07/2017	0.50	\$87.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	6/07/2017	2.30	\$402.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	7/07/2017	0.20	\$35.00	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	7/07/2017	0.30	\$52.50	Phone call from Advisor regarding change of details form. Prepared and sent email with the required form.
BR	Antoinette Fielding	Undergraduate	Creditors	7/07/2017	0.70	\$122.50	Prepare letters to two investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and download/ print investor balance and transaction statements. Reviewed documents to confirm authority
BR	Antoinette Fielding	Undergraduate	Creditors	7/07/2017	1.10	\$192.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	7/07/2017	1.80	\$315.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	7/07/2017	2.20	\$385.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	10/07/2017	0.20	\$35.00	Printing 10 change of details forms and attaching to the prepared bounced email letters to investors
BR	Antoinette Fielding	Undergraduate	Creditors	10/07/2017	1.00	\$175.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	10/07/2017	2.60	\$455.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	10/07/2017	2.00	\$350.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register

BR	Antoinette Fielding	Undergraduate	Creditors	10/07/2017	1.20	\$210.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	11/07/2017	0.20	\$35.00	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	11/07/2017	0.30	\$52.50	Prepare a letter to an ANZ 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	Antoinette Fielding	Undergraduate	Creditors	11/07/2017	0.20	\$35.00	Saved correspondence from investor advising new email address to file and changed records of investor in the AX database
BR	Antoinette Fielding	Undergraduate	Creditors	11/07/2017	0.50	\$87.50	Phone call to Perpetual in regards to their unit balance request. Prepare a unit holdings letter. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Undergraduate	Creditors	11/07/2017	0.20	\$35.00	Download two account transaction statements 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	11/07/2017	0.30	\$52.50	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	11/07/2017	1.80	\$315.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	11/07/2017	0.20	\$35.00	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	11/07/2017	0.70	\$122.50	Preparing six emails for EL approval to be sent to investors contacted by telephone regarding their bounced accounts. Receiving approval and sending to investors.
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	0.20	\$35.00	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	12/07/2017	0.80	\$140.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	0.20	\$35.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Updating the investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	0.60	\$105.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	0.20	\$35.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	0.20	\$35.00	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	12/07/2017	0.10	\$17.50	Phone call from investor regarding change of details process.
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	1.40	\$245.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register

BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	1.60	\$280.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	12/07/2017	1.50	\$262.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	13/07/2017	0.20	\$35.00	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	13/07/2017	0.40	\$70.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	13/07/2017	0.60	\$105.00	Review of correspondence from three 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	13/07/2017	2.70	\$472.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	13/07/2017	1.30	\$227.50	Scanned documents and saved to files and database, sent off documents to eight relevant investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	13/07/2017	0.70	\$122.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	13/07/2017	1.40	\$245.00	Scanned documents and saved to files and database, sent off documents to eight investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	0.40	\$70.00	Completing a change of details for two accounts under one investor. taking screenshots of changes and scanning/ saving to file and database
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	1.20	\$210.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	0.80	\$140.00	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	0.50	\$87.50	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	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	0.30	\$52.50	Sent out email correspondence to investor re. their Change of Details request. 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
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	0.10	\$17.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	14/07/2017	1.70	\$297.50	review returned emails after corro sent to investors, record in returned email register, access AX & confirm investor details & if signature specimen held, ph calls with investors for new email details& prepare corro to investors to update register
BR	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.70	\$122.50	Updated the Payment Listing spreadsheet for invoices received. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.

BR	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.40	\$70.00	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	17/07/2017	0.60	\$105.00	Review of correspondence from three 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. Accessing AX database for signature specimen
BR	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.20	\$35.00	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	17/07/2017	0.30	\$52.50	Accessed Composer database to find signature specimen. 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	17/07/2017	0.50	\$87.50	Prepare letters to two 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	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.30	\$52.50	Prepared email for EL to approve in regards to investor query.
BR	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	17/07/2017	0.20	\$35.00	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	19/07/2017	0.20	\$35.00	Two phone calls from Advisors requesting information regarding distribution timing.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.60	\$105.00	Review of unread emails sent to the LM enquiries mailbox and voicemails left by investors. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.60	\$105.00	Reviewing past transactions on Suncorp online banking to check if previously sent items to McGrath Nicol have been uploaded and processed. Updated the Payment Listing spreadsheet for three invoices for outstanding Gadens fees. Created an ABA file.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.30	\$52.50	Call to McGrath Nicol to confirm payments. Re-uploading ABA files to Suncorp for processing.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.40	\$70.00	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. Preparing letter.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet for 5 invoices. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	1.00	\$175.00	Updated the Payment Listing spreadsheet for 5 invoices. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.10	\$17.50	Phone call to advisor seeking to update the details for their clients investment with the Fund. Access AX database to review current details and advise process to update
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.40	\$70.00	Prepared emails to an advisor and an investor with requested forms. got approval, and sent off emails to relevant parties.
BR	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.70	\$122.50	Prepared three 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	Antoinette Fielding	Undergraduate	Creditors	19/07/2017	0.20	\$35.00	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	19/07/2017	0.80	\$140.00	Reviewing eight accounts invoices and checking McGrath Nicol have completed the payments. Accessing Suncorp accounts and searching past transactions.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.20	\$35.00	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	20/07/2017	0.20	\$35.00	Prepared email to advisor re. their request to be exempt from obtaining probate. Brief discussion with Aubrey Meek re. the request.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.20	\$35.00	Preparation of email to McGrath Nicol re. invoices to be paid.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	1.50	\$262.50	Scanning, and sending off payment invoices to McGrath Nicol. Phone calls with McGrath Nicol re. receiving email and other information to do with fund. Scanning invoices with approvals and saving to files.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	1.60	\$280.00	Updating 35 investor correspondence.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.20	\$35.00	Reviewing LM inbox and responding by email to advisor confirming email was received and that requests from the investor was being processed.
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.30	\$52.50	Phone call with Advisor re. unit balance for tax purposes. Accessed AX and confirmed information. Received email from advisor and prepared response for Eric Leeuwendal approval
BR	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	20/07/2017	0.40	\$70.00	Review of correspondence from two 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	20/07/2017	0.20	\$35.00	Phone call with investor re. wrong address and prepare email.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	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	21/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	Phone call from advisor seeking to update the details for their clients investment with the Fund. Access AX database to review current details and advise process to update.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	Phone call from advisor seeking to update the details for their clients investment with the Fund. Access AX database to review current details and advise process to update.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	Review of emails from investors. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	Discussions with Aubrey Meek re. request from investor to transfer units in deregistered NZ company. Research NZ Corps Act and draft letter accordingly.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.50	\$87.50	Reviewing the AML procedures manual in re. ANZ transfer request. Accessing LM server and searching for company AML form.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.40	\$70.00	Reviewing correspondence from McGrath Nicol & Perpetual trustee re. overdue payments. Comparing payment listing spreadsheet to the Suncorp Transactions History to confirm payments have been processed.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	Reviewed Payments prepared by McGrath Nicol with Eloise Carroll to confirm another missed batch of payments.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.60	\$105.00	Reviewing correspondence from McGrath Nicol & Perpetual trustee re. overdue payments. Comparing payment listing spreadsheet to the Suncorp Transactions History to confirm payments have been processed.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	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	21/07/2017	0.20	\$35.00	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. Access AX database for signature specimen.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	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. Prepared email confirming processing of request.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.20	\$35.00	Phone call from advisor in response to their request to transfer units from a superfund to the clients personal name. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.30	\$52.50	Review of correspondence from investor in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access AX database for signature specimen.
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.60	\$105.00	Phone call with Calypso re. missed batch of payments. Prepared email with invoices that are needed to be processed. confirmed ABA's were still on Suncorp
BR	Antoinette Fielding	Undergraduate	Creditors	21/07/2017	0.90	\$157.50	Review of correspondence from four 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. Access AX database for signature specimens.

BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.20	\$35.00	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	24/07/2017	0.70	\$122.50	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. Completed three change of details per investor req.
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.50	\$87.50	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	24/07/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.40	\$70.00	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	24/07/2017	0.20	\$35.00	Phone call to investor re. their unit balance request
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.20	\$35.00	Discussion with Eric Leeuwendal re. unknown pending payment to investor pre appointment.
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.20	\$35.00	Discussion with Eric Leeuwendal re. query from investor on pending payment in her investor account pre appointment and possible reasons for the transaction
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.10	\$17.50	Phone call from Advisor re. distribution timing.
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.40	\$70.00	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	24/07/2017	0.50	\$87.50	Prepare letter to investor re. company de-registration and laws surrounding their claim to the investment.
BR	Antoinette Fielding	Undergraduate	Creditors	24/07/2017	0.40	\$70.00	Discussions with Aubrey Meek re. query from investor on pending payment in her investor account pre appointment and possible reasons for the transaction
BR	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required 3 investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.20	\$35.00	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. Prepare Email correspondence with relevant form.

BR	Antoinette Fielding	Undergraduate	Creditors	25/07/2017	0.20	\$35.00	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	25/07/2017	0.40	\$70.00	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. Discussions with Aubrey Meek re. enquiry from investor.
BR	Antoinette Fielding	Undergraduate	Creditors	26/07/2017	1.50	\$262.50	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	Antoinette Fielding	Undergraduate	Creditors	26/07/2017	0.40	\$70.00	Reviewing voicemail from investor. Phone calls to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update. Reviewing AX for signature specimen.
BR	Antoinette Fielding	Undergraduate	Creditors	26/07/2017	0.20	\$35.00	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	26/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	26/07/2017	0.90	\$157.50	Phone calls to advisor in relation to a request for an updated unit holdings balance. Review investor on the AX and composer databases and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	26/07/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	Prepare letter to investor 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	27/07/2017	0.20	\$35.00	Prepare letter to investor 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	27/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	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	27/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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. Discussions with Eric Leeuwendal and Aubrey Meek.
BR	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	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	27/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.20	\$35.00	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	28/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	Review of correspondence from two 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	Review of correspondence from two 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	Review of correspondence from two 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.20	\$35.00	Prepare letter to investor 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	28/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	28/07/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.30	\$52.50	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Prepare letter to investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.

BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Phone call from investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	Phone call from investor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	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	1/08/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	1/08/2017	0.20	\$35.00	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	1/08/2017	0.20	\$35.00	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	1/08/2017	0.40	\$70.00	Prepare letter to investor 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	1/08/2017	0.30	\$52.50	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	2/08/2017	0.50	\$87.50	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	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.40	\$70.00	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. Downloading Account statements from server.
BR	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.40	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.40	\$70.00	Phone call from advisor seeking to update the details for their clients investment with the Fund. Access AX database to review current details and advise process to update.
BR	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	Review of correspondence from investor in relation to transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	2/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	2/08/2017	0.20	\$35.00	Discussion with Eric Leeuwendal regarding the transfer request for an investor and the exception of using the signatory listing provided as authority
BR	Antoinette Fielding	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	3/08/2017	0.20	\$35.00	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	3/08/2017	0.70	\$122.50	Scanned documents and saved to files, Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to SunCorp online banking. Prepared a file note for the payments.
BR	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	3/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	3/08/2017	0.50	\$87.50	Review of unread emails sent to the LM enquiries mailbox. Prepared four emails to investors regarding next reporting date and how to access information via. website for Eric Leeuwendal approval.
BR	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	Prepare letter to investor 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	3/08/2017	0.20	\$35.00	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	3/08/2017	0.20	\$35.00	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	3/08/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.10	\$17.50	Prepared and sent email approved by Eric Leeuwendal regarding the transfer request for an investor and the exception of using the signatory listing provided as authority
BR	Antoinette Fielding	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	4/08/2017	0.20	\$35.00	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	4/08/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.70	\$122.50	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. Downloaded the four account statements from the LM server.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.20	\$35.00	Prepare letter to investor 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	4/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.30	\$52.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name, and included requested unit balance update. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.20	\$35.00	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	4/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.20	\$35.00	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	4/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.20	\$35.00	Prepare letter to investor 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	4/08/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.20	\$35.00	Prepare letter to investor 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	4/08/2017	0.20	\$35.00	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	4/08/2017	0.30	\$52.50	Prepared and sent 4 emails approved by Eric Leeuwendal to investors re. enquiries in the LM inbox.
BR	Antoinette Fielding	Undergraduate	Creditors	4/08/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.

BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.30	\$52.50	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	8/08/2017	0.30	\$52.50	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	8/08/2017	0.20	\$35.00	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	8/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required four investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	Prepare letter to investor 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	8/08/2017	0.80	\$140.00	Scanned documents and saved to files and database, sent off documents to required 7 investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required 3 investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	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	8/08/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required 4 investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	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	8/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	Prepare letter to investor 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	8/08/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	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	8/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required 2 investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.10	\$17.50	Phone call from advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	8/08/2017	0.20	\$35.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.80	\$140.00	Review of correspondence from four 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.20	\$35.00	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	9/08/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.20	\$35.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	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	10/08/2017	0.20	\$35.00	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	10/08/2017	0.50	\$87.50	Prepared File note reflecting discussions with an advisor. Preparing email for Eric Leeuwendal approval re. outcome.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	Reviewing advisor database and documents in the LM server to understand processes for portfolio transfers.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	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	10/08/2017	0.30	\$52.50	Prepare a letter to an investor in relation to a request for a unit holding balance and change of details information. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	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	10/08/2017	0.20	\$35.00	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	10/08/2017	0.20	\$35.00	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	10/08/2017	0.40	\$70.00	discussions with Eric Leeuwendal regarding queries from an investor wishing to transfer unitholding to a nominee company, review the correspondence and the changes proposed, amend the declaration form for a custodian
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	Phone call from advisor in response to their request to transfer units between portfolios. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	further discussions with Eric Leeuwendal regarding queries from an investor wishing to transfer unitholding to a nominee company, review the AX investor account and set up of the portfolio and discuss proposed way forward
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	Phone call to advisor in response to their request to transfer units between portfolios. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	Reviewing advisor database and documents in the LM server to understand processes for portfolio transfers.
BR	Antoinette Fielding	Undergraduate	Creditors	11/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	11/08/2017	0.30	\$52.50	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	11/08/2017	0.80	\$140.00	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	11/08/2017	0.20	\$35.00	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	11/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	11/08/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	Prepare letter to investor 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	15/08/2017	0.40	\$70.00	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. reviewing voicemails left on Monday.
BR	Antoinette Fielding	Undergraduate	Creditors	15/08/2017	0.40	\$70.00	Review of correspondence from two investors in relation to 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	15/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	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	15/08/2017	0.20	\$35.00	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	17/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.60	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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	17/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	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	17/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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	17/08/2017	0.20	\$35.00	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	17/08/2017	0.70	\$122.50	Review of ANZ correspondence in relation to their transfer of units request. Discussions with Eric Leeuwendal re. Transfer form completion by parties. Prepare Email to ANZ party.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.30	\$52.50	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	18/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.20	\$35.00	Prepare letter to investor 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	18/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.40	\$70.00	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	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.40	\$70.00	Phone call from advisor 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	18/08/2017	0.20	\$35.00	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	18/08/2017	0.20	\$35.00	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	18/08/2017	0.40	\$70.00	Review investors request 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. Phone call to request additional forms

BR	Antoinette Fielding	Undergraduate	Creditors	18/08/2017	0.30	\$52.50	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. Reviewing received postal mail.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.50	\$87.50	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. Reviewing voicemails from Monday also.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	Reviewing and forwarding correspondence from investor to Eric Leeuwendal re. bounced distributions enquiry. Preparing response.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	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	22/08/2017	0.20	\$35.00	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. Update phone register
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	Prepare letter to investor 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	22/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	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	22/08/2017	0.20	\$35.00	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	22/08/2017	0.30	\$52.50	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. Access AX database and complete the changes
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	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	22/08/2017	0.30	\$52.50	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	22/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	22/08/2017	0.20	\$35.00	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	24/08/2017	0.40	\$70.00	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	24/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	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. Access AX database and complete the changes
BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.30	\$52.50	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	24/08/2017	0.20	\$35.00	Prepare letter to investor 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	24/08/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.30	\$52.50	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	24/08/2017	0.20	\$35.00	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	24/08/2017	0.20	\$35.00	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	24/08/2017	0.20	\$35.00	Preparing letter to DBS to confirm that the newest bank account information provided is correct.
BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	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	24/08/2017	0.70	\$122.50	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	Prepare a letter to an advisor in relation to a request for a unit holding balance for two separate investors. Log onto AX investor management database, search for investor and print investor balance. Phone call to advisor to confirm requested accounts
BR	Antoinette Fielding	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	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	24/08/2017	0.30	\$52.50	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	25/08/2017	0.10	\$17.50	discussion with Eric Leeuwendal re wholesale platforms and query from investor re change of details, discussion re perusal of the documents identified and discuss further investigations needed
BR	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.20	\$35.00	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	25/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.20	\$35.00	Prepare letter to investor 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	25/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.10	\$17.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.20	\$35.00	Prepare letter to investor 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	25/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.20	\$35.00	Review of unread emails sent to the LM enquires 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	25/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	25/08/2017	0.20	\$35.00	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	25/08/2017	0.20	\$35.00	Prepare letter to investor 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	29/08/2017	0.20	\$35.00	Prepare letter to investor 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	29/08/2017	0.20	\$35.00	Prepare letter to investor 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	29/08/2017	0.30	\$52.50	Review of unread emails sent to the LM enquires 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	29/08/2017	0.20	\$35.00	Review of voicemails from Investors. Access AX to confirm details & prepare requested information to call back.
BR	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.10	\$17.50	Review of voicemails from Investors. Access AX database to confirm details & prepare requested information to call back.
BR	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.50	\$87.50	Reviewing director emails exporting from LM server
BR	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.40	\$70.00	Reviewing director emails exporting from LM server
BR	Antoinette Fielding	Undergraduate	Creditors	29/08/2017	0.30	\$52.50	Discussion with Eric Leeuwendal to clarify access to LM server systems issues and email to SuretyIT. Prepared and sent to Eric.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	1.20	\$210.00	Reviewing AX for Service Level agreements/ contracts for platforms
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	Review of unread emails sent to the LM enquires 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	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.60	\$105.00	discussion with Eric Leeuwendal re investigation of documents on the LM servers to understand change in strategy by LM from hold to sell in around 2010/2011 to assist with updating of the hypothetical receivership assessment for a loan as reqd by counsel
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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	30/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	Prepare letter to investor 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	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.50	\$87.50	Update the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to SunCorp online banking. Prepared a file note for the payments.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	30/08/2017	0.30	\$52.50	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	1/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	1/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	1/09/2017	0.20	\$35.00	Review of investor correspondence/requests forwarded from Andrew Whittaker.
BR	Antoinette Fielding	Undergraduate	Creditors	1/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.30	\$52.50	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	5/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.10	\$17.50	discussion with Eric Leeuwendal re updating the work papers on valuers used by LM and research on national valuer firms to assist with the claim against EY
BR	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.20	\$35.00	Prepare letter to investor 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	5/09/2017	0.20	\$35.00	Prepare letter to investor 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	5/09/2017	0.20	\$35.00	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. Access AX database and complete the changes
BR	Antoinette Fielding	Undergraduate	Creditors	5/09/2017	0.50	\$87.50	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	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	Prepare letter to investor 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	6/09/2017	0.20	\$35.00	Prepare letter to investor 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	6/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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	6/09/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	6/09/2017	0.20	\$35.00	Prepare letter to investor 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	6/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	6/09/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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	7/09/2017	0.20	\$35.00	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	7/09/2017	0.20	\$35.00	Reviewing new mail from investors.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.70	\$122.50	Review of information re. Investor pending payment investigation. prepare letter for DW to approve.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	7/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	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	8/09/2017	1.70	\$297.50	Review of correspondence from eight 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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.40	\$70.00	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	8/09/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	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	8/09/2017	0.30	\$52.50	Review of correspondence from two 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	8/09/2017	0.20	\$35.00	Prepare letter to investor 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	12/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	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	12/09/2017	0.20	\$35.00	Prepare letter to investor 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	12/09/2017	0.20	\$35.00	Prepare letter to investor 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	12/09/2017	0.20	\$35.00	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	12/09/2017	0.20	\$35.00	Prepare letter to investor 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	12/09/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details. Exporting transaction statements as requested by advisor.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	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	12/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	Prepare letter to investor 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	12/09/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	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	12/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	12/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	Prepare letter to investor 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	13/09/2017	0.20	\$35.00	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	13/09/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	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. Updated the Investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	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	13/09/2017	0.30	\$52.50	Call from an investor/advisor seeking an update on the winding up of the fund. updated investor correspondence register - reviewed accounts on AX.

BR	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.20	\$35.00	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. Updated the Investor correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.60	\$105.00	Review of correspondence from 3 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.30	\$52.50	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	15/09/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.20	\$35.00	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	15/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	15/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.40	\$70.00	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	20/09/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	Review of mail. Prepare letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.30	\$52.50	Discussions with Ainsley Watt regarding Director Emails exporting from the LM servers. Exploring file locations for processing.
BR	Antoinette Fielding	Undergraduate	Creditors	20/09/2017	0.30	\$52.50	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	20/09/2017	0.30	\$52.50	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	20/09/2017	0.20	\$35.00	Prepare letter to investor 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	21/09/2017	0.20	\$35.00	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	21/09/2017	0.20	\$35.00	Prepare letter to investor 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	21/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	21/09/2017	0.40	\$70.00	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	21/09/2017	0.20	\$35.00	Review of voicemail left by investor. 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	Antoinette Fielding	Undergraduate	Creditors	21/09/2017	0.30	\$52.50	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. Export transaction statement from AX database
BR	Antoinette Fielding	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	Prepare letter to investor 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	21/09/2017	0.20	\$35.00	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	22/09/2017	0.30	\$52.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise. Following up status of prepared letter & updating the investor correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	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	22/09/2017	0.20	\$35.00	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	22/09/2017	0.30	\$52.50	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. Reviewing saved documents re. investors as company trustees, not individuals.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	Prepare letter to investor 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	22/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.20	\$35.00	Scanned documents and saved to files and database,
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	22/09/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.40	\$70.00	Review of Report and the details of legal proceedings sent to investors.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.30	\$52.50	Reading Report.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.20	\$35.00	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	3/10/2017	0.40	\$70.00	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	3/10/2017	0.80	\$140.00	Reviewing instructions and updating the Unit Price on the AX database.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.40	\$70.00	Moving Bounced emails from report to new folder in Enquiries inbox.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.20	\$35.00	Prepare letter to investor 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	3/10/2017	0.20	\$35.00	Prepare letter to investor 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	3/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.

BR	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	3/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.50	\$87.50	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	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	1.00	\$175.00	Reviewing letter templates and changing information to relate to the report information.
BR	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details
BR	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	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	4/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.40	\$70.00	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. Reviewing will.
BR	Antoinette Fielding	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	5/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	5/10/2017	1.30	\$227.50	Exporting the Feeder Funds investor listing off AX for the remuneration application Affidavit. Reading through past reports of other parties involved to try find original FF investor numbers.
BR	Antoinette Fielding	Undergraduate	Creditors	5/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.20	\$35.00	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	6/10/2017	0.20	\$35.00	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. Updated the Investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.10	\$17.50	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.20	\$35.00	Prepare letter to investor 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	6/10/2017	0.10	\$17.50	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. Updated correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.30	\$52.50	Prepared file note re. previous investor call. Recorded investor call in investor correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.20	\$35.00	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. Updated correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.20	\$35.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.20	\$35.00	Prepare letter to investor 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	6/10/2017	0.10	\$17.50	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. Updated correspondence register.
BR	Antoinette Fielding	Undergraduate	Creditors	6/10/2017	0.10	\$17.50	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. Updated the Investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.70	\$122.50	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. Review of all investor correspondence (40 requests) postal also.
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.20	\$35.00	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. Updated Investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.30	\$52.50	Reviewing received invoices. Clearing scanned email folder.
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	10/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	Review of unread investor requests. 11 new emailed investor requests. updated in the AX database. Review and update investor correspondence register accordingly.

BR	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Advised of structure of the funds.
BR	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	Prepare letter to investor 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	11/10/2017	0.30	\$52.50	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	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	Prepare a letter to an advisor in relation to a request for a unit holding balance for 11 investors. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	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	11/10/2017	0.20	\$35.00	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	11/10/2017	0.20	\$35.00	Prepare letter to investor 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	11/10/2017	0.20	\$35.00	Prepare letter to investor 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	11/10/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details. Downloading four investment account transaction statements.
BR	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	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	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	Prepare letter to investor 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	11/10/2017	0.20	\$35.00	Prepare letter to investor 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	12/10/2017	0.40	\$70.00	Scanning ASIC correspondence with LM employee for feeder fund hardship distribution claim. Sending relevant exported emails to EL.
BR	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	Prepare letters to two 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	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	Prepare letters to two 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	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	Phone call from advisor in response to their request to transfer units. Access AX database to review current investor details and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	12/10/2017	0.50	\$87.50	Prepare letters to two 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	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.30	\$52.50	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. Downloading transaction statements of AX.
BR	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	12/10/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.10	\$17.50	Review of voicemail from advisor. Called back in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	Prepare letters to two investors seeking to update the details for their investment with the Fund. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.80	\$140.00	Prepared letters to four investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.20	\$35.00	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	13/10/2017	0.20	\$35.00	Exporting Transaction Statement off AX per investor request. Preparing email response.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.30	\$52.50	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. Downloading transaction statements of AX.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.40	\$70.00	Prepare letters to two 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	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.20	\$35.00	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. Downloading transaction statements of AX.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.20	\$35.00	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	13/10/2017	0.50	\$87.50	Prepared letters to two investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investors and print investor balance. Downloading transaction statements of AX.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.20	\$35.00	Prepare letter to investor 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	13/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.80	\$140.00	Review of correspondence from four 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.80	\$140.00	Review of correspondence from four 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	13/10/2017	0.40	\$70.00	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	13/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.40	\$70.00	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	17/10/2017	1.50	\$262.50	Scanned documents and saved to files and database, sent off documents to required 13 investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.20	\$35.00	Reviewing five voicemails from investors. Searching AX database and confirming details before calling back.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.80	\$140.00	Prepare letters to four 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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.40	\$70.00	Prepare letters to two executors of estates 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	17/10/2017	0.40	\$70.00	Prepare letter to two 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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.50	\$87.50	Prepare letters to two investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance. Downloading transaction statements of AX.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required 6 investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.50	\$87.50	Prepare letters to two investors in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.10	\$17.50	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	17/10/2017	0.60	\$105.00	Prepare letters to five 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	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Prepare letter to investor 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	18/10/2017	0.10	\$17.50	Phone call from investor POA 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	18/10/2017	0.20	\$35.00	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	18/10/2017	0.20	\$35.00	Prepare letter to investor 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	18/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Prepare letter to investor 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	18/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.50	\$87.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request & requesting trustee change. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.

BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.40	\$70.00	Review of correspondence from two 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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.50	\$87.50	Review of correspondence from two investors in relation to a transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Prepare letter to investor 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	18/10/2017	0.30	\$52.50	Prepare a letter to an advisor in relation to a request for a unit holding balance of four investor accounts. Log onto AX investor management database, search for investor and print investor balance. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.40	\$70.00	Prepare a letter to an advisor in relation to a request for a unit holding balance of five investor accounts. Log onto AX investor management database, search for investor and print investor balance. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Prepare letter to investor 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	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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	18/10/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Prepare letter to investor 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	19/10/2017	0.30	\$52.50	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Prepare letter to investor 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	19/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Access AX database and complete the changes
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	Call from an advisor in relation to an investor request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.40	\$70.00	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	19/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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	19/10/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.40	\$70.00	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	20/10/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	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	20/10/2017	0.40	\$70.00	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	20/10/2017	0.20	\$35.00	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	20/10/2017	0.10	\$17.50	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	Prepare letter to investor 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	20/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	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	20/10/2017	0.20	\$35.00	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	20/10/2017	0.30	\$52.50	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	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	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	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	20/10/2017	0.10	\$17.50	Adding phone calls into the investor correspondence register
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.

BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.40	\$70.00	Downloading and exporting transaction statements for four investment accounts per advisor request.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.20	\$35.00	Prepare letter to investor 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	20/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	20/10/2017	0.30	\$52.50	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.40	\$70.00	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	23/10/2017	0.80	\$140.00	Scanned documents and saved to files and database, sent off documents to required five investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required four investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.20	\$35.00	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	23/10/2017	0.60	\$105.00	Scanned documents and saved to files and database, sent off documents to required five investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	23/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required three investors via email or post.

BR	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.10	\$17.50	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	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.10	\$17.50	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.90	\$157.50	Scanned documents and saved to files and database, sent off documents to required eight investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.20	\$35.00	Phone call from advisor seeking to update the details of their clients investment with the Fund. Access AX database to review current details and advise process to update.
BR	Antoinette Fielding	Undergraduate	Creditors	24/10/2017	0.30	\$52.50	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.30	\$52.50	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	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	Prepare letter to investor 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	31/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.40	\$70.00	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. Discussions with AW re. FTI report distribution & advisor question.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	Prepare letter to investor 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	31/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via post.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.50	\$87.50	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	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.90	\$157.50	Scanned documents and saved to files and database, sent off documents to required eight investors via email or post.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.30	\$52.50	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	31/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	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. Access AX database and complete the changes.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.

BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.50	\$87.50	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. Locating past correspondence and forms.
BR	Antoinette Fielding	Undergraduate	Creditors	31/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	26/07/2017	1.10	\$192.50	Review of correspondence from 9 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	George Lethbridge	Undergraduate	Creditors	26/07/2017	1.30	\$227.50	Review of correspondence from 9 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	George Lethbridge	Undergraduate	Creditors	26/07/2017	1.10	\$192.50	Preparing letters to 10 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	George Lethbridge	Undergraduate	Creditors	26/07/2017	0.40	\$70.00	Preparing 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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.90	\$157.50	Scanned documents and saved to database and files, sent off documents to required 15 investors via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	Scanned documents and saved to database and files.
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.60	\$105.00	Prepared 2 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	1.10	\$192.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.40	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/07/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	Updating 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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	Updating letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.40	\$70.00	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. Downloading transaction statement
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	1.00	\$175.00	Prepared 4 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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.50	\$87.50	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.30	\$52.50	Reviewed 2 returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	2/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	3/08/2017	1.80	\$315.00	Reviewed 23 returned mail and recorded investor details in returned mail register. Prepared 2 letters and called 1 investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.40	\$70.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.40	\$70.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.40	\$70.00	Review of correspondence from investors in relation to a change of details request (trustee). Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.40	\$70.00	Prepare 2 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	George Lethbridge	Undergraduate	Creditors	3/08/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	9/08/2017	3.20	\$560.00	Review of correspondence from 14 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	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.40	\$70.00	Review 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	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	9/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	9/08/2017	1.40	\$245.00	Review of correspondence from investors in relation to transfer of units and change in details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	George Lethbridge	Undergraduate	Creditors	9/08/2017	1.00	\$175.00	Review of correspondence from investors in relation to 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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	Review of correspondence from investors in relation to a change of details for a deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.60	\$105.00	Prepare 2 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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	Review of correspondence from investors in relation to a change of details for a deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	Review of correspondence from 4 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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.60	\$105.00	Prepared 3 letters to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	Review of correspondence from investors in relation to a change of details request (change of authority - power of attorney). Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.60	\$105.00	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	10/08/2017	1.10	\$192.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	Review of correspondence from 2 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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	10/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.40	\$70.00	Prepare 2 letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.90	\$157.50	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. Obtained transaction statements of old accounts.
BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	1.20	\$210.00	Review of correspondence from 4 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	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.10	\$17.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	0.30	\$52.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	17/08/2017	1.20	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	1.00	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's holding
BR	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.40	\$70.00	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	23/08/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.60	\$105.00	Prepared 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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.50	\$87.50	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	24/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.40	\$70.00	Returned 3 calls from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.40	\$70.00	Review of correspondence from 2 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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.50	\$87.50	Review of correspondence from 2 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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.50	\$87.50	Review of correspondence from 2 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	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	30/08/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.30	\$52.50	meeting with Eric Leeuwendal re preparation of updated summary of valuers used by LM and controllers on the sample of loans used in the hypothetical receivership assessments for the claim against EY
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	1.80	\$315.00	Searching files for previous valuations done for 15 LM properties and recording the valuation date and the valuers details
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	0.20	\$35.00	Editing documents provided from Eric.
BR	George Lethbridge	Undergraduate	Creditors	31/08/2017	1.00	\$175.00	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.80	\$140.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.90	\$157.50	Review of correspondence from 4 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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.80	\$140.00	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.70	\$122.50	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.80	\$140.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.

BR	George Lethbridge	Undergraduate	Creditors	6/09/2017	0.80	\$140.00	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	7/09/2017	1.20	\$210.00	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	1.40	\$245.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.40	\$70.00	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.40	\$70.00	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.50	\$87.50	Reviewed bounced emails and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	1.10	\$192.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	1.00	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	7/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	13/09/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	13/09/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	13/09/2017	0.80	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	13/09/2017	0.80	\$140.00	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	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	14/09/2017	1.30	\$227.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.40	\$70.00	Prepare letter to 3 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	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	14/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.90	\$157.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.30	\$52.50	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.80	\$140.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.90	\$157.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.10	\$17.50	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	20/09/2017	0.70	\$122.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	1.40	\$245.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.70	\$122.50	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	21/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.60	\$105.00	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	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/09/2017	2.10	\$367.50	Amending the mailing list for the 19th report to investors.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.40	\$70.00	Amending the mailing list for the 19th report to investors.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.30	\$52.50	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.10	\$17.50	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	27/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	2.90	\$507.50	Amending the mailing list for the 19th report to creditors. Investors with names too large (over 64 characters) were shortened manually.

BR	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	1.40	\$245.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.60	\$105.00	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.30	\$52.50	Review of correspondence from investors in relation to a change of details request for a deceased estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	George Lethbridge	Undergraduate	Creditors	28/09/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.30	\$52.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	29/09/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.80	\$140.00	Review of correspondence from two 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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.50	\$87.50	Prepared 6 letters to investors in relation to a request for a unit holding balance, subsequent to the unit balance update. Log onto AX investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.60	\$105.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	4/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.60	\$105.00	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.40	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.50	\$87.50	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.50	\$87.50	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.40	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.30	\$52.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.30	\$52.50	Prepare a letter to two 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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	5/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.40	\$70.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds holding
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	drafting letter to investor who requested information in relation to claims and the benefits to investors
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.40	\$70.00	Prepared 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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	11/10/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	Prepare letter to 2 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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.60	\$105.00	Prepared letters to advisors in relation to a request for a unit holding balance for multiple investments. Log onto AX investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.70	\$122.50	Review of correspondence from 5 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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.80	\$140.00	Prepared 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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.60	\$105.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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. Downloading transaction statements from AX.
BR	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	12/10/2017	0.30	\$52.50	Review of correspondence from 2 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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.60	\$105.00	Prepared two 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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.70	\$122.50	Scanned 12 Change of details checklists and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the FU
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.10	\$17.50	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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	drafting letter to an investor who requested an early distribution
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Drafting letter to advisor who has requested to be unsubscribed from LMFMIIF mailing list.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.20	\$35.00	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.60	\$105.00	Review of correspondence from 3 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	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	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. Download transaction statement from AX
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.40	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.40	\$70.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	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. Downloading transaction statements from AX
BR	George Lethbridge	Undergraduate	Creditors	18/10/2017	0.30	\$52.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details and download transaction statements of new and old investors
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.40	\$70.00	Prepare two letters to an investors/clients in relation to a request for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.10	\$17.50	Call from an investor/advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.70	\$122.50	Reviewed returned mail from 9 investors and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.60	\$105.00	Investigation into the status of the spreadsheet for FMIF arrears and guarantors. Located supporting documents on file for FMIF arrears and guarantor status review and performed ACN look up where required and check status of bankrupts.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.30	\$52.50	Prepare letter to two investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.80	\$140.00	Scanned 8 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	Investigation into the status of the spreadsheet for FMIF arrears and guarantors. Located supporting documents on file for FMIF arrears and guarantor status review and performed ACN look up where required and check status of bankrupts.
BR	George Lethbridge	Undergraduate	Creditors	19/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.30	\$52.50	Phone call from advisor of the 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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.60	\$105.00	Prepare letter to 3 investors confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.90	\$157.50	Review of correspondence from 5 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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.40	\$70.00	Review of correspondence from investors in relation to a deceased estate change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.90	\$157.50	Review of correspondence from 4 investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process requests
BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	25/10/2017	0.50	\$87.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	1.20	\$210.00	Prepared letter to advisor in relation to a request for a unit holding balance for 30+ investors. Log onto AX investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.30	\$52.50	Prepare letter to 2 investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.40	\$70.00	Prepared 2 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.80	\$140.00	Review of correspondence from 4 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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.50	\$87.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	Undertake company search and review investor request.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.40	\$70.00	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.50	\$87.50	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	26/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	27/10/2017	1.60	\$280.00	Review of correspondence from 6 investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	1.10	\$192.50	Review of correspondence from 4 investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.30	\$52.50	Call from an advisor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.70	\$122.50	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.60	\$105.00	Prepare letter to 2 investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.50	\$87.50	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	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	27/10/2017	0.30	\$52.50	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	3/05/2017	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	3/05/2017	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	3/05/2017	0.50	\$82.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update

BR	Ryan Whyte	Undergraduate	Creditors	3/05/2017	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	3/05/2017	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	3/05/2017	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	3/05/2017	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	3/05/2017	0.10	\$16.50	Phone call from investor in response to a confirmation of their request to change details. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	8/05/2017	0.40	\$66.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	8/05/2017	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	8/05/2017	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	8/05/2017	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	8/05/2017	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	8/05/2017	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	10/05/2017	0.20	\$33.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the AX database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	10/05/2017	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	10/05/2017	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	10/05/2017	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	15/05/2017	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	15/05/2017	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	15/05/2017	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	15/05/2017	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	15/05/2017	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	15/05/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/05/2017	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	15/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	0.60	\$99.00	Prepare 3 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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	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	17/05/2017	0.80	\$132.00	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	17/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	0.40	\$66.00	Prepare 2 letters to an 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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	22/05/2017	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	22/05/2017	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	22/05/2017	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	22/05/2017	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	24/05/2017	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	24/05/2017	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	24/05/2017	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	24/05/2017	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	24/05/2017	0.50	\$82.50	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	24/05/2017	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	24/05/2017	0.60	\$99.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	24/05/2017	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	24/05/2017	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	24/05/2017	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	24/05/2017	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	24/05/2017	0.90	\$148.50	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	24/05/2017	0.60	\$99.00	Prepare 3 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	24/05/2017	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	24/05/2017	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	24/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	0.60	\$99.00	Prepare 3 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	29/05/2017	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	29/05/2017	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 Fund's policy.

BR	Ryan Whyte	Undergraduate	Creditors	29/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/05/2017	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	29/05/2017	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	29/05/2017	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	29/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	0.80	\$132.00	Prepare 4 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	31/05/2017	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	31/05/2017	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	31/05/2017	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	31/05/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	31/05/2017	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	31/05/2017	0.40	\$66.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	31/05/2017	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	31/05/2017	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	5/06/2017	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	5/06/2017	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	5/06/2017	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	5/06/2017	0.40	\$66.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	5/06/2017	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	5/06/2017	0.40	\$66.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	5/06/2017	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	5/06/2017	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	5/06/2017	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	5/06/2017	1.20	\$198.00	Review FMIF and LMA 524 forms and arrange data from pdf to fit into the excel spreadsheet. Format excel spreadsheet after conversion from PDF.
BR	Ryan Whyte	Undergraduate	Creditors	5/06/2017	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	5/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	0.40	\$66.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	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	8/06/2017	0.40	\$66.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/06/2017	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	9/06/2017	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	9/06/2017	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	9/06/2017	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	9/06/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/06/2017	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	9/06/2017	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	9/06/2017	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	9/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	0.50	\$82.50	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	0.40	\$66.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	26/06/2017	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	26/06/2017	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	26/06/2017	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	26/06/2017	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	27/06/2017	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	27/06/2017	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	27/06/2017	0.20	\$33.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2017	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	27/06/2017	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	27/06/2017	1.60	\$264.00	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	27/06/2017	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	27/06/2017	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	27/06/2017	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	27/06/2017	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	27/06/2017	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2017	0.60	\$99.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	27/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	0.60	\$99.00	Prepare 3 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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	0.40	\$66.00	Prepare 2 letters to an 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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	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	28/06/2017	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	29/06/2017	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	29/06/2017	0.30	\$49.50	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	29/06/2017	1.10	\$181.50	Scanned 20 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/06/2017	0.60	\$99.00	Scanned 9 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/06/2017	0.40	\$66.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/06/2017	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	29/06/2017	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	29/06/2017	0.30	\$49.50	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/06/2017	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	29/06/2017	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	29/06/2017	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	29/06/2017	0.60	\$99.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/06/2017	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	29/06/2017	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	29/06/2017	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	30/06/2017	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	30/06/2017	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	30/06/2017	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	30/06/2017	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	30/06/2017	0.60	\$99.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	30/06/2017	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	30/06/2017	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	30/06/2017	0.20	\$33.00	Review investor mailing list and send the 18th update report to investors and advisers through email.
BR	Ryan Whyte	Undergraduate	Creditors	30/06/2017	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	30/06/2017	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	30/06/2017	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	3/07/2017	1.00	\$175.00	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	3/07/2017	1.50	\$262.50	LM Team meeting on all current matters and litigations. Review on what possible outcomes that could happen in the future on litigations. Overall summary of what has happened up to date in the winding up process of the Fund.
BR	Ryan Whyte	Undergraduate	Creditors	3/07/2017	0.70	\$122.50	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	3/07/2017	0.20	\$35.00	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	3/07/2017	0.90	\$157.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/07/2017	0.40	\$70.00	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	3/07/2017	0.10	\$17.50	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	3/07/2017	0.40	\$70.00	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	3/07/2017	0.40	\$70.00	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	3/07/2017	0.20	\$35.00	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	3/07/2017	0.20	\$35.00	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	3/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	3/07/2017	0.20	\$35.00	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	3/07/2017	0.40	\$70.00	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	3/07/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund
BR	Ryan Whyte	Undergraduate	Creditors	3/07/2017	0.10	\$17.50	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	3/07/2017	0.50	\$87.50	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	5/07/2017	0.10	\$17.50	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	5/07/2017	1.20	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	5/07/2017	0.70	\$122.50	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	5/07/2017	0.60	\$105.00	Prepared summary of write offs that were included in APS for the LM First Mortgage Income that were charged to re-work and compared this to the narrations that were approved in the affidavit to find the difference between them.
BR	Ryan Whyte	Undergraduate	Creditors	5/07/2017	0.40	\$70.00	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	5/07/2017	0.50	\$87.50	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	Ryan Whyte	Undergraduate	Creditors	5/07/2017	0.60	\$105.00	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	5/07/2017	0.40	\$70.00	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	5/07/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	5/07/2017	1.00	\$175.00	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	5/07/2017	0.30	\$52.50	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	5/07/2017	0.20	\$35.00	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	6/07/2017	0.10	\$17.50	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	6/07/2017	0.60	\$105.00	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	6/07/2017	0.80	\$140.00	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	6/07/2017	0.20	\$35.00	Prepare a letter 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	6/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/07/2017	0.40	\$70.00	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	6/07/2017	0.20	\$35.00	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	6/07/2017	0.20	\$35.00	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	6/07/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	6/07/2017	0.60	\$105.00	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	6/07/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/07/2017	0.40	\$70.00	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	6/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	6/07/2017	0.20	\$35.00	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	6/07/2017	0.10	\$17.50	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	10/07/2017	0.10	\$17.50	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	10/07/2017	1.00	\$175.00	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	10/07/2017	0.60	\$105.00	Prepare 3 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	10/07/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	10/07/2017	0.40	\$70.00	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	10/07/2017	0.80	\$140.00	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	10/07/2017	0.40	\$70.00	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	10/07/2017	0.60	\$105.00	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	10/07/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	10/07/2017	0.40	\$70.00	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	10/07/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	10/07/2017	0.10	\$17.50	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	10/07/2017	0.50	\$87.50	meeting with the LM team to discuss operational issues including, a new email text template to use to send change of details forms to investors, update re use of the anti-money laundering form, procedures for adviser bounced emails and work flow

BR	Ryan Whyte	Undergraduate	Creditors	10/07/2017	0.20	\$35.00	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	10/07/2017	0.30	\$52.50	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	14/07/2017	0.10	\$17.50	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	14/07/2017	0.50	\$87.50	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	14/07/2017	0.30	\$52.50	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	14/07/2017	0.60	\$105.00	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	14/07/2017	0.40	\$70.00	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	14/07/2017	0.60	\$105.00	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	14/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	14/07/2017	0.60	\$105.00	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	14/07/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	14/07/2017	0.20	\$35.00	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	14/07/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	14/07/2017	0.20	\$35.00	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	14/07/2017	0.60	\$105.00	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	14/07/2017	0.40	\$70.00	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	14/07/2017	0.20	\$35.00	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	14/07/2017	0.40	\$70.00	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	17/07/2017	0.10	\$17.50	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	17/07/2017	0.50	\$87.50	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	17/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	17/07/2017	0.20	\$35.00	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	21/07/2017	0.10	\$17.50	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	21/07/2017	0.60	\$105.00	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	21/07/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/07/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/07/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/07/2017	0.60	\$105.00	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	21/07/2017	0.20	\$35.00	Prepare a letter 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	21/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/07/2017	0.10	\$17.50	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	21/07/2017	0.40	\$70.00	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	21/07/2017	0.20	\$35.00	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	21/07/2017	0.20	\$35.00	Prepare letter to investor 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	21/07/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/07/2017	0.40	\$70.00	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	21/07/2017	0.40	\$70.00	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	21/07/2017	0.60	\$105.00	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	21/07/2017	0.60	\$105.00	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	24/07/2017	0.10	\$17.50	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	24/07/2017	0.20	\$35.00	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	24/07/2017	0.40	\$70.00	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	24/07/2017	0.20	\$35.00	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	24/07/2017	1.00	\$175.00	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	24/07/2017	0.40	\$70.00	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	24/07/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	24/07/2017	0.60	\$105.00	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	24/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	24/07/2017	0.10	\$17.50	Further discussion with Eric Leeuwendal to discuss results of obtaining reports from AX showing the capital distn to investors in February 2013
BR	Ryan Whyte	Undergraduate	Creditors	24/07/2017	0.10	\$17.50	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	24/07/2017	0.60	\$105.00	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	24/07/2017	0.40	\$70.00	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	24/07/2017	0.40	\$70.00	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	24/07/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	28/07/2017	0.50	\$87.50	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	28/07/2017	0.60	\$105.00	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	28/07/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	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	28/07/2017	0.10	\$17.50	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	28/07/2017	0.80	\$140.00	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	28/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	28/07/2017	0.40	\$70.00	Prepare 2 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	28/07/2017	0.20	\$35.00	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	28/07/2017	0.20	\$35.00	Prepare a letter 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	28/07/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	28/07/2017	0.20	\$35.00	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	28/07/2017	0.40	\$70.00	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	28/07/2017	0.10	\$17.50	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	31/07/2017	0.10	\$17.50	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	31/07/2017	0.60	\$105.00	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	31/07/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	31/07/2017	0.20	\$35.00	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	31/07/2017	0.20	\$35.00	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	31/07/2017	0.40	\$70.00	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	31/07/2017	0.80	\$140.00	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	31/07/2017	0.60	\$105.00	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	31/07/2017	0.20	\$35.00	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	31/07/2017	0.40	\$70.00	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	31/07/2017	0.20	\$35.00	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	31/07/2017	0.50	\$87.50	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	31/07/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	31/07/2017	0.30	\$52.50	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	31/07/2017	0.10	\$17.50	Telephone conversation from Deloitte re in relation to the Sealsilver Hotels guarantor.
BR	Ryan Whyte	Undergraduate	Creditors	31/07/2017	0.40	\$70.00	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	31/07/2017	0.40	\$70.00	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	4/08/2017	0.40	\$70.00	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	4/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	4/08/2017	0.80	\$140.00	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	4/08/2017	0.60	\$105.00	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	4/08/2017	0.60	\$105.00	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	4/08/2017	0.40	\$70.00	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	4/08/2017	0.50	\$87.50	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	4/08/2017	0.40	\$70.00	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	4/08/2017	0.10	\$17.50	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	4/08/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	4/08/2017	0.60	\$105.00	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	7/08/2017	0.10	\$17.50	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	7/08/2017	1.60	\$280.00	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	7/08/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	7/08/2017	0.60	\$105.00	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	7/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	7/08/2017	0.60	\$105.00	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	7/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	7/08/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	11/08/2017	0.40	\$70.00	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	11/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	11/08/2017	0.20	\$35.00	Prepare letter to investor 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	11/08/2017	0.40	\$70.00	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	11/08/2017	0.20	\$35.00	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	11/08/2017	0.10	\$17.50	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	11/08/2017	0.40	\$70.00	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	14/08/2017	0.10	\$17.50	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	14/08/2017	0.40	\$70.00	Review general ledger spreadsheet and find the transactions that make up the class B units and split into the specific Funds. Email Eric findings.
BR	Ryan Whyte	Undergraduate	Creditors	14/08/2017	0.60	\$105.00	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	14/08/2017	0.40	\$70.00	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	14/08/2017	0.60	\$105.00	Prepare 3 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	14/08/2017	0.40	\$70.00	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	14/08/2017	0.20	\$35.00	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	14/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	14/08/2017	0.60	\$105.00	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	14/08/2017	0.70	\$122.50	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	14/08/2017	0.60	\$105.00	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	14/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	14/08/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/08/2017	0.10	\$17.50	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	15/08/2017	0.50	\$87.50	Investigation into the status of the spreadsheet for FMIF arrears and guarantors. Located supporting documents on file for FMIF arrears and guarantor status review and performed ACN look up where required and check status of bankrupts.
BR	Ryan Whyte	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/08/2017	0.20	\$35.00	Prepare a letter 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	15/08/2017	0.30	\$52.50	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	15/08/2017	0.40	\$70.00	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	15/08/2017	0.60	\$105.00	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	15/08/2017	0.40	\$70.00	Prepare 2 letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/08/2017	0.80	\$140.00	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	15/08/2017	0.40	\$70.00	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	21/08/2017	0.10	\$17.50	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	21/08/2017	0.80	\$140.00	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	21/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/08/2017	0.40	\$70.00	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	21/08/2017	0.40	\$70.00	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	21/08/2017	0.40	\$70.00	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	21/08/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/08/2017	2.20	\$385.00	Review of 11 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	21/08/2017	0.30	\$52.50	discussion with Eric Leeuwendal regarding review of distributions payable transactions and ledger reports available and task of ascertaining make up of the \$1.3M distributions payable
BR	Ryan Whyte	Undergraduate	Creditors	21/08/2017	0.60	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	21/08/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	21/08/2017	0.20	\$35.00	Prepare a letter 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	21/08/2017	0.20	\$35.00	Prepare letter to investor 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	21/08/2017	0.40	\$70.00	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	21/08/2017	0.20	\$35.00	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	25/08/2017	0.10	\$17.50	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	25/08/2017	0.40	\$70.00	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	25/08/2017	0.40	\$70.00	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	25/08/2017	0.40	\$70.00	Prepare 2 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	25/08/2017	0.50	\$87.50	Create spreadsheet with collated information on the amount of loans, mortgages and borrowers throughout the financial years from 2008 to 2013.
BR	Ryan Whyte	Undergraduate	Creditors	25/08/2017	0.40	\$70.00	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	25/08/2017	0.60	\$105.00	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	25/08/2017	0.40	\$70.00	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	25/08/2017	0.20	\$35.00	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	28/08/2017	0.10	\$17.50	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	28/08/2017	0.10	\$17.50	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	28/08/2017	0.20	\$35.00	Locate documents for the valuation of property of borrower for the time period of November 2012 for Eric Leeuwendal.
BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.30	\$52.50	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	28/08/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.30	\$52.50	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	28/08/2017	0.40	\$70.00	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	28/08/2017	0.60	\$105.00	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	28/08/2017	0.30	\$52.50	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	28/08/2017	0.10	\$17.50	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	28/08/2017	0.20	\$35.00	Prepare letter to investor 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	28/08/2017	0.20	\$35.00	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	28/08/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.10	\$17.50	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	28/08/2017	0.60	\$105.00	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	28/08/2017	0.40	\$70.00	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	28/08/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	28/08/2017	0.80	\$140.00	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	28/08/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/08/2017	0.10	\$17.50	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	29/08/2017	1.60	\$280.00	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	29/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/08/2017	0.20	\$35.00	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	29/08/2017	0.20	\$35.00	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	29/08/2017	0.60	\$105.00	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	29/08/2017	0.40	\$70.00	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	29/08/2017	0.20	\$35.00	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	29/08/2017	0.20	\$35.00	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	29/08/2017	0.80	\$140.00	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	29/08/2017	0.60	\$105.00	Prepare 3 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/08/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	29/08/2017	0.50	\$87.50	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	29/08/2017	0.40	\$70.00	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	4/09/2017	0.20	\$35.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	4/09/2017	0.80	\$140.00	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	4/09/2017	0.60	\$105.00	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	4/09/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	4/09/2017	0.40	\$70.00	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	4/09/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	4/09/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	4/09/2017	0.50	\$87.50	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	4/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	4/09/2017	0.10	\$17.50	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	4/09/2017	0.20	\$35.00	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	4/09/2017	0.20	\$35.00	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	4/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	8/09/2017	0.40	\$70.00	Investigation into the status of the spreadsheet for FMIF arrears and guarantors. Located supporting documents on file for FMIF arrears and guarantor status review and performed ACN look up where required and check status of bankrupts.
BR	Ryan Whyte	Undergraduate	Creditors	8/09/2017	0.10	\$17.50	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	8/09/2017	0.20	\$35.00	Prepare letter to investor 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	8/09/2017	0.60	\$105.00	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	8/09/2017	0.80	\$140.00	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	8/09/2017	0.10	\$17.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	8/09/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	11/09/2017	0.20	\$35.00	Review of unread emails sent to the LM enquiries mailbox. Print email for letter response to be updated in the AX database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Undergraduate	Creditors	11/09/2017	0.60	\$105.00	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 Fund's policy.

BR	Ryan Whyte	Undergraduate	Creditors	11/09/2017	0.80	\$140.00	Prepare 4 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	14/09/2017	0.10	\$17.50	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	14/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	15/09/2017	0.10	\$17.50	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	15/09/2017	1.20	\$210.00	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	15/09/2017	0.20	\$35.00	Prepare a letter 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	15/09/2017	0.80	\$140.00	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	15/09/2017	0.20	\$35.00	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	15/09/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	15/09/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/09/2017	0.40	\$70.00	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	18/09/2017	0.10	\$17.50	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	18/09/2017	1.00	\$175.00	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	18/09/2017	0.20	\$35.00	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	18/09/2017	0.40	\$70.00	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	18/09/2017	0.60	\$105.00	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	18/09/2017	0.20	\$35.00	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	18/09/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	18/09/2017	0.40	\$70.00	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	18/09/2017	0.60	\$105.00	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	18/09/2017	0.40	\$70.00	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	19/09/2017	0.10	\$17.50	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	19/09/2017	0.60	\$105.00	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	19/09/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	19/09/2017	0.40	\$70.00	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	19/09/2017	1.00	\$175.00	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	19/09/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	19/09/2017	0.30	\$52.50	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	19/09/2017	0.40	\$70.00	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	19/09/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	22/09/2017	0.40	\$70.00	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	22/09/2017	0.60	\$105.00	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	22/09/2017	0.10	\$17.50	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	22/09/2017	0.40	\$70.00	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	25/09/2017	0.10	\$17.50	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	25/09/2017	0.60	\$105.00	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	25/09/2017	0.10	\$17.50	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	25/09/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	25/09/2017	0.10	\$17.50	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	25/09/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	25/09/2017	0.60	\$105.00	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	25/09/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	25/09/2017	1.00	\$175.00	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	25/09/2017	0.20	\$35.00	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	26/09/2017	0.10	\$17.50	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	26/09/2017	0.80	\$140.00	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	26/09/2017	0.70	\$122.50	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	26/09/2017	0.60	\$105.00	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 Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	26/09/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	26/09/2017	0.60	\$105.00	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	26/09/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	26/09/2017	0.10	\$17.50	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	26/09/2017	0.40	\$70.00	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	26/09/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	26/09/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	6/10/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	9/10/2017	0.10	\$17.50	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	9/10/2017	0.10	\$17.50	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	9/10/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/10/2017	0.20	\$35.00	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	9/10/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	9/10/2017	0.20	\$35.00	Prepare letter to investor 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	9/10/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	13/10/2017	0.80	\$140.00	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	13/10/2017	0.80	\$140.00	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	13/10/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	13/10/2017	0.10	\$17.50	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	13/10/2017	0.20	\$35.00	Prepare letter to investor 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	13/10/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	16/10/2017	0.20	\$35.00	Prepare a letter 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	16/10/2017	0.10	\$17.50	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	16/10/2017	0.20	\$35.00	Prepare letter to investor 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	16/10/2017	0.20	\$35.00	Prepare a letter 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	31/10/2017	0.10	\$17.50	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	31/10/2017	0.60	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	31/10/2017	1.20	\$210.00	Prepare 6 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	31/10/2017	0.80	\$140.00	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	31/10/2017	0.40	\$70.00	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	31/10/2017	0.30	\$52.50	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	31/10/2017	1.00	\$175.00	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	31/10/2017	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access AX database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	31/10/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	31/10/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
BR	David Whyte	Partner	Administration	2/05/2017	0.10	\$58.00	reviewed correspondence from our solicitors regarding remuneration application/estimated costs and counsel to be instructed/provide instructions in respect of same
BR	David Whyte	Partner	Administration	2/05/2017	1.70	\$986.00	reviewed annexures to affidavit supporting court application for remuneration approval and timesheets for the period ending 31 March 2017
BR	David Whyte	Partner	Administration	2/05/2017	1.50	\$870.00	reviewed annexures to affidavit in support of court application for remuneration approval and including timesheets for the period ended 31 March 2017
BR	David Whyte	Partner	Administration	3/05/2017	2.50	\$1,450.00	reviewed annexures to affidavit in support of court application for remuneration approval and including timesheets for the period ended 31 March 2017
BR	David Whyte	Partner	Administration	4/05/2017	0.10	\$58.00	reviewed correspondence from our solicitors regarding progress and status of review of annexures to affidavit approval/email our solicitors regarding progress and status of review of annexures to affidavit
BR	David Whyte	Partner	Administration	4/05/2017	2.40	\$1,392.00	reviewed annexures to affidavit in support of court application for remuneration approval and including timesheets for April 2017
BR	David Whyte	Partner	Administration	8/05/2017	2.40	\$1,392.00	reviewed annexures to affidavit in support of court application for remuneration approval, timesheet narrations to 31 March 2017
BR	David Whyte	Partner	Administration	9/05/2017	1.90	\$1,102.00	reviewed annexures to affidavit in support of court application for remuneration approval
BR	David Whyte	Partner	Administration	11/05/2017	0.40	\$232.00	reviewed annexures to affidavit in relation to court application for remuneration approval
BR	David Whyte	Partner	Administration	24/05/2017	1.80	\$1,044.00	reviewed/updated affidavit in support of remuneration application for the six months ended 30 April 2017
BR	David Whyte	Partner	Administration	2/06/2017	0.90	\$522.00	reviewed draft affidavit and annexures relating to court application for remuneration approval for the six months ended 30 April 2017/reviewed reconciliation of fees, expenses and write-offs
BR	David Whyte	Partner	Administration	9/06/2017	0.20	\$116.00	reviewed correspondence from our solicitors regarding proposed dates for listing of remuneration application/process for service/discussed with Eric Leeuwendaal
BR	David Whyte	Partner	Administration	9/06/2017	0.10	\$58.00	reviewed draft application for remuneration approval for the six months ended 30 April 2017/provided instructions to file same
BR	David Whyte	Partner	Administration	13/06/2017	0.10	\$58.00	reviewed notice to members regarding court application for remuneration approval covering the six months ended 30 April 2017
BR	David Whyte	Partner	Administration	13/06/2017	2.10	\$1,218.00	reviewed draft affidavit in relation to court application for remuneration approval/attend our solicitors offices to finalise and swear affidavit
BR	David Whyte	Partner	Administration	29/06/2017	0.30	\$174.00	telecon with our solicitors regarding court application for remuneration approval/correspondence received from investors/counsel's submissions/hearing tomorrow/potential application to court in respect of controllership appointment

BR	David Whyte	Partner	Administration	29/06/2017	0.80	\$464.00	reviewed counsels draft submissions in relation to court application for remuneration approval for the six months ended 30 April 2017
BR	David Whyte	Partner	Administration	30/06/2017	2.70	\$1,566.00	meeting at our solicitors office to review and swear affidavit for remuneration application/attendance at court for hearing of application
BR	David Whyte	Partner	Administration	28/08/2017	0.10	\$58.00	reviewed ASIC form 524 receipts and payments
BR	David Whyte	Partner	Administration	10/10/2017	0.10	\$58.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/estimated costs/appointment of counsel to assist with application/confirmed instructions in respect of same
BR	Eric Leeuwendal	Executive Director	Administration	4/05/2017	0.20	\$99.00	prepare email instructions to our solicitors to review the LM investor transfer forms per their previous recommendation
BR	Eric Leeuwendal	Executive Director	Administration	5/05/2017	0.20	\$99.00	review legal bills (5) for reasonableness and approve for processing, review of trusts statement re application of credit trust monies
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	1.00	\$495.00	commence review of draft affidavit of David Whyte supporting new application for remuneration approval and commence editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	0.20	\$99.00	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	0.20	\$99.00	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	0.50	\$247.50	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	0.50	\$247.50	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	12/05/2017	0.90	\$445.50	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	13/05/2017	0.20	\$99.00	review email from our solicitors for word version of investor form to update per their advice, search investor forms folder and unable to locate same, check std appln form - compare to pdf version of client details form, amend form to suite, prep email
BR	Eric Leeuwendal	Executive Director	Administration	13/05/2017	3.80	\$1,881.00	continue to review of draft affidavit of David Whyte supporting new application for remuneration approval and continue editing the draft for developments since November 2016
BR	Eric Leeuwendal	Executive Director	Administration	15/05/2017	1.80	\$891.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	16/05/2017	0.10	\$49.50	brief Aubrey meek on developments in LM matters and brief discussion on priority tasks for the week
BR	Eric Leeuwendal	Executive Director	Administration	16/05/2017	0.10	\$49.50	review amended transfer form and marked up form for transfer of units in the Fund
BR	Eric Leeuwendal	Executive Director	Administration	16/05/2017	0.30	\$148.50	finalise review of amended transfer form and marked up form for transfer of units in the Fund, prepare email to David Whyte re changes to the form and status of review of others

BR	Eric Leeuwendal	Executive Director	Administration	17/05/2017	0.20	\$99.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	17/05/2017	0.70	\$346.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	17/05/2017	1.20	\$594.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	17/05/2017	0.30	\$148.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	17/05/2017	0.80	\$396.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.80	\$396.00	review email from our solicitors and marked up recommended changes to investor forms, discuss with Aubrey Meek re original docs required, discussion with our solicitors re queries on their suggested changes
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.30	\$148.50	discussion with Antoinette Fielding re our solicitors marked up recommended changes to investor forms, changes to be made and issue re requiring original transfer forms, discuss work to do to finalise forms with suggested changes
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.50	\$247.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.60	\$297.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.80	\$396.00	continue review and drafting the affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.90	\$445.50	continue review and drafting the affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails for previous work undertaken
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.20	\$99.00	discussion with Antoinette Fielding re status of amending the investor forms per changes as recommended by our solicitors and work to do to finalise forms
BR	Eric Leeuwendal	Executive Director	Administration	18/05/2017	0.90	\$445.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	1.10	\$544.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	0.10	\$49.50	discussions with Aubrey Meek regarding finalising the amended BAS's for lodgement for a controllership and re discussion with BDO business services and information required, and tasks required
BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	0.30	\$148.50	discussion with John Somerville re GST/BAS issues re the controllerships and what steps were taken to review and amend the BAS's, discussion re residual liability of resident leases and totals

BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	0.30	\$148.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	1.10	\$544.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	19/05/2017	0.20	\$99.00	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	21/05/2017	2.10	\$1,039.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	21/05/2017	2.10	\$1,039.50	continue review and preparation of affidavit of David Whyte in support of his remuneration application for the period ended 30 April 2017, reviewing emails and time recording on work completed
BR	Eric Leeuwendal	Executive Director	Administration	22/05/2017	0.40	\$198.00	meeting with Clark Jarrold to discuss suggested changes to the sections in the draft affidavit of David Whyte supporting the application for remuneration, in regard to the description of work undertaken in relation to the claim against the former auditors
BR	Eric Leeuwendal	Executive Director	Administration	22/05/2017	0.40	\$198.00	Team meeting with Ryan Whyte, Eloise Carroli, Antoinette Fielding and Aubrey Meek on review on investor correspondence register, phone call register, remuneration and litigation matters.
BR	Eric Leeuwendal	Executive Director	Administration	22/05/2017	1.20	\$594.00	update the draft affidavit supporting the application by David Whyte for remuneration per discussion with Clark Jarrold
BR	Eric Leeuwendal	Executive Director	Administration	23/05/2017	0.70	\$346.50	continue to finalise the draft affidavit supporting David Whyte's application for remuneration
BR	Eric Leeuwendal	Executive Director	Administration	23/05/2017	0.40	\$198.00	finalise reviewing the investor forms updated from changes recommended by our solicitors, consider implications, continue preparation of an email to David Whyte to report on the changes for approval to commence use
BR	Eric Leeuwendal	Executive Director	Administration	23/05/2017	0.20	\$99.00	finalise reviewing the investor forms updated from changes recommended by our solicitors, consider implications, continue preparation of an email to David Whyte to report on the changes for approval to commence use
BR	Eric Leeuwendal	Executive Director	Administration	23/05/2017	0.10	\$49.50	finalise reviewing the investor forms updated from changes recommended by our solicitors, consider implications, finalise preparation of an email to David Whyte to report on the changes for approval to commence use
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	0.50	\$247.50	review draft affidavit of David Whyte supporting his application for remuneration, amend certain paragraphs
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	0.10	\$49.50	discussion with our solicitors regarding his review of the document list for investor transaction requests
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	0.50	\$247.50	continue to review draft affidavit of David Whyte supporting his application for remuneration and amend certain paragraphs
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	1.40	\$693.00	continue to review draft affidavit of David Whyte supporting his application for remuneration and amend certain paragraphs, discussion with our solicitors regarding currency of cash at bank figure required
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	0.90	\$445.50	review draft affidavit of David Whyte supporting his application for remuneration and changes by David, commence to update and finalise draft
BR	Eric Leeuwendal	Executive Director	Administration	24/05/2017	0.70	\$346.50	finalise review of draft affidavit of David Whyte supporting his application for remuneration and amend certain paragraphs

BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.20	\$99.00	discussion with Aubrey Meek and Antoinette Fielding regarding the requirement to obtain original transfer forms with changes in unitholding or indemnity form and response to investor
BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.10	\$49.50	review emails and amended letter to an investor from Antoinette Fielding , make final amendment and prepare email to David Whyte to enable sign off given investor request urgency
BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.10	\$49.50	discussion with Eloise Carroll and review draft declaration form for company transfer of units, amend to finalise it
BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.40	\$198.00	finalise preparation of email to our solicitors and email from Ryan Whyte with schedules to go with the draft affidavit of David Whyte supporting his appln for remuneration, discussion re amending the document and issues involved
BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.70	\$346.50	prepare corrections per David Whyte on the draft affidavit of David Whyte supporting his application for remuneration and finalise draft
BR	Eric Leeuwendal	Executive Director	Administration	25/05/2017	0.10	\$49.50	discussion with Aubrey Meek regarding responding to a query from a feeder fund member on capital distributions made to the feeder fund and drafting the response to investor
BR	Eric Leeuwendal	Executive Director	Administration	26/05/2017	0.10	\$49.50	discussion with Antoinette Fielding regarding her review of the last affidavit of service for the November remuneration application to review the processes in preparation for the current remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	29/05/2017	0.10	\$49.50	discussion with Antoinette Fielding regarding the status of her review of duplicating the process to obtain the member database mail out list for the next mail out for the remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	1/06/2017	0.10	\$49.50	review payment for FTI costs re orders from FTI indemnity costs, review emails for further supporting documents
BR	Eric Leeuwendal	Executive Director	Administration	1/06/2017	0.10	\$49.50	reviewing draft email from Eloise Carroll to McGrath Nicol re payment request for costs for FTI re FTI indemnity claim, amend instructions and respond to email
BR	Eric Leeuwendal	Executive Director	Administration	2/06/2017	0.70	\$346.50	continue the review of and update the service request for our IT consultant to provide testing and solution to the incorrect conversion of foreign investor unit balances from composer to AX, consider implications of Feeder Funds forex conversion issues
BR	Eric Leeuwendal	Executive Director	Administration	5/06/2017	0.70	\$346.50	LM Team Meeting with Ryan Whyte, Aubrey Meek and Eloise Carroll on ongoing litigations and legal matters. Review current investor correspondence strategy and discuss small changes. Discuss new investor transfer forms.
BR	Eric Leeuwendal	Executive Director	Administration	7/06/2017	0.60	\$297.00	discussion with our solicitors regarding the draft affidavit of David Whyte for his remuneration application, service of the application and timetable for the hearing
BR	Eric Leeuwendal	Executive Director	Administration	8/06/2017	0.20	\$99.00	review LM files for step by step process re remuneration applications, discussions re locating any documents to assist to plan for the next application
BR	Eric Leeuwendal	Executive Director	Administration	8/06/2017	0.10	\$49.50	review email from Ryan Whyte and draft proposed response from general requests from advisers, amend the draft and respond to Ryan
BR	Eric Leeuwendal	Executive Director	Administration	8/06/2017	0.20	\$99.00	discussion with our solicitors regarding the procedure for the remuneration application and affidavit of David Whyte and organising the process
BR	Eric Leeuwendal	Executive Director	Administration	9/06/2017	0.60	\$297.00	review email from our solicitors regarding the orders for service of the remuneration appln of David Whyte and the steps involved to ensure proper service, commence review of the marked up draft affidavit of David Whyte received from our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	9/06/2017	0.80	\$396.00	commence review of email from our solicitors and marked up draft affidavit supporting the remuneration appln of David Whyte, commence checking litigation matters table for completeness

BR	Eric Leeuwendal	Executive Director	Administration	9/06/2017	0.80	\$396.00	meeting with the LM team to review the procedural steps re service of the notice to members of the remuneration application of David Whyte as recommended by our solicitors, review the results of a dummy run & discuss the dealer name issue & post checking
BR	Eric Leeuwendal	Executive Director	Administration	9/06/2017	0.80	\$396.00	continue review of marked up draft affidavit supporting the remuneration appln of David Whyte from our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	9/06/2017	0.20	\$99.00	continue review of marked up draft affidavit supporting the remuneration appln of David Whyte from our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	12/06/2017	0.80	\$396.00	continue review of marked up draft affidavit supporting the remuneration appln of David Whyte from our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	12/06/2017	0.50	\$247.50	discussion with our solicitors to go through the queries to finalise the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	12/06/2017	0.20	\$99.00	review previous affidavits of service in prepn for the draft affidavit supporting the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	12/06/2017	0.70	\$346.50	finalise review of marked up draft affidavit supporting the remuneration appln of David Whyte from our solicitors, review emails and prepare summary of work undertaken re the MPF proceedings, prepare email responding to our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.20	\$99.00	consider the remuneration application service requirements, preparation and informing external parties, discussion with Aubrey Meek regarding the issues, review prior email instructions and locate email for instructions for mail out by email, forward to
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.40	\$198.00	meeting with Aubrey Meek to go through the email from our solicitors re service of the notice of David Whyte's remuneration application, discussion re steps involved and queries
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.30	\$148.50	review email from our solicitors and further draft affidavit of David Whyte supporting his remuneration application, discussion with our solicitors on exhibits, finalise review
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.10	\$49.50	discussion with our solicitors regarding schedules for exhibits to the affidavit of David Whyte, commence review of file to locate further schedules
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.10	\$49.50	locate further schedules and prepare email to our solicitors for exhibits to the affidavit of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.20	\$99.00	meeting continued with Aubrey Meek to go through the email from our solicitors re service of the notice of David Whyte's remuneration application to members with incorrect addresses, discussion re steps involved and queries
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.10	\$49.50	discussion with our solicitors re service issues of David Whyte's remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.70	\$346.50	review email from our solicitors and proposed exhibits for David Whyte's remuneration affidavit and application, commence review of exhibits, checking against time charged schedules and checking rates, discussion with BDO persons re charge out rates changes
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.20	\$99.00	discussion with our solicitors re proposed exhibits for David Whyte's remuneration affidavit and application, and re charge out rates changes, update the schedule of rates and prepare email to our solicitors
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.20	\$99.00	review emails for former emails to consultant to upload remuneration affidavit and application, and prepare email to Aubrey Meek to assist with preparation for service
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.10	\$49.50	further discussion with our solicitors re proposed exhibits for David Whyte's remuneration affidavit and application
BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.10	\$49.50	further discussion with our solicitors re proposed exhibits for David Whyte's remuneration affidavit and application

BR	Eric Leeuwendal	Executive Director	Administration	13/06/2017	0.30	\$148.50	review email from Aubrey Meek regarding process of mail out to members by external printer for the notice of the remuneration application, prepare email to David Whyte, discussions to clarify the process
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.50	\$247.50	discussion with Aubrey Meek to check on the process of serving by mail members the notice of the remuneration application of David Whyte, discuss re posting the mail and error reports from the printer, prepare email to our solicitors re posting of the notice
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.70	\$346.50	discussion with our solicitors to check on the process of serving the members re the remuneration appln of David Whyte, discuss with Aubrey Meek re posting of the notice instructions, review prev email instructions, prepare email to printer, prep email to consul
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.10	\$49.50	check email instructions re serving the members by email re the remuneration appln of David Whyte, prepare email to our solicitors to confirm instructions in accord with Orders
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.20	\$99.00	review email response from printer, prepare email to Nikola Gibson re PDF notice renaming, discussion re serving the members by email re the remuneration appln of David Whyte,
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.10	\$49.50	review email response from consultant as to timing of uploading of documents of remuneration appln of David Whyte and prepare response to brig forward upload, discussion with our solicitors re timing of upload to website and emails
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.20	\$99.00	review email from Nikola Gibson with draft emails to investors, forward to Aubrey Meek and discuss if in accord with the Orders, prepare email response re PDF size re serving the members by email re the remuneration appln of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.40	\$198.00	review LM FMIF website for upload of the remuneration application documents, note further changes necessary, take snapshots and prepare email to consultant to make amendments
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.10	\$49.50	review notice to investors for the remuneration application of David Whyte and prepare email to our solicitors attaching the notice
BR	Eric Leeuwendal	Executive Director	Administration	14/06/2017	0.60	\$297.00	meeting with Aubrey Meek to check on the process of serving members the notice of the remuneration application of David Whyte, check numbers against last appln, note small differences and discuss reasons, re-run to test the numbers which confirmed OK
BR	Eric Leeuwendal	Executive Director	Administration	15/06/2017	0.10	\$49.50	discussion with Aubrey Meek regarding queries on the member database mail out list review and possible scenarios and further tasks to check exception report hits
BR	Eric Leeuwendal	Executive Director	Administration	15/06/2017	0.30	\$148.50	discussion with Aubrey Meek regarding status of actual cash flow review of an additional loan to include in the sample of loans for the hypothetical receivership assessments as requested by counsel for the claim against EY
BR	Eric Leeuwendal	Executive Director	Administration	16/06/2017	0.10	\$49.50	review last affidavit of service and prepare email to Nikola Gibson to obtain report on email mail out service to investors
BR	Eric Leeuwendal	Executive Director	Administration	16/06/2017	0.10	\$49.50	discussion with our solicitors regarding the member mailing list and additional investors identified to be sent the notice of the remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	16/06/2017	0.10	\$49.50	further discussion with our solicitors regarding the member mailing list and additional investors notifications of change of address to be sent the notice of the remuneration application of David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	16/06/2017	0.20	\$99.00	discussion Aubrey Meek and then with our solicitors regarding the service of missed email members
BR	Eric Leeuwendal	Executive Director	Administration	19/06/2017	0.10	\$49.50	review fax from investor and comments regarding notice of remuneration appln, review email from David Whyte, forward fax to Aubrey Meek to trace sender so response can be sent
BR	Eric Leeuwendal	Executive Director	Administration	19/06/2017	0.20	\$99.00	commence review of payment invoices and legal bills for reasonableness and approve for payment

BR	Eric Leeuwendal	Executive Director	Administration	19/06/2017	0.10	\$49.50	finalise review of payment invoices and legal bills for reasonableness and approve for payment
BR	Eric Leeuwendal	Executive Director	Administration	22/06/2017	0.60	\$297.00	finalise the IT consultant service request document to rectify the foreign investor transactions incorrectly stated in foreign currencies, prepare email to our solicitors advising them of the sign off of the agreement
BR	Eric Leeuwendal	Executive Director	Administration	22/06/2017	0.20	\$99.00	review draft email to McGrath Nicol re payment batch for processing, amend the email re objection to intention to run only monthly payment runs
BR	Eric Leeuwendal	Executive Director	Administration	22/06/2017	0.20	\$99.00	note that the IT consultant service request document to rectify the foreign investor transactions incorrectly stated in foreign currencies - typo corrected in document reverted back, and refile, and finalise, note continued issue and email consultant
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.50	\$247.50	review email from IT consultant re service request document correction issue - to rectify the foreign investor transactions incorrectly stated - correct again & still reverted back, prepare further email to consultant, prep email to other IT
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.40	\$198.00	review email from IT consultant re access parameters for new IT consultant to rectify the foreign investor transactions incorrectly stated, discussion with our solicitors regarding the undertaking and process of accessing the LM servers
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.40	\$198.00	review prev email from IT consultant re set up of duplicate AX database and access/parameters for new IT consultant to rectify the foreign investor transactions incorrectly stated, consider access issues and respond to email from IT consultant
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.10	\$49.50	review email from Andrew Whittaker re access passwords for a user ID for IT consultant to rectify the foreign investor transactions incorrectly stated, prepare email to Aubrey Meek to locate full access listing
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.50	\$247.50	review email from Aubrey Meek and draft affidavit of service he amended, review the affidavit and emails intended for exhibits and consider the timing of all the pleadings
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.20	\$99.00	discussion with Aubrey Meek regarding his draft affidavit of service and his amendments, re the notice to members for David Whyte's remuneration application, discuss the timing of all the pleadings and whether further changes should be made
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.10	\$49.50	discussion with our solicitor regarding investor enquiry re return of funds from Western Union and if we can re-distribute the funds back to the investor
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.10	\$49.50	review email from our solicitors regarding the solicitors view about the consent & undertakings needed by IT consultants before access to the AX system to test and resolve the incorrect conversion of foreign investor transactions into AX in 2010
BR	Eric Leeuwendal	Executive Director	Administration	23/06/2017	0.50	\$247.50	review the versions of undertakings by past consultants and compare with David Whyte's undertaking, review past emails and prepare response to our solicitors and email to IT consultants re foreign investor balances issue
BR	Eric Leeuwendal	Executive Director	Administration	26/06/2017	0.20	\$99.00	discussion with our solicitors regarding queries on the draft affidavits of service of David Whyte's remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	26/06/2017	0.10	\$49.50	review email from Ryan Whyte regarding the LM server access passwords, prepare email to Aubrey Meek to check on whether we have a spare login for our IT consultants doing the investigation of resolving the foreign investor balances conversion to AX
BR	Eric Leeuwendal	Executive Director	Administration	26/06/2017	0.20	\$99.00	discussion with Aubrey Meek regarding the workings for the amended BAS's for controllerships and review our LM files for the workings - to assist with the review by our BDO tax compliance review
BR	Eric Leeuwendal	Executive Director	Administration	27/06/2017	0.40	\$198.00	review email from our solicitors regarding the form of undertakings to the court re access to LM servers/records, review the previous undertakings and earlier email from our solicitors, amend the agent undertakings and prepare email to IT consultant to re
BR	Eric Leeuwendal	Executive Director	Administration	27/06/2017	0.30	\$148.50	discussion with our solicitors regarding the form of undertakings to the court re access to LM servers/records and if consent needed from other parties

BR	Eric Leeuwendal	Executive Director	Administration	28/06/2017	0.10	\$49.50	review summary file note on status of litigation for use for LM team in responding to investor queries and forward copy to David Whyte per his request
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.60	\$297.00	review email from our solicitors and commence review of draft submissions for the hearing of David Whyte's remuneration application, discussion with our solicitors regarding anti-money laundering form requirements
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.20	\$99.00	review email from our solicitors and continue the review of draft submissions for the hearing of David Whyte's remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.20	\$99.00	review emails from our solicitors and prepare responses regarding whether we prepared a further reply to an investor and confirming all 10 were responded to for the purposes of the draft affidavit of David Whyte for his remuneration application hearing
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.20	\$99.00	discussion with our solicitors regarding responses to investors for the purposes of the draft affidavit of David Whyte for his remuneration application hearing, discussion regarding the service of the emails and exhibit if correct
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.40	\$198.00	review email from our solicitors and continue the review of draft submissions for the hearing of David Whyte's remuneration application
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.50	\$247.50	review email from our solicitors and continue the review of draft submissions for the hearing of David Whyte's remuneration application, review email from our solicitors and respond to query re investor responses, prepare email with marked up submissions
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.40	\$198.00	commence reviewing files located by Antoinette Fielding from LM servers re the Anti-Money Laundering Policies and procedures
BR	Eric Leeuwendal	Executive Director	Administration	29/06/2017	0.10	\$49.50	review email from Antoinette Fielding and peruse attachment re investor responses to David Whyte's notice of remuneration application, prepare email response to our solicitors attaching Antoinette's email
BR	Eric Leeuwendal	Executive Director	Administration	30/06/2017	0.30	\$148.50	review email from our solicitors and further affidavits in preparation for the hearing of the remuneration application of David Whyte, check the draft affidavits and discussion with our solicitors regarding queries
BR	Eric Leeuwendal	Executive Director	Administration	3/07/2017	0.20	\$99.00	discussion with Aubrey Meek regarding LMFIF web site home page restructuring
BR	Eric Leeuwendal	Executive Director	Administration	3/07/2017	0.90	\$445.50	discussion regarding valuations for the additional loans required by counsel for the hypothetical receivership assessments and claim against EY, collate/locate valuations and email to Clark Jarrold
BR	Eric Leeuwendal	Executive Director	Administration	4/07/2017	0.20	\$99.00	discussion regarding dealing with investor correspondence and payment run to be prepared for next batch, discussion regarding fees approved and bills reconciliation issues
BR	Eric Leeuwendal	Executive Director	Administration	4/07/2017	0.30	\$148.50	commence reviewing payment vouchers for remuneration and service providers, checking documents and approving for sign off by David Whyte
BR	Eric Leeuwendal	Executive Director	Administration	4/07/2017	0.20	\$99.00	review LM website proposed changes per Aubrey Meek and prepare email response
BR	Eric Leeuwendal	Executive Director	Administration	4/07/2017	0.30	\$148.50	finalise reviewing payment vouchers for remuneration and service providers, checking documents and approving for sign off by David Whyte, checking past emails to McGrath Nicol re submission of remuneration payments
BR	Eric Leeuwendal	Executive Director	Administration	4/07/2017	0.20	\$99.00	discussion regarding outlays to be included in payment claim to McGrath Nicol, commence review of previous payment request for precedent
BR	Eric Leeuwendal	Executive Director	Administration	10/07/2017	0.30	\$148.50	review matters for discussion with the LM team for our planning/catch up meeting, discussion regarding email text approved for bounced emails, reset meeting time
BR	Eric Leeuwendal	Executive Director	Administration	11/07/2017	0.10	\$49.50	review payment of service provider submissions

BR	Eric Leeuwendal	Executive Director	Administration	11/07/2017	0.40	\$198.00	review payment of service provider submissions continued including numerous legal fees accounts
BR	Eric Leeuwendal	Executive Director	Administration	11/07/2017	0.30	\$148.50	review payment of service provider submissions continued including further legal fees accounts
BR	Eric Leeuwendal	Executive Director	Administration	11/07/2017	0.90	\$445.50	review email from our solicitors and letter re issues in interrogating the FMIF servers and proposed alternatives. Review the Court undertakings re the issues and consider correctness of solicitors assessment - for resolving foreign investor conversion
BR	Eric Leeuwendal	Executive Director	Administration	11/07/2017	0.30	\$148.50	prepare email to David Whyte re our solicitors letter re interrogating the FMIF servers and proposed alternatives - for resolving foreign investor conversion problem and recommend go ahead to seek consent from the parties
BR	Eric Leeuwendal	Executive Director	Administration	13/07/2017	0.10	\$49.50	review email from IT consultant on status of LM FMIF website update, peruse website for changes made
BR	Eric Leeuwendal	Executive Director	Administration	19/07/2017	0.10	\$49.50	review 6 invoices from service providers and solicitors on litigation matters and approve for payment
BR	Eric Leeuwendal	Executive Director	Administration	19/07/2017	0.10	\$49.50	prepare email to David Whyte on payment of service providers invoices, system changes and reason for delay in other batches sent 2 weeks ago.
BR	Eric Leeuwendal	Executive Director	Administration	24/07/2017	0.10	\$49.50	discussion with Antoinette Fielding regarding the review of payment process with McGrath Nicol and timing of payment batches
BR	Eric Leeuwendal	Executive Director	Administration	25/07/2017	0.10	\$49.50	review email from Antoinette Fielding re o/s payments sent to McGrath Nicol, review the payments and prepare email response
BR	Eric Leeuwendal	Executive Director	Administration	27/07/2017	0.10	\$49.50	review email from service provider and invoice, forward to Antoinette Fielding for processing, prepare email response to consultant to send future invoices to Antoinette
BR	Eric Leeuwendal	Executive Director	Administration	28/07/2017	0.10	\$49.50	review issues and update on litigation for team planning meeting, prepare notes for the meeting
BR	Eric Leeuwendal	Executive Director	Administration	28/07/2017	0.90	\$445.50	team planning meeting to discuss investor register maintenance issues, specific investor queries, improve email in box maint, investors that may be creditors, anti-money laundering form requirements, update on litigation matters
BR	Eric Leeuwendal	Executive Director	Administration	31/07/2017	0.10	\$49.50	discussion with Trilogy regarding our request to obtain their consent to us providing a copy of the server AX database to consultants to run a test of fixing the database of foreign currency investors back into AUD
BR	Eric Leeuwendal	Executive Director	Administration	4/08/2017	0.20	\$99.00	review email from Trilogy querying our request to seek consent to provide our IT consultants with a copy of the investor database to fix the foreign investor unit transactions back to AUD, review and respond to emails from David Whyte re this issue
BR	Eric Leeuwendal	Executive Director	Administration	7/08/2017	0.10	\$49.50	reviewing response from Trilogy to our request fro consent to provide a copy of the AX investor data to our consultant to run a test fix of the incorrect conversion of investor data in foreign currency, check the undertaking and our letter and forward
BR	Eric Leeuwendal	Executive Director	Administration	9/08/2017	0.50	\$247.50	discussions regarding handover of tasks to Ainsley Watt, prepare email re handover meeting, prepare notes for meeting
BR	Eric Leeuwendal	Executive Director	Administration	9/08/2017	0.40	\$198.00	prepare email to David Whyte regarding the response from Trilogy to our request for consent to providing non fund information to our IT consultants to fix the conversion of foreign investor balances and prepare draft reply
BR	Eric Leeuwendal	Executive Director	Administration	11/08/2017	0.10	\$49.50	review email from our solicitors responding to Korda Mentha email advising no objection to us providing our IT consultant with non fund information, prepare email response to KordaMentha seeking actual consent so we comply with the undertakings to the cou
BR	Eric Leeuwendal	Executive Director	Administration	11/08/2017	0.10	\$49.50	review email from our solicitors regarding their review of the need to obtain Grant Thornton consent to us providing our IT consultant with non fund information to fix foreign currency balances in the register, forward to David Whyte with comment

BR	Eric Leeuwendal	Executive Director	Administration	11/08/2017	0.20	\$99.00	prepare letter seeking consent from Grant Thornton to us providing our IT consultant with non fund information to fix foreign currency balances in the register, add words re the undertaking given response from Trilogy
BR	Eric Leeuwendal	Executive Director	Administration	14/08/2017	0.10	\$49.50	prepare draft email to Trilogy to follow up response to seeking consent to provide a copy of the investor register and conversion files to correct the foreign investor accounts
BR	Eric Leeuwendal	Executive Director	Administration	14/08/2017	0.10	\$49.50	review email from PTAL and asset register report, prepare email response re incorrect value of the mortgages
BR	Eric Leeuwendal	Executive Director	Administration	17/08/2017	0.10	\$49.50	discussion with Grant Thornton regarding background to request for consent to provide contractor with copy of AX database containing non fund information
BR	Eric Leeuwendal	Executive Director	Administration	17/08/2017	0.10	\$49.50	finalise letter to Grant Thornton to request for consent to provide contractor with copy of AX database containing non fund information
BR	Eric Leeuwendal	Executive Director	Administration	17/08/2017	0.20	\$99.00	review draft Form 524 receipts and payments for ASIC and review previous form, remuneration calcs and est value of fund and check to draft accounts
BR	Eric Leeuwendal	Executive Director	Administration	17/08/2017	0.20	\$99.00	review 6 legal and other service provider invoices and review for reasonableness and approve for processing, prepare note to David Whyte on review of one legal bill
BR	Eric Leeuwendal	Executive Director	Administration	18/08/2017	0.20	\$99.00	review email from Aubrey Meek with draft response to PTAL re custody agreement asset schedule, review the schedule and queries from PTAL and prepare email response to Aubrey to amend the valuation of mortgages table for PTAL
BR	Eric Leeuwendal	Executive Director	Administration	21/08/2017	0.10	\$49.50	review email from Aubrey Meek and amended draft table of loans and est security value to respond to query from PTAL on their compliance reporting. Prepare email response to PTAL
BR	Eric Leeuwendal	Executive Director	Administration	23/08/2017	0.10	\$49.50	review last corro with IT consultant, prepare email update re status of our instructions to commence work to resolve foreign investor incorrect unit balances
BR	Eric Leeuwendal	Executive Director	Administration	25/08/2017	0.10	\$49.50	prepare email to Grant Thornton to follow up on status of their consideration of providing consent for us to provide our IT consultant with a copy of the AX database containing non fund info re correcting the foreign currency investors
BR	Eric Leeuwendal	Executive Director	Administration	25/08/2017	0.10	\$49.50	review email from Grant Thornton advising of their consent for us to provide our IT consultant with a copy of the AX database containing non fund info re correcting the foreign currency investors-fwd to our solicitors for comment
BR	Eric Leeuwendal	Executive Director	Administration	29/08/2017	0.30	\$148.50	review draft email from Antoinette Fielding to our IT consultant and discuss with Antoinette to clarify access to LM server systems issues, amend the draft email to Antoinette and prepare email response
BR	Eric Leeuwendal	Executive Director	Administration	1/09/2017	0.10	\$49.50	review email from Trilogy consenting to our request to provide our IT consultants with a copy of the AX investor database to conduct work to rectify foreign investor unit balances/transactions into AUD, review previous correspondence
BR	Eric Leeuwendal	Executive Director	Administration	1/09/2017	0.30	\$148.50	discussion with our solicitors re final consent recd and discuss next steps to proceed with our IT consultants to conduct work to rectify foreign investor unit balances/transactions into AUD, prepare email instructions to our solicitors, review prev undertaking
BR	Eric Leeuwendal	Executive Director	Administration	12/09/2017	0.10	\$49.50	review emails with IT consultant, prepare email to consultant seeking that the new staff sign the undertakings to the court re not dealing with non fund information - check correct versions are sent
BR	Eric Leeuwendal	Executive Director	Administration	13/09/2017	0.10	\$49.50	review legal invoices and other essential service provider invoices for reasonableness and approve for processing
BR	Eric Leeuwendal	Executive Director	Administration	14/09/2017	1.00	\$495.00	meeting with IT consultant to discuss the planning for the correction of the incorrect conversion of foreign investor accounts from foreign currencies into AUD & do a walk through of the AX investor module system and example investor account transactions

BR	Eric Leeuwendal	Executive Director	Administration	26/09/2017	0.10	\$49.50	review email from our IT consultant re providing access to other consultant to work on the duplicate AX system to resolve the incorrect conversion of foreign investor unit balance into AX in 2010/11. Prepare email to Ryan Whyte to review query from consul
BR	Eric Leeuwendal	Executive Director	Administration	26/09/2017	0.10	\$49.50	review email from Ryan Whyte re IT consultant access to the duplicate AX system to resolve the incorrect conversion of foreign investor unit balance into AX in 2010/11. Amend draft email responding to Ryan
BR	Eric Leeuwendal	Executive Director	Administration	26/09/2017	0.10	\$49.50	review email from Ryan Whyte re IT consultant access to the duplicate AX system to resolve the incorrect conversion of foreign investor unit balance into AX in 2010/11. prepare email to Ryan re query on locking down the IP address
BR	Eric Leeuwendal	Executive Director	Administration	27/09/2017	0.10	\$49.50	check emails with IT consultant re setting up the access to the duplicate AX database for our other IT consultant re fixing foreign investor unit conversion issue, prepare email follow up as to progress
BR	Eric Leeuwendal	Executive Director	Administration	27/09/2017	0.30	\$148.50	review email from IT consultant re the undertakings and queried liability to pay the costs of maintaining records, review emails from our solicitors re req't of the undertakings, prepare email response to IT consultant re fixing foreign investor unit convert
BR	Eric Leeuwendal	Executive Director	Administration	6/10/2017	0.20	\$99.00	review email from Ryan Whyte and prepare email to our solicitors seeking them to commence our next application for remuneration of David Whyte as receiver of the Fund
BR	Eric Leeuwendal	Executive Director	Administration	17/10/2017	0.20	\$99.00	discussion with Ainsley Watt regarding the BAS and ASIC obligations for the Fund on McGrath Nicol retiring as receivers of the Fund, discn regarding the feeder fund member numbers review process
BR	Eric Leeuwendal	Executive Director	Administration	17/10/2017	0.20	\$99.00	review feeder fund data from Ainsley Watt re feeder fund member numbers results, check unit numbers against statements, prepare email to our solicitors with query on finalising the draft affidavit for the applications for leave/directions re the FF claim
BR	Eric Leeuwendal	Executive Director	Administration	17/10/2017	0.10	\$49.50	further discns with Ainsley Watt re feeder fund member numbers results, check unit numbers against feeder audited accts - re the claim against the feeder funds
BR	Eric Leeuwendal	Executive Director	Administration	17/10/2017	0.20	\$99.00	review unit numbers against statements and audited accounts, prepare further email to our solicitors with query on finalising the draft affidavit for the applications for leave/directions re the FF claim
BR	Eric Leeuwendal	Executive Director	Administration	18/10/2017	0.10	\$49.50	review email update from our IT consultants re delays in rebooting Composer accounts/member database system and providing access to AX to our other consultant re the correction of member register review, prepare email response
BR	Eric Leeuwendal	Executive Director	Administration	18/10/2017	0.20	\$99.00	prepare email to former LM staff for suggestions re our IT consultants issues in rebooting Composer accounts/member database system and providing access to AX to our other consultant re the correction of member register review
BR	Eric Leeuwendal	Executive Director	Administration	18/10/2017	0.30	\$148.50	discn re issues following up IT consultant, review past emails with IT consultant, prepare email to IT consultant re history of follow ups and requesting assistance to regain access to LM Composer server and access to other consultant for the foreign cur
BR	Eric Leeuwendal	Executive Director	Administration	23/10/2017	0.30	\$148.50	reviewing 6x controllership form 524's and approve for sign off, review 2 x BAS forms for controllerships and raise queries re GST refunds
BR	Ainsley Watt	Senior Accountant	Administration	14/08/2017	0.30	\$105.00	Meeting with Aubrey Meek regarding Management Accounts and updating records for term deposit
BR	Ainsley Watt	Senior Accountant	Administration	17/08/2017	0.10	\$35.00	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	Ainsley Watt	Senior Accountant	Administration	18/08/2017	0.50	\$175.00	Meeting with Aubrey Meek re preparing September report to investors, including how to prepare estimated return to creditors & remuneration reports
BR	Ainsley Watt	Senior Accountant	Administration	22/08/2017	0.30	\$105.00	Meeting with Aubrey Meek regarding AX database log in and reviewing investor details

BR	Ainsley Watt	Senior Accountant Administration	23/08/2017	0.10	\$35.00	Discussion with Aubrey Meek and Sarah Cunningham regarding timing of 524 lodgement and new ASIC postal process
BR	Ainsley Watt	Senior Accountant Administration	11/09/2017	0.10	\$35.00	Emailed Ryan Whyte, Antoinette Fielding and George Lethbridge regarding formatting of letters to investors for postal mail
BR	Ainsley Watt	Senior Accountant Administration	11/09/2017	0.10	\$35.00	Reviewed mail received and emailed Eric Leeuwendal regarding process for payments
BR	Ainsley Watt	Senior Accountant Administration	13/09/2017	0.10	\$35.00	Phone call to investor seeking to update the details for their investment with the Fund.
BR	Ainsley Watt	Senior Accountant Administration	22/09/2017	0.50	\$175.00	Reviewed 3 letters to investor confirming update of details for their investment with the Fund. Approved changes made to AX database
BR	Ainsley Watt	Senior Accountant Administration	3/10/2017	0.20	\$70.00	Checked file and emails for 2 invoices received and to be paid
BR	Ainsley Watt	Senior Accountant Administration	3/10/2017	0.80	\$280.00	Meeting with Eric Leeuwendal and Antoinette Fielding to discuss the updated report to investors, litigation matters update and the litigation matters to be resolved prior to making a distribution to assist with responding to queries from investors
BR	Ainsley Watt	Senior Accountant Administration	6/10/2017	0.10	\$35.00	Received, checked and filed of original deed of compromise
BR	Ainsley Watt	Senior Accountant Administration	9/10/2017	0.20	\$70.00	Reviewed invoices and mail received. Emailed team to allocate tasks appropriately
BR	Ainsley Watt	Senior Accountant Administration	17/10/2017	0.20	\$70.00	Reviewed BAS and 524's lodged by McGrath Nicol
BR	Ainsley Watt	Senior Accountant Administration	17/10/2017	0.20	\$70.00	discussion with Eric Leeuwendal regarding the BAS and ASIC obligations for the Fund on McGrath Nicol retiring as receivers of the Fund, discn regarding the feeder fund member numbers review process
BR	Ainsley Watt	Senior Accountant Administration	19/10/2017	0.10	\$35.00	Reviewed email from LM employee regarding composer database suggestions to restore it and possible contacts
BR	Ainsley Watt	Senior Accountant Administration	25/10/2017	0.10	\$35.00	Liaise with Grace re records to go back to storage
BR	Ainsley Watt	Senior Accountant Administration	27/10/2017	0.10	\$35.00	review records and confirm fund abn for valuer consultant re EY claim invoice prepn
BR	Aubrey Meek	Senior Accountant Administration	16/05/2017	0.10	\$29.00	Brief by Eric Leeuwendal on developments in LM matters and brief discussion on priority tasks for the week.
BR	Aubrey Meek	Senior Accountant Administration	19/05/2017	0.10	\$29.00	Discussions with Eric Leeuwendal regarding finalising the amended BAS's for lodgement for a controllership and re discussion with BDO business services and information required, and tasks required.
BR	Aubrey Meek	Senior Accountant Administration	19/05/2017	0.30	\$87.00	Compile supporting documentation and draft email regarding finalising the amended BAS's for lodgement for a controllership and re discussion with BDO business services and information required, and tasks required.
BR	Aubrey Meek	Senior Accountant Administration	19/05/2017	0.30	\$87.00	Review proof of debt forms prepared by Eloise Carroll and discuss.
BR	Aubrey Meek	Senior Accountant Administration	25/05/2017	0.40	\$116.00	Investigate query and prepare letter to custodian of PTAL re query related to value of outstanding mortgages for the FMIF.
BR	Aubrey Meek	Senior Accountant Administration	5/06/2017	0.70	\$203.00	LM Team Meeting with Eric Leeuwendal, Ryan Whyte and Eloise Carroll on ongoing litigations and legal matters. Review current investor correspondence strategy and discuss small changes. Discuss new investor transfer forms.

BR	Aubrey Meek	Senior Accountant II	Administration	8/06/2017	0.40	\$116.00	Generated LM investor mailing list and filtered excel spreadsheet to show investors in the LM First Mortgage Income Fund and divided into the reporting methods of email and post.
BR	Aubrey Meek	Senior Accountant II	Administration	9/06/2017	0.80	\$232.00	Meeting with the LM team to review the procedural steps re service of the notice to members of the remuneration application of David Whyte as recommended by our solicitors, review the results of a dummy run & discuss the dealer name issue & post checking.
BR	Aubrey Meek	Senior Accountant II	Administration	15/06/2017	0.10	\$29.00	Discussion with Eric Leeuwendal re the investigation into discrepancy with investor listing as compared to the previous mail out.
BR	Aubrey Meek	Senior Accountant II	Administration	16/06/2017	0.70	\$203.00	Prepare update to LM website re application by LMIM indemnity claim. Instruct website host accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	19/06/2017	0.70	\$203.00	Meeting with LM team to discuss status of investor maintenance and correspondence, telephone enquiries and issues identified from the mail out/service of David Whyte's remuneration application, planning re handover of tasks.
BR	Aubrey Meek	Senior Accountant II	Administration	22/06/2017	0.50	\$145.00	Prepare amended management accounts for upload to LM website. Save to file and draft email to website service provider re updates accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	23/06/2017	0.20	\$58.00	Discussion with Eric Leeuwendal regarding my draft affidavit of service and amendments, re the notice to members for David Whyte's remuneration application, discuss the timing of all the pleadings and whether further changes should be made.
BR	Aubrey Meek	Senior Accountant II	Administration	23/06/2017	0.40	\$116.00	Update draft affidavit of service and amendments, re the notice to members for David Whyte's remuneration application, draft email response to solicitor and attachments in affidavit.
BR	Aubrey Meek	Senior Accountant II	Administration	23/06/2017	0.60	\$174.00	Review and update draft affidavit of Ashley Richardson of service and amendments, re the notice to members for David Whyte's remuneration application and discuss with her accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	23/06/2017	0.50	\$145.00	Review and update draft affidavit of Ashley Richardson of service and amendments, re the notice to members for David Whyte's remuneration application and discuss with her accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	26/06/2017	0.30	\$87.00	Peruse affidavit of Nikola Gibson and query from solicitor for remuneration application. Draft response to solicitor and discuss changes.
BR	Aubrey Meek	Senior Accountant II	Administration	26/06/2017	0.40	\$116.00	Peruse and update affidavit for Aubrey Meek and James Postle as received by our solicitors for remuneration application. Forward finalised version to solicitor as requested.
BR	Aubrey Meek	Senior Accountant II	Administration	26/06/2017	0.40	\$116.00	Peruse and update affidavit of Nikola Gibson as received by our solicitors for remuneration application. Forward finalised version to solicitor as requested.
BR	Aubrey Meek	Senior Accountant II	Administration	27/06/2017	0.70	\$203.00	Peruse affidavit of Nikola Gibson and Aubrey Meek re query from solicitor for remuneration application. Draft response to solicitor and discuss changes.
BR	Aubrey Meek	Senior Accountant II	Administration	28/06/2017	0.70	\$203.00	Peruse final version of affidavits for Aubrey Meek, Nikola Gibson and James Postle re remuneration application and service of application notice to members. Discussion with Eric Leeuwendal and email correspondence with solicitors. Swore affidavit accordingly
BR	Aubrey Meek	Senior Accountant II	Administration	28/06/2017	0.30	\$87.00	Oversee signing of affidavit by Nikola Gibson re remuneration application. Discussion with Eric Leeuwendal re update to affidavit of Aubrey Meek. Swore affidavit and forward to solicitors. Draft email re update.
BR	Aubrey Meek	Senior Accountant II	Administration	30/06/2017	0.70	\$203.00	Attend solicitors for signing of affidavit for remuneration application.
BR	Aubrey Meek	Senior Accountant II	Administration	3/07/2017	0.20	\$62.00	Discussion with Eric Leeuwendal re update to website and cleaning up the home page.
BR	Aubrey Meek	Senior Accountant II	Administration	3/07/2017	0.30	\$93.00	Investigate LM inbox enquiries issues. Discussion with Ryan Whyte and Antoinette Fielding.

BR	Aubrey Meek	Senior Accountant II	Administration	3/07/2017	0.40	\$124.00	Discussion with Eric Leeuwendal re update to website and cleaning up the home page. Draft email to website service provider accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	3/07/2017	1.50	\$465.00	LM Team meeting on all current matters and litigations. Review on what possible outcomes that could happen in the future on litigations. Overall summary of what has happened up to date in the winding up process of the Fund.
BR	Aubrey Meek	Senior Accountant II	Administration	4/07/2017	0.10	\$31.00	Discussion with Eric Leeuwendal and Eloise Carroll re outlays to be included in payment claim to McGrath Nicol, review previous payment request precedent invoices
BR	Aubrey Meek	Senior Accountant II	Administration	5/07/2017	0.40	\$124.00	Peruse email of Eric Leeuwendal re update to website and cleaning up the home page. Draft email to website service provider accordingly.
BR	Aubrey Meek	Senior Accountant II	Administration	10/07/2017	0.50	\$155.00	Meeting with the LM team to discuss operational issues including, a new email text template to use to send change of details forms to investors, update re use of the anti-money laundering form, procedures for adviser bounced emails and work flow
BR	Aubrey Meek	Senior Accountant II	Administration	10/07/2017	0.20	\$62.00	Meeting with Eric Leeuwendal to discuss operational issues including commencement to review updating the management accounts and journals issues, LM staff and work flow issues
BR	Aubrey Meek	Senior Accountant II	Administration	14/07/2017	0.30	\$93.00	Discussion with Eric Leeuwendal regarding the AX system and the structure and whether Fund data could be extracted from non-fund data to be able to undertake the testing of re-importing foreign currency investor data into AUD
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	1.40	\$434.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements. Telephone discussion with MN re transactions identified as processed by MN.
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	0.20	\$62.00	Email correspondence with EY re laptop on loan and IT issues that need to be fixed.
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	0.40	\$124.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	1.00	\$310.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	0.30	\$93.00	Discussion with Eric Leeuwendal to review status of management accts preparation, queries on investor correspondence re change of details and findings re unpaid hardship claim review of the AX system redemption of units
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	0.30	\$93.00	Scan and save to file copies of the transaction listing and transaction statement for the client whose distribution is part of the dispute with Western Union. Draft email to Eric Leeuwendal and report findings.
BR	Aubrey Meek	Senior Accountant II	Administration	17/07/2017	0.20	\$62.00	Draft email to IT service provider re update to LM website.
BR	Aubrey Meek	Senior Accountant II	Administration	18/07/2017	0.70	\$217.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	18/07/2017	0.70	\$217.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	18/07/2017	0.80	\$248.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	19/07/2017	1.10	\$341.00	Meet defendants solicitor re inspection of box records in meeting room for claim against directors. Supervise search efforts.
BR	Aubrey Meek	Senior Accountant II	Administration	19/07/2017	1.90	\$589.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.

BR	Aubrey Meek	Senior Accountant II	Administration	19/07/2017	0.70	\$217.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	19/07/2017	0.70	\$217.00	Update AX database with monthly journals for period Jan to June 2017. Inspect payments and receipts processed by MN and confirm with bank statements.
BR	Aubrey Meek	Senior Accountant II	Administration	21/07/2017	0.40	\$124.00	Investigate request from liquidator of borrower re update of controllership. Discuss with Eloise Carroll and search database for supporting documentation.
BR	Aubrey Meek	Senior Accountant II	Administration	21/07/2017	0.50	\$155.00	Investigate email from solicitors re need to unwind FX changes in previous years on management accounts. Prepare management accounts for F'2017 YE.
BR	Aubrey Meek	Senior Accountant II	Administration	26/07/2017	0.70	\$217.00	Discussion with George Lethbridge re LM investor correspondence, oversight of fund management and office procedures re system updates.
BR	Aubrey Meek	Senior Accountant II	Administration	27/07/2017	0.80	\$248.00	Search AX database for proof of FTI funds appointed. Discuss with Eric Leeuwendal.
BR	Aubrey Meek	Senior Accountant II	Administration	28/07/2017	0.90	\$279.00	team planning meeting to discuss investor register maintenance issues, specific investor queries, improve email in box maint. investors that may be creditors, anti-money laundering form requirements, update on litigation matters
BR	Aubrey Meek	Senior Accountant II	Administration	31/07/2017	1.30	\$403.00	Prepare loan account journals in AX. Check final figures and export TB from AX.
BR	Aubrey Meek	Senior Accountant II	Administration	31/07/2017	0.90	\$279.00	Prepare loan account journals in AX. Check final figures and export TB from AX.
BR	Aubrey Meek	Senior Accountant II	Administration	31/07/2017	1.10	\$341.00	Prepare loan account journals in AX. Check final figures and export TB from AX.
BR	Aubrey Meek	Senior Accountant II	Administration	1/08/2017	1.00	\$310.00	Prepare management accounts for F'2017.
BR	Aubrey Meek	Senior Accountant II	Administration	1/08/2017	0.80	\$248.00	Prepare management accounts for F'2017.
BR	Aubrey Meek	Senior Accountant II	Administration	1/08/2017	1.50	\$465.00	Prepare management accounts for F'2017.
BR	Aubrey Meek	Senior Accountant II	Administration	2/08/2017	1.80	\$558.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant II	Administration	2/08/2017	1.10	\$341.00	Prepare management accounts for F'2017.
BR	Aubrey Meek	Senior Accountant II	Administration	2/08/2017	0.90	\$279.00	Prepare management accounts for F'2017.
BR	Aubrey Meek	Senior Accountant II	Administration	2/08/2017	1.00	\$310.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant II	Administration	3/08/2017	1.10	\$341.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant II	Administration	3/08/2017	2.20	\$682.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant II	Administration	3/08/2017	0.50	\$155.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant II	Administration	3/08/2017	1.80	\$558.00	Prepare management accounts for F'2017 and YE journals.

BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	0.50	\$155.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	1.80	\$558.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	0.80	\$248.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	1.00	\$310.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	1.20	\$372.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	4/08/2017	0.40	\$124.00	Prepare management accounts for F'2017 and YE journals.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	1.30	\$403.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	1.40	\$434.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	1.00	\$310.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	1.30	\$403.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	0.40	\$124.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	7/08/2017	0.90	\$279.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	8/08/2017	0.90	\$279.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	8/08/2017	1.70	\$527.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	8/08/2017	1.50	\$465.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	8/08/2017	1.50	\$465.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant Administration	8/08/2017	1.00	\$310.00	Meeting with Eric Leeuwendal and Julie Pagcu to discuss the status of prepn of the management accts for YE 30-6-17, queries re asset impairment schedule, investor foreign currency transactions and feeder fund claim.
BR	Aubrey Meek	Senior Accountant Administration	9/08/2017	1.20	\$372.00	Meeting with Eric Leeuwendal to discuss and complete the impairment provisioning worksheet and asset realisation schedule for the management accounts, raise queries for our auditors in order to complete the work paper.
BR	Aubrey Meek	Senior Accountant Administration	9/08/2017	0.90	\$279.00	Meeting with Eric Leeuwendal to discuss and complete the impairment provisioning worksheet and asset realisation schedule for the management accounts, raise queries for our auditors in order to complete the work paper.
BR	Aubrey Meek	Senior Accountant Administration	9/08/2017	0.50	\$155.00	Meeting with Eric Leeuwendal to discuss and complete the impairment provisioning worksheet and asset realisation schedule for the management accounts, raise queries for our auditors in order to complete the work paper.

BR	Aubrey Meek	Senior Accountant II	Administration	9/08/2017	1.10	\$341.00	Meeting with Eric Leeuwendal to discuss and complete the impairment provisioning worksheet and asset realisation schedule for the management accounts, raise queries for our auditors in order to complete the work paper.
BR	Aubrey Meek	Senior Accountant II	Administration	9/08/2017	0.40	\$124.00	Meeting with Eric Leeuwendal to review 30-6-13 management accounts and workpapers and discuss task of determining the correct unit numbers for the management accounts
BR	Aubrey Meek	Senior Accountant II	Administration	11/08/2017	0.50	\$155.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant II	Administration	11/08/2017	0.50	\$155.00	Prepare financial management accounts for June 2017.
BR	Aubrey Meek	Senior Accountant II	Administration	14/08/2017	1.30	\$403.00	Finalise management accounts for 30 June 2017.
BR	Aubrey Meek	Senior Accountant II	Administration	14/08/2017	1.20	\$372.00	Discussion with Eric Leeuwendal re management accounts, changes needed and updates to notes.
BR	Aubrey Meek	Senior Accountant II	Administration	14/08/2017	0.30	\$93.00	Meeting with Eric Leeuwendal to review draft management accounts queries and go through the documents identified by Ryan Whyte on ascertaining the correct unit numbers at 30-6-13
BR	Aubrey Meek	Senior Accountant II	Administration	15/08/2017	1.30	\$403.00	Finalise management accounts for 30 June 2017.
BR	Aubrey Meek	Senior Accountant II	Administration	25/08/2017	0.60	\$186.00	Discns with Eric Leeuwendal re BDO tax review of BAS's lodged & to be lodged for controllerships, peruse work already done on one controller & steps to proceed with BDO tax review, discuss other general tasks to complete, discussion Ainsley Watt re these matters
BR	Eloise Carroll	Accountant II	Administration	10/05/2017	0.20	\$40.00	Review investor application register for the hardship payments for the feeder funds. Review workings and totals for the feeder fund hardship payments with Ryan Whyte. Compare to LM ASIC stats report.
BR	Eloise Carroll	Accountant II	Administration	1/06/2017	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	Administration	5/06/2017	0.70	\$140.00	LM Team Meeting with Eric Leeuwendal, Aubrey Meek and Ryan Whyte on ongoing litigations and legal matters. Review current investor correspondence strategy and discuss small changes. Discuss new investor transfer forms.
BR	Eloise Carroll	Accountant II	Administration	8/06/2017	0.40	\$80.00	Generated LM investor mailing list and filtered excel spreadsheet to show investors in the LM First Mortgage Income Fund and divided into the reporting methods of email and post.
BR	Eloise Carroll	Accountant II	Administration	9/06/2017	0.80	\$160.00	meeting with the LM team to review the procedural steps re service of the notice to members of the remuneration application of David Whyte as recommended by our solicitors, review the results of a dummy run & discuss the dealer name issue & post checking
BR	Eloise Carroll	Accountant II	Administration	14/06/2017	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	Administration	19/06/2017	0.70	\$140.00	meeting with LM team to discuss status of investor maintenance and correspondence, telephone enquiries and issues identified from the mail out/service of David Whyte's remuneration application, planning re handover of tasks
BR	Eloise Carroll	Accountant II	Administration	3/07/2017	0.20	\$43.00	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	Administration	3/07/2017	1.50	\$322.50	LM Team meeting on all current matters and litigations. Review on what possible outcomes that could happen in the future on litigations. Overall summary of what has happened up to date in the winding up process of the Fund.

BR	Eloise Carroll	Accountant II	Administration	6/07/2017	0.50	\$107.50	Updated the Payment listing with processed payments by comparing payment listing to Suncorp online banking
BR	Eloise Carroll	Accountant II	Administration	18/07/2017	0.20	\$43.00	Scanned, Saved and Copied the Signed deed of release and Settlement for our Lawyers for borrower
BR	Eloise Carroll	Accountant II	Administration	19/07/2017	0.20	\$43.00	Reviewed Lawyers Invoice and previous invoice to ensure all payments are processed.
BR	Eloise Carroll	Accountant II	Administration	4/09/2017	0.10	\$21.50	Printed, Signed, scanned and saved the LM undertaking
BR	Andrew Whittaker	Accountant II	Administration	11/05/2017	0.10	\$16.50	Discussion with Eric Leeuwendal regarding proposed amendments to the transfer form.
BR	Andrew Whittaker	Accountant II	Administration	9/06/2017	0.10	\$16.50	Print undertaking and sign. Scanned in and saved to file.
BR	Andrew Whittaker	Accountant II	Administration	12/06/2017	0.40	\$66.00	Review of LM inbox. Remove spam emails. Print new emails and update investor correspondence register.
BR	Andrew Whittaker	Accountant II	Administration	25/09/2017	0.90	\$193.50	Return laptop to EY with issues, Meeting with Steven Saldana to discuss the issues.
BR	Antoinette Fielding	Undergraduate	Administration	29/05/2017	0.20	\$33.00	Discussion with Ryan Whyte regarding the exportation of the Investor listings from AX; and comparing numbers of investor correspondence categories.
BR	Antoinette Fielding	Undergraduate	Administration	29/05/2017	0.90	\$148.50	Practicing the exporting of the investor listing from AX for the remuneration application send out. Comparing the number of FMIF members per subscription category.
BR	Antoinette Fielding	Undergraduate	Administration	19/06/2017	0.70	\$115.50	meeting with LM team to discuss status of investor maintenance and correspondence, telephone enquiries and issues identified from the mail out/service of David' Whyte's remuneration application, planning re handover of tasks
BR	Antoinette Fielding	Undergraduate	Administration	28/06/2017	0.40	\$66.00	Emailing SuretyIT regarding problems with the Investor AX database and servers. Logging onto the different servers to attain the screenshots of errors for the IT company.
BR	Antoinette Fielding	Undergraduate	Administration	24/07/2017	0.20	\$35.00	Reviewed correspondence from McGrath Nicol re. invoice payment schedule. Prepared responding email for Eric Leeuwendal to approve.
BR	Antoinette Fielding	Undergraduate	Administration	24/07/2017	0.10	\$17.50	discussion with Eric Leeuwendal regarding the review of payment process with McGrath Nicol and timing of payment batches
BR	Antoinette Fielding	Undergraduate	Administration	25/07/2017	0.10	\$17.50	Uploaded the requested ABA file to Suncorp online banking for Trust to process.
BR	Antoinette Fielding	Undergraduate	Administration	1/08/2017	0.10	\$17.50	Phone call to SuretyIT regarding issues accessing the investor database.
BR	Antoinette Fielding	Undergraduate	Administration	1/08/2017	0.10	\$17.50	Phone call to SuretyIT regarding issues accessing the investor database.
BR	Antoinette Fielding	Undergraduate	Administration	2/08/2017	0.50	\$87.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	3/08/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	3/08/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.

BR	Antoinette Fielding	Undergraduate	Administration	3/08/2017	0.40	\$70.00	Reviewing payment dates of supplier invoices in the payment summary spreadsheet.
BR	Antoinette Fielding	Undergraduate	Administration	3/08/2017	0.10	\$17.50	Reviewing payment dates in the payment summary spreadsheet and Suncorp online banking for year end journals
BR	Antoinette Fielding	Undergraduate	Administration	3/08/2017	0.80	\$140.00	Updated the Payment Listing spreadsheet. Reviewed 8 invoices & created an ABA file. Uploaded ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	4/08/2017	0.30	\$52.50	Reviewed new Invoices to process, & contacted the relevant suppliers to request to be CC'd into their Invoice forwarding.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.60	\$105.00	Phone call to Surety It re. access to G drive and servers for investigation into custodian procedures for investor request.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.50	\$87.50	Logging into the different desktops with all usernames to add G drive accessibility.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.50	\$87.50	Logging into the different desktops with all usernames to add G drive accessibility.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.50	\$87.50	Updated the Payment Listing spreadsheet. Created ABA files. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.30	\$52.50	Logging into the different desktops with all usernames to add G drive accessibility.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.20	\$35.00	Updated the Payment Listing spreadsheet. Created ABA files. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	11/08/2017	0.20	\$35.00	Logging into the different desktops with all usernames to add G drive accessibility.
BR	Antoinette Fielding	Undergraduate	Administration	15/08/2017	0.60	\$105.00	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	17/08/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	17/08/2017	0.10	\$17.50	Reviewing Invoices forwarded on emails to confirm they have been processed.
BR	Antoinette Fielding	Undergraduate	Administration	17/08/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	18/08/2017	0.50	\$87.50	Scanned, and saved to file four invoices and prepared email to McGrath Nicol Re. due invoices payment
BR	Antoinette Fielding	Undergraduate	Administration	24/08/2017	0.20	\$35.00	Checking payments forwarded by McGrath to the payment spreadsheet and Suncorp online banking.
BR	Antoinette Fielding	Undergraduate	Administration	29/08/2017	0.20	\$35.00	Reviewing Desktop accessibility problems - preparing email to Surety It requesting assistance.
BR	Antoinette Fielding	Undergraduate	Administration	7/09/2017	0.30	\$52.50	Phone call from McGrath re. Payment of Deeds of Assignment - Draft email for EL approval.
BR	Antoinette Fielding	Undergraduate	Administration	8/09/2017	0.10	\$17.50	review of voicemail from SuretyIT in regards to accessing Estate Master Database for the valuers claim.
BR	Antoinette Fielding	Undergraduate	Administration	8/09/2017	0.40	\$70.00	Reviewed LM filing system after inconsistencies when searching for past correspondence in physical files

BR	Antoinette Fielding	Undergraduate	Administration	12/09/2017	0.20	\$35.00	Reviewing Mail folder and payment listing spreadsheet to confirm invoice processing.
BR	Antoinette Fielding	Undergraduate	Administration	12/09/2017	0.10	\$17.50	Composer database issues - phone call to SuretyIT
BR	Antoinette Fielding	Undergraduate	Administration	12/09/2017	0.40	\$70.00	Reviewing Suncorp Online to confirm processing of invoices to date.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.40	\$70.00	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.40	\$70.00	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/09/2017	0.20	\$35.00	Prepared email to SuretyIT following up on telephone discussion yesterday and also with new storage problem on the AX database.
BR	Antoinette Fielding	Undergraduate	Administration	15/09/2017	0.30	\$52.50	Reviewing invoices sent to McGrath - saving invoices to file.
BR	Antoinette Fielding	Undergraduate	Administration	21/09/2017	0.40	\$70.00	Phone call with Surety It re. Estate Master Database Access and Composer Database reset. Update to Eric Leeuwendal re. access.
BR	Antoinette Fielding	Undergraduate	Administration	21/09/2017	0.30	\$52.50	Reviewing Suncorp online and payment listing spreadsheet in re. emails received advising of dropped pending payments.
BR	Antoinette Fielding	Undergraduate	Administration	22/09/2017	0.40	\$70.00	Reviewing Problems with remote access servers in preparation for phone call to suretyIT
BR	Antoinette Fielding	Undergraduate	Administration	22/09/2017	0.30	\$52.50	Phone call with Surety re. Composer crashing, estate master database and file access.
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.20	\$35.00	Review of Invoices received. Review of Payment Listing spreadsheet and Suncorp online transactions to confirm invoices have been processed and paid.
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.20	\$35.00	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.10	\$17.50	Updating Investor Correspondence Register.
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.30	\$52.50	Finding investment account holdings for feeder funds and exporting transaction statements from AX for the Remuneration Claim Affidavit
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.80	\$140.00	meeting with Ainsley Watt and Eric Leeuwendal to discuss the updated report to investors, litigation matters update and the litigation matters to be resolved prior to making a distribution to assist with responding to queries from investors

BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.20	\$35.00	Finding investment account holdings for feeder funds and exporting transaction statements from AX for the Remuneration Claim Affidavit
BR	Antoinette Fielding	Undergraduate	Administration	3/10/2017	0.50	\$87.50	Finding investment account holdings for feeder funds and exporting transaction statements from AX for the Remuneration Claim Affidavit
BR	Antoinette Fielding	Undergraduate	Administration	10/10/2017	0.30	\$52.50	Phone call to SuretyIT re. crashed composer server. Reviewing server problems
BR	Antoinette Fielding	Undergraduate	Administration	11/10/2017	0.10	\$17.50	Checked Composer - sent email to SuretyIT requesting update on composer's resetting.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.40	\$70.00	Updated the Payment Listing spreadsheet for three invoices for Gadens Legal fees. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.40	\$70.00	Updated the Payment Listing spreadsheet for five invoices for Tucker & Cowen Legal fees. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	12/10/2017	0.30	\$52.50	Updated the Payment Listing spreadsheet for an invoice for Tucker & Cowen Legal fees. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Antoinette Fielding	Undergraduate	Administration	13/10/2017	0.80	\$140.00	Reviewing approved invoices. Scanning and Saving invoices to file. Preparing email to McGrath for approval.
BR	Antoinette Fielding	Undergraduate	Administration	13/10/2017	0.30	\$52.50	Reviewing Gadens invoices for missing itemised invoices. Preparing email for Eric Leeuwendal.
BR	Antoinette Fielding	Undergraduate	Administration	18/10/2017	0.10	\$17.50	Phone call to SuretyIt re. composer database issues.
BR	George Lethbridge	Undergraduate	Administration	26/07/2017	0.70	\$122.50	Discussion with Aubrey Meek re LM investor correspondence, oversight of fund management and office procedures re system updates.
BR	George Lethbridge	Undergraduate	Administration	17/08/2017	1.70	\$297.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Administration	29/09/2017	0.60	\$105.00	exporting emails from the LM server and saving them to LMFMIIF's server
BR	George Lethbridge	Undergraduate	Administration	5/10/2017	1.40	\$245.00	Prepared 7 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	Maira Hattingh	Team Assistant	Administration	5/05/2017	1.90	\$161.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	12/05/2017	1.70	\$144.50	Filing
BR	Maira Hattingh	Team Assistant	Administration	18/05/2017	1.10	\$93.50	Filing

BR	Moira Hattingh	Team Assistant	Administration	18/05/2017	1.20	\$102.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	24/05/2017	0.20	\$17.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	25/05/2017	0.10	\$8.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	26/05/2017	1.90	\$161.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	2/06/2017	1.10	\$93.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	2/06/2017	0.50	\$42.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	9/06/2017	1.60	\$136.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	13/06/2017	0.10	\$8.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	5/07/2017	1.80	\$171.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	7/07/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	17/07/2017	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	20/07/2017	0.50	\$47.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	27/07/2017	0.90	\$85.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	2/08/2017	1.90	\$180.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	10/08/2017	0.30	\$28.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	22/08/2017	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	25/08/2017	1.10	\$104.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	29/08/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	1/09/2017	1.70	\$161.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	5/09/2017	2.30	\$218.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	8/09/2017	1.90	\$180.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	12/09/2017	0.50	\$47.50 Filing

BR	Moira Hattingh	Team Assistant	Administration	15/09/2017	1.40	\$133.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	20/09/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	22/09/2017	2.20	\$209.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	26/09/2017	0.30	\$28.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	28/09/2017	2.60	\$247.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	3/10/2017	0.30	\$28.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	4/10/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	5/10/2017	2.40	\$228.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	12/10/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	13/10/2017	1.90	\$180.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	19/10/2017	1.80	\$171.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	24/10/2017	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	25/10/2017	0.10	\$9.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	27/10/2017	2.30	\$218.50 Filing
BR	Nicole Jackson	Team Assistant	Administration	13/06/2017	0.40	\$64.00 Formatting creditor database in preparation for printing
BR	Nicole Jackson	Team Assistant	Administration	13/06/2017	0.60	\$96.00 Formatting creditor database in preparation for printing
BR	Nicole Jackson	Team Assistant	Administration	30/06/2017	0.30	\$48.00 Formatting client address listing in preparation for printers
BR	Ryan Whyte	Undergraduate	Administration	3/05/2017	0.70	\$115.50 Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	3/05/2017	1.10	\$181.50 Generate WIP listing from APS for LM First Mortgage Income Fund for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
BR	Ryan Whyte	Undergraduate	Administration	8/05/2017	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	8/05/2017	4.20	\$693.00 Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.

BR	Ryan Whyte	Undergraduate	Administration	10/05/2017	2.50	\$412.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	10/05/2017	0.50	\$82.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	10/05/2017	0.50	\$82.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	10/05/2017	1.00	\$165.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	10/05/2017	0.70	\$115.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	1.50	\$247.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.70	\$115.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.30	\$49.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.40	\$66.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.30	\$49.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	17/05/2017	1.20	\$198.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.
BR	Ryan Whyte	Undergraduate	Administration	22/05/2017	0.90	\$148.50	Entered fee amounts for FMIF and the controllerships for David Whyte's affidavit for the remuneration application for the period November 2016 to April 2017.
BR	Ryan Whyte	Undergraduate	Administration	24/05/2017	0.40	\$66.00	Entered fee amounts for FMIF and the controllerships for David Whyte's affidavit for the remuneration application for the period November 2016 to April 2017.
BR	Ryan Whyte	Undergraduate	Administration	24/05/2017	0.60	\$99.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Reconcile totals with invoice totals.
BR	Ryan Whyte	Undergraduate	Administration	29/05/2017	0.40	\$66.00	Generate LM mailing list from AX database. Filter excel spreadsheet to only receive mailing address' for the First Mortgage Income Fund. Arrange spreadsheet and separate postal address' from email address'.
BR	Ryan Whyte	Undergraduate	Administration	29/05/2017	0.20	\$33.00	Discussion with Antoinette Fielding regarding the exportation of the Investor listings from AX; and comparing numbers of investor correspondence categories.
BR	Ryan Whyte	Undergraduate	Administration	29/05/2017	0.10	\$16.50	Discussion with Antoinette Fielding regarding the exportation of the Investor listings from AX; and comparing numbers of investor correspondence categories.
BR	Ryan Whyte	Undergraduate	Administration	29/05/2017	0.20	\$33.00	Generate LM mailing list from AX database. Filter excel spreadsheet to only receive mailing address' for the First Mortgage Income Fund. Arrange spreadsheet and separate postal address' from email address'.
BR	Ryan Whyte	Undergraduate	Administration	5/06/2017	0.70	\$115.50	LM Team Meeting with Eric Leeuwendal, Aubrey Meek and Eloise Carroll on ongoing litigations and legal matters. Review current investor correspondence strategy and discuss small changes. Discuss new investor transfer forms.
BR	Ryan Whyte	Undergraduate	Administration	8/06/2017	0.40	\$66.00	Generated LM investor mailing list and filtered excel spreadsheet to show investors in the LM First Mortgage Income Fund and divided into the reporting methods of email and post.

BR	Ryan Whyte	Undergraduate	Administration	9/06/2017	0.80	\$132.00	meeting with the LM team to review the procedural steps re service of the notice to members of the remuneration application of David Whyte as recommended by our solicitors, review the results of a dummy run & discuss the dealer name issue & post checking
BR	Ryan Whyte	Undergraduate	Administration	3/07/2017	0.20	\$35.00	Updated the Payment Listing spreadsheet for an invoice for Dialogs monthly service fee. Created an ABA file. Uploaded The ABA file to SunCorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Ryan Whyte	Undergraduate	Administration	5/07/2017	0.30	\$52.50	Meeting regarding process of reviewing returned mail and preparing a response to investors to request new mailing address details.
BR	Ryan Whyte	Undergraduate	Administration	24/07/2017	0.10	\$17.50	Access AX database and extract archived emails and files from the directors of LM for investigation for the feeder fund claim.
BR	Ryan Whyte	Undergraduate	Administration	24/07/2017	0.60	\$105.00	Access AX database and extract archived emails and files from the directors of LM for investigation for the feeder fund claim.
BR	Ryan Whyte	Undergraduate	Administration	28/07/2017	0.90	\$157.50	team planning meeting to discuss investor register maintenance issues, specific investor queries, improve email in box maint, investors that may be creditors, anti-money laundering form requirements, update on litigation matters
BR	Ryan Whyte	Undergraduate	Administration	11/08/2017	0.60	\$105.00	LM team planning meeting re status of investor correspondence, current issues, update on litigation matters including feeder fund claim & claim against former auditors, discussion re operational matters incl management accts prep and next update to investors
BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	1.30	\$227.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	1.00	\$175.00	meeting with IT consultant to discuss the planning for the correction of the incorrect conversion of foreign investor accounts from foreign currencies into AUD & do a walk through of the AX investor module system and example investor account transactions
BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	0.20	\$35.00	Setup for meeting with IT consultant to discuss the planning for the correction of the incorrect conversion of foreign investor accounts from foreign currencies into AUD & do a walk through of the AX investor module system and example investor account tra
BR	Ryan Whyte	Undergraduate	Administration	22/09/2017	0.50	\$87.50	Generate LM mailing list from AX database. Filter excel spreadsheet to only receive mailing address' for the First Mortgage Income Fund. Arrange spreadsheet and separate postal address' from email address'.
BR	Ryan Whyte	Undergraduate	Administration	26/09/2017	1.60	\$280.00	Generate LM mailing list from AX database. Filter excel spreadsheet to only receive mailing address' for the First Mortgage Income Fund. Arrange spreadsheet and separate postal address' from email address'.
BR	Ryan Whyte	Undergraduate	Administration	6/10/2017	0.40	\$70.00	Generate WIP listing from APS for LM First Mortgage Income Fund for May to September 2017. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	6/10/2017	1.70	\$297.50	Generate WIP listing from APS for LM First Mortgage Income Fund for May to September 2017. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	6/10/2017	2.30	\$402.50	Generate WIP listing from APS for LM First Mortgage Income Fund for May to September 2017. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	6/10/2017	1.00	\$175.00	Generate WIP listing from APS for LM First Mortgage Income Fund for May to September 2017. Export to excel and filter and edit worksheet. Send to tucker and cowen and print for David Whyte review.
BR	Sarah Cunningham	Team Assistant	Administration	8/08/2017	0.10	\$21.50	Collating information for requesting 524 details.

BR	Sarah Cunningham	Team Assistant	Administration	14/08/2017	0.20	\$43.00	Drafting ASIC form 524. Reviewing balances and comparing to previous 524
BR	Sarah Cunningham	Team Assistant	Administration	21/08/2017	0.20	\$43.00	Reviewing previous emails to answer query from Aubrey and Eric regarding foreign currency.
BR	Sarah Cunningham	Team Assistant	Administration	12/10/2017	0.40	\$86.00	Reviewed loan cash outflows for quantification for EY loss claim with Ainsley Watt.



TO THE INVESTOR AS ADDRESSED

30 June 2017

**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 18th update to investors, which provides details of the progress made in the winding up of the Fund since my last report to investors dated 31 March 2017. 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:

- Two remaining residential units were sold at auction for \$712,500 on 24 June 2017 with settlement due on 8 August 2017. Further details are provided at Section 3 below;
- Cash at bank as at 31 May 2017 was \$72.84 million;
- The estimated return to investors is currently 13.4 to 14.7 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 am working towards making an interim distribution to investors as soon as practicable and possibly before the end of the calendar year provided that the required court approvals are obtained and subject to the resolution of the ongoing litigation involving claims against the Fund and the retirement of the Receivers and Managers of the Fund (DB Receivers) appointed by the secured creditor. 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 Assigned Loans Claim in which claims for relief against the assets of the Fund are made have been adjourned to a date to be fixed to enable settlement negotiations to continue (see 2.1.1 below). Similarly, no further steps have been taken in relation to the MPF Trustee's AIIS Loan claim in which claims for relief against the assets of the Fund are made (see 2.1.2 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 Section 2.3 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 reserved decision was handed down on 8 May 2017 with their strike out application largely being unsuccessful. Further details are provided in Section 4.1 below;
- Settlement of the Bellpac Liquidator's \$8M Bonds litigation has progressed however, the remaining condition precedent to settlement has been extended to mid July 2017. This is expected to realise \$6.3 million for the benefit of investors. Further details in relation to the \$8M Bonds are provided in Section 4.1.2 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 and the indemnity claim by LMIM and its liquidators. Further details in relation to the 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 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 2.1.2 and 2.3 below.

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

2.1.2 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 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 in 2005.

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 2.3 below are continuing.

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. In the event the proceedings mentioned at Sections 2.1 and 2.3 herein are settled and a release is provided by the MPF, McGrathNicol will retire as Receivers and Managers.

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

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

- 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 allegedly 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 by the plaintiff and the MPF Trustee;
- 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;
- Various steps have been taken by me to obtain orders seeking to vary the previous orders made by the Court allowing the defendants to claim privilege and accordingly not to plead a detailed defence to matters alleged against them;
- The 6th defendant consented to the orders sought and has now filed and served an amended defence.

I summarise developments since my last update to investors as follows:

- The 6th defendant has provided Further and Better Particulars of his defence and I caused a Reply to the 6th defendant's defence to be filed and served;
- The 2nd defendant has filed and served an amended defence;
- I caused a Reply to the defence of the 2nd defendant to be filed and served and requested that the 2nd defendant provide Further and Better Particulars of her defence;
- Consent orders have been agreed for the 1st, 3rd and 4th defendants to file amended defences by 14 July 2017.

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 status of the realisation of the remaining real property assets is provided below:

- Two units in a strata titled unit resort situated in North Queensland were sold at auction on 24 June 2017 for a total of \$712,500 with settlement due on 8 August 2017;
- 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 have been submitted to council for approval. 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.

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 briefly 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 orders to strike-out certain parts of the statement of claim;
- At the hearing of the former auditors' strike out application and my 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.

I summarise developments since my last update to investors as follows:

- The reserved decision from the hearing of the strike out application was handed down on 8 May 2017. The decision has not been appealed;
- In that decision, the Court declined to strike out all of the parts of the claim that the former auditors sought to strike out. However, it did make orders striking out certain causes of action and orders were made that the statement of claim be amended to delete those causes of action;
- In accordance with the Court's judgment, the parties are now conferring to agree the form of orders which will include a timetable for the filing of a further amended statement of claim and the costs of the former auditors' strike-out application.

As advised in previous reports to investors, considerable work has been undertaken in quantifying the alleged loss suffered by the Fund. The calculation of loss is close to being finalised and will be in excess of \$100M.

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

4.2 Bellpac Proceedings

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.

4.2.1 Other Bellpac litigation

a. Wollongong Coal Ltd (WCL) - Convertible Bonds

I refer to my previous updates to investors and provide a brief summary 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 (HOA) 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;
- The conditions precedent to the settlement with WCL include 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.

Developments since my last update to investors are as follows:

- The sunset date of the HOA to complete the condition precedent to obtain approval from the Court or shareholders was extended by agreement to 14 July 2017 to provide more time for WCL

to obtain the required documents needed for submission to their shareholders prior to the meeting of shareholders;

- In relation to the MPF claim for reimbursement for funding as referred to above, I have written to the liquidator and I am currently awaiting a response from the Liquidator to my recent correspondence regarding the monies held by him. The Bellpac Liquidator has confirmed he will not take any step adverse to either the MPF or FMIF without first giving the parties 7 days' notice.

I will provide investors with an update in relation to the claim by MPF and the settlement of the \$8M bonds litigation with WCL in my next report.

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 David Clout and Associates were appointed Liquidators over the plaintiff companies, Austcorp No. 20 Pty Ltd and Compromise Creditors Management Pty Ltd (the Austcorp companies)

Developments since my last update to investors are as follows:

- The Liquidators have now obtained books and records of the company and are undertaking investigations;
- I have continued 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.

4.3 Other Potential Claims against LMIM and related Parties

4.3.1 Redemptions and Distribution paid to Class B Unit Holders

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

- Investigations were 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 have included the apparent increase in the Class B members' interest in the Fund as a consequence of the distribution transactions;
- I caused to be filed a statement of claim 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.

The claim relates to redemptions paid to the Feeder Funds on or after 11 May 2009 when the FMIF had suspended redemptions to other classes of unit holders in the following amounts:

- LM Currency Protected Australian Income Fund \$40.583 million (plus interest);
- LM Wholesale First Mortgage Income Fund \$9.432 million (plus interest);
- LM Institutional Currency Protected Australian Income Fund \$5.044 million (plus interest).

Further investigations have also been undertaken in relation to distributions paid to the Feeder Funds when the Fund had suspended distributions to other classes of unit holders.

Those distributions were paid in the 2012 financial year in the following amounts:

- LM Currency Protected Australian Income Fund \$10.748 million;
- LM Wholesale First Mortgage Income Fund \$5.116 million;
- LM Institutional Currency Protected Australian Income Fund \$1.04 million.

It is expected that the claim will be amended and served on the parties shortly. The claim may affect the distributions to the Feeder Funds. Accordingly, subject to the outcome of these proceedings, this may impact on the timing of distributions to investors. Once the claim has been amended and served on the parties, I propose to seek directions from the Court.

I will provide an update to investors as to the progress of the claim in my next report to investors.

4.3.2 Claim by ASIC against the directors

I refer to my previous updates to investors and confirm that the Court has dismissed the proceedings by ASIC against the directors in relation to ASIC's claim they breached their duties for failing to act with the proper degree of care and diligence regarding transactions involving the MPF. Further details can be found on the ASIC website www.asic.gov.au under media releases.

4.4 Other actions against guarantors and valuers

4.4.1 Various claims against guarantors

During the period, I entered into a settlement agreement on a commercial basis with one guarantor however, the guarantor defaulted under the agreement. I propose to re-list the proceedings with a view to obtaining judgement against him. Another matter currently the subject of court proceedings is also the subject of a proposed deed of settlement and I expect the deed will be finalised shortly.

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 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. Whilst the terms of settlement have been agreed, Western Union requested that the terms be further recorded in a settlement deed. The amount of the claim is approximately \$93,000 (subject to exchange rate fluctuations). The terms of the draft settlement deed are almost finalised.

6. 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 still 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.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 additional remuneration and costs claimed since 30 September 2015, 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. I rejected this claim 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 made an application to Court challenging my decisions to reject their indemnity claims noted above (Indemnity Application);

- I applied for judicial advice as to whether I am justified in raising the clear accounts rule in opposition to the Indemnity Application. The clear accounts rule, if successfully agreed to by the Court, would mean that no payments can be made to LMIM until they have replenished the FMIF for any wrong doing on their part/causing a loss to the Fund. As detailed in this report, there are significant claims against LMIM (refer sections 2.4 and 4.3.1 above and section c. below).

I summarise developments since my last update to investors as follows:

- I obtained judicial advice to the effect that I am justified in raising the clear accounts rule in opposition to the Indemnity Application, in relation to certain identified claims;
- FTI's application to Court challenging my decision to reject their indemnity claim was heard on 19 and 20 June 2017. The Court has reserved its decision.

c. Claim filed against LMIM (not served)

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

- 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.

I summarise developments since my last update to investors as follows:

- Per the requests of my solicitors and counsel, further investigations were undertaken in relation to the loan management fees paid by FMIF to LMIM or LMA both prior to and after the appointment of FTI, to assist with preparing proposed amendments to the claim against LMIM;
- Assisting my solicitors and counsel to prepare proposed amendments to the claim against LMIM including the preparation of a draft Amended Statement of Claim, and a consolidated particulars document.

d. Calling for proofs of debt/creditor indemnity claims against the Fund

Pursuant to the Court order dated 17 December 2015 in the Residual Powers proceedings, the Liquidators of LMIM are required to call for proofs of debt and subsequently submit creditor indemnity claims against the Fund to me for approval.



I am currently liaising with the liquidators regarding the process to be adopted in that regard so that the claims can be determined. These claims may be subject to the “clear accounts rule” described in section b. above once the claims are finalised and in conjunction with my solicitors and counsel, I will determine the most appropriate way to advance claims against LMIM and for the Court to decide if the clear accounts rule should be applied against the claims.

7. Management Accounts

As advised in my previous report, the management accounts for the year ending 31 December 2016 are available on the website www.lmfimf.com.

The management accounts for the year ending 30 June 2017 will be prepared shortly and will be available on the website www.lmfimf.com by 30 September 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 13.4 cents and 14.7 cents per unit as at 31 May 2017, calculated as follows:

	\$ Low	\$ High
Cash at bank	72,841,506	72,841,506
Other assets (interest receivable, foreign currency accounts and amount for security for litigation costs)	701,918	1,916,918
Estimated selling prices of properties to be sold	2,780,000	2,980,000
Estimated Assets Position	76,323,424	77,738,424
<i>Less:</i>		
Selling costs (estimated 2.5% of sale price)	69,500	74,500
Other unsecured creditors	6,214,206	1,485,141
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)	182,251	182,251

	\$ Low	\$ High
Receiver's fees & outlays (BDO) (including controllerships)	1,123,990	1,123,990
Receiver's legal fees (BDO)	242,376	242,376
Total Liabilities	12,043,961	7,319,896
Estimated net amount available to investors as at 31 May 2017	64,279,463	70,418,528
Total investor units (as at 31 December 2016)	478,100,386	478,100,386
Estimated return in the dollar	13.4 cents	14.7 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 provision 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.

Investments made in Foreign Currencies

As advised in my previous reports, 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. I have engaged external IT consultants to assist me in rectifying the register.

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 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 in the near future and possibly by late this calendar year, although it is subject to resolving or having determined matters before the court where I cannot control the timeframe to resolve, or have determined the issues.

Please note that the distribution to investors will take place after paying the secured creditor's receivers fees and costs, remaining property expenses, receiver's fees and costs 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 30 September 2017.

8.4 Investors Queries

For any changes to investors details, please review the Useful Forms/Procedures tab on the website www.lmfmf.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@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 seven applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 30 April 2017.

The seventh application for the approval of my remuneration for the period 1 November 2016 to 30 April 2017 is set down to be heard on 30 June 2017. The Court will be asked to order that my remuneration for this period be fixed in the amount of \$897,580.20 (inclusive of GST) as detailed in the attached summaries in relation to my role as the person responsible for ensuring the FMIF is wound up in accordance with its constitution and \$12,314.50 (inclusive of GST) 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 and the seventh application set out above, I calculate that, on a time basis, I have incurred further remuneration of \$190,285.50 plus outlays of \$18.78 plus GST from 1 May 2017 to 31 May 2017 plus work undertaken in respect of the controllerships for the retirement village assets of \$4,328.00 plus GST as detailed in the table below and attached summaries.

	1 November 2016 to 30 April		1 May 2017 to 31 May 2017	
	\$ Remuneration (GST excl.)	\$ Outlays (GST excl.)	\$ Remuneration (GST excl.)	\$ Outlays (GST excl.)
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	815,982.00	8,166.19	190,285.50	18.78
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	5,338.50	-	747.50	-
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	796.00	-	746.00	-
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	3,090.00	126.93	1,146.50	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	578.00	-	640.50	-
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	840.50	-	835.50	-

	1 November 2016 to 30 April 2017		1 May 2017 to 31 May 2017	
	\$ Remuneration (GST excl.)	\$ Outlays (GST excl.)	\$ Remuneration (GST excl.)	\$ Outlays (GST excl.)
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	552.00	-	212.00	-
(Receivers & Managers Appointed)				
(Controllers Appointed)				
Total	827,177.00	8,293.12	194,613.50	18.78

I anticipate that my next application to Court for the approval of my remuneration will be made in November/December 2017 covering the period 1 May 2017 to 31 October 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.

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, the decision handed down on the former auditors' strike out application and quantifying the loss suffered by the Fund;
 - Providing assistance to the Liquidator of Bellpac regarding the \$8M bond claim including progressing the settlement with WCL;
 - Progressing the claim against the MPF and others;
 - Progressing and preparing proposed amendments to the claim against LMIM;
 - Progressing the investigations to assist with the amendment of the claim in relation to redemptions and distributions paid to Class B unitholders;
 - 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 the response to FTI's proceedings to review the rejection of parts of 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 November 2016 to 30 April 2017;



- Finalising outstanding residual matters from the sale of five retirement villages, including tax compliance issues.

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 sincerely

A handwritten signature in black ink, appearing to read 'David Whyte', with a stylized flourish at the end.

David Whyte
Receiver



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 April 2017
LM First Mortgage Income Fund

Employee	Position	Rate	Totals		Assets		Creditors		Task Area		Investigations		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	197.0	114,260.00	80.8	46,864.00	23.2	13,456.00	73.9	42,862.00	1.7	986.00	17.4	10,092.00
Clark Jarrold	Partner	560	116.1	65,016.00	114.1	63,896.00			1.1	616.00			0.9	504.00
Steven Sorbello	Partner	550	1.7	935.00	1.7	935.00								
Craig Jenkins	Partner	500	1.0	500.00					1.0	500.00				
Eric Leeuwendal	Executive Director	495	657.9	325,660.50	305.9	151,420.50	88.4	43,758.00	35.8	17,721.00	193.2	95,634.00	34.6	17,127.00
Craig Jenkins	Partner	490	8.1	3,969.00	8.1	3,969.00								
John Somerville	Senior Manager	455	126.3	57,466.50	6.9	3,135.50	56.2	25,571.00	41.5	18,882.50	9.7	4,413.50	12.0	5,460.00
Alastair Raphael	Senior Manager	455	0.1	45.50					0.1	45.50				
Julie Pagou	Senior Manager	385	6.9	2,656.50	3.3	1,270.50			3.6	1,386.00				
Julie Pagou	Senior Manager	375	7.8	2,925.00	7.8	2,925.00								
Aubrey Meek	Senior Accountant II	290	276.6	80,214.00	14.2	4,118.00	168.8	48,952.00	16.2	4,698.00	63.1	18,299.00	14.3	4,147.00
Dermot O'Brien	Senior Accountant II	290	91.6	26,564.00			3.1	899.00	87.9	25,491.00	0.6	174.00		
Dermot O'Brien	Senior Accountant II	235	98.8	23,218.00	1.6	376.00	33.7	7,919.50	30.2	7,097.00	30.9	7,261.50	2.4	564.00
Eloise Carroll	Accountant II	200	137.9	27,580.00	66.3	13,260.00	56.7	11,340.00			12.7	2,540.00	2.2	440.00
Sarah Cunningham	Team Assistant	200	15.5	3,100.00					0.1	20.00			15.4	3,080.00
Dale Ludvig	Para-Professional	185	0.3	55.50					0.3	55.50				
Antoinette Fielding	Undergraduate	165	70.9	11,698.50	6.5	1,072.50	43.8	7,227.00			19.4	3,201.00	1.2	198.00
Andrew Lane	Undergraduate	165	74.5	12,292.50	10.2	1,683.00	50.5	8,332.50			10.9	1,798.50	2.9	478.50
Ryan Whyte	Undergraduate	165	311.7	51,430.50			178.1	29,386.50	5.8	957.00	113.2	18,678.00	14.6	2,409.00
Andrew Whittaker	Undergraduate	165	9.0	1,485.00			7.1	1,171.50			1.5	247.50	0.4	66.00
Nicole Jackson	Team Assistant	160	2.2	352.00									2.2	352.00
Brooke Stredl	Team Assistant	130	10.4	1,352.00	10.4	1,352.00								
Erma Sheehy	Junior Practice Assistant	115	4.3	494.50	4.3	494.50								
Maira Hattigh	Team Assistant	85	31.9	2,711.50									31.9	2,711.50
TOTALS			2,258.5	815,982.00	642.1	296,775.50	709.6	198,013.00	297.5	120,331.50	456.9	153,233.00	152.4	47,629.00
			GST	81,598.20										
			TOTAL INC GST	897,580.20										
			AVERAGE HOURLY RATE	361		462		279		404		335		313

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 November 2016 to 30 April 2017

LM First Mortgage Income Fund

Expense Type	Amount (\$ ex GST)
Postage	8,122.10
Search Fee	44.09
TOTAL	8,166.19
GST	816.62
TOTAL INC GST	8,982.81



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 April 2017
 Bridgewater Lake Estate Pty Limited

Employee	Position	Rate	Totals		Task Area							
			hrs	\$	Assets	Trade On	Investigations	Administration	hrs	\$	hrs	\$
David Whyte	Partner	580	1.0	580.00	0.9	522.00				0.1	58.00	
John Somerville	Senior Manager	455	0.7	318.50	0.2	91.00				0.5	227.50	
Aubrey Meek	Senior Accountant II	290	4.6	1,334.00	2.6	754.00		580.00				
Dermot O'Brien	Senior Accountant II	235	0.2	47.00						0.2	47.00	
Sarah Cunningham	Team Assistant	200	0.7	140.00						0.7	140.00	
Ryan Whyte	Undergraduate	165	2.5	412.50			264.00			0.9	148.50	
Andrew Lane	Undergraduate	165	1.1	181.50						1.1	181.50	
Andrew Whittaker	Undergraduate	165										
Moira Hattingh	Team Assistant	85	0.9	76.50						0.9	76.50	
TOTALS			11.7	3,090.00	3.7	1,367.00	1.6	264.00	2.0	580.00	4.4	879.00
			GST	309.00								
			TOTAL INC GST	3,399.00								
			AVERAGE HOURLY RATE	264	369	165	290	200				

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 November 2016 to 30 April 2017

Bridgewater Lake Estate Pty Limited

Expense Type	Amount (\$ ex GST)
General	38.00
Search Fee	88.93
TOTAL	126.93
GST	12.69
TOTAL INC GST	139.62



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 30 April 2017
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd

Employee	Position	Rate	Totals		Creditors		Task Area	
			hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	0.1	58.00		0.1	58.00	
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	0.6	120.00		0.6	120.00	
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	0.3	25.50		0.3	25.50	
TOTALS			2.5	552.00	0.2	47.00	505.00	
			GST	55.20				
			TOTAL INC GST	607.20				
AVERAGE HOURLY RATE				221		235	220	

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 April 2017
OVST Pty Ltd

Employee	Position	Rate	Totals		Task Area							
			hrs	\$	Creditors	Employees	Trade On	Administration	hrs	\$	hrs	\$
David Whyte	Partner	580	0.2	116.00		0.1	58.00				0.1	58.00
Eric Lecuwendal	Executive Director	495	0.2	99.00				0.2	99.00			
John Somerville	Senior Manager	455	1.0	455.00							1.0	455.00
Aubrey Meek	Senior Accountant II	290	3.6	1,044.00				3.1	899.00		0.5	145.00
Damien Hicks	Senior Accountant I	260	3.9	1,014.00				2.0	520.00		1.9	494.00
Dermot O'Brien	Senior Accountant II	235	0.2	47.00		0.2	47.00					
Sarah Cunningham	Team Assistant	200	6.0	1,200.00				4.8	960.00		1.2	240.00
Ryan Whyte	Undergraduate	165	3.0	495.00				2.1	346.50		0.9	148.50
Andrew Lane	Undergraduate	165	0.7	115.50							0.7	115.50
Andrew Whittaker	Undergraduate	165	4.1	676.50				3.4	561.00		0.7	115.50
Moira Hattingh	Team Assistant	85	0.9	76.50							0.9	76.50
TOTALS			23.8	5,338.50	0.2	47.00	0.1	58.00	15.6	3,385.50	7.9	1,848.00
			GST	533.85								
			TOTAL INC GST	5,872.35								
			AVERAGE HOURLY RATE	224	235	580	217					

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 April 2017

Redland Bay Leisure Life Development Pty Ltd

Employee	Position	Rate	Totals		Assets		Task Area		Administration
			hrs	\$	hrs	\$	hrs	\$	
David Whyte	Partner	580	0.1	58.00				0.1	58.00
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	1.1	220.00	0.1	20.00		1.0	200.00
Andrew Lane	Undergraduate	165	0.2	33.00				0.2	33.00
Ryan Whyte	Undergraduate	165	0.8	132.00				0.8	132.00
Moira Hattingh	Team Assistant	85	0.5	42.50				0.5	42.50
TOTALS			3.0	578.00	0.1	20.00		2.9	558.00
			GST	57.80					
			TOTAL INC GST	635.80					
			AVERAGE HOURLY RATE	193		200			192

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 April 2017
Redland Bay Leisure Life Pty Ltd

Employee	Position	Rate	Totals		Task Area
			hrs	\$	
David Whyte	Partner	580	0.1	58.00	Administration
John Somerville	Senior Manager	455	0.3	136.50	Administration
Dermot O'Brien	Senior Accountant II	235	0.2	47.00	Administration
Sarah Cunningham	Team Assistant	200	1.5	300.00	Administration
Ryan Whyte	Undergraduate	165	0.8	132.00	Administration
Andrew Lane	Undergraduate	165	0.2	33.00	Administration
Andrew Whittaker	Undergraduate	165	0.4	66.00	Administration
Moira Hattingh	Team Assistant	85	0.8	68.00	Administration
TOTALS			4.3	840.50	3.9
			GST	84.05	
			TOTAL INC GST	924.55	
			AVERAGE HOURLY RATE	195	197

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 April 2017

Pinevale Villas Morayfield Pty Ltd

Employee	Position	Rate	Totals		Creditors		Task Area		Administration	
			hrs	\$	hrs	\$	Trade On	hrs		\$
David Whyte	Partner	580	0.2	116.00			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	47.00				
Sarah Cunningham	Team Assistant	200	1.3	260.00			0.2	40.00	1.1	220.00
Ryan Whyte	Undergraduate	165	1.0	165.00			0.2	33.00	0.8	132.00
Andrew Lane	Undergraduate	165	0.2	33.00					0.2	33.00
Andrew Whittaker	Undergraduate	165	0.2	33.00			0.2	33.00		
Maira Hattingh	Team Assistant	85	0.6	51.00					0.6	51.00
TOTALS			3.9	796.00	0.2	47.00	0.7	164.00	3.0	585.00
			GST	79.60						
			TOTAL INC GST	875.60						
			AVERAGE HOURLY RATE	204	235	234				

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
LM First Mortgage Income Fund (Receivers and Managers Appointed) (Receiver Appointed)

Employee	Position	Rate	Totals		Assets		Creditors		Trade On		Investigations		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	62.3	36,134.00	12.3	7,134.00	7.0	4,060.00	27.1	15,718.00	1.1	638.00	14.8	8,564.00
Clark Jarrod	Partner	560	20.8	11,648.00	20.8	11,648.00								
Mark Whittaker	Partner	550	7.7	4,235.00	7.7	4,235.00								
Craig Jenkins	Partner	500	0.3	150.00	0.3	150.00								
Eric Leeuwendal	Executive Director	495	150.1	74,299.50	21.7	10,741.50	21.1	10,444.50	7.0	3,465.00	63.9	31,630.50	36.4	18,018.00
Julie Pagcu	Senior Manager	385	3.5	1,347.50	3.5	1,347.50								
Aubrey Meek	Senior Accountant II	290	69.6	20,184.00	8.1	2,349.00	19.1	5,539.00	7.8	1,560.00	41.2	11,948.00	1.2	348.00
Eloise Carroll	Accountant II	200	99.0	19,800.00	2.9	580.00	66.0	13,200.00			22.1	4,420.00	0.2	40.00
Andrew Whittaker	Undergraduate	165	24.0	3,960.00			23.4	3,861.00					0.6	99.00
Ryan Whyte	Undergraduate	165	56.6	9,339.00			33.9	5,593.50			4.2	693.00	18.5	3,052.50
Antoinette Fielding	Undergraduate	165	51.2	8,448.00	1.2	198.00	33.9	5,593.50	2.8	462.00	9.3	1,534.50	4.0	660.00
Brooke Streidl	Team Assistant	130	0.4	52.00	0.4	52.00								
Maira Hattingh	Team Assistant	85	8.1	688.50									8.1	688.50
TOTALS			553.6	190,285.50	78.9	38,435.00	204.4	48,291.50	44.7	21,205.00	141.8	50,864.00	83.8	31,490.00
			GST	19,028.55										
			TOTAL INC GST	209,314.05										
			AVERAGE HOURLY RATE	344		487		236		474		359		376

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 May 2017 to 31 May 2017
LM First Mortgage Income Fund (Receivers and
Managers Appointed) (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Taxi fares	8.47
Postage	10.31
TOTAL	18.78
GST	1.88
TOTAL INC GST	20.66



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
Bridgewater Lake Estate Pty Limited

Employee	Position	Rate	Totals		Task Area			
			hrs	\$	Creditors	Administration	hrs	\$
Eric Leeuwendal	Executive Director	495	0.1	49.50	0.1	49.50		
Aubrey Meek	Senior Accountant II	290	2.9	841.00	0.2	58.00	2.7	783.00
Sarah Cunningham	Team Assistant	200	0.7	140.00			0.7	140.00
Ryan Whyte	Undergraduate	165	0.6	99.00			0.6	99.00
Moira Hattingh	Team Assistant	85	0.2	17.00			0.2	17.00
TOTALS			4.5	1,146.50	0.3	107.50	4.2	1,039.00
			GST	114.65				
			TOTAL INC GST	1,261.15				
			AVERAGE HOURLY RATE	255	358		247	

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd

Employee	Position	Totals		Task Area	
		Rate	hrs	hrs	\$
Sarah Cunningham	Team Assistant	200	0.4	0.4	80.00
Ryan Whyte	Undergraduate	165	0.8	0.8	132.00
TOTALS			1.2	1.2	212.00
			GST		21.20
			TOTAL INC GST		233.20
			AVERAGE HOURLY RATE		177

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
OVST Pty Ltd

Employee	Position	Totals		Task Area	
		Rate	hrs	hrs	\$
Eric Leeuwendal	Executive Director	495	0.3	0.3	148.50
Sarah Cunningham	Team Assistant	200	2.0	2.0	400.00
Ryan Whyte	Undergraduate	165	1.0	1.0	165.00
Moira Hattingh	Team Assistant	85	0.4	0.4	34.00
TOTALS			3.7	3.7	747.50
			GST		74.75
			TOTAL INC GST		822.25
			AVERAGE HOURLY RATE		202

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017

Pinevale Villas Morayfield Pty Ltd

Employee	Position	Rate	Totals		Task Area
			hrs	\$	
Sarah Cunningham	Team Assistant	200	2.9	580.00	Administration
Ryan Whyte	Undergraduate	165	0.8	132.00	
Moirra Hattingh	Team Assistant	85	0.4	34.00	
TOTALS			4.1	746.00	4.1
			GST	74.60	
			TOTAL INC GST	820.60	
			AVERAGE HOURLY RATE	182	182

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
Redland Bay Leisure Life Development Pty Ltd

Employee	Position	Totals		Task Area	
		Rate	hrs	hrs	\$
Alex Taylor	Analyst I	230	2.5	2.5	575.00
Sarah Cunningham	Team Assistant	200	0.6	0.6	120.00
Ryan Whyte	Undergraduate	165	0.8	0.8	132.00
Moira Hattingh	Team Assistant	85	0.1	0.1	8.50
TOTALS			4.0	4.0	835.50
			GST		83.55
			TOTAL INC GST		919.05
			AVERAGE HOURLY RATE		209

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 May 2017
Redland Bay Leisure Life Pty Ltd

Employee	Position	Totals		Task Area	
		Rate	hrs	hrs	\$
Sarah Cunningham	Team Assistant	200	2.5	2.5	500.00
Ryan Whyte	Undergraduate	165	0.8	0.8	132.00
Moira Hattingh	Team Assistant	85	0.1	0.1	8.50
TOTALS			3.4	3.4	640.50
			GST		64.05
			TOTAL INC GST		704.55
			AVERAGE HOURLY RATE		188

Note: All amounts exclude GST unless otherwise noted



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TO THE INVESTOR AS ADDRESSED

29 September 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 19th 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 January 2017 to 30 June 2017 (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 LM Investment Management Limited (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.

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.

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 1.1.3 below.

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

1.1.1.2 Australian International Investment Services Pty Ltd (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 has claimed approximately \$16.82 million as equitable compensation against LMIM and relief against the assets of the FMIF for approximately \$3.9 million (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 in 2005.

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 DB Receivers have advised the matter precluding their retirement is 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 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 in relation to a statement of claim I caused to be filed in the Supreme Court of Queensland, against a number of parties, including the MPF Trustee, in respect of loss allegedly 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.

Since the mediation in mid-2016, the parties have continued to discuss a potential settlement of the litigation, including discussions to resolve those matters referred to at section 1.1.1 above. Notwithstanding this, I have continued to take steps to progress the proceedings. Namely, I caused to be filed an application to the court seeking orders to disclose for the purposes of these proceedings relevant transcripts obtained during the public examinations and documents produced for the public examinations by the former auditors. I recently obtained these orders and have now disclosed those documents in the proceedings.

All Director defendants, except for Peter Drake, have now filed amended defences. A Reply to the amended defences of Francene Maree Mulder and Eghard Van der Hoven, and a Request for Further and Better Particulars have recently been filed by me seeking further particulars of various parts of their amended defences. I am awaiting the filing of Mr Drake's amended defence and subject to seeking further particulars of that amended defence, I will file a Reply to that amended defence. I otherwise intend to take steps to progress the proceedings to trial (subject to the outcome of the settlement negotiations referred to above).

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

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

- Two units in a strata titled unit resort situated in North Queensland were sold at auction on 24 June 2017 for a total of \$712,500 and settlement occurred on 8 August 2017;
- 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 have been submitted to council for approval. A marketing campaign will commence shortly and an auction is expected to be held before the end of the calendar year.

1.3 Legal Actions/Potential Recoveries

1.3.1 Claim against the former auditors

I refer to my previous updates to investors and briefly 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 orders to strike-out certain parts of the statement of claim;
- At the hearing of the former auditors' strike out application and my 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;

- The reserved decision from the hearing of the strike out application was handed down on 8 May 2017. In that decision, the Court declined to strike out all of the parts of the claim that the former auditors sought to strike out. However, the Court did make orders striking out certain causes of action and orders were made that the statement of claim be amended to delete those causes of action;
- In accordance with the Court's judgment, the parties were required to agree the form of orders including a timetable for the filing of a further amended statement of claim and the costs of the former auditors' strike-out application.

I summarise developments since my last update to investors as follows:

- In accordance with the Court's judgment, the parties have been conferring to agree the form of orders which will include a timetable for the filing of a further amended statement of claim and the costs of the former auditors' strike-out application;
- I have also been progressing the calculation of the estimated loss. This should be finalised by the end of this month and is required as part of the amendments to the claim. A significant amount of work has been undertaken in this regard, including estimating the additional costs and expenses incurred by the Fund as a consequence of the alleged delay in winding up the Fund.

The amended claim will be filed and served on the former auditors in early November 2017. A review hearing is expected to be held shortly thereafter to agree orders for the next steps in the proceedings, including the filing by the auditors of a defence to the amended claim.

The loss as estimated is in excess of \$100M.

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

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 provide a brief summary 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;
- 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 (HOA) which relates to the settlement of the litigation commenced against WCL. The terms of the HOA 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;

- A final condition precedent to the settlement with WCL has been delayed as the Court dismissed WCL's application for approval of the acquisition and/or cancellation of the WCL shares held by Bellpac and WCL is now required to seek shareholder approval however, certain documents needed to support the proposal to shareholders has taken longer than expected;
- The Trustees of the MPF (MPF) have demanded from the Liquidator circa \$680K plus interest out of the proceeds of the Bonds litigation 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.

Developments since my last update to investors are as follows:

- On 19 July 2017 WCL advised the Bellpac liquidator that all of the documentation necessary to finalise the documents for the shareholders meeting was ready except for the valuation of WCL's property holdings. WCL advised that the valuer engaged in April 2017 suddenly declined to accept the engagement as they advised that they should not have accepted the engagement as it was outside the scope of their expertise. As it was necessary for WCL to engage another valuer, WCL sought a further extension to the sunset date of the HOA to 2 October 2017. This was recommended and agreed to by Bellpac's liquidator. Bellpac's liquidator has advised they will seek interest as a condition of any further extensions sought by WCL;
- In relation to the MPF claim for reimbursement for funding as referred to above, there has been correspondence between me, the liquidator and the MPF as to the parties' respective positions on the matter. To date, no resolution has been agreed in respect of the claim. To the extent possible, I will endeavour to resolve the claim as part of the settlement negotiations referred to in 1.1.3 above.

I will provide investors with an update in relation to the claim by MPF and the settlement of the \$8M bonds litigation with WCL in my next report.

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).

Developments since my last update to investors are as follows:

- The Liquidators have agreed to assign the debt and securities of the Austcorp companies held over Bellpac to the Fund for consideration of \$14,000. A result of that is the cause of action against the Parties which was the basis for the proceedings that have been discontinued, has also been assigned to the Fund. Before that assignment, it was possible that the claims could

be re-enlivened if either the Liquidator was funded to do so or if the Liquidators chose to sell the action to a 3rd party. 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, however I understand that the Liquidators have not been able to identify any realisable assets at this stage so a dividend appears unlikely;

- I have continued 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 (Feeder Funds) when the Fund had suspended redemptions and distributions to other classes of members;
- The Feeder funds are the LM Currency Protected Australian Income Fund (CPAIF), the LM Institutional Currency Protected Australian Income Fund (ICPAIF) and the LM Wholesale First Mortgage Income Fund (WMIF).

I summarise developments since my update to investors as follows:

- On 28 July 2017, I caused to be filed an amended statement of claim against LMIM and the Feeder funds. This claim has now been formally served on the parties. The relief sought in the claim includes declarations to withhold from distributions or payments otherwise payable from the Fund to:
 - CPAIF in the sum of \$40,583,109.06 plus interest, as adjusted for the difference between the sum paid for capital distributions in early to mid-2013 and the amount the CPAIF would otherwise have been entitled as referred to in the amended statement of claim;
 - ICPAIF in the sum of \$5,044,118.30 plus interest, as adjusted for the difference between the sum paid for capital distributions in early to mid-2013 and the amount the CPAIF would otherwise have been entitled as referred to in the amended statement of claim;
 - WMIF in the sum of \$9,432,090.76 plus interest, as adjusted for the difference between the sum paid for capital distributions in early to mid-2013 and the amount the WMIF would otherwise have been entitled as referred to in the amended statement of claim.
- If the Court grants the relief sought against the Feeder Funds and putting aside any other recoveries for the benefit of investors:
 - the CPAIF and ICPAIF is not likely to receive any distribution in the winding up of the FMIF;

- the WMIF is likely to receive a smaller distribution than it otherwise would have been entitled, subject to the outcome of litigation against the FMIF and future operating costs of the FMIF;
- the FMIF can use the funds which otherwise would have been paid to the Feeder Funds for distributions to investors generally instead and, as a result, the return to other investors (Class A and Class C) is likely to increase.

As a next step in these proceedings I now intend to make an application under Section 59 of the Trusts Act to seek directions in regards to how the differing interests of LMIM is to be represented in the proceedings and an application under Section 500 of the Corporations Act to seek leave to proceed against LMIM (which is required because it is in liquidation). At the hearing of those applications, I also intend to seek orders for a timetable for the future conduct of the proceedings, including the filing of defences and replies.

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

1.3.4 External Valuations

I refer to my previous reports to investors. I have not at this stage identified any claims that would be commercial to pursue based on my investigations into whether the valuations relied on in advancing loans was too high and if there was negligence by the valuer.

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. One matter is currently the subject of court proceedings. Another matter previously subject to Court proceedings has been settled on a commercial basis with the guarantor.

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 and agreed. 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 and were further negotiated during the period. 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;

- Judgement is reserved and is yet to be handed down by the Court.

FTI have not submitted further details of their additional remuneration and costs claimed after mid December 2015 and have advised that they are awaiting the outcome of the judgement noted above.

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.

b. Indemnity claim against the Fund and proof of debt process

As advised in my previous reports to investors, the orders handed down following the hearing of FTI's application for directions and orders in relation to their ongoing role and extent of their powers and responsibilities to undertake certain duties in the winding up of the FMIF set out, amongst other things, the process for me to adjudicate on claims made by LMIM for indemnity against the property of the FMIF in respect to any expense or liability of, or claim against, LMIM in acting as Responsible Entity of the FMIF.

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;
- 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 made an application to Court challenging my decision to reject their indemnity claim noted above (Indemnity Application);
- I obtained judicial advice to the effect that I am justified in raising the clear accounts rule in opposition to the Indemnity Application, in relation to certain identified claims;
- I caused to be filed a detailed Points of Claim in preparation for the hearing;
- FTI's Indemnity Application challenging my decision to reject FTI's indemnity claim was heard on 19 and 20 June 2017. The Court has reserved its decision;
- At the abovementioned hearing, mention was made of the process of FTI calling for proofs of debt from creditors of LMIM in its capacity of RE of the Fund in order to ascertain the liabilities to Fund creditors. I am hopeful that this process can be undertaken in the near future.

If a debt or claim is admitted by FTI in the winding up of LMIM and a claim for indemnity out of the FMIF with respect to such debt or claim is identified, I summarise the process as outlined in the Orders as follows:

- FTI must notify me within 14 days of the claim for indemnity against the assets of the Fund;
- Within 14 days I may seek further information in relation to the claim

- Within 30 days of receipt of the claim from FTI or from receipt of further information I have requested, I am required to:
 - Accept the claim, or
 - Reject the claim, or
 - Accept part of it and reject part of the claim; and
 - To give FTI written notice of the decision;
- I am required to give FTI written reasons for rejecting any part of a claim within 7 days after giving notice of my decision including those claims identified through the proof of debt process mentioned above;
- Within 28 days of receiving a notice of rejection, FTI may apply to the Court for directions in relation to the rejection and advise the creditor of my decision and other specified matters.

c. Claim filed against LMIM

I refer to my previous report to investors and confirm that in November 2016, 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.

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.

I summarise developments since my update to investors as follows:

- Further investigations were undertaken including in relation to payment of management and additional loan management fees and a consolidated particulars document was prepared to support the amended statement of claim;
- the amended claim and statement of claim and consolidated particulars have been filed and served on LMIM.

The next steps in these proceedings are to make an application under Section 59 of the Trusts Act to seek directions of the Court in regard to how the differing interests of the parties (LMIM as RE of the FMIF, and LMIM in its personal capacity) are to be represented in the proceedings and an application under Section 500 of the Corporations Act to seek leave to proceed against LMIM.

Subject to any directions that may be made by the Court, if the claims made in this proceeding are successful, they may be able to be relied upon as a set-off against certain claims made by LMIM for indemnity out of assets of the FMIF, including those claims identified through the proof of debt process



mentioned above or claims made by other parties seeking to subrogate to LMIM's alleged rights of indemnity.

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

2. Financial Position of the Fund

The management accounts for the year ending 30 June 2017 are available on the website www.lmfimf.com on the page titled 'Financial Statements & Other Key Documents'.

A summary of the financial position of the Fund as at 30 June 2017 is provided below.

Description	30 June 2017
ASSETS	\$
Cash and cash equivalents	73,094,783
Receivables	351,024
Loans & Receivables	3,620,167
TOTAL ASSETS	77,065,974
LIABILITIES	
Payables	6,883,961
Distributions payable	1,372,036
Total liabilities excluding net assets attributable to unitholders	8,255,997
NET ASSETS	68,809,977

These figures are subject to the disclaimers and qualifications set out in the management accounts and the covering letter thereto.

Financial Position of Scheme as at 30 June 2017

Fund Assets

The total assets of the Fund as at 30 June 2017 were \$77,065,974.

The balance includes cash at bank of \$73,094,783, interest receivable on term deposits of \$351,024 and net default loans of \$3,620,167. 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 30 June 2017 were \$8,255,997.

The Distributions payable balance relates to distributions that appear to have been declared prior to the date of the Receiver's appointment which were not paid, or 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 30 June 2017.

Some of these liabilities have not been verified, or may be subject to court approval being obtained.

Net Assets Attributable to Unit Holders

Net assets attributable to unit holders as at 30 June 2017 were \$68,809,977

The net assets of the Fund and number of units on issue as at 30 June 2017 and 31 December 2016 is detailed in the table below.

Description	30 June 2017	31 December 2016
Estimated net amount of assets available to investors as at period end (\$)	68,809,977	70,248,277
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)	14.4	14.7

Investments made in Foreign Currencies

Investigations undertaken by BDO have identified certain apparent discrepancies in the register of members of the FMIF as the units in the FMIF held by investors who invested in foreign currencies appear to be presently inaccurately recorded in the register of members of the FMIF.

It appears that this stems from a transfer of the membership records of the FMIF to a new database in 2010, and the way in which the number of units of investors who invested in foreign currency were then recorded in the new database.

Under section 175 of the Corporations Act, prior to correcting the register of members, Court approval is required.

I summarise developments since my update to investors as follows:

- I undertook further investigations and identified conversion files on LM's servers which appear to contain the data used when converting the investor database data from the old legacy computer system to the replacement AX computer system;
- I conferred with and finalised a service request with the IT consultants outlining the proposed steps to test a proposed solution to rectify the Fund's investor register which has involved duplicating the investor database as a test platform to re-perform the conversion of the foreign investor data into the duplicate of the AX system using the existing AUD data;
- After obtaining advice from my solicitors, I liaised with the Liquidators of LMIM, the Trustee of the MPF, the responsible entity of the WMIF and the receivers and managers of the CPAIF and ICPAIF and obtained their consent to providing our IT consultant with a copy of the AX investor database to enable a test of the proposed solution to correct the membership records to be undertaken on this copy of the AX database.

Steps are now being taken to commence the process of testing the conversion files located to assess the integrity of the data for use in the testing phase of the project. After our IT consultants have completed the testing phase of rectifying the investor register on the AX database copy, appropriate steps will then be taken, including an application to Court for directions approving the correction of the member records of the FMIF, before such corrections are undertaken.

3. Receipts and Payments of the Fund

The receipts and payments of the Fund, as maintained by the DB Receivers, for the period 1 January 2017 to 30 June 2017 is summarised in the table below.

Description	\$
Receipts	
Loan Reductions	1,958,357
Interest	518,591
GST received	127,698
Other income/refunds received	2,411
Total receipts	2,607,057
Payments	
Bank charges	22
Legal fees	1,153,721
Loan draws	47,526
IT expenses and record management/storage	130,500
Total payments	1,331,769
Net receipts (payments)	1,275,288



4. Investor Information

4.1 Estimated Return to Investors as at 31 August 2017

Based on the professional valuation for the remaining property charged to the Fund, I provide an estimated return to Investors of between 13.2 cents and 14.5 cents per unit as at 31 August 2017, calculated as follows:

Description	Low \$	High \$
Cash at bank	71,748,290	71,748,290
Other assets (including estimated sale price of remaining property net of selling costs)	2,846,918	4,251,918
Estimated Assets Position	74,595,208	76,000,208
Other unsecured creditors	6,288,954	1,559,889
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)	83,397	83,397
Receiver's fees & outlays (BDO) (including controllerships)	763,716	763,716
Total Liabilities	11,402,705	6,678,640
Estimated net amount available to investors as at 31 August 2017	63,247,502	69,381,567
Total investor units (as at 30 June 2017)	478,100,386	478,100,386
Estimated return in the dollar	13.2 cents	14.5 cents

Please note that the above 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 including the claim and relief now sought against the Feeder Funds.

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 30 June 2017

The estimated unit price as at 30 June 2017 is 14.4 cents, which is based on estimated selling price of the remaining secured asset as at 30 June 2017.

Description	\$
Total Value of Fund Assets as at 30 June 2017 (net of land tax and rates)	77,065,974
Less Creditors and Other Payables	8,255,997
Total Net Value of Fund Assets	68,809,977
Total Number of Units	478,100,386
Unit Price Estimate	14.4

I *attach* a copy of a letter confirming the unit price as at 30 June 2017, 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 required to seek the directions of the Court before proceeding with a distribution. In addition, with the claim against the Feeder Funds (see 1.3.3 above) now filed and served on the parties, this claim will need to be resolved prior to any distribution to investors.

I will update investors as to the expected timing of a distribution as these matters become clearer, however, I am working towards being in a position to commence distributions as soon as practicable, 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 creditors, costs, land tax, rates, Receivers fees and other claims which 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 in December 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 seven applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 30 April 2017.

The application for the approval of my remuneration for the period 1 November to 30 April 2017 was heard by the Court on 30 June 2017. The Court ordered that my remuneration for this period be fixed in the amount of \$897,580.20 (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 \$12,314.50 (inclusive of GST) 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 \$706,359.50 (exclusive of GST) plus outlays of \$8,567.20 (exclusive of GST) from 1 May 2017 to 31 August 2017 plus work undertaken in respect of the

controllerships for the retirement village assets of \$15,902.00 (exclusive of GST) as detailed in the table below and attached summaries.

Company Name	Remuneration (GST exclusive) \$	Outlays (GST exclusive) \$
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	706,359.50	8,567.20
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	1,703.50	-
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Receivers & Managers Appointed) (Controllers Appointed)	243.00	-
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	11,370.50	-
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	868.00	-
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	956.00	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	761.00	-
Total	722,261.50	8,567.20

I anticipate that my next application to Court for the approval of my remuneration will be made in November 2017 covering the period 1 May 2017 to 31 October 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.

6. Actions taken during the period

I provide below a summary of actions taken during the period from 1 January to 30 June 2017:

- 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, amending the claim and conducting substantial work finalising the quantification of the loss suffered by the Fund. See Section 1.3.1 above;
 - Amending two statements of claim which have been filed against LMIM and the Feeder Funds in relation to certain transactions. See sections 1.3.3 and 1.3.8c above;
 - Monitoring and providing assistance to the Liquidator of Bellpac regarding the \$8M bonds claim, progressing this matter, and also dealing with the MPF's claim for reimbursement of litigation funding costs from the proceeds of the Bonds. See section 1.3.2 above;
 - Progressing the claim against the MPF and others;

- Pursuing the recovery of the security for costs in favour of PTAL in the Austcorp matter as well as obtaining assignments of the Austcorp companies' security to avoid any potential further proceedings against the Fund. See section 1.3.2 above;
- 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;
- Taking steps to finalise a settlement deed further recording the agreement reached in relation to Western Union's set off claim;
- Responding to FTI's application to court to challenge my decision to reject certain claims by LMIM (or FTI) for indemnity against the assets of the Fund for certain expenses and costs;
- Maintaining the management accounts of the Fund and prepare management accounts for the year ending 30 June 2017 and for the half year ending 31 December 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 affidavit and supporting material for an application to Court for approval of the receiver's remuneration for the period 1 November 2016 to 30 April 2017;
- Finalising outstanding 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 agreeing a plan 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 2017 and 31 December 2016; and
- Preparation of update reports to investors in March, June and September 2017.

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 real property outlined at section 1.2 of this report;
- Continue to monitor and assist the Bellpac liquidator to achieve settlement or determination of the \$8M bonds claim;
- Resolve 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;
- 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 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;
- Subject to settlement of the proceedings in section 1.1.3, the retirement of the DB receivers and obtaining appropriate orders in the Feeder Fund proceedings and approval from the Court, process an interim distributions to investors;
- Report to investors on a quarterly basis; and
- 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 real property;
- Finalise all litigation currently on foot and contemplated;
- Resolve or have determined FTI's indemnity claim (and any further claims) 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 to 24 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, appearing to read 'David Whyte', with a large, stylized flourish extending to the left.

David Whyte
Receiver



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
LM First Mortgage Income Fund

Employee	Position	Rate	Totals		Task Area										
			hrs	\$	Assets	Creditors	Trade On	Investigations	Dividends	Administration					
		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	172.6	100,108.00	45.1	26,158.00	18.9	10,962.00	82.1	47,618.00	4.4	2,552.00		22.1	12,818.00
Clark Jarrold	Partner	580	29.5	17,110.00	29.5	17,110.00									
Clark Jarrold	Partner	560	41.1	23,016.00	41.1	23,016.00									
Mark Whittaker	Partner	560	1.3	728.00	1.3	728.00									
Mark Whittaker	Partner	550	7.7	4,235.00	7.7	4,235.00									
Craig Jenkins	Partner	500	1.2	600.00	0.5	250.00	0.7	350.00							
Kim Colyer	Partner	500	0.4	200.00	0.4	200.00									
Eric Leuwendal	Executive Director	495	534.9	264,775.50	195.0	96,525.00	95.2	47,124.00	44.3	21,928.50	128.0	63,300.00	0.6	297.00	35,541.00
Michelle Williams	Senior Manager	470	3.7	1,739.00					1.9	893.00				1.8	846.00
Alastair Raphael	Senior Manager	455	0.5	227.50			0.5	227.50							
Julie Pagcu	Senior Manager	385	22.3	8,585.50	21.9	8,431.50	0.4	154.00							
Ainsley Watt	Senior Accountant I	350	18.4	6,440.00	1.5	525.00	8.3	2,905.00	2.3	805.00	2.4	840.00		3.9	1,365.00
Aubrey Meek	Senior Accountant II	310	214.3	66,433.00	12.8	3,968.00	76.1	23,591.00	32.6	10,106.00	26.0	8,060.00		66.8	20,708.00
Aubrey Meek	Senior Accountant II	290	197.9	57,391.00	26.7	7,745.00	86.6	25,114.00	0.2	58.00	74.1	21,489.00		10.3	2,987.00
Sarah Cunningham	Team Assistant	215	1.9	408.50										1.9	408.50
Andrew Whittaker	Accountant II	215	1.4	301.00			1.4	301.00							
Ebise Carroll	Accountant II	215	51.2	11,008.00	0.5	107.50	34.4	7,396.00	13.4	2,881.00	0.3	64.50		2.6	559.00
Ebise Carroll	Accountant II	200	176.2	35,240.00	2.9	580.00	138.1	27,620.00	9.6	1,920.00	22.4	4,480.00		3.2	640.00
Ryan Whyte	Undergraduate	175	112.3	19,652.50	2.1	367.50	103.5	18,112.50			4.0	700.00		2.7	472.50
George Leithbridge	Undergraduate	175	64.3	11,252.50			61.3	10,727.50	1.9	332.50	16.7	2,922.50		3.0	525.00
Antoinette Fielding	Undergraduate	175	186.8	32,690.00	1.0	175.00	157.5	27,562.50						9.7	1,697.50
Andrew Whittaker	Accountant II	165	62.9	10,378.50	11.9	1,963.50	49.7	8,200.50			4.2	693.00		1.3	214.50
Ryan Whyte	Undergraduate	165	100.7	16,615.50			76.1	12,556.50	2.8	462.00	10.0	1,650.00		20.4	3,366.00
Antoinette Fielding	Undergraduate	165	85.8	14,157.00	1.2	198.00	66.7	11,005.50						5.1	841.50
Nicole Jackson	Team Assistant	160	1.3	208.00										1.3	208.00
Andrew Whittaker	Accountant II	155	0.8	124.00			0.8	124.00						3.3	429.00
Brooke Streid	Team Assistant	130	8.4	1,092.00	5.1	663.00								7.1	674.50
Maira Hattigh	Team Assistant	95	7.1	674.50										11.4	969.00
Maira Hattigh	Team Assistant	85	11.4	969.00											
TOTALS			2,118.3	706,389.50	408.2	192,944.00	976.2	234,033.50	191.1	87,004.00	292.5	106,811.00	0.6	297.00	85,270.00
			GST	70,635.95											
			TOTAL INC GST	776,995.45											
			AVERAGE HOURLY RATE	333		473		240		455		365		495	341

Note: All amounts exclude GST unless otherwise noted



Disbursements for the period 1 May 2017 to 31 August 2017

LM First Mortgage Income Fund

Expense Type	Amount (\$ ex GST)
Taxi fares	8.47
Postage	8,118.71
Search Fee	322.72
Printing	117.30
TOTAL	8,567.20
GST	856.72
TOTAL INC GST	9,423.92



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
Bridgewater Lake Estate Pty Limited

Employee	Position	Rate	Totals		Task Area						
			hrs	\$	Assets	Creditors	Investigations	Administration	hrs	\$	
David Whyte	Partner	580	0.1	58.00						0.1	58.00
Eric Leeuwendal	Executive Director	495	0.4	198.00		0.1	49.50			0.3	148.50
Aubrey Meek	Senior Accountant II	310	1.0	310.00				0.4	124.00	0.6	186.00
Aubrey Meek	Senior Accountant II	290	2.9	841.00	0.2		58.00			2.7	783.00
Sarah Cunningham	Team Assistant	215	0.1	21.50						0.1	21.50
Sarah Cunningham	Team Assistant	200	0.7	140.00						0.7	140.00
Ryan Whyte	Undergraduate	165	0.6	99.00						0.6	99.00
Maira Hattingh	Team Assistant	95	0.2	19.00						0.2	19.00
Maira Hattingh	Team Assistant	85	0.2	17.00						0.2	17.00
TOTALS			6.2	1,703.50	0.2	58.00	49.50	0.4	124.00	5.5	1,472.00
			GST	170.35							
			TOTAL INC GST	1,873.85							
AVERAGE HOURLY RATE			275	290	495	310	268				

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd

Employee	Position	Rate	Totals		Task Area
			hrs	\$	
Sarah Cunningham	Team Assistant	215	0.1	21.50	Administration
Sarah Cunningham	Team Assistant	200	0.4	80.00	
Ryan Whyte	Undergraduate	165	0.8	132.00	
Moira Hattingh	Team Assistant	95	0.1	9.50	
TOTALS			1.4	243.00	1.4
			GST	24.30	
			TOTAL INC GST	267.30	
			AVERAGE HOURLY RATE	174	174

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
OVST Pty Ltd

Employee	Position	Rate	Totals			Task Area							
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
Leisa Rafter	Partner	650	0.2	130.00								0.2	130.00
John Garrard	Senior Manager	515	1.1	566.50								1.1	566.50
Eric Leeuwendal	Executive Director	495	1.2	594.00								0.8	396.00
Samuel Alexander	Manager	450	2.6	1,170.00									
Ainsley Watt	Senior Accountant I	350	0.5	175.00								0.5	175.00
Aubrey Meek	Senior Accountant II	310	23.4	7,254.00								6.3	1,953.00
Aubrey Meek	Senior Accountant II	290	0.9	261.00								17.1	5,301.00
Brad Gallant	Senior Consultant II	280	1.5	420.00									
Brad Gallant	Senior Consultant II	225	0.5	112.50									
Sarah Cunningham	Team Assistant	215	0.2	43.00								0.2	43.00
Sarah Cunningham	Team Assistant	200	2.0	400.00								2.0	400.00
Ryan Whyte	Undergraduate	165	1.0	165.00								1.0	165.00
Moirra Hattingh	Team Assistant	95	0.3	28.50								0.3	28.50
Moirra Hattingh	Team Assistant	85	0.6	51.00								0.6	51.00
TOTALS			36.0	11,370.50	0.9	261.00	5.0	1,900.50	6.8	2,128.00	23.3	7,081.00	
			GST	1,137.05									
			TOTAL INC GST	12,507.55									
			AVERAGE HOURLY RATE	316	290	380	313	304					

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
 Pinevale Villas Morayfield Pty Ltd

Employee	Position	Rate	Totals		Task Area
			hrs	\$	
Ainsley Watt	Senior Accountant I	350	0.3	105.00	Administration
Sarah Cunningham	Team Assistant	200	2.9	580.00	
Ryan Whyte	Undergraduate	165	0.8	132.00	
Moira Hattingh	Team Assistant	85	0.6	51.00	
TOTALS			4.6	868.00	4.6
			GST	86.80	
			TOTAL INC GST	954.80	
			AVERAGE HOURLY RATE	189	189

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
Redland Bay Leisure Life Development Pty Ltd

Employee	Position	Rate	Totals		Task Area	\$
			hrs	hrs		
Alex Taylor	Senior Consultant I	230	2.5	2.5	Administration	575.00
Sarah Cunningham	Team Assistant	215	0.3	0.3		64.50
Sarah Cunningham	Team Assistant	200	0.6	0.6		120.00
Ryan Whyte	Undergraduate	165	0.8	0.8		132.00
Moira Hattingh	Team Assistant	95	0.5	0.5		47.50
Moira Hattingh	Team Assistant	85	0.2	0.2		17.00
TOTALS			4.9	4.9		956.00
				GST		95.60
				TOTAL INC GST		1,051.60
				AVERAGE HOURLY RATE		195

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2017 to 31 August 2017
Redland Bay Leisure Life Pty Ltd

Employee	Position	Rate	Totals		Task Area
			hrs	\$	
Sarah Cunningham	Team Assistant	215	0.3	64.50	Administration
Sarah Cunningham	Team Assistant	200	2.5	500.00	
Ryan Whyte	Undergraduate	165	0.8	132.00	
Moira Hattingh	Team Assistant	95	0.5	47.50	
Moira Hattingh	Team Assistant	85	0.2	17.00	
TOTALS			4.3	761.00	4.3
			GST	76.10	
			TOTAL INC GST	837.10	
			AVERAGE HOURLY RATE	177	177

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

29 September 2017

TO WHOM IT MAY CONCERN

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 provide an update on the estimated unit price of the fund as at 30 June 2017, calculated as follows:

Description	\$
Total Value of Fund Assets as at 30 June 2017 (net of land tax and rates)	77,065,974
Less Creditors and Other Payables	8,255,997
Total Net Value of Fund Assets	68,809,977
Total Number of Units	478,100,386
Unit Price Estimate	14.4

Should you have any queries in respect of the above, please contact Ainsley Watt of my office on (07) 3173 5564 or enquiries@lmfmif.com.au.

Yours faithfully,

David Whyte
Receiver

Last Name Regs Description Name	Position	Milestone	Disbursement	WIP Date	Hours	Value	Narration	
Bridgewater Lake Estate Pty Limited	BR	David Whyte	Partner	Assets	12/10/2017	0.90	\$522.00	reviewed correspondence from solicitors of purchaser of village regarding ownership of lot 260 and caveat registered against the property/reviewed documentation relating to lot 260 and our investigations into ownership issues/email our solicitors
Bridgewater Lake Estate Pty Limited	BR	David Whyte	Partner	Assets	19/10/2017	0.20	\$116.00	reviewed correspondence from our solicitors regarding status of caveat over lot 260/proposed way forward in that respect/confirmed instructions in respect of same
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Assets	30/05/2017	0.20	\$58.00	Draft response to Liquidator re query into proceedings and update of investigation of Lot 260.
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Assets	18/10/2017	0.10	\$35.00	email from Yarra Valley Water re credit on account. email to Eric Leeuwendal re same
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Investigation	9/10/2017	0.20	\$99.00	review email from David Whyte and correspondence from solicitors for purchaser of the retirement village re Lot 260 and removing caveat, review emails, the files and locate file note and documents to prepare email to our solicitors to review the request
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Investigation	18/08/2017	0.40	\$124.00	Research query from Eric Leeuwendal re Economic Activity Survey received from the ABS and legal requirement to comply with the survey.
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Assets	30/05/2017	0.10	\$49.50	review draft email from Aubrey Meek to liquidator and amend re finalising the controllership
Bridgewater Lake Estate Pty Limited	BR	David Whyte	Partner	Administratio	17/08/2017	0.10	\$58.00	telecon with liquidators of company regarding likely timing of finalisation of controllership to allow deregistration of the company/email EL/AM re same
Bridgewater Lake Estate Pty Limited	BR	David Whyte	Partner	Administratio	23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Administratio	17/08/2017	0.20	\$99.00	review email from David Whyte regarding finalising the controllership, prepare email response and discuss necessary steps to finalise the controllership
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Administratio	17/08/2017	0.10	\$49.50	review further email from David Whyte regarding finalising the controllership and BAS's review, prepare email response that BAS s to be checked by BDO tax
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Administratio	19/05/2017	1.00	\$290.00	Collate evidence and prepare letter to Bridgewater re reporting obligations in terms of contract of sale.
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Administratio	19/05/2017	1.50	\$435.00	Collate evidence and prepare letter to Bridgewater re reporting obligations in terms of contract of sale.
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Administratio	22/05/2017	0.20	\$58.00	Collate letter and extract from contract of sale of Bridgewater re residence contract report for review by Eric Leeuwendal.
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Administratio	17/08/2017	0.30	\$93.00	Investigate outstanding BAS payment and finalisation steps before retirement.
Bridgewater Lake Estate Pty Limited	BR	Aubrey Meek	Senior Accountant II	Administratio	18/08/2017	0.30	\$93.00	Telephone discussion with Liquidator re timing of retirement as controller. Investigate file re outstanding issues. Inform David Whyte accordingly.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administratio	10/05/2017	0.70	\$140.00	Reviewing BAS lodgements for CAC 006 from 2014 to current regarding confirmation of lodgements and payments. Reviewing calculations on file and ATO running balance.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administratio	31/08/2017	0.10	\$21.50	Reconciling accounts to 31 July.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administratio	27/09/2017	0.10	\$21.50	Reconciling account to 524 period.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administratio	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.

Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administratio n	18/10/2017	0.10	\$21.50	Reviewing query from Ainsley Watt regarding account with Yarra Valley Water.
Bridgewater Lake Estate Pty Limited	BR	Ryan Whyte	Undergraduate	Administratio n	3/05/2017	0.20	\$33.00	Generate WIP listing from APS for Bridgewater Lake estate for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
Bridgewater Lake Estate Pty Limited	BR	Ryan Whyte	Undergraduate	Administratio n	14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administratio n	10/10/2017	0.10	\$35.00	liaised with Andrew Whittaker regarding loan statements for 524 reporting
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administratio n	16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures, returned to Sarah Cunningham with queries on calculations.
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administratio n	23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
Bridgewater Lake Estate Pty Limited	BR	Andrew Whittaker	Accountant II	Administratio n	10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Bridgewater Lake Estate Pty Limited	BR	Maira Hattingh	Team Assistant	Administratio n	4/05/2017	0.10	\$8.50	Filing
Bridgewater Lake Estate Pty Limited	BR	Maira Hattingh	Team Assistant	Administratio n	24/05/2017	0.10	\$8.50	Filing
Bridgewater Lake Estate Pty Limited	BR	Maira Hattingh	Team Assistant	Administratio n	7/07/2017	0.10	\$9.50	Filing
Bridgewater Lake Estate Pty Limited	BR	Maira Hattingh	Team Assistant	Administratio n	10/08/2017	0.10	\$9.50	Filing
Bridgewater Lake Estate Pty Limited	BR	Maira Hattingh	Team Assistant	Administratio n	19/10/2017	0.10	\$9.50	Filing

Last_Name_Regis	Discri	Name	Position	Milestone	Disbursement	WIP_Date	Hours	Value	Narration
Pinevale Villas Morayfield Pty Ltd	BR	David Whyte	Partner	Administration		23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		28/08/2017	0.30	\$105.00	Responded to query from SVP on timing to finalise. Discuss with Eric Leeuwendal and Ryan Whyte and emailed response
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		10/10/2017	0.10	\$35.00	Reviewed borrower statements for 524 drafting
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures.
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
Pinevale Villas Morayfield Pty Ltd	BR	Andrew Whittaker	Accountant II	Administration		10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		3/05/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		4/05/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		5/05/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		12/05/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		2/06/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Moira Hatttingh	Team Assistant	Administration		14/06/2017	0.10	\$8.50	Filing
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		3/05/2017	0.20	\$33.00	Generate WIP listing from APS for Pinevale Villas for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		15/05/2017	0.20	\$33.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		15/09/2017	0.10	\$17.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.

Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	10/05/2017	1.00	\$200.00	Reviewing BAS lodgements for CAC 005 from 2014 to current regarding confirmation of lodgements and payments. Reviewing calculations on file and ATO running balance.
Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	11/05/2017	1.40	\$280.00	Reviewing previous controllers amended BAS. Ensuring lodgement and calculating payment by previous controller and refunds due.
Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	11/05/2017	0.50	\$100.00	Reviewing previous controllers amended BAS. Ensuring lodgement and calculating payment by previous controller and refunds due.
Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	27/09/2017	0.10	\$21.50	Reconciling account to 524 period.
Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.

Last_Name_Regi	Descri	Name	Position	Milestone	Disbursement	WIP_Date	Hours	Value	Narration
stered_Name	ption								
Redland Bay Leisure Life Pty Ltd	BR	David Whyte	Partner	Administration		23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
Redland Bay Leisure Life Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures, returned to Sarah Cunningham with queries on calculations.
Redland Bay Leisure Life Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures.
Redland Bay Leisure Life Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration		23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
Redland Bay Leisure Life Pty Ltd	BR	Andrew Whittaker	Accountant II	Administration		10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		24/05/2017	0.10	\$8.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		13/06/2017	0.10	\$8.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		7/07/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		26/07/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		2/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		10/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Maira Hattingh	Team Assistant	Administration		29/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		3/05/2017	0.20	\$33.00	Generate WIP listing from APS for RBLL for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration		15/05/2017	0.20	\$33.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.

Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	15/09/2017	0.10	\$17.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	10/05/2017	1.50	\$300.00	Reviewing BAS lodgements for CAC 004 from 2014 to current regarding confirmation of lodgements and payments.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	10/05/2017	0.60	\$120.00	Reviewing previous controllers amended BAS. Ensuring lodgement and calculating payment by previous controller and refunds due.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	11/05/2017	0.40	\$80.00	Reviewing previous controllers amended BAS. Ensuring lodgement and calculating payment by previous controller and refunds due.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	17/07/2017	0.20	\$43.00	Producing BAS calcs, reviewing, completing BAS and recording in register.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	31/08/2017	0.10	\$21.50	Reconciling bank accounts to 31 July.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	27/09/2017	0.10	\$21.50	Reconciling bank account to 524 period.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	9/10/2017	0.20	\$43.00	Drafting BAS calculations. Reviewing, completing and copying BAS. Recording in register.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	9/10/2017	0.10	\$21.50	Reconciling account to 30 Sept.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Trade on	20/10/2017	0.20	\$43.00	Producing BAS calculations. Reviewing, completing BAS on ATO portal. Recording in register and sending for review.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	20/10/2017	0.10	\$21.50	Reconciling account to 30 Sept 2017

Last_Name_Registered_Name	Description	Position	Milestone	Disbursement	WIP_Date	Hours	Value	Narration
Cameo Estates (Launceston) Pty Ltd	BR	Eric Leeuwendal Executive Director	Assets		11/10/2017	0.10	\$49.50	review email from Ainsley Watt regarding enquiry from Grant Thornton re their role as receivers, check summary of loan and prepare email response re background to GT appointment
Cameo Estates (Launceston) Pty Ltd	BR	Eric Leeuwendal Executive Director	Assets		11/10/2017	0.10	\$49.50	discussion with Ainsley Watt regarding enquiry from Grant Thornton re their role as receivers and retirement village lease exposure, if any
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Assets		11/10/2017	0.10	\$35.00	discussion with Eric Leeuwendal regarding enquiry from Grant Thornton re their role as receivers and retirement village lease exposure, if any
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Assets		11/10/2017	0.20	\$70.00	Phone call to Grant Thornton to discuss exit liability and indemnity before their retirement as Receivers
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Assets		11/10/2017	0.10	\$35.00	Message received from Grant Thornton, email to Eric Leeuwendal regarding Grant Thornton's role and background
Cameo Estates (Launceston) Pty Ltd	BR	David Whyte Partner	Administration		23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Administration		10/10/2017	0.10	\$35.00	Reviewed borrower statements for 524 drafting
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Administration		16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures, returned to Sarah Cunningham with queries on calculations.
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Administration		20/10/2017	0.10	\$35.00	reviewed and approved updated 524
Cameo Estates (Launceston) Pty Ltd	BR	Ainsley Watt Senior Accountant I	Administration		23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
Cameo Estates (Launceston) Pty Ltd	BR	Andrew Whittaker Accountant II	Administration		10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Cameo Estates (Launceston) Pty Ltd	BR	Andrew Whittaker Accountant II	Administration		10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Cameo Estates (Launceston) Pty Ltd	BR	Maira Hattingh Team Assistant	Administration		29/08/2017	0.10	\$9.50	Filing

Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	3/05/2017	0.20	\$33.00	Generate WIP listing from APS for Cameo Estates Lifestyle Villages for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.20	\$33.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	15/09/2017	0.10	\$17.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	10/05/2017	0.40	\$80.00	Reviewing BAS lodgements for CAC 005 from 2014 to current regarding confirmation of lodgements and payments. Reviewing calculations on file and ATO running balance.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	31/08/2017	0.10	\$21.50	Reconciling accounts to 31 July.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	27/09/2017	0.10	\$21.50	Reconciling account to 524 period.
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.

Last Name Registered in Name	Description	Name	Position	Milestone	Disbursement	WIP Date	Hours	Value	Narration
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Assets		24/10/2017	0.20	\$99.00	discussion with Ainsley Watt to review the loan file for invoices supporting amended BAS claim for refunds, discn on further work to be undertaken to review archive files
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		10/07/2017	0.70	\$315.00	Review of documentation relating to BAS returns
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		27/07/2017	1.60	\$720.00	Reconciliation of BASs
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		25/08/2017	0.30	\$135.00	meeting regarding MYOB figures and work papers identified to assist with the review of proposed amended BAS reports by BDO tax and ATO private ruling and other BAS reviews to be undertaken
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		12/09/2017	0.80	\$360.00	Review of Business Activity Statement work papers to determine if GST has been calculated correctly
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		12/09/2017	0.80	\$360.00	Review of Business Activity Statements to confirm the GST treatment of supplies is consistent with the GST Law
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		12/09/2017	0.70	\$315.00	Review of Business Activity Statements to confirm the GST treatment of acquisitions is consistent with the GST Law and drafting correspondence to BRI confirming findings
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		13/09/2017	0.20	\$90.00	Email to BRI with finding of activity statement review.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade On		14/09/2017	0.20	\$90.00	Discussions with Ainsley Watt regarding care agreements
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade On		24/10/2017	0.20	\$70.00	discussion with Eric Leeuwendal to review the loan file for invoices supporting amended BAS claim for refunds, discn on further work to be undertaken to review archive files
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade On		24/10/2017	0.10	\$35.00	Review the loan file for invoices supporting amended BAS claim for refunds
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade On		24/10/2017	0.30	\$105.00	review archive files to recall boxes for invoices supporting amended BAS claim
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade On		31/10/2017	0.10	\$35.00	Email to McGrath Nicol regarding trust funds deposited into to bank account
OVST Pty Ltd	BR	Aubrey Meek	Senior Accountant II	Trade On		26/06/2017	0.40	\$116.00	Review BAS amendment work papers
OVST Pty Ltd	BR	Aubrey Meek	Senior Accountant II	Trade On		26/06/2017	0.50	\$145.00	Discussion with Eric Leeuwendal regarding the workings for the amended BAS's for controllerships and review workings - to assist with the review by our BDO tax compliance review.
OVST Pty Ltd	Tax	Brad Gallant	Senior Consultant II	Trade On		26/06/2017	0.50	\$112.50	Review of proposed BAS amendments for several retirement villages.
OVST Pty Ltd	Tax	Brad Gallant	Senior Consultant II	Trade On		7/07/2017	1.00	\$280.00	Review MYOB files
OVST Pty Ltd	Tax	Brad Gallant	Senior Consultant II	Trade On		10/07/2017	0.50	\$140.00	Email to Aubrey re. additional information required for BAS review

OVST Pty Ltd Tax	John Garrard	Senior Manager	Trade On	20/06/2017	0.80	\$412.00	Review GST issue and prepare response
OVST Pty Ltd Tax	John Garrard	Senior Manager	Trade On	27/06/2017	0.30	\$154.50	Review updated details and advise
OVST Pty Ltd Tax	Leisa Rafter	Partner	Trade On	20/06/2017	0.20	\$130.00	indirect tax review
OVST Pty Ltd Tax	Leisa Rafter	Partner	Trade On	13/09/2017	0.80	\$544.00	various discussions with Sam regarding the GST treatment and lodgement of BAS, including review of the past ruling and documentation and the information required to ensure that risk is managed on BAS lodgement
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	25/08/2017	0.30	\$105.00	Meeting regarding MYOB figures and work papers identified to assist with the review of proposed amended BAS reports by BDO tax and ATO private ruling and other BAS reviews to be undertaken
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	28/08/2017	0.20	\$70.00	Collated and delivered documents and file notes to Sam Alexander further to our previous discussion to assist with completing BAS'
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	13/09/2017	0.20	\$70.00	Reviewed advice from Sam Alexander regarding BAS reviewed and file notes to be obtained confirmed appropriate treatment of GST
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	13/09/2017	0.50	\$175.00	Reviewed GST work papers to obtain supporting records that resident requirements were met and documentation is held should the ATO request it.
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	13/09/2017	0.50	\$175.00	Phone call to Sam Alexander regarding Meals and Laundry requirements for GST-free treatment. Additional review of file regarding correspondence issued to residents
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	14/09/2017	0.60	\$210.00	Investigations into meals and laundry services offered by retirement villages. Review of previous correspondence and emails regarding same. Phone call to Samuel Alexander regarding same
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	14/09/2017	0.40	\$140.00	Reviewed unit sales prices
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	26/10/2017	1.00	\$350.00	Reviewed OVST box recalled from storage for invoices from March 2014. Conducted check on invoice to ensure they are held before lodging amended BAS
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	17/08/2017	1.40	\$434.00	Investigate file re pre-appointments BAS's and previous MYOB files re outstanding BAS statements to ATO.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	17/08/2017	0.80	\$248.00	Investigate file re pre-appointments BAS's and previous MYOB files re outstanding BAS statements to ATO.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	17/08/2017	0.80	\$248.00	Investigate file re pre-appointments BAS's and previous MYOB files re outstanding BAS statements to ATO.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	17/08/2017	0.40	\$124.00	Investigate file re pre-appointments BAS's and previous MYOB files re outstanding BAS statements to ATO.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	18/08/2017	1.00	\$310.00	Investigate pre-appointment BAS reports and MYOB files to reconcile difference between BAS and MYOB as per BDO Tax's advice.

OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	18/08/2017	1.30	\$403.00	Investigate pre-appointment BAS reports and MYOB files to reconcile difference between BAS and MYOB as per BDO Tax's advice.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	0.20	\$62.00	Discussions with Eric Leeuwendal regarding status of locating work papers and calculations using the LM MYOB file on the proposed BAS amendments for the GST refunds on FTI's BAS's lodged.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	25/08/2017	0.30	\$93.00	Meeting regarding MYOB figures and work papers identified to assist with the review of proposed amended BAS reports by BDO tax and ATO private ruling and other BAS reviews to be undertaken.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	25/08/2017	0.10	\$31.00	Discussion with Ainsley Watt re outstanding BAS's and process going forward.
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Assets	13/09/2017	0.60	\$105.00	Investigation into the ingoing unit prices for different units sold by OVST over the period 2009 -2013 to assist with the claim against the auditors
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Trade On	13/09/2017	1.20	\$210.00	Undertook investigations into GST work papers to obtain supporting records that resident requirements were met and documentation is held should the ATO request it.
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Assets	13/09/2017	0.90	\$157.50	Investigation into the ingoing unit prices for different units sold by OVST over the period 2009 -2013 to assist with the claim against the auditors
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Assets	13/09/2017	0.10	\$17.50	discussion with Eric Leeuwendal re calc average actual sales per unit type and entering the data into a spreadsheet for the additional hypothetical receivership assessments for a loan - for the claim against EY
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Assets	13/09/2017	0.10	\$17.50	discussion with Eric Leeuwendal to review queries re calc average actual sales per unit type and entering the data into a spreadsheet for the additional hypothetical receivership assessments for a loan - for the claim against EY
OVST Pty Ltd BR	George Lethbridge	Undergraduate	Assets	14/09/2017	1.40	\$245.00	Review unit sales with large variances to the other sales in each category and check the resident files for any reasons as to why they are different
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	26/06/2017	0.10	\$49.50	prepare email to Leisa Rafter for update on review of amended BAS's, review email response and prepare email response
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	25/08/2017	0.30	\$148.50	meeting regarding MYOB figures and work papers identified to assist with the review of proposed amended BAS reports by BDO tax and ATO private ruling and other BAS reviews to be undertaken
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	13/09/2017	0.10	\$49.50	review email from Sam Alexander re his review of the FTI BAS's and amended BAS prepared and queries raised, prepare email to Ainsley Watt to follow up re the queries to finalise the BAS's to obtain the refunds
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	13/09/2017	0.10	\$49.50	discn with Ainsley Watt regarding her review of GST support work papers
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	24/10/2017	0.30	\$105.00	Review the BAS in 2014 and 2015 that have been lodged or drafted

OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	26/10/2017	0.30	\$105.00	discussion with Eric Leeuwendal regarding invoice held (1 unit) and drafted email to Sam Alexander in tax regarding BAS's now to be lodged
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	27/10/2017	0.10	\$35.00	email to Sam alexander re bas
OVST Pty Ltd BR	David Whyte	Partner	Administration	23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	9/05/2017	0.30	\$148.50	review emails with BDO Tax re billing and previous instructions to review amended BAS's, prepare email to BDO tax to request that they state whether our GST obligations have been met when preparing these amended BAS's
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	11/07/2017	0.20	\$99.00	review email from Leisa Rafter with queries on the amended pre-BDO BAS's review, discussion with Aubrey Meek regarding queries from Leisa re the MYOB records differences, review LM server MYOB versions to review
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	28/07/2017	0.10	\$49.50	review email from Aubrey Meek re issues in reconciling the BAS numbers under review and prepare email response to assess est costs of the exercise before going further
OVST Pty Ltd BR	Eric Leeuwendal	Executive Director	Trade On	22/08/2017	0.20	\$99.00	discussion with Aubrey Meek regarding status of locating work papers and his calculations using the LM MYOB file on the proposed BAS amendments for the GST refunds on FTI's BAS's lodged
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	12/09/2017	0.20	\$70.00	Reviewed BAS work papers to confirm document location for Samuel Alexander to complete BAS
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Administration	10/10/2017	0.10	\$35.00	liaised with Andrew Whittaker to obtain loan statements for 524 reporting
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Administration	10/10/2017	0.10	\$35.00	Reviewed borrower statements for 524 drafting
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Administration	16/10/2017	0.30	\$105.00	reviewed 524 drafted by Sarah Cunningham, reviewed invoices to check correct figures.
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	20/10/2017	0.10	\$35.00	reviewed and approved current period bas
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Administration	20/10/2017	0.10	\$35.00	reviewed and approved updated 524
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Trade On	23/10/2017	0.30	\$105.00	Reviewed OVST file for invoices to confirm BAS lodgement
OVST Pty Ltd BR	Ainsley Watt	Senior Accountant I	Administration	23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	3/07/2017	0.40	\$124.00	Investigate OVST MYOB file and source documents for BAS review
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	11/07/2017	0.90	\$279.00	Download MYOB from LM server and review file. Extract GST reports and discuss with BDO tax advisory.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	11/07/2017	0.20	\$62.00	Review email from Leisa Rafter with queries on the amended pre-BDO BAS's review, discussion with Eric Leeuwendal regarding queries from Leisa re the MYOB records differences, review LM server MYOB versions to review.

OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	14/07/2017	0.90	\$279.00	Investigate folder and search for latest MYOB file. Extract requested GST report for FY2015 as per BDO Tax. Forward requested documentation.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	28/07/2017	0.20	\$62.00	Peruse email report from BDO tax re outstanding BAS's. Discuss with Eric Leeuwendal and draft reply for more information to BDO tax.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	2/08/2017	0.10	\$31.00	Peruse email received from BDO tax re BAS's. Forward email to Eric Leeuwendal for discussion.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	2/08/2017	0.20	\$62.00	Investigate BAS files to confirm possible refund from ATO. Draft reply email to Eric Leeuwendal re response to BDO audit and reconciliation of BAS's.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	21/08/2017	1.20	\$372.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	21/08/2017	0.70	\$217.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	21/08/2017	1.40	\$434.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	0.50	\$155.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	1.40	\$434.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	0.80	\$248.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	0.50	\$155.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	22/08/2017	1.50	\$465.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	23/08/2017	0.80	\$248.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	23/08/2017	0.80	\$248.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	23/08/2017	0.80	\$248.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	24/08/2017	1.30	\$403.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.

OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	24/08/2017	1.20	\$372.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Aubrey Meek	Senior Accountant II	Trade On	24/08/2017	1.30	\$403.00	Continue investigation into pre-appointment BAS's and related work paper with calculations.
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	3/05/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	5/05/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	17/05/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	24/05/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	2/06/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	13/06/2017	0.10	\$8.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	26/07/2017	0.10	\$9.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	29/08/2017	0.10	\$9.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	31/08/2017	0.10	\$9.50	Filing
OVST Pty Ltd BR	Moira Hattingh	Team Assistant	Administration	4/10/2017	0.10	\$9.50	Filing
OVST Pty Ltd BR	Ryan Whyte	Undergraduate	Administration	3/05/2017	0.20	\$33.00	Generate WIP listing from APS for OVST for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
OVST Pty Ltd BR	Ryan Whyte	Undergraduate	Administration	15/05/2017	0.30	\$49.50	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.
OVST Pty Ltd BR	Ryan Whyte	Undergraduate	Administration	14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
OVST Pty Ltd BR	Ryan Whyte	Undergraduate	Administration	15/09/2017	0.10	\$17.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Trade On	10/05/2017	1.10	\$220.00	Reviewing BAS lodgements for CAC 003 from 2014 to current regarding confirmation of lodgements and payments. Reviewing calculations on file and ATO running balance.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Trade On	11/05/2017	0.90	\$180.00	Reviewing previous controllers amended BAS by Nicola Kennedy. Ensuring lodgement and calculating payment by previous controller and refunds due.

OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Trade On	17/07/2017	0.20	\$43.00	Producing BAS calcs, reviewing, completing BAS and recording in register.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Administration	27/09/2017	0.10	\$21.50	Reconciling account to 524 period.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Trade On	9/10/2017	0.20	\$43.00	Drafting BAS calculations. Reviewing, completing and copying BAS. Recording in register.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Administration	9/10/2017	0.10	\$21.50	Reconciling bank account to 30 Sept.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Administration	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Trade On	20/10/2017	0.20	\$43.00	Producing BAS calculations. Reviewing, completing BAS on ATO portal. Recording in register and sending for review.
OVST Pty Ltd BR	Sarah Cunningham	Team Assistant	Administration	20/10/2017	0.10	\$21.50	Reconciling account to 30 Sept 2017

Last Name	Register	Descriptor	Name	Position	Milestone	Disbursement	WIP Date	Hours	Value	Narration
Redland Bay Leisure Life Development Pty Ltd	BR		David Whyte Partner		Administration		23/10/2017	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
Redland Bay Leisure Life Development Pty Ltd	BR		Ainsley Watt Senior Accountant I	Administration			20/10/2017	0.10	\$35.00	reviewed and approved BAS
Redland Bay Leisure Life Development Pty Ltd	BR		Ainsley Watt Senior Accountant I	Administration			23/10/2017	0.30	\$105.00	Updated 524, printed, scanned and uploaded to ASIC portal for lodgement
Redland Bay Leisure Life Development Pty Ltd	BR		Andrew Whittaker Accountant II	Administration			10/10/2017	0.20	\$43.00	Access to AX to export loan statement for controllership. Email to AW.
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			24/05/2017	0.10	\$8.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			13/06/2017	0.10	\$8.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			7/07/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			26/07/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			2/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			10/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Moira Hattingh Team Assistant	Administration			29/08/2017	0.10	\$9.50	Filing
Redland Bay Leisure Life Development Pty Ltd	BR		Ryan Whyte Undergraduate	Administration			3/05/2017	0.20	\$33.00	Generate WIP listing from APS for RBLLD for April 2017. Export to excel and filter and edit worksheet. Print narrations for David Whyte review.
Redland Bay Leisure Life Development Pty Ltd	BR		Ryan Whyte Undergraduate	Administration			15/05/2017	0.20	\$33.00	Prepare billing summary from the narrations for the time period November 2016 to April 2017 for the remuneration application. Enter data into excel spreadsheet and check totals.
Redland Bay Leisure Life Development Pty Ltd	BR		Ryan Whyte Undergraduate	Administration			14/09/2017	0.20	\$35.00	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Redland Bay Leisure Life Development Pty Ltd	BR		Ryan Whyte Undergraduate	Administration			15/09/2017	0.10	\$17.50	Generate Fee WIP for the period 1 May 2017 to 31 August 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 September 2017.
Redland Bay Leisure Life Development Pty Ltd	BR		Sarah Cunningham Team Assistant	Administration			10/05/2017	0.60	\$120.00	Reviewing BAS lodgements for CAC 005 from 2014 to current regarding confirmation of lodgements and payments. Reviewing calculations on file and ATO running balance.

Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	17/07/2017	0.20	\$43.00	Producing BAS calcs, reviewing, completing BAS and recording in register.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	31/08/2017	0.10	\$21.50	Reconciling accounts to 31 July.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	27/09/2017	0.10	\$21.50	Reconciling account to 524 period.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	9/10/2017	0.20	\$43.00	Drafting BAS calculations. Reviewing, completing and copying BAS. Recording in register.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	9/10/2017	0.10	\$21.50	Reconciling account to 30 Sept.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	13/10/2017	0.30	\$64.50	Drafting ASIC form 524. Reviewing against previous 524 and entering remuneration and expenses. Collating with supporting documentation.