

**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-93**" (pages 201 to 413) to "**DW-101**" to the Affidavit of **DAVID  
WHYTE** sworn 31 May 2018.



**Deponent**



**Solicitor/A Justice of the Peace**

**CERTIFICATE OF EXHIBIT:**  
Form 47, R.435

Filed on behalf of the Applicant,  
David Whyte

**TUCKER & COWEN**  
Solicitors  
Level 15, 15 Adelaide Street  
Brisbane, Qld, 4000  
Tel: (07) 300 300 00  
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**INDEX OF EXHIBITS TO VOLUME 2 OF 2**

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DW-94	Twentieth Report to Members	21.12.2017	414 – 437
DW-95	Twenty First Report to Members	29.03.2018	438 – 467

<b>No.</b>	<b>Description</b>	<b>Date</b>	<b>Page No.</b>
DW-96	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Bridgewater	Various	468 – 469
DW-97	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Pinevale	Various	470
DW-98	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of RBLL	Various	471 – 472
DW-99	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of Cameo	Various	473 – 475
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DW-101	Schedule of work performed by BDO staff in the Relevant Period in relation to my appointment in respect of RBLLD	Various	488 – 489

BR	David Whyte	Partner	Creditors	10/04/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding proceedings brought by the MPF/settlement offer/status of negotiations
BR	David Whyte	Partner	Creditors	10/04/2018	0.40	\$232.00 reviewed correspondence from investor regarding distribution payable/returned payment/reviewed correspondence from our solicitors/draft response
BR	David Whyte	Partner	Creditors	10/04/2018	0.20	\$116.00 reviewed correspondence from five investors/representatives of investors regarding status of winding up/distributions/transfer of units/reviewed letters in response
BR	David Whyte	Partner	Creditors	10/04/2018	0.40	\$232.00 reviewed correspondence from our solicitors and including three draft letters to KordaMentha's solicitors regarding request to amend their pleadings in respect of two proceedings/request for further and better particulars
BR	David Whyte	Partner	Creditors	10/04/2018	0.10	\$58.00 email KordaMentha and our solicitors regarding proceedings brought by the MPF/offer to discontinue the proceedings
BR	David Whyte	Partner	Creditors	10/04/2018	0.10	\$58.00 reviewed correspondence from investor regarding winding up of the fund, estimated return to investors and timing of distributions
BR	David Whyte	Partner	Creditors	10/04/2018	0.20	\$116.00 reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/value of units/estimated return/reviewed letters in response
BR	David Whyte	Partner	Creditors	10/04/2018	0.40	\$232.00 reviewed correspondence and documentation received from seven investors/representatives of investors regarding change in details/transfer of units/estimated return/distributions/approved same/reviewed letters in response
BR	David Whyte	Partner	Creditors	10/04/2018	0.10	\$58.00 reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
BR	David Whyte	Partner	Creditors	19/04/2018	0.10	\$58.00 reviewed/amended letter to investors representative regarding units held at several dates and recording of distributions in 2013
BR	David Whyte	Partner	Creditors	19/04/2018	0.40	\$232.00 reviewed four letters to KordaMentha's solicitors regarding two proceedings brought by the MPF/issues relating to the proceedings/requests for further and better particulars and proposed timeframe for bringing the matter back before the court
BR	David Whyte	Partner	Creditors	19/04/2018	0.30	\$174.00 reviewed correspondence from eighteen investors/representatives of investors regarding change in details/transfer of units/value of units/approved same/reviewed letters in response



BR	David Whyte	Partner	Creditors	23/04/2018	0.20	\$116.00	reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/value of units/units held/reviewed letters in response
BR	David Whyte	Partner	Creditors	24/04/2018	0.10	\$58.00	reviewed correspondence from our solicitors and draft letter to KordaMentha's solicitors in respect of security for costs
BR	David Whyte	Partner	Creditors	26/04/2018	0.20	\$116.00	reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
BR	Eric Leeuwendal	Executive Director	Creditors	1/11/2017	0.50	\$247.50	review 5 proposed letters and 3 checklists re investor change of details and investor correspondence, approve letters and checklists or raise queries to assist to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	2/11/2017	1.10	\$544.50	review 4 proposed letters and 4 checklists re investor transfer of units requests involving deceased parties/estates and review investor correspondence and documents, approve letters and checklists or raise queries to assist to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	3/11/2017	0.30	\$148.50	review 5 proposed letters re investor change of details and updates and review investor correspondence, approve letters or raise queries to assist to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	6/11/2017	0.10	\$49.50	review email trail and draft email response from a feeder fund investor query, prepare email response to Ainsley Watt
BR	Eric Leeuwendal	Executive Director	Creditors	6/11/2017	0.10	\$49.50	review 3 checklists for change of details and transfer of units, review the investor corro and forms, approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	9/11/2017	0.20	\$99.00	review 5x proposed letters to investors and investor correspondence seeking updates on unit value or change in details and approve or amend as required to finalise the letter
BR	Eric Leeuwendal	Executive Director	Creditors	13/11/2017	0.20	\$99.00	reviewing 5 proposed letters responding to a request from investors as to change of details or updates on their investments, approve letters or amend in order to finalise
BR	Eric Leeuwendal	Executive Director	Creditors	15/11/2017	0.10	\$49.50	discn with our solicitors regarding feedback from counsel on the issue of pursuing costs arising from the FTI indemnity application and proposed next steps to discussion with FTI on pursuing draft orders
BR	Eric Leeuwendal	Executive Director	Creditors	16/11/2017	0.30	\$148.50	review 7 proposed letters in response to queries from investors responding to the notice of David Whyte's remuneration application, approve for sign off or make small changes to finalise the letters

BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.30	\$148.50	review 5 proposed letters responding to investor correspondence/queries re updates on units value and change of details, approve letters or raise queries to finalise the matters, review one change of advisor details request and approve
BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.80	\$396.00	review 7 proposed letters responding to investor correspondence/queries re updates on units value and change of details (some requests for multiple clients/investors), approve letters or raise queries to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.40	\$198.00	review 6 proposed letters responding to investor correspondence/queries re updates on units value and change of details, approve letters or raise queries to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.30	\$148.50	review 6 proposed letters responding to investor correspondence/queries re updates on units value and change of details, approve letters or raise queries to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.50	\$247.50	review 3 change of details checklists (including deceased estate) and 5 proposed letters responding to investor correspondence/queries and approve letters/checklists or raise queries to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	20/11/2017	0.40	\$198.00	review 8 change of details checklists and investor correspondence approve checklists or raise queries to finalise the matters
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.20	\$99.00	review draft proposed correspondence to investors to maintain the investor register for changes in advisors details to deal with many bounced emails/mail, amend draft
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.10	\$49.50	discussion with our solicitors regarding the FTI indemnity claim hearing preparation and whether invoice from our solicitors may be exhibited
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.10	\$49.50	prepare email to our solicitors regarding the query to exhibit the invoice for FTI indemnity claim hearing
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.10	\$49.50	prepare email to our other solicitors regarding the query to exhibit the invoice for FTI indemnity claim hearing, whether the matter is separate or part of general invoicing
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.10	\$49.50	review email from our other solicitors regarding the query to exhibit the invoice for FTI indemnity claim hearing and need to redact invoices, prepare email to our solicitors to advise of the further work needed to be done
BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.40	\$198.00	review 18 finalised letters to investors and investor correspondence re details of investments, changes in details and other queries and sign letters

BR	Eric Leeuwendal	Executive Director	Creditors	21/11/2017	0.40	\$198.00	discussion with Ainsley Watt regarding proposed correspondence to investors to maintain the investor register for changes in advisors details to deal with many bounced emails/mail, review existing forms and discuss changes/alternatives
BR	Eric Leeuwendal	Executive Director	Creditors	22/11/2017	0.20	\$99.00	review 4 proposed letters to investors and investor correspondence seeking updates or change of details, approve/sign letters or raise queries to assist to finalise the letters
BR	Eric Leeuwendal	Executive Director	Creditors	22/11/2017	0.50	\$247.50	discussion with Ainsley Watt regarding the draft template for investors to nominate changes to adviser contact details, discussion re conversion files re foreign investors and discn re distributions payable data
BR	Eric Leeuwendal	Executive Director	Creditors	22/11/2017	0.10	\$49.50	review proposed email response to an investor query re questionnaire completion, review questionnaire and amend the draft response
BR	Eric Leeuwendal	Executive Director	Creditors	22/11/2017	0.10	\$49.50	review proposed email response to an investor query re questionnaire completion, review questionnaire and amend the draft response, review David Whyte response and finalise draft email to the investor
BR	Eric Leeuwendal	Executive Director	Creditors	23/11/2017	0.40	\$198.00	review 3 proposed letters to investors and correspondence from investors seeking updates, distn timing and est unit values, approve a letter and amend the other letters to assist to finalise them
BR	Eric Leeuwendal	Executive Director	Creditors	23/11/2017	0.30	\$148.50	review 8 change of details/transfer of unitholder checklists including deceased estates and correspondence from investors, approve processing and raise query to assist to effect the change requested
BR	Eric Leeuwendal	Executive Director	Creditors	23/11/2017	0.40	\$198.00	review 3 change of details/transfer of unitholder checklists including deceased estate and correspondence from investors, approve processing and raise query to assist to effect the change requested
BR	Eric Leeuwendal	Executive Director	Creditors	27/11/2017	0.10	\$49.50	discussion with Ryan Whyte regarding the foreign investor unit balance rectification review work and the status of investigation of distributions payable and further work to be done
BR	Eric Leeuwendal	Executive Director	Creditors	28/11/2017	0.10	\$49.50	review 2 draft letters in response to investor queries, review the investor correspondence and approve/sign letter and raise query on the other letter to assist to finalise it
BR	Eric Leeuwendal	Executive Director	Creditors	29/11/2017	0.50	\$247.50	review 10 draft letters in response to investor queries, review the investor correspondence and approve/sign letters and raise queries on other letters to assist to finalise
BR	Eric Leeuwendal	Executive Director	Creditors	29/11/2017	0.20	\$99.00	review email from Ainsley Watt and emails from an investor querying if a distribution has been paid, discuss with Ainsley and review holdings of the claimed recipient investor, review holdings and draft email response and commence amending the draft

BR	Eric Leeuwendal	Executive Director	Creditors	29/11/2017	0.20	\$99.00 finalise draft email to investor querying if a distribution has been paid, and prepare email to David Whyte regarding the queries and proposed response
BR	Eric Leeuwendal	Executive Director	Creditors	29/11/2017	0.20	\$99.00 review email from Ainsley Watt and emails from an investor querying if a distribution has been paid, discuss with Ainsley and review holdings of the claimed recipient investor, review holdings and draft email response and continue amending the draft
BR	Eric Leeuwendal	Executive Director	Creditors	29/11/2017	0.30	\$148.50 review 7 change of details checklists, review the investor correspondence and approve for processing and raise queries on others to assist to finalise
BR	Eric Leeuwendal	Executive Director	Creditors	30/11/2017	0.20	\$99.00 review 4 draft letters in response to investor queries, review the investor correspondence and approve/sign letters and raise queries on other letters to assist to finalise
BR	Eric Leeuwendal	Executive Director	Creditors	30/11/2017	0.20	\$99.00 review a transfer of units involving a superannuation fund and deceased estate and the investor correspondence including trust deeds, variations and transfer documents - approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	1/12/2017	0.10	\$49.50 discn with Ainsley Watt regarding the next update report to investors and planning for the preparation of same
BR	Eric Leeuwendal	Executive Director	Creditors	1/12/2017	0.30	\$148.50 review 6 proposed letters responding to queries from investors and review the investor correspondence and documents, approve letters or raise queries/amend to assist to finalise the responses
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2017	0.90	\$445.50 reviewing a feeder fund audited accounts to reconcile the redemption payments made to the cash flow statements including reviewing the payments made by the MPF on FMIF behalf
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2017	0.60	\$297.00 review 7 proposed letters responding to queries from investors and investor correspondence, sign letters and on others - raise queries or edit the letters to assist to finalise the responses
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2017	0.10	\$49.50 discussion with Ainsley Watt regarding a proposed letter responding to queries from an investor, consider previous investor correspondence and transfer made to investor from the wholesale investor
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2017	0.70	\$346.50 finalise reviewing a feeder fund audited accounts to reconcile the redemption payments made to the cash flow statements including reviewing the payments made by the MPF on FMIF behalf and calculate the outflows from the redemption funds
BR	Eric Leeuwendal	Executive Director	Creditors	5/12/2017	0.30	\$148.50 review response from investor to queries about the redemptions paid and claim against the feeder funds and prepare draft reply

BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.10	\$49.50	prepare email to McGrath Nicol re term deposit break costs re the payments demanded by FTI
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.20	\$99.00	prepare email to Ainsley Watt to prepare instruction letter to PTAL re breaking the term deposit to pay FTI's remuneration, discussions/emails with Ainsley re amendments to the instructions, review the amended instruction letter
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.20	\$99.00	review emails from our solicitors and David Whyte re the correspondence with FTI's solicitors and prepare emails to David and our solicitors re the BDO tax position on GST and on the early termination of term deposit form
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.30	\$148.50	further discussions/emails with Ainsley re amendments to the instructions, review the amended instruction letter and finalise with Ainsley
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.10	\$49.50	discussion with McGrath Nicol re approvals for payments while persons away and approval for term deposit break form re the payments demanded by FTI
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.10	\$49.50	discussion with our solicitors regarding the email from our tax partner re the GST treatment of the FTI invoices for their remuneration
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.20	\$99.00	discussion with Leisa Rafter re the GST treatment of the FTI invoices for their remuneration, issues re the GST reduced income tax credits
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.20	\$99.00	review email from our solicitors and draft letter in response to FTI's solicitors demands re payment of their invoices for their remuneration, consider the issues raised re the grounds of the fee approval, prepare email to David Whyte re the draft letter
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.10	\$49.50	prepare email to McGrath Nicol re term deposit break costs re the payments demanded by FTI, to check if possible payment timing might be an issue for them
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.40	\$198.00	further discns re term deposit break and other payments incl the payments demanded by FTI, further amend term deposit form, prepare email to David Whyte re approval to send the TD early withdrawal request
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.30	\$148.50	review email from Antoinette Fielding with payment vouchers and check same, prepare email to David Whyte re approval to process payments, discns and prepare emails re finalising and authorisation of the payments
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.50	\$247.50	reviewing emails from David Whyte and our solicitors regarding FTI's pursuing payment of remuneration and controllership costs, review letter FTI to PTAL and consider total payable and GST issue, call to McGrath Nicol

BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.10	\$49.50	discussion with our solicitors regarding the FTI claim for payment of remuneration and expenses, the GST issue and procedures re processing/timing
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.70	\$346.50	consider and calculate payments required and likely costs in next 6 months, prepare draft email to McGrath Nicol re the payments required, timing and amount to draw from term deposit
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.30	\$148.50	review emails from David Whyte, our solicitors and Russells lawyers re the payments demanded by FTI, discussion with Leisa Rafter re GST issue /advice, prepare email response to David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.30	\$148.50	review emails from David Whyte, our solicitors and Russells lawyers re the payments demanded by FTI, discussion with Leisa Rafter re GST issue /advice, prepare email response to David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.50	\$247.50	discns with McGrath Nicol re co-ordinating payments and term deposit break and potential urgency re FTI's demands, review email from our solicitors and draft orders re FTI remuneration and expenses payable, prepare email instructions to Antoinette Fielding
BR	Eric Leeuwendal	Executive Director	Creditors	6/12/2017	0.80	\$396.00	review emails from PTAL re term deposit break, discn with our solicitors re the payments demanded by FTI, prepare email to our solicitors, discussions with Ainsley Watt re term deposit form, review draft submission to the bank and amend
BR	Eric Leeuwendal	Executive Director	Creditors	7/12/2017	0.10	\$49.50	review 2 proposed letters to investors and investor correspondence seeking updates on the winding up of the Fund and approve letters, review change of details checklist form and raise queries to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.10	\$49.50	review email from McGrath Nicol to PTAL re sign off of appln to Suncorp to break term deposit, prepare email to McGrath/PTAL to advise us of developments, timing re early withdrawal
BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.20	\$99.00	review email from our solicitors and draft letter to FTI re GST issue of FTI payments for remuneration, consider the process of invoices issued and GST credits
BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.10	\$49.50	review email from PTAL seeking acct details, peruse prev payment emails and start drafting reply, note email responding from McGrath to PTAL
BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.10	\$49.50	review email from Ainsley Watt and draft email to McGrath Nicol for information to assist us in prepn of the next update to investors, amend the draft and respond to Ainsley
BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.20	\$99.00	Call from and to PTAL, discn with McGrath Nicol re efforts with Suncorp to break term deposit, instruct Ainsley Watt to prepare email to McGrath to send our draft early withdrawal appln and PTAL instruction, review email from PTAL

BR	Eric Leeuwendal	Executive Director	Creditors	8/12/2017	0.10	\$49.50	review emails between our solicitors and David Whyte re GST issue of FTI payments for remuneration, prepare email response to our solicitors re payment process
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2017	0.10	\$49.50	review email from our solicitors and letter from Russells re reimbursement of legal costs
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2017	0.10	\$49.50	discn with Antoinette Fielding re investor queries and responding to queries from the investor
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2017	0.20	\$99.00	prepare email to PTAL re update on term deposit release of funds to pay FTI remun, consider response and prepare email to seek an update by the end of the day so we can update FTI
BR	Eric Leeuwendal	Executive Director	Creditors	12/12/2017	0.30	\$148.50	review 5 proposed letters to investors responding to requests from investors for updates in relation to the fund or requests for changes of details. review the investor corresp and sign letters or authorise for sign off
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.20	\$99.00	review 5 proposed letters to investors to update the register for current adviser details due to bounced corres to advisers, sign off the letters or raise queries to assist to finalise the letters
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.50	\$247.50	review 11 change of details/transfer of units checklists and investor correspondence, and approve for processing or raise queries to assist to finalise the matters, review 3 proposed letters to investors responding to queries and updates
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.60	\$297.00	commence setting up template for drafting the 20th update to investors, commence drafting the report
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.20	\$99.00	commence updating the summary of legal docs from investor re transfer of units checklist involving deceased estate and summary to assist with the processing of the request
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.30	\$148.50	finalise updating the summary of legal docs from investor re transfer of units checklist involving deceased estate and summary to assist with the processing of the request
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.20	\$99.00	review 4 proposed letters to investors responding to requests from investors for updates in relation to the fund or requests for changes of details. review the investor corresp and sign letters or authorise for sign off
BR	Eric Leeuwendal	Executive Director	Creditors	13/12/2017	0.20	\$99.00	review transfer of units checklist and summary of legal docs from investor, discuss aspects of the legal docs and amendment to the summary to assist with the processing of the request

BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 review email from our solicitors regarding the MPF claim against the Fund and court rates to calculate interest loss on the pre-paid management fees re the LMIM breach of trust claim, commence review of our files for previous interest calculations
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.80	\$396.00 continue review of our files for previous interest calculations, locate and peruse file, prepare email to our solicitors re the calculation of interest loss on the pre-paid management fees re the LMIM breach of trust claim and to Ainsley Watt
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.90	\$445.50 continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 discussion with our solicitors regarding the MPF claim against the Fund given non settlement with the directors and likely steps going fwd. Discn re the LMIM breach of trust claim and need to calculate interest loss on the pre-paid management fees
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 discussion with our solicitors regarding the EY claim Rule 222 request for documents, proposed response to EY and planning re the provision to EY of the loss quantification papers
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.60	\$297.00 review marked up loss paper for 1-7-09, consider relevant records query in cash flow assessments by our solicitors to respond to Rule 222 request from EY, prepare email to our solicitors finalising responses to queries
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 review email from Bellpac liquidator re meeting documents for the Bellpac AGM and conditions of our amended proof of debt submission, prepare draft email response and send to David Whyte
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.10	\$49.50 discussion with PTAL re term deposit break application decision, prepare email to David Whyte re update from the Bank and timing to release funds to FTI for their remuneration/costs per the Orders
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.20	\$99.00 continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	0.70	\$346.50 continue drafting the 20th update to investors



BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	2.80	\$1,386.00	continue drafting the 20th update to investors, discussion with our solicitors to clarify the status of the feeder fund position re the applications for leave and under the trusts act
BR	Eric Leeuwendal	Executive Director	Creditors	14/12/2017	1.30	\$643.50	continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	15/12/2017	0.20	\$99.00	continue drafting the 20th update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	18/12/2017	2.20	\$1,089.00	finalise update of the draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	19/12/2017	0.80	\$396.00	check final update of the draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	19/12/2017	0.30	\$148.50	prepare email to our solicitors to review the update of the draft report to investors, checking need for estimated unit price letter and finalise email
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2017	0.20	\$99.00	review emails re FTI's remuneration payment and GST arguments, note the application to Court and peruse
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2017	0.20	\$99.00	review 2 change of details and one change of trustee checklist and review correspondence and forms completed by investors, approve checklists for processing
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2017	0.80	\$396.00	review 5 change of details and 4 transfer of units/deceased estate changes checklists and review correspondence and forms completed by investors, approve checklists for processing, review 3 proposed letters responding to investors and sign/amend letters
BR	Eric Leeuwendal	Executive Director	Creditors	20/12/2017	0.10	\$49.50	discussion with our solicitors regarding invoices issued by LMIM and GST issues, counsel now avail to appear on FTI's appln and assisting to provide background around GST law
BR	Eric Leeuwendal	Executive Director	Creditors	21/12/2017	0.10	\$49.50	review email from Ainsley Watt and draft message for investors sending emails to us over the office closure, amend the draft and forward to David Whyte for authorisation to implement
BR	Eric Leeuwendal	Executive Director	Creditors	21/12/2017	0.20	\$99.00	review email from our solicitors and marked up suggested changes to the draft update to investors, forward to Ainsley Watt to update the report

BR	Eric Leeuwendal	Executive Director	Creditors	21/12/2017	0.10	\$49.50	discussion with our solicitors on progress of review of our draft update to investors
BR	Eric Leeuwendal	Executive Director	Creditors	22/12/2017	0.10	\$49.50	review emails from and prepare emails to Ainsley Watt re update to BDO LM website re updated investor report and court orders re FTI applications
BR	Eric Leeuwendal	Executive Director	Creditors	23/01/2018	0.80	\$396.00	review 14 proposed letters to investors responding to requests for update on the winding up, unit balance and value and change of details, review associated investor correspondence and approve/sign letters or raise queries to assist to finalise them
BR	Eric Leeuwendal	Executive Director	Creditors	23/01/2018	0.50	\$247.50	review 5 proposed letters to investors responding to requests for update on the winding up, unit balance and value and change of details, review associated investor correspondence and approve/sign letters or raise queries to assist to finalise them
BR	Eric Leeuwendal	Executive Director	Creditors	23/01/2018	0.30	\$148.50	review email from Ainsley Watt and listing of emails in response to investor report sent late December 2017 and draft email to investors to enquire about obtaining a copy of the email, review the email draft and make changes and prepare email response
BR	Eric Leeuwendal	Executive Director	Creditors	23/01/2018	0.70	\$346.50	review 2 proposed letters to investors responding to requests for update on distributions payable and change of details, review associated investor corro & approve/sign letters or raise queries to finalise them, review 2 change of details/transfer forms
BR	Eric Leeuwendal	Executive Director	Creditors	23/01/2018	0.10	\$49.50	review 3 proposed letters to investors responding to requests for update on the winding up, unit balance and value and change of details, review associated investor correspondence and approve/sign letters or raise queries to assist to finalise them
BR	Eric Leeuwendal	Executive Director	Creditors	24/01/2018	0.10	\$49.50	review 8 finalised letters to investors responding to requests for updates or change of details and approve/sign letters
BR	Eric Leeuwendal	Executive Director	Creditors	24/01/2018	0.20	\$99.00	review 3 proposed letters to investors responding to requests for updates or change of details and approve/sign letters
BR	Eric Leeuwendal	Executive Director	Creditors	24/01/2018	0.10	\$49.50	review change of details checklist re change of investor name, review investor correspondence, discn re confirmation of change processed and change to letter of confirmation
BR	Eric Leeuwendal	Executive Director	Creditors	25/01/2018	0.20	\$99.00	review a proposed letter to an investors responding to request for a transfer of units via a deceased estate, review associated investor correspondence and amend the draft letter to assist to finalise the letter/queries from the investor
BR	Eric Leeuwendal	Executive Director	Creditors	25/01/2018	0.30	\$148.50	review 3 proposed letters to investors responding to requests for update on the winding up, unit balance and value and change of details, review associated investor correspondence and approve/sign letters or raise queries to assist to finalise them

BR	Eric Leeuwendal	Executive Director	Creditors	25/01/2018	0.30	\$148.50	review 3 checklists for processing of proposed change of trustee or transfer of units and review documents and associated investor correspondence and approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	25/01/2018	0.10	\$49.50	review 4 checklists for change of details and review documents and associated investor correspondence and approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	30/01/2018	0.30	\$148.50	review 5 proposed letters responding to investor correspondence and approve or raise queries to assist in finalising the letters
BR	Eric Leeuwendal	Executive Director	Creditors	30/01/2018	0.20	\$99.00	review 3 change of details checklists and investor correspondence and approve for processing or raise queries to assist in finalising the change requests
BR	Eric Leeuwendal	Executive Director	Creditors	31/01/2018	0.30	\$148.50	review 6 proposed letters responding to investor correspondence and approve letters, review one change of details checklist and investor corres and approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	31/01/2018	0.10	\$49.50	review change of trustee checklist and investor documents and correspondence and approve for processing
BR	Eric Leeuwendal	Executive Director	Creditors	2/02/2018	0.10	\$49.50	review email from Antoinette Fielding and draft email responding to query from an investor, amend the draft email and prepare email to Antoinette
BR	Eric Leeuwendal	Executive Director	Creditors	5/02/2018	0.20	\$99.00	review 3 letters to investors responding to queries re investor unit balances or updates on the winding up, approve/sign letters
BR	Eric Leeuwendal	Executive Director	Creditors	6/02/2018	0.30	\$148.50	review 5 letters to investors responding to queries re the status of the fund or change of details requests, review the correspondence and documents from the investors and approve/sign the letters and amend a letter to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	6/02/2018	0.20	\$99.00	review 3 letters to investors responding to queries re the status of the fund or change of details requests, review the correspondence and documents from the investors and approve/sign the letters and amend a letter to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	9/02/2018	0.30	\$148.50	review 6 letters to investors responding to queries re the status of the fund or change of details requests, review the correspondence and documents from the investors and approve/sign the letters
BR	Eric Leeuwendal	Executive Director	Creditors	13/02/2018	0.50	\$247.50	review 10 change of details checklists, review correspondence and documents received from investors and authorise processing

BR	Eric Leeuwendal	Executive Director	Creditors	13/02/2018	0.30	\$148.50	commence review of 3 transfer of units/trustee/change of details checklists (deceased estate and super fund), review correspondence and documents received from investors and authorise processing
BR	Eric Leeuwendal	Executive Director	Creditors	13/02/2018	0.10	\$49.50	finalise review of 3 transfer of units/trustee/change of details checklists (deceased estate and super fund), review correspondence and documents received from investors and authorise processing
BR	Eric Leeuwendal	Executive Director	Creditors	13/02/2018	0.50	\$247.50	review 5 proposed letters to investors responding to investor requests for updates on the fund or for change of details, review correspondence and documents received from investors and sign letters or amend letters to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	14/02/2018	0.10	\$49.50	review 2 proposed letters to investors responding to investor requests for updates on the fund or for change of details, review correspondence and documents received from investors and sign letters
BR	Eric Leeuwendal	Executive Director	Creditors	15/02/2018	0.10	\$49.50	review 3 change of details/transfer of unit checklists, review correspondence and documents received from investors and authorise processing
BR	Eric Leeuwendal	Executive Director	Creditors	19/02/2018	0.30	\$148.50	review 2 change of details/transfer of units checklists and review investor correspondence and documents, approve one for processing and raise query on the other to assist to finalise, review 2 proposed letters to investors responding to queries & sign
BR	Eric Leeuwendal	Executive Director	Creditors	21/02/2018	0.30	\$148.50	review a transfer of deceased estate checklist and investor documents and consider the request, raise query for contact to be made for solicitors of the executor to clarify request, review change of details checklist and approve of processing
BR	Eric Leeuwendal	Executive Director	Creditors	21/02/2018	0.20	\$99.00	review 3 proposed letters responding to investor queries and review investor correspondence, amend one letter to finalise same, review further letters and sign
BR	Eric Leeuwendal	Executive Director	Creditors	22/02/2018	0.20	\$99.00	review email from our solicitors and draft letters to the MPF re pursuing the prosecution of the proceedings against the FMIF and the issues the MPF face if they proceed and also seeking a date for a review hearing
BR	Eric Leeuwendal	Executive Director	Creditors	27/02/2018	0.60	\$297.00	continue to review the currency adjustments in Composer & PDS re foreign investments and liability for currency movements, to assist with the review of resolving the restatement of foreign investor unit balances
BR	Eric Leeuwendal	Executive Director	Creditors	27/02/2018	0.30	\$148.50	review 6 letters to investors responding to request for updates or change of details, review investor corro and documents, approve 5 letters and amend one letter to assist to finalise it
BR	Eric Leeuwendal	Executive Director	Creditors	27/02/2018	0.20	\$99.00	review transfer of units and a change of details checklist for deceased estate and review documents from investors - approve for processing

BR	Eric Leeuwendal	Executive Director	Creditors	27/02/2018	0.50	\$247.50 review 7 letters to investors responding to request for updates or change of details, review investor corro and documents, approve letters
BR	Eric Leeuwendal	Executive Director	Creditors	1/03/2018	0.10	\$49.50 review essential services and contracts invoices and approve for payment
BR	Eric Leeuwendal	Executive Director	Creditors	2/03/2018	0.30	\$148.50 review 4 letters to investors and investor correspondence and documents, approve 3 letters and raise queries on the other letter to assist to finalise same, discussion regarding queries and amendment to letter
BR	Eric Leeuwendal	Executive Director	Creditors	5/03/2018	0.10	\$49.50 discussion with investor representative re timing of a distribution to investors
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2018	0.20	\$99.00 discussion with Andrew Whittaker regarding documents received from an investor re super fund transfer to a deceased estate and further information required to process the request
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2018	0.60	\$297.00 review 9 proposed letters to investors responding to queries for Fund updates, change of details or investment details, review investor correspondence and documents, approve letters or amend letters to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	15/03/2018	0.50	\$247.50 review 4 change of details/transfer checklists including deceased estate & superfund transfers, review investor correspondence and documents, approve checklist for processing or raise queries to assist to finalise same
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2018	1.60	\$792.00 continue review of draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2018	0.30	\$148.50 commence review of draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2018	1.10	\$544.50 continue review of draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2018	0.60	\$297.00 continue review of draft report to investors
BR	Eric Leeuwendal	Executive Director	Creditors	20/03/2018	0.20	\$99.00 discussion with Ainsley Watt regarding the status of the draft investor report and finalising the draft management accounts

BR	Eric Leeuwendal	Executive Director	Creditors	21/03/2018	0.10	\$49.50	review email from investor and query raised, prepare draft response and forward to Ainsley Watt to assist to finalise
BR	Eric Leeuwendal	Executive Director	Creditors	22/03/2018	1.30	\$643.50	continue reviewing further draft report to investors and finalise the draft
BR	Eric Leeuwendal	Executive Director	Creditors	22/03/2018	0.30	\$148.50	continue reviewing further draft report to investors and finalise the review and prepare email to our solicitors to review it
BR	Eric Leeuwendal	Executive Director	Creditors	23/03/2018	0.30	\$148.50	review 6 letters in response to investor queries regarding the winding up of the fund or change of details requests, review the investor correspondence and documents, sign letters
BR	Eric Leeuwendal	Executive Director	Creditors	26/03/2018	0.20	\$99.00	discussions with our solicitors regarding their review of our draft update to investors and planning the required despatch by the end of March, prepare email to our solicitors
BR	Eric Leeuwendal	Executive Director	Creditors	26/03/2018	0.10	\$49.50	discussion with Ainsley Watt regarding track changes to the draft report to investors by our solicitors, to assist to finalise the draft report
BR	Arthur Taylor	Senior Manager	Creditors	17/04/2018	0.70	\$329.00	Assigned Loans claim: answer counsel queries re true purpose behind assignment and evidence how assignment was negotiated/put together
BR	Arthur Taylor	Senior Manager	Creditors	17/04/2018	1.50	\$705.00	Assigned loans claim: review server for any info on sales campaigns for two loans conducted in 08.
BR	Arthur Taylor	Senior Manager	Creditors	17/04/2018	1.80	\$846.00	Assigned Loans claim: searching through our records for substantiation of matters raised in conflict records. Provide to our solicitors.
BR	Arthur Taylor	Senior Manager	Creditors	18/04/2018	1.70	\$799.00	Review Assigned Loans claim key milestone dates for progress report to David Whyte. locate Conflict Records, CC minutes, legal advice, etc for CPAIF acquiring a share in a loan from the MPF post the Feeder Fund payments.
BR	Arthur Taylor	Senior Manager	Creditors	18/04/2018	2.60	\$1,222.00	Assigned Loans claim: review QLD Courts schedule for pre-judgement interest rates, update interest calcs in Excels spreadsheet for prepaid mngmt fees drawn from FMIF ledgers Jul-07 to Jun-13, email calcs to our solicitors.
BR	Arthur Taylor	Senior Manager	Creditors	19/04/2018	0.20	\$94.00	Assigned Loans claim: Update progress report for planning meeting with David Whyte for letters issued by our solicitors.

BR	Arthur Taylor	Senior Manager	Creditors	19/04/2018	0.60	\$282.00	Assigned Loans claim: continue with update progress report for planning meeting with David Whyte.
BR	Arthur Taylor	Senior Manager	Creditors	19/04/2018	0.70	\$329.00	Continue: Assigned Loans claim: searching through our records for substantiation of matters raised in conflict records and provide to our solicitors.
BR	Arthur Taylor	Senior Manager	Creditors	19/04/2018	0.80	\$376.00	Continue: Assigned Loans claim: searching through our records for substantiation of matters raised in conflict records and provide to our solicitors.
BR	Arthur Taylor	Senior Manager	Creditors	20/04/2018	2.30	\$1,081.00	Assigned loans claim: review our electronic records to answer counsel request for true purpose of assignments, how negotiated, substantiation of conflict records, values of securities when deed signed and FY 2011, etc
BR	Arthur Taylor	Senior Manager	Creditors	20/04/2018	2.30	\$1,081.00	Assigned loans claims: continue searching through our electronic records to answer queries raised by counsel.
BR	Arthur Taylor	Senior Manager	Creditors	23/04/2018	1.00	\$470.00	Assigned loans claims: continue reviewing LM remote server for electronic records to substantiate conflict records; arrear records, sales campaigns, updated vals at time of assignment and FY 2011.
BR	Arthur Taylor	Senior Manager	Creditors	23/04/2018	2.80	\$1,316.00	Assigned Loans claim against FMIF: Continue reviewing the LM server for more particulars requested by counsel to support the purpose of the assignments, evidence of how the transaction were negotiated, etc
BR	Arthur Taylor	Senior Manager	Creditors	23/04/2018	0.40	\$188.00	Assigned Loans claim: to assist with responding to solicitor requests for clarification or more info about ledger entries, asked Ainsley Watt to provide an intro guide of the remote LM server and the AX Dynamic records
BR	Arthur Taylor	Senior Manager	Creditors	24/04/2018	1.10	\$517.00	Assigned loans claims: update interest calculations for interest foregone due to prepaid management fee for Counsel comment that offsets for negative balances don't need to be shown in schedule
BR	Arthur Taylor	Senior Manager	Creditors	24/04/2018	0.50	\$235.00	Assigned loans claims: review Chart of accounts for LM's accounting records, and other records on the LM remote server to find evidence of payments by MPF under Deed of Assgmt.
BR	Arthur Taylor	Senior Manager	Creditors	24/04/2018	0.50	\$235.00	Assigned loans claims: review our solicitors correspondence re accounts records recording payments by MPF to FMIF under the Deed of Assignment, esp payments ostensibly to FMIF but made to LMIM as RE, LMA or FF's.
BR	Arthur Taylor	Senior Manager	Creditors	27/04/2018	2.80	\$1,316.00	Assigned loans claim against FMIF: key word search through LM remote server for answering counsel queries; purpose of transactions, sales campaigns conducted, valuations/appraisals of securities.

BR	Arthur Taylor	Senior Manager	Creditors	27/04/2018	1.50	\$705.00	Continue with assigned loans claim against FMIF: key word search through LM remote server for answering counsel queries; purpose of transactions, sales campaigns conducted, valuations/appraisals of securities.
BR	Arthur Taylor	Senior Manager	Creditors	28/04/2018	2.40	\$1,128.00	continue with assigned loans claim against FMIF: key word search through LM remote server for answering counsel queries; purpose of transactions, sales campaigns conducted, valuations/appraisals of securities.
BR	Arthur Taylor	Senior Manager	Creditors	30/04/2018	0.40	\$188.00	Assigned loans claim against FMIF: continue with detailed response to counsel request for further information
BR	Arthur Taylor	Senior Manager	Creditors	30/04/2018	1.50	\$705.00	Assigned loans claim against FMIF: continue with detailed response to counsel request for more information
BR	Arthur Taylor	Senior Manager	Creditors	30/04/2018	2.70	\$1,269.00	Assigned loans claim against FMIF: Complete response to counsel's request for further info, incl locating and generating suspense account used by LM to reconcile all assigned loans repayments. Email our solicitors.
BR	Arthur Taylor	Senior Manager	Creditors	30/04/2018	0.20	\$94.00	Assigned loans claim against FMIF: continue with detailed response to our solicitors regarding counsel's request for information
BR	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.50	\$175.00	Prepare letter to 3 investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.20	\$70.00	Phone call from investor seeking to update the details for their investment with the Fund. Access AX database to review current details and added details to investor register
BR	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.20	\$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
BR	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.50	\$175.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.40	\$140.00	Prepare 4 letters 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	Ainsley Watt	Senior Accountant I	Creditors	1/11/2017	0.60	\$210.00	Approved 5 change of details to AX database. Confirmed AX database screenshots against investors original request



BR	Ainsley Watt	Senior Accountant I Creditors	1/11/2017	0.10	\$35.00	Reviewed website to confirm changes made
BR	Ainsley Watt	Senior Accountant I Creditors	1/11/2017	0.30	\$105.00	Review of correspondence from investor in relation to a transfer of units request for a deceased estate including a trust. Prepared documents to process request and requested additional information
BR	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.10	\$35.00	Reviewed DW email to investors regarding update and noted for investor register
BR	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.50	\$175.00	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	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.70	\$245.00	Prepare letter to 5 investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	2/11/2017	0.50	\$175.00	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 Fund's policy.
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.10	\$35.00	Review of unread emails sent to the LM enquiries mailbox. Review investor correspondence register to ensure requests up to date
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.30	\$105.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Reviewed screenshot from AX database confirm details
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.50	\$175.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access AX database to review current details.

BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.10	\$35.00 Approved AMF email to investor re further details required to identify
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.10	\$35.00 Emailed AMW updated notes for investor phone calls
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.50	\$175.00 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 Fund's policy.
BR	Ainsley Watt	Senior Accountant I Creditors	3/11/2017	0.70	\$245.00 Review correspondence from 4 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 I Creditors	6/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.40	\$140.00 Prepared response to investor regarding claim filed against feeders funds and no return anticipated to CPAIF. Reviewed AX database to confirm investor fund details
BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.10	\$35.00 Reviewed notes from Eric Leeuwendal regarding approved investor correspondence and gave to David Whyte for approval of change of details requests
BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$70.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Reviewed AX database screenshots to confirm details.
BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$70.00 disc with Eric Leeuwendal regarding the claim against EY and consideration of loss re cash distributions paid, review LM server distributions EOM reports and audited accounts disclosure re re-investments of distributions to assess % of cash vs reinvest
BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.50	\$175.00 Prepare letters to 3 investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.30	\$105.00 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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.50	\$175.00 Prepare letters to 3 investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.

BR	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	6/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	7/11/2017	0.30	\$105.00	Reviewed and approved 3 letters to investors in relation to a request for a unit holding balance
BR	Ainsley Watt	Senior Accountant I Creditors	7/11/2017	0.50	\$175.00	Reviewed and approved 4 letters to investors in relation to a confirmation of change
BR	Ainsley Watt	Senior Accountant I Creditors	7/11/2017	0.50	\$175.00	Review of correspondence from 2 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 I Creditors	8/11/2017	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.30	\$105.00	Phone call to advisor and prepared letter in response to their request to transfer units from a superfund to the beneficiaries of a deceased estate.

BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.10	\$35.00 Call from an investor seeking an update on the winding up of the fund.
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.40	\$140.00 Provided instructions to world wide printing regarding on standby for notice to investors re remuneration application notice
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.50	\$175.00 Prepared notice to members of David Whyte's remuneration application
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.40	\$140.00 Reviewed Worldwide printing quote and compared number of investors and quote to previous remuneration applications
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.40	\$140.00 Reviewed investor database for LM investors and advisors missing email and/or postal addresses
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.60	\$210.00 Reviewed and approved 5 letters to investors in relation to change of details requests
BR	Ainsley Watt	Senior Accountant I Creditors	9/11/2017	0.40	\$140.00 Reviewed and approved 2 letters to investors in relation to transfer of units for deceased estate
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.30	\$105.00 Reviewed details in notice to members of remuneration application against David Whyte's affidavit
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.40	\$140.00 Liaised with worldwide printing regarding mail out of notice of remuneration application and provided details instructions
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.50	\$175.00 Prepared and reviewed investors and advisors listing who are receiving posted notice of remuneration application
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.50	\$175.00 Prepared and reviewed investors and advisors listing who are receiving emailed notice of remuneration application
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	1.40	\$490.00 Prepared templates and uploaded email notices to investors and advisors regarding remuneration application. Liaised with Bing Technologies re same.

BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.40	\$140.00 Reviewed, saved and format edited David Whyte's Affidavit including all attachments
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.50	\$175.00 Reviewed AX database re some investors and advisors without a category for mailing and determined appropriate method of issuing notice to investors and advisors
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.20	\$70.00 Phone call to Bing requesting release of sample emails
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.20	\$70.00 Emailed Eric Leeuwendal requesting approval of email notices to investors and advisors.
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.50	\$175.00 Drafted email to Cyber Thread requesting changes to LMFMIF website for new court applications documents
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.90	\$315.00 Uploaded email notices to investors and advisors regarding remuneration application
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.20	\$70.00 Liaised with Worldwide printing regarding finalisation of envelopes for postage
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.50	\$175.00 Prepared Australia Post postage forms and compared and checked quantity of envelopes to be posted against register of members.
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.80	\$280.00 Prepare mail out to investors and check all investors have been included for the notice of the remuneration application. Send mail via post.
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.40	\$140.00 Reviewed and screenshotted LMFMIF website for uploads and changes
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.40	\$140.00 Prepared templates and uploaded email notices to investors and advisors regarding remuneration application. Liaised with Bing Technologies re same.
BR	Ainsley Watt	Senior Accountant I Creditors	10/11/2017	0.20	\$70.00 Saved email and post confirmations to file for Affidavit

BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.30	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare 3 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.50	\$175.00	Reviewed correspondence from IT providers regarding changes made to AX database last week creating issues with investor register. Liaised with IT provider re same
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.50	\$175.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.50	\$175.00	Reviewed number of emails sent with remuneration application regarding process for removing duplicates from excel to confirm appropriate process
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.60	\$210.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.90	\$315.00	Prepare 5 letters to investor confirming update of details for their investment with the Fund. Reviewed AX screenshots to confirm changes have been made
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.10	\$35.00	Review of unread emails sent to the LM enquiries mailbox. Review and update investor correspondence register accordingly.
BR	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	13/11/2017	0.60	\$210.00	Investigations into AX database with respect to change of details requests not evident in register due to unknown problems with AX database.

BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.60	\$210.00	Reviewed our solicitors drafted affidavit for myself. Compared to previously signed versions and commenced notes to change
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.70	\$245.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details confirmation of change
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.20	\$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
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.30	\$105.00	Reviewed returned mail and approved 5 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.60	\$210.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	14/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.40	\$140.00	Reviewed and approved 2 letters to investors in relation to a request for a confirmation of change

BR	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.50	\$175.00	Reviewed and approved 3 letters to investors in relation to a request for a confirmation of change
BR	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	Review of unread emails sent to the LM enquiries mailbox. Instructions to team regarding action required
BR	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	Liaised with IT website and email consultant regarding emails and website down
BR	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.10	\$35.00	Received fax from investor via reception and liaised with reception to obtain originating fax number
BR	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.60	\$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	Ainsley Watt	Senior Accountant I Creditors	15/11/2017	0.30	\$105.00	Liaised with IT re unable to identify investor fax number. Emailed Eric Leeuwendal re same and follow up call to our solicitors to discuss appropriate action.
BR	Ainsley Watt	Senior Accountant I Creditors	16/11/2017	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Reviewed AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/11/2017	0.40	\$140.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	16/11/2017	0.80	\$280.00	Review of correspondence from 4 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 I Creditors	17/11/2017	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ainsley Watt	Senior Accountant I Creditors	17/11/2017	0.20	\$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
BR	Ainsley Watt	Senior Accountant I Creditors	17/11/2017	0.20	\$70.00	Review of unread emails sent to the LM enquiries mailbox. Review and update investor correspondence register accordingly.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	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 I Creditors	20/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$70.00	Reviewed and approved a letter to an investor in relation to a request for a change of details.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.10	\$35.00	Requested Ryan Whyte collate investor responses to remuneration notice to members for court hearing
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.20	\$70.00	Reviewed and approved a letter to an investor in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	20/11/2017	0.30	\$105.00	Reviewed and approved 2 letters to an investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.20	\$70.00	Reviewed and approved 2 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.20	\$70.00	Reviewed and approved 2 letters to investors in relation to a request for a unit balance

BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Investigations into number of investor in database as at date of notice of applications to assist with my affidavit.
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Updated affidavit for notice of members being issued via post and email
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Updated affidavit for notice of members being issued via post and email
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.10	\$35.00 call to our solicitors to query affidavit requirements for worldwide printing
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Reviewed and approved 5 letters to an investor in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Reviewed and approved 5 letters to an investor in relation to a request for a unit holdings balance
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 Reviewed and approved 5 letters to an investor in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.60	\$210.00 Reviewed 10 returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.50	\$175.00 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	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.40	\$140.00 discussion with Eric Leeuwendal regarding proposed correspondence to investors to maintain the investor register for changes in advisors details to deal with many bounced emails/mail, review existing forms and discuss changes/alternatives
BR	Ainsley Watt	Senior Accountant I Creditors	21/11/2017	0.10	\$35.00 Prepared correspondence to investors to maintain the investor register for changes in advisors details to deal with many bounced emails/mail, review existing forms and discuss changes/alternatives

BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.10	\$35.00	discussion with Andrew Whittaker re update on returned mail corro and requests for new details
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.50	\$175.00	Searched LM records for information related to the distributions payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disbs
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.50	\$175.00	Investigations into AX database regarding Distributions Payable to investors from 2013 and earlier periods with Ryan Whyte
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.30	\$105.00	Review of correspondence from investors in relation to a transfer request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.60	\$210.00	Investigations into AX database regarding Distributions Payable to investors from 2013 and earlier periods with Ryan Whyte
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.20	\$70.00	Meeting with Ryan Whyte to review conversion files and files extracted of the foreign investors, consider the conversion file data and whether the files located are likely to contain relevant data.
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.50	\$175.00	Prepared template letter to investors to nominate changes to adviser
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.50	\$175.00	discussion with Eric Leeuwendal regarding the draft template for investors to nominate changes to adviser contact details, discussion re conversion files re foreign investors and discn re distributions payable data
BR	Ainsley Watt	Senior Accountant I Creditors	22/11/2017	0.40	\$140.00	Investigations into EY laptop to find file notes on Distributions payable account to determine affected investors
BR	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.10	\$35.00	Review of unread emails sent to the LM enquiries mailbox. Review and update investor correspondence register accordingly.
BR	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.50	\$175.00	Prepare 4 letters to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

BR	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.40	\$140.00	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	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.20	\$70.00	Prepare 4 letters to investor confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	23/11/2017	0.20	\$70.00	Prepare 2 letters to investor confirming transfer of units for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	24/11/2017	1.00	\$350.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ainsley Watt	Senior Accountant I Creditors	24/11/2017	0.50	\$175.00	Prepare 3 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	24/11/2017	0.50	\$175.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.50	\$175.00	Reviewed and approved 5 change of details checklists to ensure database is updated as appropriate and changes are accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.20	\$70.00	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	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.40	\$140.00 Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.50	\$175.00 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	Ainsley Watt	Senior Accountant I Creditors	27/11/2017	0.30	\$105.00 Review of correspondence from investor 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 I Creditors	28/11/2017	0.50	\$175.00 Reviewed and approved 5 change of details checklists to ensure database is updated as appropriate and changes are accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	28/11/2017	0.20	\$70.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	28/11/2017	0.20	\$70.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	28/11/2017	0.60	\$210.00 Prepare letter to 3 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	28/11/2017	0.50	\$175.00 Reviewed and approved 4 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	28/11/2017	0.70	\$245.00 Reviewed and approved 4 letters to investors in relation to a request for a confirmation of change and approved changes
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.50	\$175.00 Reviewed and approved 5 change of details checklists to ensure database is updated as appropriate and changes are accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.20	\$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 investor management database to review current investor details and advise.

BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.30	\$105.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	29/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.70	\$245.00	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	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.50	\$175.00	Reviewed and approved 5 change of details checklists to ensure database is updated as appropriate and changes are accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.40	\$140.00	Reviewed and approved 5 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.50	\$175.00	Reviewed and approved 5 change of details checklists to ensure database is updated as appropriate and changes are accurate.

BR	Ainsley Watt	Senior Accountant I Creditors	30/11/2017	0.90	\$315.00	Reviewed and approved 10 change of details checklists to ensure database is updated as appropriate and changes are accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.40	\$140.00	Prepared email to website provider regarding updates required to the website to inform investors of remuneration court order
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.10	\$35.00	Emailed website provider regarding updates required to the website to inform investors of remuneration court order
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.30	\$105.00	Reviewed June report to investors to determine information required for December report to investors.
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.80	\$280.00	Reviewed 11 prepared letters to investors requesting updated contact details for relevant advisor to issue correspondence to
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.10	\$35.00	Phone call to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.10	\$35.00	Discussion with Eric Leeuwendal regarding the next update report to investors and planning for the preparation of same
BR	Ainsley Watt	Senior Accountant I Creditors	1/12/2017	0.10	\$35.00	Discussion with Eric Leeuwendal regarding the McGrath Nicol controllerships, planning for the December payments and cash funds available
BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.30	\$105.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.



BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.30	\$105.00	Approved and confirmed 3 change of details have been updated as appropriate in AX database
BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.20	\$70.00	Reviewed FTI LM website for updates regarding investor query into distributions paid by FTI
BR	Ainsley Watt	Senior Accountant I Creditors	4/12/2017	0.80	\$280.00	Reviewed and approved 10 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.10	\$35.00	discussion with Eric Leeuwendal regarding a proposed letter responding to queries from an investor, consider previous investor correspondence and transfer made to investor from the wholesale investor
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.50	\$175.00	Reviewed and approved 5 change of details in AX database and confirmed updated as required
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.20	\$70.00	Prepared 2 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.20	\$70.00	Monitored and updated investor correspondence register to ensure correspondence has been responded to in a timely manner
BR	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	5/12/2017	0.10	\$35.00	Email to team regarding format of investor correspondence

BR	Ainsley Watt	Senior Accountant I Creditors	6/12/2017	0.50	\$175.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.30	\$105.00	Reviewed and approved three transfer requests to confirm they have been appropriately transferred in AX database
BR	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.30	\$105.00	Drafted email to McGrath Nicol requesting details to assist with the completion of the December report to investors regarding estimated return to investors
BR	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.30	\$105.00	Reviewed spreadsheet from LM drives regarding distributions payable and calculated amount outstanding
BR	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.30	\$105.00	Drafted email to Cyber Thread regarding updates to LM website page and how to send out of office on LM inbox over holiday break. Searched LM inbox setting for process
BR	Ainsley Watt	Senior Accountant I Creditors	7/12/2017	0.30	\$105.00	Reviewed platform agreement to determine set up, liability for distributions and obligations to underlying investors
BR	Ainsley Watt	Senior Accountant I Creditors	8/12/2017	0.20	\$70.00	Call from an advisor seeking an update on the winding up of the fund.
BR	Ainsley Watt	Senior Accountant I Creditors	8/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	8/12/2017	0.20	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare 3 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	11/12/2017	0.20	\$70.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	11/12/2017	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	11/12/2017	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ainsley Watt	Senior Accountant I Creditors	11/12/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	11/12/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	12/12/2017	0.10	\$35.00	Reviewed LM investor register and updated as appropriate for incompletd tasks. Emailed team requesting register to be updated for month of November correspondence
BR	Ainsley Watt	Senior Accountant I Creditors	12/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	12/12/2017	0.60	\$210.00	Reading of EY Loss calculation papers in preparation for meeting with Eric Leeuwendal to understand claim in order to assist with particular request work to be done
BR	Ainsley Watt	Senior Accountant I Creditors	12/12/2017	1.00	\$350.00	Reading of EY Loss calculation papers in preparation for meeting with Eric Leeuwendal to understand claim in order to assist with particular request work to be done
BR	Ainsley Watt	Senior Accountant I Creditors	12/12/2017	0.20	\$70.00	Reviewed and approved 4 letters to investors in relation to a request for a unit holding balance
BR	Ainsley Watt	Senior Accountant I Creditors	13/12/2017	0.10	\$35.00	review transfer of units checklist and summary of legal docs from investor, discuss aspects of the legal docs and amendment to the summary to assist with the processing of the request
BR	Ainsley Watt	Senior Accountant I Creditors	13/12/2017	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 I Creditors	13/12/2017	0.10	\$35.00	Instructions to George Lethbridge re tailored letter required to investor for a transfer
BR	Ainsley Watt	Senior Accountant I Creditors	13/12/2017	0.20	\$70.00	Reviewed and approved 5 letters to investor requesting new advisor contact details

BR	Ainsley Watt	Senior Accountant I Creditors	13/12/2017	0.20	\$70.00 Review of investor database and mailing lists to confirm if a particular investor received previous correspondence
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	1.30	\$455.00 Continued preparing estimated return to investors updated for 20th report to investors, including assessment of the Fund's assets and liabilities
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.60	\$210.00 Prepared estimated return to investors updated for 20th report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.20	\$70.00 Review of correspondence from investors in relation to a change of details request. Phone call to investor requesting more information
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$35.00 call to McGrath Nicol regarding information required for report to investors Dec.
BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$35.00 Reviewed and approved a letter to an investor in relation to a request for a confirmation of change

BR	Ainsley Watt	Senior Accountant I Creditors	14/12/2017	0.10	\$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 investor management database to review current investor details and advise
BR	Ainsley Watt	Senior Accountant I Creditors	15/12/2017	0.70	\$245.00 Continued preparing estimated return to investors updated for 20th report to investors, including review of McGrath Nicols information provided. Drafted email requesting further information on asset sale
BR	Ainsley Watt	Senior Accountant I Creditors	18/12/2017	1.20	\$420.00 Continued preparing estimated return to investors updated for 20th report to investors, including review of information provided and to add to Fund's assets and liabilities. Call to McGrath Nicol to discuss same.
BR	Ainsley Watt	Senior Accountant I Creditors	18/12/2017	0.70	\$245.00 Updated 20th report to investors re remuneration
BR	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	0.40	\$140.00 Updated 20th report to investors with changes from Eric Leeuwendal
BR	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	0.20	\$70.00 Emailed world wide printing regarding report to investors and requesting quote
BR	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	1.00	\$350.00 Review of correspondence from 11 investors in 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	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	0.40	\$140.00 Review of correspondence from 2 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 I Creditors	19/12/2017	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	0.50	\$175.00 Reviewed and approved 5 change of details forms to ensure investor register updated as appropriate and accurately.
BR	Ainsley Watt	Senior Accountant I Creditors	19/12/2017	0.10	\$35.00 Liaised with Worldwide printing regarding timing of issuing report to investors pre - holiday period
BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.50	\$175.00 Approved changes to five investor accounts and reviewed changes made as appropriate

BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.50	\$175.00	Approved changes to five investor accounts and reviewed changes made as appropriate
BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	20/12/2017	0.10	\$35.00	Liaised with Bing regarding report to be issued
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.50	\$175.00	Liaised with IT provider regarding out of office required for LM inbox and drafted email re same
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.70	\$245.00	Liaised with worldwide printing regarding mail out of report to investors and undertook spot check of details of mailing list to ensure accuracy.
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.60	\$210.00	updated report to investors for changes by solicitors and David Whyte
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.40	\$140.00	Reviewed and approved 3 letters to investor in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.40	\$140.00	Reviewed and approved 3 letters to investor in relation to a request for a transfer of units
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.10	\$35.00	liaised with worldwide printing regarding printing and postage of report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.60	\$210.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.60	\$210.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.70	\$245.00	Reviewed and approved 7 changes to AX database in response to investor request to confirm updated accurately and appropriately
BR	Ainsley Watt	Senior Accountant I Creditors	21/12/2017	0.40	\$140.00	Generate LM mailing list from AX database. Filter excel spreadsheet to only receive mailing addresses for the First Mortgage Income Fund. Arrange spreadsheet and separate postal addresses from email addresses.
BR	Ainsley Watt	Senior Accountant I Creditors	22/12/2017	1.50	\$525.00	organised mail out of report to investors and advisors via email including, preparing mailing lists, updated email templates, and liaising with IT providers and Ryan Whyte.
BR	Ainsley Watt	Senior Accountant I Creditors	22/12/2017	0.50	\$175.00	Drafted email to IT provider regarding several updates to LMFMIF website and various uploads including report to investors and court matters
BR	Ainsley Watt	Senior Accountant I Creditors	8/01/2018	0.10	\$35.00	Liaised with IT provider Bing requesting confirmation on emails sent for December report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	8/01/2018	0.50	\$175.00	Reviewed Bing online mailroom and emailed IT provider Bing regarding delay in automatic emails being sent to investors and requested urgent update on status on December report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	1.20	\$420.00	Review of correspondence from 6 investors in 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	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.20	\$70.00	Investigations into LM inbox not receiving emails including liaising with IT provider
BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.60	\$210.00	Prepare letter to 3 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.40	\$140.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.30	\$105.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	9/01/2018	0.60	\$210.00	Prepare letter to 3 investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	11/01/2018	0.80	\$280.00	Reviewed and approved 4 changes to AX database and ensured changes made are appropriate and as requested by investor
BR	Ainsley Watt	Senior Accountant I Creditors	11/01/2018	1.00	\$350.00	Review of correspondence from 5 investors transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Ainsley Watt	Senior Accountant I Creditors	11/01/2018	1.00	\$350.00	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	Ainsley Watt	Senior Accountant I Creditors	11/01/2018	0.60	\$210.00	Prepare letter to 3 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	11/01/2018	0.70	\$245.00	Reviewed and approved 4 changes to AX database and ensured changes made are appropriate and as requested by investor
BR	Ainsley Watt	Senior Accountant I Creditors	12/01/2018	0.60	\$210.00	Reviewed recommendation from Dialog regarding options to fix FX shareholder amounts in database. Sent recommendation and draft response to Eric Leeuwendal.
BR	Ainsley Watt	Senior Accountant I Creditors	12/01/2018	0.50	\$175.00	Reviewed proposed solution from dialog, discussed same with Ryan Whyte and drafted email to Eric Leeuwendal re recommendation to proceed
BR	Ainsley Watt	Senior Accountant I Creditors	15/01/2018	0.40	\$140.00	Reviewed and approved 2 changes to AX database and ensured changes made are appropriate and as requested by investor
BR	Ainsley Watt	Senior Accountant I Creditors	15/01/2018	0.30	\$105.00	Review of correspondence from investor 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	Ainsley Watt	Senior Accountant I Creditors	15/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	15/01/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	15/01/2018	0.10	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	1.00	\$350.00	Review of correspondence from 5 investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	0.60	\$210.00	Reviewed returned mail and record investor details in returned mail register. Prepare 5 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	0.30	\$105.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	16/01/2018	0.30	\$105.00	meeting with David Whyte and Ryan Whyte regarding documentation received to effect change in details/transfer of units for five investors/discussed further documentation and information required to effect same
BR	Ainsley Watt	Senior Accountant I Creditors	17/01/2018	1.00	\$350.00	Reviewed returned mail and record investor details in returned mail register. Prepared 6 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	17/01/2018	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	17/01/2018	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	17/01/2018	0.50	\$175.00	Review of correspondence from 2 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 I Creditors	18/01/2018	2.00	\$700.00	Reviewed and approved 10 changes to AX database and ensured changes made are appropriate and as requested by investors
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.80	\$280.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.80	\$280.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.40	\$140.00	Prepare letter to investor in response to their request to transfer units from a Trust. Reviewed Trust deed re same and phone call to advisor to confirm details
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.60	\$210.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	19/01/2018	0.30	\$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	Ainsley Watt	Senior Accountant I Creditors	22/01/2018	0.60	\$210.00	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	Ainsley Watt	Senior Accountant I Creditors	22/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	22/01/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	22/01/2018	0.90	\$315.00	Reviewed returned mail and record investor details in returned mail register. Prepare 5 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	22/01/2018	2.40	\$840.00	Review Rule 222 request for documents re claim against EY and saved down documents requested against July 2009 loss quantification paper
BR	Ainsley Watt	Senior Accountant I Creditors	23/01/2018	0.90	\$315.00	Considered options provided by dialog to amend AX database for foreign investors and made notes re follow up questions
BR	Ainsley Watt	Senior Accountant I Creditors	23/01/2018	0.30	\$105.00	meeting with Ryan Whyte and Eric Leeuwendal to discuss investor query re distributions payable, consider extent of distributions not paid from investor statement and further work to do to clarify outstanding-discuss status of extracting distns payable ledger
BR	Ainsley Watt	Senior Accountant I Creditors	23/01/2018	0.70	\$245.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	1.50	\$525.00	Reviewed and approved 10 changes to AX database and ensured changes made are appropriate and as requested by investors.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.

BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	24/01/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	0.60	\$210.00	Prepare 3 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	0.80	\$280.00	Prepare 4 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	0.60	\$210.00	Prepare 4 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	25/01/2018	1.20	\$420.00	Reviewed and approved 7 changes to AX database for changes of details and transfers. Confirmed for accuracy and updates as appropriate
BR	Ainsley Watt	Senior Accountant I Creditors	29/01/2018	0.20	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	29/01/2018	0.80	\$280.00	Reviewed and approved 8 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.40	\$140.00	Prepare a letter to 2 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	2.00	\$700.00	Continued preparation of management accounts and reviewed payments for half year 2017 and coded in AX database
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	2.00	\$700.00	Continued preparation of management accounts and ledgers in AX regarding outstanding liabilities
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.50	\$175.00	Reviewed and approved 3 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.70	\$245.00	Continued preparation of management accounts and reviewed payments for half year 2017 and coded in AX database
BR	Ainsley Watt	Senior Accountant I Creditors	30/01/2018	0.40	\$140.00	Continued preparation of management accounts and reviewed payments for half year 2017 and coded in AX database
BR	Ainsley Watt	Senior Accountant I Creditors	31/01/2018	0.90	\$315.00	Prepared draft version of management accounts in word and updated for half year formatting
BR	Ainsley Watt	Senior Accountant I Creditors	31/01/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	31/01/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	31/01/2018	0.40	\$140.00	Reviewed and approved 3 changes to AX database to confirm changes made as appropriate and as requested by investor.

BR	Ainsley Watt	Senior Accountant I Creditors	31/01/2018	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details and unit holding balance
BR	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.20	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.10	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.20	\$70.00	Reviewed and approved 2 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	1/02/2018	0.10	\$35.00	set up meeting with dialog to disc foreign exchange solutions for axe database
BR	Ainsley Watt	Senior Accountant I Creditors	5/02/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	5/02/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	5/02/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	5/02/2018	0.40	\$140.00	Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.

BR	Ainsley Watt	Senior Accountant I Creditors	5/02/2018	0.30	\$105.00 Prepare letter to 2 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	6/02/2018	0.70	\$245.00 teleconference with IT consultant to discuss the alternatives proposed to re-state into AUD the incorrect unit transactions/balances in AX for foreign investors, post teleconf meeting re planning and next steps
BR	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.20	\$70.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.20	\$70.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.20	\$70.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.10	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	12/02/2018	0.40	\$140.00 Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.10	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.40	\$140.00 investigations into AX database unit balances for foreign investors and solutions to re-state into AUD AX for foreign investors.
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.10	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.10	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	0.20	\$70.00	meeting with Ryan Whyte to discuss the findings from review of a foreign investor's distribution transactions, discuss the alternatives proposed by our IT consultant and further work to be done
BR	Ainsley Watt	Senior Accountant I Creditors	13/02/2018	1.40	\$490.00	meeting with Eric Leeuwendal and Ryan Whyte to discuss the findings from review of a foreign investor's distribution transactions, discuss the alternatives proposed by our IT consultant and further work to be done
BR	Ainsley Watt	Senior Accountant I Creditors	14/02/2018	1.10	\$385.00	meeting with Eric Leeuwendal to discuss queries on the loan impairment calculations for the 1/2 year management accounts preparation, consider the transactions and agree on adjustments and discuss work to be done
BR	Ainsley Watt	Senior Accountant I Creditors	16/02/2018	0.30	\$105.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	16/02/2018	0.30	\$105.00	Reviewed and approved 2 letters to investors in relation to a request for a transfer of units
BR	Ainsley Watt	Senior Accountant I Creditors	16/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	16/02/2018	0.30	\$105.00	Review of correspondence from 2 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 I Creditors	19/02/2018	0.70	\$245.00	Reviewed and approved 7 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	19/02/2018	2.00	\$700.00	Prepared cash flow statements for financial statements to ensure cash balances reconcile.



BR	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.90	\$315.00	Reviewed and approved 9 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.20	\$70.00	Prepare 2 letters to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	20/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	2.00	\$700.00	Investigations into foreign exchange class C investor holdings in LM. Reviewed example investors in USD and THB currencies to determine effect on holdings with a view to correcting register
BR	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	21/02/2018	0.30	\$105.00	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 Fu

BR	Ainsley Watt	Senior Accountant I Creditors	22/02/2018	0.50	\$175.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	22/02/2018	0.40	\$140.00	Review of correspondence from 2 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	Ainsley Watt	Senior Accountant I Creditors	22/02/2018	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a transfer of units
BR	Ainsley Watt	Senior Accountant I Creditors	22/02/2018	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a confirmation of change
BR	Ainsley Watt	Senior Accountant I Creditors	23/02/2018	0.20	\$70.00	Reviewed T&C correspondence regarding correction to FX class c investors in database
BR	Ainsley Watt	Senior Accountant I Creditors	23/02/2018	0.30	\$105.00	Accessed old LM database composer to download investor statements, error with database and liaised with team regarding fixing link to statements
BR	Ainsley Watt	Senior Accountant I Creditors	23/02/2018	1.50	\$525.00	Reviewed and approved 18 changes to investor accounts in AX database to ensure complete and accurate
BR	Ainsley Watt	Senior Accountant I Creditors	23/02/2018	1.00	\$350.00	Reviewed and approved 11 changes to investor accounts in AX database to ensure complete and accurate
BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.50	\$175.00	Liaised with IT provider regarding new server details to have LM inbox and website working again. Amended server details on system and followed up BDO IT regarding server permissions on system
BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.10	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.10	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.40	\$140.00	Reviewed and approved 3 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	26/02/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.10	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.40	\$140.00	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 Fund's policy
BR	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.10	\$35.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	27/02/2018	0.10	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	28/02/2018	0.20	\$70.00	Reviewed documents uploaded to Im website to confirm correctly uploaded
BR	Ainsley Watt	Senior Accountant I Creditors	28/02/2018	0.30	\$105.00	reviewed privacy act information from David Whyte regarding security of LM investor data

BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.10	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.10	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.10	\$35.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.50	\$175.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.40	\$140.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.20	\$70.00	Review of correspondence from investor 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	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.40	\$140.00	Review of correspondence from 2 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 I Creditors	1/03/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.10	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	1/03/2018	0.20	\$70.00	Reviewed and approved 2 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.30	\$105.00	prepared 21st report to investors and updated for legal matters

BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.10	\$35.00 Prepared 21st report to investors, reviewed ASIC relief for requirements to add to report
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.20	\$70.00 prepared 21st report to investors, reviewed ASIC relief and updated format of last report to conform with ASIC relief
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.70	\$245.00 prepared 21st report to investors and updated for legal matters
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.50	\$175.00 Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.40	\$140.00 Review of correspondence from 2 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 I Creditors	2/03/2018	0.10	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	2/03/2018	0.30	\$105.00 prepared 21st report to investors, reviewed ASIC relief and updated format of last report to conform with ASIC relief
BR	Ainsley Watt	Senior Accountant I Creditors	5/03/2018	0.90	\$315.00 continued preparation of 21st report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	6/03/2018	0.10	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	6/03/2018	0.30	\$105.00 Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	6/03/2018	0.10	\$35.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	6/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	6/03/2018	0.60	\$210.00	Review of correspondence from 3 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 I Creditors	6/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	7/03/2018	0.50	\$175.00	continued preparation of 21st report to investors and prepared estimated investor return calculations
BR	Ainsley Watt	Senior Accountant I Creditors	7/03/2018	1.00	\$350.00	continued preparation of 21st report to investors and prepared estimated investor return calculations
BR	Ainsley Watt	Senior Accountant I Creditors	7/03/2018	1.40	\$490.00	continued preparation of 21st report to investors and prepared estimated investor return calculations
BR	Ainsley Watt	Senior Accountant I Creditors	8/03/2018	0.30	\$105.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	8/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	8/03/2018	0.50	\$175.00	Reviewed and approved 5 changes to investor accounts in AX database to ensure complete and accurate.
BR	Ainsley Watt	Senior Accountant I Creditors	8/03/2018	0.30	\$105.00	reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	15/03/2018	0.50	\$175.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	15/03/2018	0.60	\$210.00	Reviewed and approved 3 letters to investors in relation to a request for a transfer of units
BR	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	0.40	\$140.00	Prepare 2 letter to investors on update of the winding up of the Fund. Access investor management database to review current details.

BR	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	1.50	\$525.00 Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF
BR	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	1.00	\$350.00 investor corro
BR	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	1.00	\$350.00 updated investor register for discrepancies of the unit pricing for different product classes within LMFMIF
BR	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	16/03/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.60	\$210.00 Reviewed and updated receipts and payments prepared by Ryan Whyte for 21st report to investors for six month period
BR	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.70	\$245.00 Reviewed and updated receipts and payments prepared by Ryan Whyte for 21st report to investors for six month period
BR	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	1.20	\$420.00 prepared estimated return to investors section of 21st report to investors, including review of assets and liabilities of the fund and adjustments for RITC 55%
BR	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.50	\$175.00 updated 21st report to investors for c/\$ return to investors and fund assets and liabilities as per Dec 17 financial statements
BR	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.50	\$175.00 Reviewed and approved 4 letters to investors in relation to a request for a unit holding balance

BR	Ainsley Watt	Senior Accountant I Creditors	21/03/2018	0.30	\$105.00	Reviewed and approved 2 letters to investors in relation to a request for a confirmation of transfer
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.60	\$210.00	updated 21st report to investors
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.60	\$210.00	prepared notice to investors regarding asic relief granted
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.10	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.10	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.20	\$70.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	0.10	\$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	Ainsley Watt	Senior Accountant I Creditors	22/03/2018	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 I Creditors	23/03/2018	0.20	\$70.00	checked website for investor notices correctly uploaded
BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	0.20	\$70.00	emailed printing company to advise of details of report to investors being issued later in week and requesting quote
BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.



BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	0.10	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	0.90	\$315.00	Prepared 21st report to investors, updated receipts and payments for 12 month period and estimated return to investors as per ASIC relief
BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	1.20	\$420.00	Prepared 21st report to investors, updated receipts and payments for 12 month period and estimated return to investors as per ASIC relief
BR	Ainsley Watt	Senior Accountant I Creditors	26/03/2018	1.40	\$490.00	investigations into foreign currency class of investors and options for restating currency in investor database
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	2.00	\$700.00	Prepared 21st report to investors, updated receipts and payments for 12 month period and estimated return to investors as per ASIC relief
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.80	\$280.00	Reviewed and approved 8 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	27/03/2018	0.30	\$105.00	Review of correspondence from 2 investors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	1.50	\$525.00	Preparation for mail out of 21st report to investors. reviewed and checked emails and postal address on mail merge for tomorrow's mail out to investors. Liaised with It and postal providers regarding mail out preparation

BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.30	\$105.00	Review of correspondence from 2 investors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.50	\$175.00	Reviewed and approved 5 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	28/03/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	29/03/2018	0.20	\$70.00	instructed IT provider to upload financial statements and report to LM website
BR	Ainsley Watt	Senior Accountant I Creditors	29/03/2018	0.50	\$175.00	Liaised with BDO IT team regarding settings in Bing program required to be reset
BR	Ainsley Watt	Senior Accountant I Creditors	29/03/2018	0.30	\$105.00	Liaised with Bing technologies to send out test emails of reports to investors and advisors separately.
BR	Ainsley Watt	Senior Accountant I Creditors	29/03/2018	0.60	\$210.00	Investigations into LM inbox not working and emails from 21st report not sending to all investors
BR	Ainsley Watt	Senior Accountant I Creditors	29/03/2018	0.80	\$280.00	Prepared 21st report to investors for mail out, created mail merge for Bing easy post system to send our email version of report
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$70.00	Reviewed David Whyte's email to investor regarding 21st report to investors. Emailed team regarding notes for speaking with investors and providing updates on current matters and cash held

BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.70	\$245.00	Prepared email correspondence to investor regarding 21st report to investor in a small file size due to server issues with file size.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.30	\$105.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	1.70	\$595.00	review conversion files and files extracted of the foreign investors, consider the conversion file data and whether the files located are likely to contain relevant data.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.50	\$175.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.40	\$140.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	3/04/2018	0.50	\$175.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details

BR	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.50	\$175.00	Obtained documents and ledgers off AX database for our solicitors as requested by solicitors for CPAIF and ICPAIF
BR	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.50	\$175.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.40	\$140.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	4/04/2018	0.60	\$210.00	Reviewed and approved 6 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	5/04/2018	0.60	\$210.00	Review of correspondence from 3 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 I Creditors	5/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	5/04/2018	1.20	\$420.00	Reviewed and approved 7 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	5/04/2018	0.60	\$210.00	Prepare 3 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	5/04/2018	0.60	\$210.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	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 I Creditors	9/04/2018	0.50	\$175.00	Reviewed returned mail and prepare 5 letter to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.50	\$175.00	Review of correspondence from 2 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 I Creditors	9/04/2018	1.00	\$350.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers and investigation into the ageing and categories of disb transactions.
BR	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.70	\$245.00	Prepare 4 letters to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.80	\$280.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	9/04/2018	0.50	\$175.00	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	Ainsley Watt	Senior Accountant I Creditors	10/04/2018	0.60	\$210.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ainsley Watt	Senior Accountant I Creditors	10/04/2018	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	10/04/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ainsley Watt	Senior Accountant I Creditors	11/04/2018	0.20	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	11/04/2018	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Creditors	11/04/2018	0.30	\$105.00	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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	11/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	12/04/2018	0.70	\$245.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details and unit holding
BR	Ainsley Watt	Senior Accountant I Creditors	12/04/2018	0.60	\$210.00	Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	12/04/2018	0.70	\$245.00	Reviewed and approved 5 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	12/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	12/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.50	\$175.00	Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.40	\$140.00	Collated summary of construction costs allocated to a borrower's loan account for Arthur Taylor
BR	Ainsley Watt	Senior Accountant I Creditors	13/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	16/04/2018	0.50	\$175.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	16/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	16/04/2018	0.50	\$175.00	Reviewed and approved 3 letters to investors in relation to a request for a unit holding balance
BR	Ainsley Watt	Senior Accountant I Creditors	16/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	16/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	17/04/2018	0.50	\$175.00	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	Ainsley Watt	Senior Accountant I Creditors	17/04/2018	0.50	\$175.00	Reviewed correspondence between guarantor's trustee and David Whyte regarding the Trustee's investigations and replacement, saved documents to file
BR	Ainsley Watt	Senior Accountant I Creditors	19/04/2018	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.30	\$105.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.20	\$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 investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.20	\$70.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.50	\$175.00	Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.30	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare 3 letters to request new address details.
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	1.00	\$350.00	Meeting with Arthur regarding AX investor and accounting modules to assist his investigations
BR	Ainsley Watt	Senior Accountant I Creditors	23/04/2018	0.50	\$175.00	Prepare 3 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I Creditors	26/04/2018	0.50	\$175.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details
BR	Ainsley Watt	Senior Accountant I Creditors	27/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I Creditors	27/04/2018	0.60	\$210.00	Reviewed and approved 5 letters to investors in relation to a request for a confirmation of change



BR	Ainsley Watt	Senior Accountant I	Creditors	27/04/2018	0.20	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I	Creditors	27/04/2018	0.10	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ainsley Watt	Senior Accountant I	Creditors	27/04/2018	0.10	\$35.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ainsley Watt	Senior Accountant I	Creditors	27/04/2018	0.30	\$105.00	Prepare letter to 3 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I	Creditors	27/04/2018	0.20	\$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	Ainsley Watt	Senior Accountant I	Creditors	30/04/2018	0.10	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ainsley Watt	Senior Accountant I	Creditors	30/04/2018	0.80	\$280.00	Reviewed and approved 4 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I	Creditors	30/04/2018	0.30	\$105.00	Reviewed and approved 3 letters to investors in relation to a request for a unit holding balance
BR	Ainsley Watt	Senior Accountant I	Creditors	30/04/2018	0.30	\$105.00	Reviewed and approved 2 letters to investors in relation to a request for a transfer of units
BR	Ainsley Watt	Senior Accountant I	Creditors	30/04/2018	0.30	\$105.00	Reviewed and approved 2 letters to investors in relation to a request for a change of details
BR	Antoinette Fielding	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Also advising new director in company. Access AX database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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. Updating the correspondence register.
BR	Antoinette Fielding	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	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	Accountant II	Creditors	1/11/2017	0.10	\$17.50	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	1/11/2017	0.10	\$17.50	Call from an advisor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	2/11/2017	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	Accountant II	Creditors	2/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor 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	Accountant II	Creditors	3/11/2017	0.70	\$122.50	Review of advisors request for details of all clients invested in LMFMIF. Accessed AX database to access specific listing. Draft letter requesting more information to process request
BR	Antoinette Fielding	Accountant II	Creditors	3/11/2017	0.30	\$52.50	Reviewed three voicemails from investors. Phone call 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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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 previous correspondence.
BR	Antoinette Fielding	Accountant II	Creditors	3/11/2017	0.50	\$87.50	Prepare a letter to an advisor 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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	0.20	\$35.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Antoinette Fielding	Accountant II	Creditors	3/11/2017	0.10	\$17.50	Call from an advisor seeking an update on the winding up of the fund.

BR	Antoinette Fielding	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	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	Accountant II	Creditors	3/11/2017	0.40	\$70.00 Updating the LM inbox for bounced emails, adding them to the register for further action.
BR	Antoinette Fielding	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	7/11/2017	0.60	\$105.00	Prepare three 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	Antoinette Fielding	Accountant II	Creditors	7/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Antoinette Fielding	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Antoinette Fielding	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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	Accountant II	Creditors	8/11/2017	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 Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	0.30	\$52.50	Prepare letters to two investors seeking to update the details for their investments with the Fund. Access AX database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	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.

BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	0.40	\$70.00 Prepare letters to two investors in relation to requests for a unit holding balance. Log onto AX investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	9/11/2017	0.30	\$52.50 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	Antoinette Fielding	Accountant II	Creditors	9/11/2017	0.10	\$17.50 discussion with Eric Leeuwendal and review documents on a loan file to identify for first signs of sale of the property to assist with the preparation of a hypothetical receivership assessment for the loan and calcn of loss re the claim against EY
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	0.20	\$35.00 Further discussion with Eric Leeuwendal and review documents on a loan file to identify for first signs of sale of the property to assist with the preparation of a hypothetical receivership assessment for the loan and calcn of loss re the claim against EY
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	0.40	\$70.00 Reviewing documents of a borrower to identify for first signs of sale of the property to assist with the preparation of a hypothetical receivership assessment for the loan and calcn of loss re the claim against EY
BR	Antoinette Fielding	Accountant II	Creditors	9/11/2017	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	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required 5 investors via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	0.40	\$70.00	Review of advisors request for details of all clients invested in LMFMIF. Accessed AX database to access specific listing. Draft letter requesting more information to process request
BR	Antoinette Fielding	Accountant II	Creditors	21/11/2017	0.30	\$52.50	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	Antoinette Fielding	Accountant II	Creditors	21/11/2017	0.30	\$52.50	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	Antoinette Fielding	Accountant II	Creditors	21/11/2017	0.60	\$105.00	Review of correspondence from 3 investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	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	Accountant II	Creditors	21/11/2017	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required 2 investors via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	22/11/2017	0.70	\$122.50	Scanned documents and saved to files and database, sent off documents to required eight investors via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	22/11/2017	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	Accountant II	Creditors	23/11/2017	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	Antoinette Fielding	Accountant II	Creditors	23/11/2017	0.30	\$52.50	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	Antoinette Fielding	Accountant II	Creditors	23/11/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.

BR	Antoinette Fielding	Accountant II	Creditors	23/11/2017	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	Accountant II	Creditors	23/11/2017	1.00	\$175.00	Review of correspondence from five investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Accountant II	Creditors	23/11/2017	0.40	\$70.00	Reviewed a voicemail from investor. Phone call to investor 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	Accountant II	Creditors	23/11/2017	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	Accountant II	Creditors	23/11/2017	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	Accountant II	Creditors	23/11/2017	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	Accountant II	Creditors	23/11/2017	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	Accountant II	Creditors	23/11/2017	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor 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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Antoinette Fielding	Accountant II	Creditors	24/11/2017	1.10	\$192.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Antoinette Fielding	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	24/11/2017	0.30	\$52.50	Reviewed a voicemail from investor. Phone call to investor 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	Accountant II	Creditors	24/11/2017	1.10	\$192.50	Investigation into transfer error in AX database. Accessing database to reverse transfer.
BR	Antoinette Fielding	Accountant II	Creditors	24/11/2017	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	Accountant II	Creditors	28/11/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Antoinette Fielding	Accountant II	Creditors	28/11/2017	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Accountant II	Creditors	28/11/2017	0.50	\$87.50	Prepare letter to three investors seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	28/11/2017	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	Accountant II	Creditors	28/11/2017	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	Accountant II	Creditors	28/11/2017	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor 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	Accountant II	Creditors	28/11/2017	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	Accountant II	Creditors	28/11/2017	0.60	\$105.00	Prepare letter to three investors seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	0.20	\$35.00	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	29/11/2017	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	Accountant II	Creditors	29/11/2017	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	Antoinette Fielding	Accountant II	Creditors	29/11/2017	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	30/11/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	30/11/2017	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	Accountant II	Creditors	30/11/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	30/11/2017	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Accountant II	Creditors	30/11/2017	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	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	0.10	\$17.50	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	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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 payment. Printed previous invoice.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	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	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	0.70	\$122.50	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	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	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	Accountant II	Creditors	1/12/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	5/12/2017	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	Accountant II	Creditors	5/12/2017	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 payment. Printed previous invoice.
BR	Antoinette Fielding	Accountant II	Creditors	5/12/2017	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	Accountant II	Creditors	5/12/2017	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.



BR	Antoinette Fielding	Accountant II	Creditors	5/12/2017	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	5/12/2017	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	Accountant II	Creditors	6/12/2017	0.30	\$52.50	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	6/12/2017	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	Accountant II	Creditors	6/12/2017	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	Accountant II	Creditors	7/12/2017	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	Accountant II	Creditors	7/12/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.50	\$87.50	Investigation into transfer error in AX database. Accessing database to reverse transfer.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.30	\$52.50	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.20	\$35.00 Investigation into transfer error in AX database. Accessing database to reverse transfer.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.30	\$52.50 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.20	\$35.00 contacting Surety IT re. AX access error
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	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	Accountant II	Creditors	7/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.30	\$52.50 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.30	\$52.50 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	7/12/2017	0.40	\$70.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	8/12/2017	2.90	\$507.50 Reviewing transaction statement of feeder funds and redemptions paid, review Composer/AX systems for documents supporting the redemptions to assist with the claim against the feeder funds
BR	Antoinette Fielding	Accountant II	Creditors	8/12/2017	0.20	\$35.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	8/12/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	8/12/2017	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	Accountant II	Creditors	8/12/2017	0.70	\$122.50	Preparing three letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Accountant II	Creditors	8/12/2017	2.60	\$455.00	Reviewing transaction statement of feeder funds and redemptions paid, review Composer/AX systems for documents supporting the redemptions to assist with the claim against the feeder funds
BR	Antoinette Fielding	Accountant II	Creditors	11/12/2017	0.10	\$17.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	11/12/2017	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	Accountant II	Creditors	12/12/2017	0.10	\$17.50	discn with Eric Leeuwendal re investor queries and responding to queries from the investor
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.20	\$35.00	Reviewing invoices received for payment of legal fees or other services to process.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required six investor via email or post
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	1.40	\$245.00	Reviewed emails from & discussions with Eric L and Ainsley watt re review of LM server G drive for cash books/cash flow budgets prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds

BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.10	\$17.50	discn with Eric Leeuwendal and review cash flow budgets located in LM server G drive to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.60	\$105.00	Reviewed emails from & discussions with Eric L and Ainsley watt re review of LM server G drive for cash books/cash flow budgets prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.30	\$52.50	Reviewed emails from & discussions with Eric L and Ainsley watt re review of LM server G drive for cash books/cash flow budgets prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	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	Accountant II	Creditors	12/12/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	12/12/2017	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	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	0.20	\$35.00	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	0.80	\$140.00	Review of correspondence from four investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Accountant II	Creditors	13/12/2017	0.70	\$122.50	Review of correspondence from three investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Antoinette Fielding	Accountant II	Creditors	13/12/2017	0.20	\$35.00	Reviewing invoices received for payment of legal fees or other services to process.
BR	Antoinette Fielding	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	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	Accountant II	Creditors	13/12/2017	0.40	\$70.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	13/12/2017	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	15/12/2017	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	Accountant II	Creditors	15/12/2017	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	Accountant II	Creditors	19/12/2017	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	Accountant II	Creditors	19/12/2017	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.

BR	Antoinette Fielding	Accountant II	Creditors	19/12/2017	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	Accountant II	Creditors	19/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	19/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	20/12/2017	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	Accountant II	Creditors	20/12/2017	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	Accountant II	Creditors	20/12/2017	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	Accountant II	Creditors	20/12/2017	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	Accountant II	Creditors	20/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	20/12/2017	0.80	\$140.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Antoinette Fielding	Accountant II	Creditors	20/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	20/12/2017	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	Accountant II	Creditors	21/12/2017	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	Antoinette Fielding	Accountant II	Creditors	21/12/2017	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	Accountant II	Creditors	21/12/2017	2.40	\$420.00	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	Antoinette Fielding	Accountant II	Creditors	21/12/2017	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	Accountant II	Creditors	21/12/2017	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	Accountant II	Creditors	21/12/2017	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. Updating the investor register status
BR	Antoinette Fielding	Accountant II	Creditors	21/12/2017	2.60	\$455.00	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	Antoinette Fielding	Accountant II	Creditors	17/01/2018	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	Accountant II	Creditors	17/01/2018	0.80	\$140.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details. Reviewing solicitor advised response for letter.
BR	Antoinette Fielding	Accountant II	Creditors	17/01/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	17/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	17/01/2018	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	Accountant II	Creditors	17/01/2018	0.20	\$35.00	Reviewed LM investor correspondence register & updated.

BR	Antoinette Fielding	Accountant II	Creditors	17/01/2018	0.30	\$52.50	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	18/01/2018	0.70	\$122.50	Reviewing AX database for function to assist in the Feeder Fund Claim.
BR	Antoinette Fielding	Accountant II	Creditors	18/01/2018	0.70	\$122.50	Reviewing AX database for function to assist in the Feeder Fund Claim.
BR	Antoinette Fielding	Accountant II	Creditors	18/01/2018	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	18/01/2018	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	Accountant II	Creditors	18/01/2018	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 payment. Printed previous invoice.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	0.60	\$105.00	Prepare three letters to executors of estates in response to their requests to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	0.50	\$87.50	Prepare three letters to investors seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	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	Accountant II	Creditors	19/01/2018	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	0.10	\$17.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	19/01/2018	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	Accountant II	Creditors	23/01/2018	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.
BR	Antoinette Fielding	Accountant II	Creditors	23/01/2018	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 investor management database to review current investor details and advise.

BR	Antoinette Fielding	Accountant II	Creditors	23/01/2018	0.60	\$105.00	Prepare letters to three investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	23/01/2018	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	Accountant II	Creditors	23/01/2018	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	Accountant II	Creditors	23/01/2018	0.40	\$70.00	Reviewing AX database for function to assist in the Feeder Fund Claim.
BR	Antoinette Fielding	Accountant II	Creditors	23/01/2018	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	Accountant II	Creditors	23/01/2018	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	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	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	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.30	\$52.50	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.30	\$52.50	Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	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	Accountant II	Creditors	24/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	24/01/2018	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	Accountant II	Creditors	24/01/2018	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	25/01/2018	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	Antoinette Fielding	Accountant II	Creditors	25/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Antoinette Fielding	Accountant II	Creditors	25/01/2018	0.20	\$35.00 Reviewing ICSL documents
BR	Antoinette Fielding	Accountant II	Creditors	25/01/2018	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	Accountant II	Creditors	25/01/2018	0.20	\$35.00 Reviewing invoices received for payment of legal fees or other services to process.
BR	Antoinette Fielding	Accountant II	Creditors	25/01/2018	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	Accountant II	Creditors	25/01/2018	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	Accountant II	Creditors	30/01/2018	0.50	\$87.50 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details. Collating past correspondence and exporting advisor listing of all clients due to misc. request.
BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	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	Accountant II	Creditors	30/01/2018	0.20	\$35.00 Reviewing mail folder for invoices received for payment of legal fees or other essential services to process. Updating the Payment Listing spreadsheet.
BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	0.20	\$35.00 Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update

BR	Antoinette Fielding	Accountant II	Creditors	30/01/2018	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	Accountant II	Creditors	31/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	31/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	31/01/2018	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	Accountant II	Creditors	31/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	31/01/2018	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	Accountant II	Creditors	31/01/2018	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	Accountant II	Creditors	1/02/2018	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investors via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.30	\$64.50	Reviewing and updating the status' of the investor correspondence register.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.30	\$64.50	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	Accountant II	Creditors	1/02/2018	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.30	\$64.50	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	Accountant II	Creditors	1/02/2018	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.30	\$64.50	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	1.20	\$258.00	Scanned documents and saved to files and database, sent off documents to required seven investors via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.20	\$43.00	Reviewing mail folder for invoices received for payment of legal fees or other essential services to process.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.10	\$21.50	Phone call to authorising party re. missed invoice in payment batch.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	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	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.30	\$64.50	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 investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	1/02/2018	0.60	\$129.00	Review of correspondence from three investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	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	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.20	\$43.00	Reviewing invoices received for payment of legal fees or other services to process.

BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.10	\$21.50	Call from an investor seeking an update on the winding up of the fund.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.20	\$43.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.40	\$86.00	Prepare letter to three investors seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.70	\$150.50	Review of correspondence from three 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	Accountant II	Creditors	2/02/2018	0.70	\$150.50	Review of correspondence from three groups of investors in relation to a transfer of unit's requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.40	\$86.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.10	\$21.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.10	\$21.50	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.20	\$43.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Creditors	2/02/2018	0.20	\$43.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Antoinette Fielding	Accountant II	Creditors	16/02/2018	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	Antoinette Fielding	Accountant II	Creditors	20/02/2018	0.50	\$107.50	Reviewed returned mail and Post registers for status of correspondence to executors of an estate per Ainsley Watts request.
BR	Antoinette Fielding	Accountant II	Creditors	20/02/2018	0.30	\$64.50	Prepare letter to executors of an estate requesting information per Ainsley Watts request. Researching contact address for executors.
BR	Antoinette Fielding	Accountant II	Creditors	6/03/2018	0.10	\$21.50	Phone call from an investor re. Change of details and authorisation of investment.
BR	Antoinette Fielding	Accountant II	Creditors	6/04/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	1/11/2017	0.20	\$43.00	Call to adviser to request contact details to update AX as per investors' advice.
BR	Andrew Whittaker	Accountant II	Creditors	1/11/2017	1.10	\$236.50	Review of 2 investor change of details requests. Access to AX to update details. Print screen changes and export as source docs. Draft 1 confirmation letter.
BR	Andrew Whittaker	Accountant II	Creditors	1/11/2017	0.30	\$64.50	Review and amendments to 2 letters to investors regarding current unit balance requests.
BR	Andrew Whittaker	Accountant II	Creditors	2/11/2017	0.10	\$21.50	Review and amendments to letter to investor regarding confirmation of change of details request.
BR	Andrew Whittaker	Accountant II	Creditors	3/11/2017	1.90	\$408.50	Review of returned mail to investors and advisers. Access to AX to review current contact details. Calls to investors to verify contact details. Draft letters to investors with alternative email addresses to request updated contact details. Note responses
BR	Andrew Whittaker	Accountant II	Creditors	3/11/2017	3.50	\$752.50	Review of returned mail to investors and advisers. Access to AX to review current contact details. Calls to investors to verify contact details. Draft letters to investors with alternative email addresses to request updated contact details. Note responses
BR	Andrew Whittaker	Accountant II	Creditors	6/11/2017	2.00	\$430.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	6/11/2017	3.00	\$645.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.



BR	Andrew Whittaker	Accountant II	Creditors	7/11/2017	4.00	\$860.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	7/11/2017	2.00	\$430.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	8/11/2017	3.50	\$752.50	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	10/11/2017	0.10	\$21.50	Call from adviser regarding returned mail enquiry.
BR	Andrew Whittaker	Accountant II	Creditors	13/11/2017	3.00	\$645.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	14/11/2017	2.00	\$430.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	14/11/2017	1.60	\$344.00	Review of returned mail. Access to AX to review contact details. Google advisers for contact details to call. Calls to investors and advisers to obtain new contact details for corro. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	15/11/2017	0.30	\$64.50	Call from Adviser regarding new contact details and requesting an update on the winding up of the fund to be able to inform clients.
BR	Andrew Whittaker	Accountant II	Creditors	15/11/2017	1.60	\$344.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	15/11/2017	1.60	\$344.00	Review of returned mail to investors and advisers. Access to AX to review contact details. Calls to investors and advisers to obtain new contact email for correspondence. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	16/11/2017	0.60	\$129.00	Review of returned mail. Access to AX to review contact details. Google advisers for contact details to call. Calls to investors and advisers to obtain new contact details for corro. Note comments in returned mail schedule. Update AX as necessary.
BR	Andrew Whittaker	Accountant II	Creditors	17/11/2017	0.30	\$64.50	Call from adviser regarding a new contact email and a request for the 19th report to investors and an update on the winding up of the fund.

BR	Andrew Whittaker	Accountant II	Creditors	20/11/2017	0.90	\$193.50	Draft 4 letters to investors regarding returned mail. Access to AX to screen shot investment details as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	20/11/2017	3.50	\$752.50	Review of returned mail schedule. Follow up calls to 4 advisers to request new contact details. Access to AX to update 8 investor accounts and mail subscriptions. Screen shot changes as source docs. Draft 2 letters to investors RE returned mail.
BR	Andrew Whittaker	Accountant II	Creditors	20/11/2017	3.10	\$666.50	Review of returned mail schedule. Access to AX to update 5 investor accounts and mail subscriptions with new email addresses. Screen shot changes as source docs. Draft 10 letters to investors RE returned mail. Call from adviser RE new contact email.
BR	Andrew Whittaker	Accountant II	Creditors	21/11/2017	0.50	\$107.50	Call to advisers firm to obtain new contact details. Adviser moved firms, search to identify adviser's new firm. Add comments to returned mail schedule.
BR	Andrew Whittaker	Accountant II	Creditors	21/11/2017	1.80	\$387.00	Call from investor following up a message left with them last week regarding new contact details and an update on the winding up of the fund. Access to AX, update investor account contact details. Screen print changes as source docs. Update mail schedule
BR	Andrew Whittaker	Accountant II	Creditors	21/11/2017	2.90	\$623.50	Call to an adviser to confirm whether they are still acting for 3 investors. Access to AX to update adviser contact details with new contact email. Print screen updates as source docs. Draft file note regarding phone call and new contact email.
BR	Andrew Whittaker	Accountant II	Creditors	21/11/2017	1.10	\$236.50	Review and amendments to 6 letters to investors regarding returned mail.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.30	\$64.50	Review of authorised change of details request. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.30	\$64.50	Review of authorised change of details request. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.40	\$86.00	Review of authorised change of details request. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.40	\$86.00	Review of authorised change of trustee request. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.30	\$64.50	Call from adviser regarding new contact details. Access to AX to update adviser adviser email and phone number in Global address book.

BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.10	\$21.50	Discussion with Ainsley Watt re update on returned mail corro and requests for new details
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.50	\$107.50	Review of 2 authorised change of details requests. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	22/11/2017	0.30	\$64.50	Review of authorised change of details request. Access to AX to process request. Screen print updates as source docs.
BR	Andrew Whittaker	Accountant II	Creditors	29/11/2017	0.30	\$64.50	Review of returned mail to investors. Access to AX to review investor accounts. Update returned mail schedule.
BR	Andrew Whittaker	Accountant II	Creditors	14/02/2018	4.70	\$1,010.50	Process 16 change of details requests from investors and advisers. Screen print changes and print as source docs. Scan processed change of details docs and import to AX to save to system. Screen print imported docs and print as confirmation.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.40	\$86.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.40	\$86.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.50	\$107.50	Prepared 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.30	\$64.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.30	\$64.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.20	\$43.00	Review and amendments to correspondence to investor regarding change of details request.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.30	\$64.50	Scanned documents and saved to files and database, sent off 3 documents to required investor via email.

BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.90	\$193.50	Review of correspondence from 3 adviser in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	1.50	\$322.50	Review of correspondence from 8 adviser in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	21/02/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.10	\$21.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.20	\$43.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.10	\$21.50	Phone call to adviser in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.10	\$21.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.10	\$21.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	22/02/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Andrew Whittaker	Accountant II	Creditors	23/02/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	23/02/2018	0.20	\$43.00	Review and amendments to letter to investor regarding unit balance request.
BR	Andrew Whittaker	Accountant II	Creditors	23/02/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	23/02/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	23/02/2018	1.40	\$301.00	Review of correspondence from 5 investors and advisers in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process requests as per the Funds policy.
BR	Andrew Whittaker	Accountant II	Creditors	26/02/2018	0.10	\$21.50	Call to investor regarding returned mail to obtain alternative contact details.
BR	Andrew Whittaker	Accountant II	Creditors	27/02/2018	0.10	\$21.50	Access to AX to amend update to investor details. Screen capture update as source doc and print.
BR	Andrew Whittaker	Accountant II	Creditors	27/02/2018	0.10	\$21.50	Review and amendments to letter to investor seeking to update the details for their investment with the fund.
BR	Andrew Whittaker	Accountant II	Creditors	27/02/2018	0.10	\$21.50	Review and amendments to letter to adviser seeking to update the details for an investment with the fund.
BR	Andrew Whittaker	Accountant II	Creditors	27/02/2018	0.40	\$86.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Andrew Whittaker	Accountant II	Creditors	9/03/2018	0.30	\$64.50	Prepare letter to investor in response to their request to transfer units. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	9/03/2018	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	Andrew Whittaker	Accountant II	Creditors	9/03/2018	0.30	\$64.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	9/03/2018	0.30	\$64.50	Phone call from investor regarding a request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise. Update investor correspondence registers.
BR	Andrew Whittaker	Accountant II	Creditors	13/03/2018	0.30	\$64.50	Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	13/03/2018	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	Andrew Whittaker	Accountant II	Creditors	13/03/2018	0.60	\$129.00	Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	13/03/2018	0.60	\$129.00	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 Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	14/03/2018	0.20	\$43.00	Review of correspondence from adviser in relation to a transfer of units request. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.20	\$43.00	Prepare letter to executors in response to their request to transfer units from a Super Fund of a deceased investor to the estate. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.30	\$64.50	Review and amendments to letters to investors and adviser regarding change of details requests.
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.30	\$64.50	Review and amendments to 5 letter to investors and adviser regarding current unit balance requests.
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.20	\$43.00	Review and amendments to 3 letter to adviser regarding a transfer requests.
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.20	\$43.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.

BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	15/03/2018	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	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.20	\$43.00	discussion with Eric Leeuwendal regarding documents received from an investor re super fund transfer to a deceased estate and further information required to process the request
BR	Andrew Whittaker	Accountant II	Creditors	15/03/2018	0.30	\$64.50	Draft file note summarising super fund transfer to a deceased estate and further information required to process the request. File note to assist with explanation of transfer request.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.10	\$21.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.60	\$129.00	Call from an investor seeking an update on the winding up of the fund.

BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.40	\$86.00	Meeting with Ainsley Watt regarding investor phone calls and answering investors' questions and concerns.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	Review of correspondence from investors in relation to transfer of units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	Review of correspondence from investors in relation to transfer of units from a Super Fund to their personal name. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.10	\$21.50	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	16/03/2018	0.20	\$43.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	21/03/2018	0.20	\$43.00	Review of correspondence from adviser in relation to a change of details request. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	21/03/2018	0.50	\$107.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	21/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.



BR	Andrew Whittaker	Accountant II	Creditors	22/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.20	\$43.00	Phone call from adviser in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	23/03/2018	0.40	\$86.00	Scanned documents and saved to files and database, sent off documents to 6 investors via email and post.
BR	Andrew Whittaker	Accountant II	Creditors	26/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	26/03/2018	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	Andrew Whittaker	Accountant II	Creditors	26/03/2018	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	Andrew Whittaker	Accountant II	Creditors	26/03/2018	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	27/03/2018	0.30	\$64.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Andrew Whittaker	Accountant II	Creditors	27/03/2018	0.30	\$64.50	Prepare 2 letters to investor seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	29/03/2018	1.00	\$215.00	Reviewed returned mail and record investor details in returned mail register.
BR	Andrew Whittaker	Accountant II	Creditors	3/04/2018	0.50	\$107.50	Review of correspondence from adviser in relation to a confirmation of a change of details request and further query in relation to the latest report to investors. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	3/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	3/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	3/04/2018	1.10	\$236.50	Scanned documents and saved to files and database, sent off documents to required investors via email.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.50	\$107.50	Prepare a letter to investor in relation to the timing of distributions from the Fund and an update of the winding up of the Fund.. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to an update of the winding up of the Fund.. Access investor management database to review current details and draft letter for their request

BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.40	\$86.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	4/04/2018	0.20	\$43.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.50	\$107.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	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	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.30	\$64.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.40	\$86.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.50	\$107.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	5/04/2018	0.20	\$43.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.30	\$64.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	1.40	\$301.00	Scanned documents and saved to files and database, sent off documents to required investors via email.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.20	\$43.00	Phone call from investor regarding an update of the winding up of the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	6/04/2018	0.20	\$43.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	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	Andrew Whittaker	Accountant II	Creditors	9/04/2018	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	Andrew Whittaker	Accountant II	Creditors	9/04/2018	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	Andrew Whittaker	Accountant II	Creditors	9/04/2018	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	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.30	\$64.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	9/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	10/04/2018	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	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	Andrew Whittaker	Accountant II	Creditors	10/04/2018	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	Andrew Whittaker	Accountant II	Creditors	11/04/2018	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	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.30	\$64.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.10	\$21.50	Review and update investor correspondence register accordingly.



BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.50	\$107.50	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.10	\$21.50	Review and update investor correspondence register accordingly.
BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.30	\$64.50	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	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.30	\$64.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.20	\$43.00	Call from an investor seeking an update on the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	11/04/2018	0.20	\$43.00	Call from an investor seeking an update on the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.50	\$107.50	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	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	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.30	\$64.50	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.30	\$64.50	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	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.40	\$86.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.30	\$64.50	Call from an investor seeking an update on the winding up of the fund.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.50	\$107.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	1.60	\$344.00	Scanned documents and saved to files and database, sent off documents to required investor via email.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Review and update investor correspondence register accordingly.
BR	Andrew Whittaker	Accountant II	Creditors	12/04/2018	0.20	\$43.00	Call from an investor seeking an update on the winding up of the fund.

BR	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.10	\$21.50	Review and update investor correspondence register accordingly.
BR	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.20	\$43.00	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	Andrew Whittaker	Accountant II	Creditors	13/04/2018	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	Andrew Whittaker	Accountant II	Creditors	13/04/2018	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	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.10	\$21.50	Review and update investor correspondence register accordingly.
BR	Andrew Whittaker	Accountant II	Creditors	13/04/2018	0.40	\$86.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	0.40	\$70.00	Prepared two 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	15/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	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
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	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	15/11/2017	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	15/11/2017	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	15/11/2017	0.30	\$52.50	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	George Lethbridge	Undergraduate	Creditors	15/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	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	15/11/2017	0.40	\$70.00	Review of correspondence from 5 investors, in relation to a change of advisor. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	0.40	\$70.00	Review of correspondence from 5 investors, in relation to a change of advisor. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	George Lethbridge	Undergraduate	Creditors	15/11/2017	0.20	\$35.00	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	George Lethbridge	Undergraduate	Creditors	15/11/2017	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	15/11/2017	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	15/11/2017	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	16/11/2017	0.30	\$52.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	16/11/2017	0.40	\$70.00	Prepare a letter to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	16/11/2017	0.40	\$70.00	Prepare a letter to 2 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	George Lethbridge	Undergraduate	Creditors	16/11/2017	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	George Lethbridge	Undergraduate	Creditors	17/11/2017	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	17/11/2017	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	17/11/2017	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	17/11/2017	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	George Lethbridge	Undergraduate	Creditors	17/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	17/11/2017	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	17/11/2017	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	George Lethbridge	Undergraduate	Creditors	22/11/2017	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	22/11/2017	2.50	\$437.50	Scanned 23 documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	22/11/2017	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	22/11/2017	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	George Lethbridge	Undergraduate	Creditors	22/11/2017	0.40	\$70.00	Prepare a letter to 2 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	22/11/2017	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	George Lethbridge	Undergraduate	Creditors	22/11/2017	0.10	\$17.50	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	22/11/2017	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	22/11/2017	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	22/11/2017	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	22/11/2017	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	George Lethbridge	Undergraduate	Creditors	22/11/2017	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	22/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	22/11/2017	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	23/11/2017	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	George Lethbridge	Undergraduate	Creditors	23/11/2017	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	23/11/2017	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	23/11/2017	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	George Lethbridge	Undergraduate	Creditors	23/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	23/11/2017	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	23/11/2017	0.10	\$17.50	Sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	23/11/2017	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	23/11/2017	0.20	\$35.00	Review of voicemails from Investors. Access AX to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	23/11/2017	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	23/11/2017	0.10	\$17.50	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	23/11/2017	0.30	\$52.50	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	23/11/2017	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	George Lethbridge	Undergraduate	Creditors	23/11/2017	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	George Lethbridge	Undergraduate	Creditors	29/11/2017	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	29/11/2017	0.90	\$157.50	Review of correspondence from 2 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	29/11/2017	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	29/11/2017	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	29/11/2017	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	29/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	1.30	\$227.50	Scanned 11 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	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	29/11/2017	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	29/11/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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	30/11/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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 investor management database to review current investor details and advise.

BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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	30/11/2017	1.30	\$227.50	Reviewed returned mail of advisors. Prepared 20 letters to investors to request the advisors updated details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.10	\$17.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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	30/11/2017	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.70	\$122.50	Reviewed returned mail and record investor details in returned mail register for 8 investors. Prepared letters to 1 investor regarding a request for new address details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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	30/11/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	30/11/2017	0.30	\$52.50	Uploading supporting documents to AX regarding advisors who assisted in updating investor details.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	0.60	\$105.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	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	6/12/2017	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	6/12/2017	0.30	\$52.50	Prepared two letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	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	6/12/2017	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	6/12/2017	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	6/12/2017	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	6/12/2017	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	7/12/2017	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	7/12/2017	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	7/12/2017	0.30	\$52.50 Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	7/12/2017	0.30	\$52.50 Prepare letter to investor confirming update of trustee for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/12/2017	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	7/12/2017	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	7/12/2017	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	8/12/2017	0.10	\$17.50 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	8/12/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	8/12/2017	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	8/12/2017	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	8/12/2017	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	8/12/2017	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	11/12/2017	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepared 5 letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	11/12/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	11/12/2017	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	11/12/2017	0.30	\$52.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	11/12/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	11/12/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	11/12/2017	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	11/12/2017	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	13/12/2017	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	13/12/2017	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	0.30	\$52.50	Reviewed returned mail to advisors and record investor and advisor details in returned mail register. Prepared two letters to investors to request new advisor address details.
BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	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	13/12/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	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	13/12/2017	0.80	\$140.00	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	13/12/2017	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	13/12/2017	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	13/12/2017	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	13/12/2017	0.30	\$52.50	Call from an advisor seeking an update on the winding up of the fund.

BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	0.70	\$122.50	Review of AX Database for Trial Balances prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	George Lethbridge	Undergraduate	Creditors	13/12/2017	0.70	\$122.50	Review of AX Database for Trial Balances prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	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	14/12/2017	0.90	\$157.50	Review of AX Database for Trial Balances prepared by LM to assist with responding to the document request under Rule 222 re the claim against the feeder funds
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	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	14/12/2017	0.50	\$87.50	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	14/12/2017	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	20/12/2017	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	20/12/2017	0.10	\$17.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	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	20/12/2017	0.30	\$52.50	Phone call to an executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.80	\$140.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.30	\$52.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	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	20/12/2017	0.30	\$52.50	Phone call from advisor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise. Advisor also seeked an update on the wind up of the fund
BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.



BR	George Lethbridge	Undergraduate	Creditors	20/12/2017	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	21/12/2017	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	21/12/2017	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	21/12/2017	0.60	\$105.00	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	21/12/2017	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	21/12/2017	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	21/12/2017	0.30	\$52.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	21/12/2017	0.30	\$52.50	Review of correspondence from investors in relation to a change of 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	21/12/2017	0.80	\$140.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	21/12/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	21/12/2017	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	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	10/01/2018	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.40	\$70.00	Prepare two letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.30	\$52.50	Phone call from advisor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	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	10/01/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.40	\$70.00	Returned 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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	10/01/2018	0.80	\$140.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare corro to investors to update register

BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	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	11/01/2018	0.10	\$17.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.30	\$52.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.50	\$87.50	Prepare two letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	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	11/01/2018	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	11/01/2018	0.30	\$52.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	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	11/01/2018	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.40	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.50	\$87.50	Prepare two letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	11/01/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	17/01/2018	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	17/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	17/01/2018	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	17/01/2018	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	17/01/2018	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	17/01/2018	0.90	\$157.50	Review of correspondence from 6 investors in 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	17/01/2018	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	17/01/2018	0.30	\$52.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	17/01/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	17/01/2018	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	17/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	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	18/01/2018	0.50	\$87.50	Scanned 5 documents and saved to files and database.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	0.40	\$70.00	Prepared 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	0.70	\$122.50	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	0.50	\$87.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	0.30	\$52.50	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	0.40	\$70.00	Call from an investor seeking an update on the winding up of the fund.

BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	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	18/01/2018	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	18/01/2018	0.10	\$17.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	18/01/2018	1.10	\$192.50	Scanned 9 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	24/01/2018	0.30	\$52.50	Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	24/01/2018	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	25/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	25/01/2018	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	25/01/2018	1.20	\$210.00	Scanned 10 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	25/01/2018	0.80	\$140.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	25/01/2018	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	31/01/2018	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	21/02/2018	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	21/02/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	21/02/2018	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	21/02/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	21/02/2018	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	22/02/2018	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	22/02/2018	0.10	\$17.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	22/02/2018	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	22/02/2018	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	22/02/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	22/02/2018	0.70	\$122.50	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	George Lethbridge	Undergraduate	Creditors	22/02/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	22/02/2018	0.40	\$70.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	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	28/02/2018	0.40	\$70.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.80	\$140.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.50	\$87.50	Prepare two letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.20	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	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	28/02/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	28/02/2018	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	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.30	\$52.50 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	George Lethbridge	Undergraduate	Creditors	28/02/2018	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	George Lethbridge	Undergraduate	Creditors	28/02/2018	0.30	\$52.50 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	George Lethbridge	Undergraduate	Creditors	1/03/2018	0.30	\$52.50 Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	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	1/03/2018	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	1/03/2018	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	1/03/2018	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	1/03/2018	0.30	\$52.50 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	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	1/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	0.10	\$17.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	1/03/2018	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	2/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	2/03/2018	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	2/03/2018	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	2/03/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	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	7/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.30	\$52.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.

BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.30	\$52.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.40	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	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	7/03/2018	0.40	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.40	\$70.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.10	\$17.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.30	\$52.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	7/03/2018	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	8/03/2018	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	8/03/2018	0.30	\$52.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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	8/03/2018	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	8/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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	8/03/2018	0.30	\$52.50	Phone call to an investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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	8/03/2018	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	8/03/2018	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	8/03/2018	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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	8/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	0.10	\$17.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	8/03/2018	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	8/03/2018	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	14/03/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	14/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	14/03/2018	0.30	\$52.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	14/03/2018	0.30	\$52.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	14/03/2018	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	15/03/2018	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	15/03/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	15/03/2018	0.40	\$70.00	Investigation into why there are certain investor product classes in the investor master register of FMIF that have different unit prices.
BR	George Lethbridge	Undergraduate	Creditors	15/03/2018	0.40	\$70.00	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	15/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	15/03/2018	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.70	\$122.50	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.40	\$70.00	Meeting with Ainsley Watt regarding investor phone calls and answering investors' questions and concerns.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.80	\$140.00	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.70	\$122.50	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	0.60	\$105.00	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.

BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	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	16/03/2018	0.80	\$140.00	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	16/03/2018	1.00	\$175.00	Review of the investor register and investigations into the discrepancies of the unit pricing for different product classes within LMFMIF.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	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	21/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	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	21/03/2018	1.20	\$210.00	Scanned 11 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	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	21/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	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	21/03/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	0.40	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	21/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	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	22/03/2018	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	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	22/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.20	\$35.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.



BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	0.50	\$87.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	22/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	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	28/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.

BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	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	28/03/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	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	28/03/2018	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	28/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	28/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	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	29/03/2018	0.30	\$52.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	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	29/03/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	0.30	\$52.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	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	29/03/2018	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	29/03/2018	0.20	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.20	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.50	\$87.50	Prepare 3 letters to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.50	\$87.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.30	\$52.50	Prepare letter to 2 investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	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. (post sending out 21st report send out)
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.40	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.40	\$70.00 Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise. Also provided update
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	0.40	\$70.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	4/04/2018	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 payment. Printed previous invoice.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.40	\$70.00 Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	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	5/04/2018	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	5/04/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.10	\$17.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.50	\$87.50	Prepare a letter to 2 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.40	\$70.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.40	\$70.00	Prepare a letter to 2 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.40	\$70.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00	Prepare a letter to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	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. (post sending out 21st report send out)
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.30	\$52.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	5/04/2018	0.50	\$87.50 Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.90	\$157.50 Scanned 7 documents and saved to files and database, sent off documents to required investor via email or post.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	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	11/04/2018	0.30	\$52.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.40	\$70.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	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	11/04/2018	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	11/04/2018	1.10	\$192.50 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	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.

BR	George Lethbridge	Undergraduate	Creditors	11/04/2018	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	12/04/2018	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	12/04/2018	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	12/04/2018	0.30	\$52.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	0.20	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	0.20	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	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	12/04/2018	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	12/04/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	12/04/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	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 investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	0.20	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	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	18/04/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
BR	George Lethbridge	Undergraduate	Creditors	18/04/2018	0.30	\$52.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	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	26/04/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	0.20	\$35.00 Scanned transfers and change of details documents already completed by Ryan Whyte. Saved to files and database
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	1.00	\$175.00 Scanned 7 documents and saved to files and database, sent off documents to required investor via email or post.



BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	0.20	\$35.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	0.60	\$105.00	Scanned transfers and change of details documents already completed by Ryan Whyte. Saved to files and database
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	0.80	\$140.00	Scanned transfers and change of details documents already completed by Ryan Whyte. Saved to files and database
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	0.20	\$35.00	Scanned transfers and change of details documents already completed by Ryan Whyte. Saved to files and database
BR	George Lethbridge	Undergraduate	Creditors	26/04/2018	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	Ryan Whyte	Undergraduate	Creditors	1/11/2017	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	1/11/2017	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	1/11/2017	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	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Creditors	1/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	0.40	\$70.00	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	2/11/2017	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	3/11/2017	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	3/11/2017	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	3/11/2017	0.40	\$70.00	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	3/11/2017	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	3/11/2017	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	3/11/2017	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	3/11/2017	0.20	\$35.00	Investigate LM investor transfer error. Search database for a reversal function to reverse transfer to fix the error.
BR	Ryan Whyte	Undergraduate	Creditors	3/11/2017	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	3/11/2017	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	3/11/2017	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	3/11/2017	2.00	\$350.00	Review of 10 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	3/11/2017	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	3/11/2017	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	3/11/2017	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	6/11/2017	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	6/11/2017	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	6/11/2017	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	6/11/2017	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	6/11/2017	0.60	\$105.00 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	6/11/2017	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	6/11/2017	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	6/11/2017	0.90	\$157.50 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	6/11/2017	1.20	\$210.00 Review of 6 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.60	\$105.00 Update Fee WIP spreadsheet for the the remuneration application for the period 1 May 2017 to 31 October 2017. Filter and adjust spreadsheet to complete the fee review. Create summary tables and calculations for the affidavit.
BR	Ryan Whyte	Undergraduate	Creditors	7/11/2017	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	7/11/2017	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	7/11/2017	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	7/11/2017	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	7/11/2017	0.60	\$105.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	8/11/2017	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	8/11/2017	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	8/11/2017	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	Ryan Whyte	Undergraduate	Creditors	8/11/2017	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	8/11/2017	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	9/11/2017	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	9/11/2017	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	9/11/2017	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	9/11/2017	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	9/11/2017	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	9/11/2017	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	9/11/2017	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	9/11/2017	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	9/11/2017	0.40	\$70.00	Generate LM mailing list from AX database for mail out of notice. Filter excel spreadsheet to only receive mailing addresses for the First Mortgage Income Fund. Arrange spreadsheet and separate postal addresses from email addresses.
BR	Ryan Whyte	Undergraduate	Creditors	10/11/2017	1.40	\$245.00	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	Creditors	10/11/2017	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	10/11/2017	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	10/11/2017	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	10/11/2017	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	10/11/2017	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	10/11/2017	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	10/11/2017	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	10/11/2017	1.10	\$192.50	Generate LM mailing list from AX database for mail out of notice. Filter excel spreadsheet to only receive mailing addresses for the First Mortgage Income Fund. Arrange spreadsheet and separate postal addresses from email addresses.
BR	Ryan Whyte	Undergraduate	Creditors	13/11/2017	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	13/11/2017	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	13/11/2017	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	13/11/2017	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	13/11/2017	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	13/11/2017	0.80	\$140.00	Review of 4 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	13/11/2017	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	13/11/2017	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	13/11/2017	0.60	\$105.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	13/11/2017	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	13/11/2017	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	14/11/2017	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	14/11/2017	1.60	\$280.00 Prepare 8 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	14/11/2017	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	14/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	14/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	14/11/2017	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	14/11/2017	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	14/11/2017	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	14/11/2017	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	14/11/2017	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	14/11/2017	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	14/11/2017	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	14/11/2017	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	15/11/2017	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	15/11/2017	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	15/11/2017	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	15/11/2017	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	15/11/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	15/11/2017	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	15/11/2017	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	15/11/2017	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	15/11/2017	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	15/11/2017	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	17/11/2017	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	17/11/2017	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	17/11/2017	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	17/11/2017	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	17/11/2017	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	17/11/2017	0.10	\$17.50	Review of voicemails from Investors. Access AX to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Ryan Whyte	Undergraduate	Creditors	20/11/2017	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	20/11/2017	1.40	\$245.00	Prepare letter to 7 investors seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
BR	Ryan Whyte	Undergraduate	Creditors	20/11/2017	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	20/11/2017	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	20/11/2017	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	20/11/2017	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	20/11/2017	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	20/11/2017	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	20/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	20/11/2017	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	20/11/2017	0.40	\$70.00 Review of correspondence from 2 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	20/11/2017	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	20/11/2017	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	20/11/2017	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	Ryan Whyte	Undergraduate	Creditors	20/11/2017	0.60	\$105.00 Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access AX database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	20/11/2017	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	20/11/2017	0.40	\$70.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	21/11/2017	0.80	\$140.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.

BR	Ryan Whyte	Undergraduate	Creditors	21/11/2017	0.60	\$105.00	Review and amend annexures to affidavit supporting court application for remuneration approval mail out for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Creditors	21/11/2017	0.80	\$140.00	Prepare 4 letter 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	21/11/2017	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	21/11/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	21/11/2017	1.20	\$210.00	Review of correspondence from 6 investors in 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	21/11/2017	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	21/11/2017	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	21/11/2017	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	21/11/2017	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	22/11/2017	2.10	\$367.50	Review conversion files and files extracted of the foreign investors, consider the conversion file data and whether the files located are likely to contain relevant data.
BR	Ryan Whyte	Undergraduate	Creditors	22/11/2017	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	22/11/2017	0.40	\$70.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.

BR	Ryan Whyte	Undergraduate	Creditors	22/11/2017	0.80	\$140.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	22/11/2017	2.20	\$385.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	22/11/2017	0.20	\$35.00	Meeting with Ainsley Watt to review conversion files and files extracted of the foreign investors, consider the conversion file data and whether the files located are likely to contain relevant data.
BR	Ryan Whyte	Undergraduate	Creditors	22/11/2017	0.40	\$70.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	23/11/2017	2.70	\$472.50	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	23/11/2017	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	23/11/2017	0.40	\$70.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	23/11/2017	0.80	\$140.00	Prepare information and documents for our IT consultant for restating foreign currency investor units incorrectly migrated to the AX investor management database.
BR	Ryan Whyte	Undergraduate	Creditors	23/11/2017	2.40	\$420.00	Prepare information and documents for our IT consultant for restating foreign currency investor units incorrectly migrated to the AX investor management database. Prepare email to Eric Leeuwendaal with Findings.
BR	Ryan Whyte	Undergraduate	Creditors	24/11/2017	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	24/11/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	27/11/2017	0.80	\$140.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.

BR	Ryan Whyte	Undergraduate	Creditors	27/11/2017	1.50	\$262.50	Continue preparation of information and documents for our IT consultant for restating foreign currency investor units incorrectly migrated to the AX investor management database. Prepare file note for Eric Leeuwendal with findings.
BR	Ryan Whyte	Undergraduate	Creditors	27/11/2017	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	27/11/2017	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	27/11/2017	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	27/11/2017	0.10	\$17.50	discussion with Eric Leeuwendal regarding the foreign investor unit balance rectification review work and the status of investigation of distributions payable and further work to be done
BR	Ryan Whyte	Undergraduate	Creditors	28/11/2017	1.80	\$315.00	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	Ryan Whyte	Undergraduate	Creditors	28/11/2017	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	28/11/2017	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	28/11/2017	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	28/11/2017	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	28/11/2017	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	29/11/2017	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	29/11/2017	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	29/11/2017	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	29/11/2017	1.40	\$245.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	29/11/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	29/11/2017	1.40	\$245.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	29/11/2017	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	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	4/12/2017	0.50	\$87.50	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	1.00	\$175.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	4/12/2017	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	Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.40	\$70.00	Review of correspondence from 2 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	5/12/2017	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	7/12/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	7/12/2017	0.40	\$70.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	7/12/2017	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	7/12/2017	1.50	\$262.50	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to commence investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	7/12/2017	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	8/12/2017	1.20	\$210.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	11/12/2017	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	11/12/2017	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	11/12/2017	1.20	\$210.00	Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	11/12/2017	0.40	\$70.00	Review of correspondence from 2 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	11/12/2017	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	12/12/2017	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	12/12/2017	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	13/12/2017	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	Ryan Whyte	Undergraduate	Creditors	13/12/2017	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	13/12/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	13/12/2017	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Ryan Whyte	Undergraduate	Creditors	13/12/2017	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	1.00	\$175.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	18/12/2017	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	19/12/2017	0.60	\$105.00	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	Ryan Whyte	Undergraduate	Creditors	19/12/2017	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	19/12/2017	1.00	\$175.00	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	Ryan Whyte	Undergraduate	Creditors	19/12/2017	0.40	\$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2017	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	19/12/2017	0.10	\$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2017	1.40	\$245.00 Review of correspondence from 7 investors in 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	19/12/2017	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	19/12/2017	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	19/12/2017	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2017	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	19/12/2017	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	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	22/12/2017	0.40	\$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	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	22/12/2017	1.60	\$280.00	Review of correspondence from 8 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	0.40	\$70.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	22/12/2017	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	8/01/2018	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	8/01/2018	1.20	\$210.00	Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	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	8/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/01/2018	1.00	\$175.00	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	Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.40	\$70.00	Review of correspondence from 2 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	8/01/2018	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	9/01/2018	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	9/01/2018	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	9/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Review of correspondence from 2 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	9/01/2018	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	Ryan Whyte	Undergraduate	Creditors	9/01/2018	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	9/01/2018	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	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	12/01/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	1.00	\$175.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	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	12/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	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	12/01/2018	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	12/01/2018	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	Ryan Whyte	Undergraduate	Creditors	12/01/2018	0.40	\$70.00	Review of correspondence from 2 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	12/01/2018	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	Ryan Whyte	Undergraduate	Creditors	12/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	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	15/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.60	\$105.00	Searched LM records for information related to the disbs payable accounts for 2013 and earlier periods. Review ledgers, converted to excel and filtered data for relevant information to continue investigation of the ageing and categories of disb transactions.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	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	15/01/2018	0.40	\$70.00	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Undergraduate	Creditors	15/01/2018	1.20	\$210.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	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	16/01/2018	1.80	\$315.00	Scanned 18 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.40	\$70.00	Review of correspondence from 2 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	16/01/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.



BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.80	\$140.00	Prepare 4 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.80	\$140.00	Review of correspondence from 4 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	16/01/2018	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	16/01/2018	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	22/01/2018	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	22/01/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	22/01/2018	1.00	\$175.00	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	Ryan Whyte	Undergraduate	Creditors	22/01/2018	1.40	\$245.00	Review of correspondence from 7 investors in 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	22/01/2018	0.60	\$105.00	Review of correspondence from 3 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	23/01/2018	0.30	\$52.50	meeting with Eric and Ainsley to discuss investor query re distributions payable, consider extent of distributions not paid from investor statement and further work to do to clarify outstanding-discuss status of extracting distns payable ledger
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	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	23/01/2018	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	23/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	0.60	\$105.00	Review of correspondence from 3 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	23/01/2018	1.00	\$175.00	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	Ryan Whyte	Undergraduate	Creditors	23/01/2018	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	23/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	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	Ryan Whyte	Undergraduate	Creditors	23/01/2018	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	23/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	23/01/2018	0.80	\$140.00	Prepare 4 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	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	29/01/2018	0.40	\$70.00	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	29/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	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	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	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	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.80	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	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	30/01/2018	1.20	\$210.00	Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	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	30/01/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	1.00	\$175.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	30/01/2018	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	30/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	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	5/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	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	5/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.70	\$122.50	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	6/02/2018	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	6/02/2018	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	6/02/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.70	\$122.50	teleconference with IT consultant to discuss the alternatives proposed to re-state into AUD the incorrect unit transactions/balances in AX for foreign investors, post teleconf meeting re planning and next steps
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2018	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2018	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	7/02/2018	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	7/02/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	7/02/2018	0.70	\$122.50	Continue to search LM records for information and review documents and emails in relation to the distributions from FMIF to the feeder funds in the 2012 financial year re claim against the feeder funds. Email update to Eric Leeuwendal with findings.

BR	Ryan Whyte	Undergraduate	Creditors	8/02/2018	0.40	\$70.00	Review of correspondence from 2 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	8/02/2018	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	8/02/2018	1.40	\$245.00	Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/02/2018	1.20	\$210.00	Prepare 6 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	8/02/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	8/02/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	8/02/2018	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	9/02/2018	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	9/02/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	9/02/2018	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	Ryan Whyte	Undergraduate	Creditors	9/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	9/02/2018	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	9/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	9/02/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	12/02/2018	1.00	\$175.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	12/02/2018	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	12/02/2018	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	Ryan Whyte	Undergraduate	Creditors	12/02/2018	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	12/02/2018	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	12/02/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	12/02/2018	0.60	\$105.00	Prepare 3 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	12/02/2018	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	Ryan Whyte	Undergraduate	Creditors	12/02/2018	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	13/02/2018	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	13/02/2018	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	Ryan Whyte	Undergraduate	Creditors	13/02/2018	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	13/02/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.60	\$105.00	Review of correspondence from 3 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	14/02/2018	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	14/02/2018	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	14/02/2018	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	14/02/2018	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	14/02/2018	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	14/02/2018	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	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	15/02/2018	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	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	15/02/2018	0.20	\$35.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	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	Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.60	\$105.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.20	\$35.00	Export LM employee emails from LM servers for review re feeder fund claim.

BR	Ryan Whyte	Undergraduate	Creditors	16/02/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	16/02/2018	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	16/02/2018	1.20	\$210.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	16/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	16/02/2018	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	16/02/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	16/02/2018	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	16/02/2018	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	19/02/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	19/02/2018	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	Ryan Whyte	Undergraduate	Creditors	19/02/2018	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	19/02/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.50	\$87.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	19/02/2018	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	Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.30	\$52.50	Review composer system reports extraction issues to assist to assess foreign investor account transactions converting back to AUD
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	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	20/02/2018	0.60	\$105.00	Prepare letter to 3 investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	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	20/02/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	20/02/2018	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	20/02/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	26/02/2018	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	26/02/2018	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	Ryan Whyte	Undergraduate	Creditors	26/02/2018	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	26/02/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Ryan Whyte	Undergraduate	Creditors	27/02/2018	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	Ryan Whyte	Undergraduate	Creditors	27/02/2018	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	27/02/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	5/03/2018	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	5/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	6/03/2018	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	6/03/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	6/03/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	6/03/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	6/03/2018	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	12/03/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	12/03/2018	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	12/03/2018	0.40	\$70.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	12/03/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2018	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	13/03/2018	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.10	\$17.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	19/03/2018	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	19/03/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	19/03/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.20	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.60	\$105.00	Prepare 3 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	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	Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.40	\$70.00	Review of correspondence from 2 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	20/03/2018	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	20/03/2018	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	20/03/2018	0.80	\$140.00	continue to review draft letter to solicitors for receivers of feeder funds (FF), locate and sort documents to queries from our solicitors re documents request from the FF, prepare emails to, review responses from and discns with Eric re documents
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	1.00	\$175.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	26/03/2018	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	26/03/2018	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	26/03/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	26/03/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	26/03/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2018	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	27/03/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	27/03/2018	0.60	\$105.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	3/04/2018	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	3/04/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	1.20	\$210.00	Review of correspondence from 6 investors in 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	9/04/2018	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	9/04/2018	0.20	\$35.00	Call from 2 investors seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.60	\$105.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	9/04/2018	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	9/04/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2018	0.70	\$122.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Ryan Whyte	Undergraduate	Creditors	10/04/2018	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	Ryan Whyte	Undergraduate	Creditors	10/04/2018	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	10/04/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.60	\$105.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	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	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.40	\$70.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	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	16/04/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	17/04/2018	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	Ryan Whyte	Undergraduate	Creditors	17/04/2018	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	Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	17/04/2018	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	17/04/2018	0.40	\$70.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.40	\$70.00	Review of 3 voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	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	23/04/2018	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	0.20	\$35.00 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	1.40	\$245.00 Prepare 7 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	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 investor management database to review current investor details and advise.
BR	Ryan Whyte	Undergraduate	Creditors	23/04/2018	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	23/04/2018	1.00	\$175.00 Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2018	1.10	\$192.50 Review of correspondence from 5 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	24/04/2018	0.30	\$52.50 Review bank statements and verify if any transactions relate to payments from the MPF to FMIF re claim against the MPF.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2018	1.20	\$210.00 Review of correspondence from 5 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	24/04/2018	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	24/04/2018	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	24/04/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2018	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	24/04/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2018	2.00	\$350.00	Review of correspondence from 10 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Undergraduate	Creditors	24/04/2018	0.30	\$52.50	Updated the Payment Listing spreadsheet for 2 payments. 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	Creditors	30/04/2018	0.40	\$70.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.10	\$17.50	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.20	\$35.00	Call from 2 investors seeking an update on the winding up of the fund.
BR	Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.80	\$140.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.60	\$105.00	Review of correspondence from 3 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	30/04/2018	1.00	\$175.00	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	Ryan Whyte	Undergraduate	Creditors	30/04/2018	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	30/04/2018	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	30/04/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	David Whyte	Partner	Administration	6/11/2017	6.80	\$3,944.00	reviewed annexures to affidavit in support of court application for remuneration approval for six months ended 31 October 2017
BR	David Whyte	Partner	Administration	7/11/2017	4.50	\$2,610.00	reviewed annexures to affidavit in support of court application for remuneration approval for six months ended 31 October 2017
BR	David Whyte	Partner	Administration	7/11/2017	5.30	\$3,074.00	reviewed annexures to affidavit in support of court application for remuneration approval for six months ended 31 October 2017
BR	David Whyte	Partner	Administration	7/11/2017	4.20	\$2,436.00	reviewed annexures to affidavit in support of court application for remuneration approval for six months ended 31 October 2017
BR	David Whyte	Partner	Administration	9/11/2017	0.90	\$522.00	attend our solicitors offices/reviewed and swore affidavit in support of court application for remuneration approval
BR	David Whyte	Partner	Administration	9/11/2017	2.50	\$1,450.00	reviewed draft affidavit in support of court application for remuneration approval for the six months ended 31 October 2017/email our solicitors regarding proposed amendments
BR	David Whyte	Partner	Administration	9/11/2017	0.20	\$116.00	telecon with our solicitors regarding queries on draft affidavit in support of court application for remuneration approval
BR	David Whyte	Partner	Administration	9/11/2017	0.70	\$406.00	reviewed amendments to draft affidavit to support court application for remuneration approval/confirm instructions to our solicitors
BR	David Whyte	Partner	Administration	9/11/2017	0.70	\$406.00	reviewed final version of annexures to affidavit in support of court application for remuneration approval/reviewed further amendments to affidavit
BR	David Whyte	Partner	Administration	28/11/2017	0.10	\$58.00	reviewed correspondence from investors regarding court application for remuneration approval/advised Ainsley Watt to forward to our solicitors

BR	David Whyte	Partner	Administration	30/11/2017	0.50	\$290.00	reviewed counsels submissions in relation to court application for remuneration approval
BR	David Whyte	Partner	Administration	1/03/2018	0.10	\$58.00	reviewed ASIC form 524 - receipts and payments
BR	David Whyte	Partner	Administration	3/04/2018	0.10	\$58.00	reviewed draft email to our solicitors regarding drafting of court application for remuneration approval/amended and sent same
BR	David Whyte	Partner	Administration	9/04/2018	0.10	\$58.00	reviewed/amended draft letter to ASIC regarding resignation of PTAL as controller of borrower and cessation of appointment not being registered by ASIC
BR	Eric Leeuwendal	Executive Director	Administration	1/11/2017	0.10	\$49.50	read FTI's report to creditors
BR	Eric Leeuwendal	Executive Director	Administration	13/02/2018	0.20	\$99.00	review draft form 524 ASIC receipts and payments for the Fund, review remuneration and est value of assets and raise queries to assist to finalise the draft
BR	Eric Leeuwendal	Executive Director	Administration	28/02/2018	0.70	\$346.50	review email from David Whyte regarding changes to the Privacy Act and implications for LM records/investor information, review IT contracts and file note on managing risks, consider security issues and prepare email response to David Whyte
BR	Arthur Taylor	Senior Manager	Administration	20/03/2018	1.90	\$893.00	discn with Eric Leeuwendal regarding the EY claim, the background in regard to investigations, the conduct of the public examination and steps in and stage of the litigation incl key issues - to assist with the management of the litigation
BR	Arthur Taylor	Senior Manager	Administration	20/03/2018	0.50	\$235.00	discn with Eric Leeuwendal regarding the Bellpac/MPF claim and stage of the litigation including aspects of discovery and key issues in dealing with litigation matters
BR	Ainsley Watt	Senior Accountant I	Administration	3/11/2017	0.20	\$70.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Reviewed AX screenshots to confirm details
BR	Ainsley Watt	Senior Accountant I	Administration	8/11/2017	0.90	\$315.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the six month period ended 31 October 2017.
BR	Ainsley Watt	Senior Accountant I	Administration	8/11/2017	0.60	\$210.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the six month period ended 31 October 2017.

BR	Ainsley Watt	Senior Accountant I Administration	8/11/2017	1.40	\$490.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the six month period ended 31 October 2017.
BR	Ainsley Watt	Senior Accountant I Administration	8/11/2017	1.60	\$560.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the six month period ended 31 October 2017.
BR	Ainsley Watt	Senior Accountant I Administration	8/11/2017	1.30	\$455.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the six month period ended 31 October 2017.
BR	Ainsley Watt	Senior Accountant I Administration	9/11/2017	0.50	\$175.00	Prepared and collated supporting documents for David Whyte's fee application
BR	Ainsley Watt	Senior Accountant I Administration	9/11/2017	0.90	\$315.00	Prepared and collated supporting documents for David Whyte's fee application
BR	Ainsley Watt	Senior Accountant I Administration	9/11/2017	0.40	\$140.00	Reviewed instructions from solicitors regarding instructions to file notice on members and supporting documents required for affidavit
BR	Ainsley Watt	Senior Accountant I Administration	10/11/2017	0.10	\$35.00	Filing all emails received from our solicitors regarding remuneration application
BR	Ainsley Watt	Senior Accountant I Administration	10/11/2017	0.30	\$105.00	Phone calls with Dialog and Surety IT regarding Composer and AX database duplications re correcting foreign investors unit balances to AUD
BR	Ainsley Watt	Senior Accountant I Administration	14/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Administration	14/11/2017	0.30	\$105.00	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	Ainsley Watt	Senior Accountant I Administration	15/11/2017	0.10	\$35.00	Email to IT provider requesting urgent update on their efforts to restore Composer
BR	Ainsley Watt	Senior Accountant I Administration	15/11/2017	0.30	\$105.00	Prepared email to IT regarding access to Composer database and previous updates on status of issues



BR	Ainsley Watt	Senior Accountant I Administration	20/11/2017	0.20	\$70.00 Emailed IT provider request update on composer database fix
BR	Ainsley Watt	Senior Accountant I Administration	20/11/2017	0.10	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access AX database to review current details.
BR	Ainsley Watt	Senior Accountant I Administration	22/11/2017	0.10	\$35.00 Emailed Dialog requesting update on timing of FX conversion fix
BR	Ainsley Watt	Senior Accountant I Administration	24/11/2017	0.10	\$35.00 Scheduled team meeting to discuss status of investigations and update on winding up of fund
BR	Ainsley Watt	Senior Accountant I Administration	27/11/2017	0.10	\$35.00 Updated log in for database
BR	Ainsley Watt	Senior Accountant I Administration	29/11/2017	0.50	\$175.00 Reviewed and affirmed updated affidavit, organised to be urgently delivered to our solicitors
BR	Ainsley Watt	Senior Accountant I Administration	30/11/2017	0.10	\$35.00 Email to Eric Leeuwendal regarding status of investor register and process for emails received
BR	Ainsley Watt	Senior Accountant I Administration	30/11/2017	0.30	\$105.00 Discussion with Antoinette Fielding regarding generating invoices to send to McGrath Nicol and commenced review of court order to confirm details.
BR	Ainsley Watt	Senior Accountant I Administration	5/12/2017	0.30	\$105.00 Liaised with IT regarding set up for consultant to have access to my computer to assist with investigations into foreign currency conversion
BR	Ainsley Watt	Senior Accountant I Administration	5/12/2017	0.40	\$140.00 Liaised with our IT and emailed consultant regarding access to database to assist with fixing transfer errors in AX database
BR	Ainsley Watt	Senior Accountant I Administration	14/12/2017	1.40	\$490.00 Reviewed and approved 12 change of details checklists to ensure database updated as appropriate
BR	Ainsley Watt	Senior Accountant I Administration	9/01/2018	0.30	\$105.00 investigations into problems with IMFMIF inbox not receiving emails

BR	Ainsley Watt	Senior Accountant I Administration	9/01/2018	0.30	\$105.00 cont investigations into problems with IMFIF inbox not receiving emails
BR	Ainsley Watt	Senior Accountant I Administration	11/01/2018	0.50	\$175.00 Phone call with IT consultant regarding LM inbox issues. Follow up email to Eric Leeuwendal and David Whyte regarding same
BR	Ainsley Watt	Senior Accountant I Administration	12/02/2018	0.50	\$175.00 Prepared 524 for the Fund and reviewed remuneration and asset value figures
BR	Ainsley Watt	Senior Accountant I Administration	23/02/2018	0.50	\$175.00 Liaised with IT provider regarding LM website and inbox not working. Liaised with BDO IT team regarding updates to server required
BR	Ainsley Watt	Senior Accountant I Administration	26/02/2018	0.10	\$35.00 prepared asic form 524
BR	Ainsley Watt	Senior Accountant I Administration	28/02/2018	0.30	\$105.00 Filing of documents relating to investigations undertaken by prior staff members
BR	Ainsley Watt	Senior Accountant I Administration	28/03/2018	2.00	\$700.00 investigations into foreign currency class of investors and options for restating currency in investor database
BR	Ainsley Watt	Senior Accountant I Administration	10/04/2018	1.50	\$525.00 Reviewed and approved 10 changes to AX database to confirm changes made as appropriate and as requested by investor.
BR	Ainsley Watt	Senior Accountant I Administration	16/04/2018	0.20	\$70.00 Meeting with Ryan Whyte in regards to finalisation of the LM controllerships. Review and discuss information related to the tax refunds and any outstanding BAS's.
BR	Ainsley Watt	Senior Accountant I Administration	17/04/2018	0.20	\$70.00 Discussion with Arthur Taylor regarding files for AIFCP vs CPAIF
BR	Ainsley Watt	Senior Accountant I Administration	20/04/2018	1.50	\$525.00 Updated management accounts in AX database and prepared general journal entities for payments and receipts
BR	Ainsley Watt	Senior Accountant I Administration	23/04/2018	0.40	\$140.00 phone call to ASIC regarding lodgements not received

BR	Ainsley Watt	Senior Accountant I	Administration	23/04/2018	0.50	\$175.00	liaised with McGrath Nicol regarding correspondence to go to PTAL regarding bankrupt guarantor and drafted emails re same
BR	Ainsley Watt	Senior Accountant I	Administration	27/04/2018	0.90	\$315.00	Reviewed bankruptcy trustee's report to creditors and investigations into related parties making claim in the estate
BR	Antoinette Fielding	Accountant II	Administration	8/11/2017	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	Accountant II	Administration	8/11/2017	1.50	\$262.50	Updated the Payment Listing spreadsheet for eleven 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	Accountant II	Administration	9/11/2017	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	Accountant II	Administration	9/11/2017	0.60	\$105.00	Scanning and saving approved invoices and sending to McGrath Nicol.
BR	Antoinette Fielding	Accountant II	Administration	9/11/2017	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	Accountant II	Administration	1/12/2017	0.20	\$35.00	Call to Surety IT for AX database access problem- resolved.
BR	Antoinette Fielding	Accountant II	Administration	19/12/2017	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Antoinette Fielding	Accountant II	Administration	19/12/2017	0.10	\$17.50	Phone call from IT service provider re. Invoice payments and bank account update
BR	Antoinette Fielding	Accountant II	Administration	17/01/2018	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	Accountant II	Administration	17/01/2018	0.90	\$157.50	Reviewing Payment Listing Spreadsheet and invoices received over office closure.

BR	Antoinette Fielding	Accountant II	Administration	17/01/2018	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	Accountant II	Administration	17/01/2018	0.60	\$105.00	Meeting with George Lethbridge and Ainsley Watt to provide update on status of litigation matters.
BR	Andrew Whittaker	Accountant II	Administration	6/11/2017	0.20	\$43.00	Filing
BR	Andrew Whittaker	Accountant II	Administration	7/11/2017	0.20	\$43.00	Filing old payment documents. Received from the LM office.
BR	Andrew Whittaker	Accountant II	Administration	27/02/2018	0.60	\$129.00	Scanning, marking up and filing of documents from Nicola handover relating to management fees investigations, FTI administration and other.
BR	Andrew Whittaker	Accountant II	Administration	6/03/2018	0.70	\$150.50	Review of email from Eric L re requesting help from solicitors in relation to the EY audit laptops and lack of cooperation from EY, hence hindering our investigations. Amend draft email to solicitors to address additional email from EY Paralegal.
BR	Andrew Whittaker	Accountant II	Administration	5/04/2018	0.20	\$43.00	Review of correspondence from investors in relation to a SMSF transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Andrew Whittaker	Accountant II	Administration	6/04/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	George Lethbridge	Undergraduate	Administration	30/11/2017	0.70	\$122.50	Updated investor register for month of November to ensure all investor requests have been completed as appropriate
BR	George Lethbridge	Undergraduate	Administration	10/01/2018	0.70	\$122.50	Contacting service providers in regards to the enquiry inbox not receiving emails whilst the office was closed.
BR	George Lethbridge	Undergraduate	Administration	1/03/2018	0.80	\$140.00	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	Administration	15/03/2018	0.30	\$52.50	Phone Call to Clayton Utz employee in regards to a 505 form (cessation of controller) that was not lodged for Brambleton. PTAL were controllers of Brambleton.

BR	George Lethbridge	Undergraduate	Administration	15/03/2018	0.30	\$52.50 Liaising with Suncorp bank to unlock a revoked account
BR	George Lethbridge	Undergraduate	Administration	28/03/2018	0.50	\$87.50 Contacting ASIC in regards to a Form 505 lodged to ASIC but not evident on company searches
BR	George Lethbridge	Undergraduate	Administration	28/03/2018	0.30	\$52.50 Discussions with Ainsley Watt regarding the controllerships of PTAL and what is required for the amended BAS's.
BR	George Lethbridge	Undergraduate	Administration	28/03/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	George Lethbridge	Undergraduate	Administration	29/03/2018	0.70	\$122.50 Reviewing bounced emails for the 21st report to investors
BR	George Lethbridge	Undergraduate	Administration	29/03/2018	0.70	\$122.50 Sending report to investors and reviewing bounced emails for the 21st report to investors
BR	George Lethbridge	Undergraduate	Administration	4/04/2018	0.90	\$157.50 Updating the unit price for all classes of investors
BR	George Lethbridge	Undergraduate	Administration	4/04/2018	0.50	\$87.50 Updating the unit price for all classes of investors
BR	George Lethbridge	Undergraduate	Administration	18/04/2018	0.10	\$17.50 Following up McGrath Nicol on LM restricted payments
BR	George Lethbridge	Undergraduate	Administration	26/04/2018	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	George Lethbridge	Undergraduate	Administration	26/04/2018	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 payment. Printed previous invoice.
BR	Moir Hattingh	Team Assistant	Administration	9/11/2017	0.20	\$19.00 Filing

BR	Maira Hattingh	Team Assistant	Administration	10/11/2017	2.10	\$199.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	14/11/2017	1.80	\$171.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	16/11/2017	0.10	\$9.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	23/11/2017	2.20	\$209.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	28/11/2017	1.60	\$152.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	28/11/2017	1.30	\$123.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	29/11/2017	1.90	\$180.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	1/12/2017	1.80	\$171.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	8/12/2017	0.70	\$66.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	8/12/2017	1.70	\$161.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	12/12/2017	0.30	\$28.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	13/12/2017	0.10	\$9.50 Filing

BR	Maira Hattingh	Team Assistant	Administration	14/12/2017	2.50	\$237.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	20/12/2017	2.90	\$275.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	10/01/2018	0.10	\$9.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	16/01/2018	2.50	\$237.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	16/01/2018	0.90	\$85.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	17/01/2018	0.10	\$9.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	18/01/2018	0.10	\$9.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	19/01/2018	2.40	\$228.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	25/01/2018	2.40	\$228.00 Filing
BR	Maira Hattingh	Team Assistant	Administration	1/02/2018	3.10	\$294.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	8/02/2018	2.30	\$218.50 Filing
BR	Maira Hattingh	Team Assistant	Administration	16/02/2018	2.20	\$209.00 Filing

BR	Moira Hattingh	Team Assistant	Administration	22/02/2018	1.10	\$104.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	22/02/2018	1.00	\$95.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	28/02/2018	0.60	\$57.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	28/02/2018	2.20	\$209.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	2/03/2018	2.10	\$199.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	9/03/2018	2.20	\$209.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	14/03/2018	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	16/03/2018	1.90	\$180.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	21/03/2018	1.50	\$142.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	23/03/2018	0.60	\$57.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	23/03/2018	1.60	\$152.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	29/03/2018	2.40	\$228.00 Filing



BR	Moira Hattingh	Team Assistant	Administration	6/04/2018	2.70	\$256.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	10/04/2018	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	12/04/2018	0.20	\$19.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	20/04/2018	2.90	\$275.50 Filing
BR	Moira Hattingh	Team Assistant	Administration	27/04/2018	2.20	\$209.00 Filing
BR	Moira Hattingh	Team Assistant	Administration	27/04/2018	0.30	\$28.50 Filing
BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.70	\$122.50 Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.40	\$70.00 Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.50	\$87.50 Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.80	\$140.00 Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
BR	Ryan Whyte	Undergraduate	Administration	2/11/2017	2.00	\$350.00 Generate WIP listing from APS for LM First Mortgage Income Fund for October 2017 for remuneration application. Export to excel and filter and edit worksheet.
BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.70	\$122.50 Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.

BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	1.20	\$210.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.40	\$70.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	3.00	\$525.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2017	1.90	\$332.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	8/11/2017	2.50	\$437.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	9/11/2017	2.90	\$507.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	9/11/2017	1.00	\$175.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
BR	Ryan Whyte	Undergraduate	Administration	10/11/2017	0.80	\$140.00	Prepare mail out to investors and check all investors have been included for the notice of the remuneration application. Send mail via post.
BR	Ryan Whyte	Undergraduate	Administration	5/12/2017	0.60	\$105.00	LM team meeting to discuss operational matters including status of investor register maintenance, correspondence with investors, planning re prep of update to investors and assistance re litigation matters and discuss status of litigation
BR	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.60	\$105.00	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
BR	Ryan Whyte	Undergraduate	Administration	14/02/2018	0.40	\$70.00	Updated the Payment Listing spreadsheet for 3 payments. Created an ABA file. Uploaded The ABA file to Suncorp online banking. Prepared a file note for the payments. Printed previous invoice.

BR	Ryan Whyte	Undergraduate	Administration	6/03/2018	0.30	\$52.50	Generate Fee WIP for the period 1 November 2017 to 28 February 2018. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at March 2018.
BR	Ryan Whyte	Undergraduate	Administration	6/03/2018	0.20	\$35.00	Generate Fee WIP for the period 1 November 2017 to 28 February 2018. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at March 2018.
BR	Ryan Whyte	Undergraduate	Administration	6/03/2018	0.30	\$52.50	Review and update information in the 21st update report to investors. Draft section 4 of the report and email Ainsley Watt with update.
BR	Ryan Whyte	Undergraduate	Administration	19/03/2018	0.60	\$105.00	Prepare Receipts and Payments and the updated unit price as at 31 December 2017 for the 21st update report to investors dated 30 March 2018. Review documents from McGrath Nicol and other documentation to prepare same.
BR	Ryan Whyte	Undergraduate	Administration	19/03/2018	1.90	\$332.50	Prepare Receipts and Payments and the updated unit price as at 31 December 2017 for the 21st update report to investors dated 30 March 2018. Review documents from McGrath Nicol and other documentation to prepare same.
BR	Ryan Whyte	Undergraduate	Administration	20/03/2018	1.70	\$297.50	Prepare Receipts and Payments and the updated unit price as at 31 December 2017 for the 21st update report to investors dated 30 March 2018. Review documents from McGrath Nicol and other documentation to prepare same.
BR	Ryan Whyte	Undergraduate	Administration	26/03/2018	0.40	\$70.00	Generate Fee WIP for the period 1 November 2017 to 28 February 2018. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 March 2018.
BR	Ryan Whyte	Undergraduate	Administration	26/03/2018	0.80	\$140.00	Review and update the management accounts for LM First Mortgage Income for 31 December 2017.
BR	Ryan Whyte	Undergraduate	Administration	26/03/2018	1.10	\$192.50	Generate Fee WIP for the period 1 November 2017 to 28 February 2018. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 30 March 2018.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	0.70	\$122.50	Generate investor mailing list from the Fund's database. Filter excel spreadsheet to only receive mailing addresses for the First Mortgage Income Fund. Arrange spreadsheet and separate postal addresses from email addresses.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	2.00	\$350.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	0.50	\$87.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.

BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	1.00	\$175.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	1.10	\$192.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	0.60	\$105.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.
BR	Ryan Whyte	Undergraduate	Administration	3/04/2018	0.50	\$87.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 April 2018.
BR	Ryan Whyte	Undergraduate	Administration	10/04/2018	1.60	\$280.00	Updated the Payment Listing spreadsheet for 13 payments. Created an ABA file for each payment. Uploaded The ABA files to Suncorp online banking. Prepared a file note for the payment. Printed previous invoice.
BR	Ryan Whyte	Undergraduate	Administration	16/04/2018	0.20	\$35.00	Meeting with Ainsley Watt in regards to finalisation of the LM controllerships. Review and discuss information related to the tax refunds and any outstanding BAS's.
BR	Ryan Whyte	Undergraduate	Administration	17/04/2018	0.70	\$122.50	Locate and collate documentation in relation to the valuation of property of the borrowers of LM. Review documentation and email Arthur Taylor findings.
BR	Sarah Cunningham	Team Assistant	Administration	22/12/2017	0.10	\$21.50	Set up of payment to FTI



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TO THE INVESTOR AS ADDRESSED

21 December 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 20<sup>th</sup> update to investors, which provides details of the progress made in the winding up of the Fund since my last report to investors dated 29 September 2017. This report should be read in conjunction with my previous reports, which are available on the website [www.lmfmlf.com](http://www.lmfmlf.com).

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

- The remaining security property (mostly residential land in North Queensland) was sold at auction for \$1.75 million and settled on 20 December 2017. Further details are provided at Section 3 below;
- Cash at bank as at 30 November 2017 was \$72.1 million;
- The estimated return to investors is currently 13.3 to 14.5 cents per unit as detailed at Section 8 below and before taking into account future costs and recoveries from legal proceedings on foot;
- Attempts to settle the claim against the directors, LMIM and MPF for \$15.5M plus interest, have not been successful. I am now taking further steps to progress the matter to a trial (see 2.3 below);
- The MPF Trustee's Assigned Loans Claim in which claims for relief against the assets of the Fund are made remains adjourned to a date to be fixed (see 2.1.1 below). Similarly, no further steps have been taken in relation to the MPF Trustee's AILS Loan claim in which claims for relief against the assets of the Fund are made (see 2.1.2 below);
- As required by the orders of the Court in its decision on the strike out application of the former auditors of the Fund, I caused to be filed an amended claim on 20 November 2017 to include details of the quantification of loss and make other required changes. The claim is for in excess of \$200 million. 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 (Sunset Date) to settlement has been extended to March 2018.

The Liquidator has been successful in negotiating as part of the agreement to extend the Sunset Date that WCL pay interest at 3% p.a. from 2 October 2017 until settlement. This is expected to realise \$6.3 million plus interest from 2 October 2017 for the benefit of investors. Further details in relation to the \$8M Bonds are provided in Section 4.2.1 below;

- The Court has handed down its decision in relation to the remuneration application by the former administrators, now liquidators of LMIM (FTI) referred to in paragraph 6a below and the indemnity claim by LMIM and its liquidators against the assets of the Fund referred to in paragraph 6b below. Of the approximately \$3 million claimed by FTI in this application for remuneration or expenses from the FMIF from the date of their appointment to 30 September 2015, the Court has approved the payment of \$1.827M plus any GST from the FMIF. This outcome is a significant saving for the investors. In relation to the indemnity claim, the Court found, *inter alia*, that FTI's legal costs of the appeal in 8895 of 2013 of \$263,127.13 and the costs of assessment of those costs in the sum of \$9,068.68 cannot be paid out of the property of the FMIF, and that the Liquidators are entitled to direct indemnity out of the FMIF for various amounts totalling \$44,158. His Honour also held that the clear accounts rule operates to suspend LMIM's claimed right to payment from the assets of the FMIF until the resolution of the claim made in the proceeding 11560/16 (the LMIM Claim) and that LMIM's indemnity claims, to the extent that they are otherwise maintainable, should not be finally resolved until the LMIM Claim is resolved. Further details in relation to the remuneration claim and indemnity claim are provided in Section 6 below;
- I am working towards applying to Court for approval to make an interim distribution to investors as soon as practicable subject to the resolution or determination 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 these matters are provided 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.

The relief claimed by the Trustee of the MPF (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 2.1.2 and 2.3 below. However, given that the proceedings have not settled, I intend to take steps to progress the matter.

### **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 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.

As with the proceedings in 2.1.1 above, these proceedings had also not progressed as negotiations to settle these proceedings were continuing. However, given the matters have not settled, I intend to take steps to progress the matter.

## **2.2 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. Given that the DB Receivers have sold the remaining property held as security for a FMIF loan and they will retire as controllers of that property shortly, I will again be pursuing the retirement of the DB Receivers' as soon as possible.

## **2.3 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.

Whilst attempts to settle the proceedings had been continuing in relation to these proceedings and those referred to in section 2.1 above, I continued to take steps to progress the proceedings including:

- Requiring the director defendants to file amended defences pursuant to the Court rules. All director defendants, except for Peter Drake, have now filed amended defences;
- I have filed Reply's to the amended defences and made requests for further particulars which have all now been received;
- Obtaining orders enabling me 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.

As previously advised above, the proceedings have not settled. I am now taking further steps to progress these proceedings to a trial. The next steps are expected to be as follows:

- Bringing the matter on for review to facilitate directions for Mr Drake to file his amended defence;
- Filing a Reply to the amended defence of Mr Drake;
- The delivery of disclosure by the 1<sup>st</sup> to 4<sup>th</sup> director defendants; and
- The delivery of any further disclosure by me.

I have written to the parties seeking agreement to a date to list the proceedings for a review before the court in late January 2018 or mid to late February 2018 to obtain orders setting out a timetable for the above matters.

As the proceedings are ongoing, an update will be provided to investors in relation to this matter in my next report.

### **3. Realisation of Assets**

The remaining property comprising 61 hectares of englobo land with various approvals for up to 257 residential lots plus retail space and a childcare centre was sold at auction on 18 November 2017 for \$1.75M (before selling costs) and settled on 20 December 2017.

This sale completes the sale of all property assets. What remains to be realised or resolved are the various claims and legal proceedings both for and against the Fund as set out below.

### **4. Other Potential Recoveries/Legal Actions**

I provide an update in relation to investigations undertaken to date, other 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 in 2015;
- Following the PEs, a further amended statement of claim was filed by me and served on the former auditors of the Fund on 14 April 2016;
- The former auditors 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, 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. Orders were made that the statement of claim be amended to delete certain causes of action and to include details of the quantification of loss;



- 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:

- The amended claim was filed on 20 November 2017 and served on the former auditors. Details of the loss has been included in the amended claim which has been calculated (at its highest) in excess of \$200 million. A significant amount of work has been undertaken in this regard, including quantifying the loss at 6 monthly hypothetical winding up dates between 1 July 2009 and 1 January 2013 being the estimated additional costs and expenses incurred by the Fund as a consequence of the alleged delay in winding up the Fund;
- I received a request pursuant to Rule 222 of the Court Rules (Rules) from the former auditors in late November 2017 to provide documents referred to in the amended statement of claim. I have recently provided the documents requested in accordance with the Rules to the former auditors.

The next steps in the proceedings is the filing by the former auditors of a defence to the amended claim.

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 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) - \$10 million 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 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;
- The Bellpac liquidator and WCL entered into a binding heads of agreement (HOA) to settle 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;
- A final condition precedent to the settlement with WCL has been delayed as WCL is now required to seek shareholder approval however, certain documents needed to support the proposal to shareholders has taken longer than expected;
- The MPF has demanded from the Liquidator approximately \$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. I have disputed the MPF's entitlement to a priority ahead of the Fund's first ranking security over the proceeds from the Bellpac bonds.

Developments since my last update to investors are as follows:

- The remaining condition precedent (Sunset Date) to the settlement with WCL has been extended to March 2018. The Liquidator has been successful in negotiating as part of the agreement to extend the Sunset Date that WCL pay interest at 3% p.a. from 2 October 2017 until settlement. This is expected to realise \$6.3 million plus interest from 2 October 2017 for the benefit of investors.
- Although there has been correspondence between the parties, no resolution has been reached in respect of the MPF claim to the proceeds of the bonds.

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

I refer to my previous updates to investors in regard to these proceedings which had been discontinued against all parties by mid-2016. I confirm that:

- all defendants were awarded costs against the plaintiffs when the proceedings were discontinued;
- the Austcorp plaintiff companies failed to pay the costs due to be paid to the Fund and I caused the plaintiff companies to be wound up. The liquidators of the Austcorp companies have after conducting investigations confirmed that no return is expected to creditors.

Since my last update to investors I have been successful in recovering \$150,000 from PTAL in relation to realising a bank guarantee lodged with the court by the Austcorp companies for security for PTAL's costs, which I had reimbursed in late 2016.

## **4.3 Other Potential Claims against LMIM and related Parties**

### **4.3.1 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);
- On 28 July 2017, I caused to be filed an amended statement of claim against LMIM and the Feeder Funds and the claim was then 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.

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

- I caused to be filed an application under Section 59 of the Trusts Act to seek directions in relation to how the differing interests of LMIM are 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) (the Applications);
- The receivers for the CPAIF and ICPAIF (Grant Thornton) have advised they will not consent to my Section 59 application unless orders are made:
  - that their reasonable costs and fees be fixed by the Court and paid out of the FMIF up to them preparing and filing a defence and considering any Reply filed by me;
  - that I disclose to them all of the books and records requested by them as set out in an affidavit of one of the receivers;
- The parties have consented to adjourn the hearing of the Applications (which was originally set down) on 8 December 2017 to a date to be fixed. I have also informed the parties that I will be making an application to have the matter listed on the Court's commercial list. The application and supporting documents are currently being prepared in respect of this application;
- I am also corresponding with Grant Thornton as to the issue of their costs and the provision of certain records to them.

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.

#### **4.4 Other actions against guarantors and valuers**

##### **4.4.1 Various claims against guarantors**

Since my last update to investors I progressed a review of the loan book to ascertain if there are any further claims against guarantors capable of commercial recoveries.

Also proceedings against a guarantor were re-listed and judgement has now been obtained against the guarantor that defaulted on a payment obligation in a deed of settlement entered into with him. If the guarantor fails to pay the judgement, bankruptcy proceedings may then be pursued.

##### **4.4.2 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.

#### **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. This matter is expected to be finalised shortly.

#### **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 administrators or 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 was reserved;
- FTI had not submitted further details of their additional remuneration and costs claimed after mid December 2015 as they were awaiting the outcome of the judgement noted above.

I summarise developments since my update to investors as follows:

- The Court handed down its reasons for judgment on 17 October 2017. Orders reflecting His Honour's reasons for judgment were made on 22 November 2017 that FTI be paid a total of \$1,827,205.23 plus any GST for remuneration and out of pocket expenses from property of the FMIF for the relevant period. The result is a significant cost saving for the investors as the amount

to be paid to FTI from property of the FMIF for the relevant period is significantly less than the claimed amount from the property of the FMIF of approximately \$3.1 million (plus GST);

- As to the costs of the proceedings, the court orders provide that certain specified proportions of FTI's costs on an indemnity basis are to be paid from the property of the Fund and 3 other LM funds. The quantum of those costs is to be assessed if they cannot be agreed between FTI and me.

**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. I rejected this claim 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 reserved its decision.

I summarise developments since my update to investors as follows:

- The Court handed down its reasons for judgment on 17 October 2017. His Honour found that the legal costs of the appeal in 8895 of 2013 of \$263,127.13 and costs of assessment of those costs in the sum of \$9,068.68 cannot be paid out of the property of the FMIF, that the Liquidators are entitled to direct indemnity out of the FMIF for various amounts totalling \$44,158, and that the clear accounts rule operates to suspend LMIM's claimed right to payment from the assets of the FMIF until the resolution of the claim made in the proceeding 11560/16 (the LMIM Claim) and that LMIM's indemnity claims, to the extent that they are otherwise maintainable, should not be finally resolved until the LMIM Claim is resolved;

- Orders reflecting His Honour's reasons for judgment were made on 22 November 2017;
- As to the costs of the proceedings, the court orders provide that 90% of FTI's costs of the application be paid on an indemnity basis as agreed with me or otherwise as assessed by the Court;
- In summary, of the total amount sought of \$616,953 under FTI's indemnity claim, only \$129,112 has to be paid from the Fund's assets.

Please note that material filed, decisions and orders made in relation to FTI's remuneration claim and indemnity claim are available on the websites [www.lmfimf.com](http://www.lmfimf.com) and [www.lminvestmentadministration.com](http://www.lminvestmentadministration.com).

#### **c. Proof of debt process**

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 Court 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.

I have sought a number of updates from FTI as to when they will be commencing the process. I am hopeful that this process can be undertaken in the near future so the quantum of any creditor claims against the Fund can be ascertained and dealt with as soon as possible. These claims may be subject to the "clear accounts rule" described in section b. above and if so, a set off against that claim may be able to be made.

#### **d. Claim filed against LMIM**

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

- In November 2016, I caused LMIM as RE of the FMIF to commence a proceeding against LMIM in relation to certain transactions to avoid possible expiry of the statutory limitation periods for making the claims;

- This claim 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;
  - 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;
- Following further investigations, an amended claim and statement of claim and consolidated particulars have been filed and served on LMIM.

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

- Steps have been taken to prepare an application under Section 59 of the Trusts Act for directions of the Court in relation 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 (the Applications) and supporting Affidavits.

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.

## **7. Management Accounts**

As advised in my previous report, the management accounts for the year ending 30 June 2017 are available on the website [www.lmfimf.com](http://www.lmfimf.com).

The management accounts for the half year ending 31 December 2017 will be prepared shortly and will be available on the website [www.lmfimf.com](http://www.lmfimf.com) by 31 March 2017.

## 8. Investor Information

### 8.1 Estimated Return to Investors

Taking into account the sale price of the remaining property charged to the Fund that settled on 20 December 2017, I provide an estimated return to Investors of between 13.3 cents and 14.5 cents per unit as at 30 November 2017, calculated as follows:

Estimated Return as at 30 November 2017	\$ Low	\$ High
Cash at bank	72,121,468	72,121,468
Other assets (including sale price of remaining property net of selling costs)	1,839,119	3,049,119
<b>Estimated Assets Position</b>	<b>73,960,587</b>	<b>75,170,587</b>
<i>Less:</i>		
Other unsecured creditors (includes FTI costs claimed from remuneration and indemnity applications - per below)	6,939,599	2,160,439
FTI Fees & indemnity costs approved by the Court - refer to Section 6 for further details	1,871,364	1,871,364
Receivers and Managers' fees (DB Receivers)	189,984	189,984
Receiver's fees & outlays (BDO) (including controllerships) approved by the Court but not paid (1 May to 31 October 2017)	1,257,531	1,257,531
Receiver's fees & outlays (BDO) (including controllerships) for the month of November 2017	250,806	250,806
<b>Total Liabilities</b>	<b>10,509,283</b>	<b>5,730,123</b>
<b>Estimated net amount available to investors as at 30 November 2017</b>	<b>63,451,304</b>	<b>69,440,464</b>
Total investor units	478,100,386	478,100,386
<b>Estimated return in the dollar</b>	<b>13.3 cents</b>	<b>14.5 cents</b>

Please note that this 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 provision for the claim filed by the MPF as the prospects of a successful claim against the Fund is unknown.



### **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**

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.

The matters before the court which need to be resolved prior to a distribution to investors are:

- the Bellpac litigation claim against the directors, MPF and LMIM and the MPF's claims against the Fund (see sections 2.1 and 2.3 above). These proceedings have not settled and I am now taking further steps to progress the matter to a trial;
- the recent claim served on the Feeder Funds seeking declarations that any distribution to the Feeder Funds be withheld (see section 4.3.1 above);
- obtaining directions from the Court for approval to proceed with a distribution and the retirement of the DB Receivers so that the funds of the FMIF held by them are released to me.

Please note that a distribution to investors will take place after paying DB'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 31 March 2018.

### **8.4 Investors Queries**

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



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

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

It is preferable that all questions about the winding up, or communications are sent via email to [enquiries@lmfmif.com](mailto: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 eight applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 31 October 2017.

The eighth application for the approval of my remuneration for the period 1 May 2017 to 31 October 2017 was heard on 30 November 2017. The Court ordered that my remuneration for this period be fixed in the amount of \$1,280,897.20 (inclusive of GST). In addition, the Court approved my remuneration sought of \$26,155.25 (inclusive of GST) in respect of the work undertaken on the controllerships.

A copy of all documentation in relation to my applications can be found on the website [www.lmfmif.com](http://www.lmfmif.com).

In addition to the remuneration approved by the Court, I calculate that, on a time basis, I have incurred further remuneration of \$230,740 plus outlays of \$3,774.56 plus GST from 1 November 2017 to 30 November 2017 plus work undertaken in respect of the controllerships for the retirement village assets of \$5,834.50 plus GST as detailed in the table below and attached summaries.

Remuneration Incurred for November 2017	Remuneration \$ (GST excl.)	Outlays \$ (GST excl.)
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	230,740.00	3,774.56
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	3,977.00	-

Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	272.00	-
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	887.50	-
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Controllers Appointed)	116.00	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	291.00	-
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	291.00	-
<b>Total</b>	<b>236,574.50</b>	<b>3,774.56</b>

The key matters addressed during the period, were:

- Work undertaken in relation to the litigation matters detailed at Sections 2, 4 and 6 of this report, which include, among other things:
  - Progressing the claim against the former auditors regarding the financial statements and compliance plan audits. The majority of the work undertaken was to comply with the court's decision on the former auditors' strike out application including, amending the claim to include details of the quantification of the loss suffered by the Fund and preparing loss calculations for each six month period from 1 July 2009 to 1 January 2013;
  - 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 the claim against the Feeder Funds in relation to redemptions and distributions paid to Class B unitholders;
  - Progressing claims against guarantors;
  - Dealing with 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;
  - Progressing the claim against LMIM;
- Liaising with various parties in relation to the potential for the DB Receiver's retirement;
- Finalising the Western Union matter;
- 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;
- Progressing the investigation of the AX files to determine the alternatives to resolving the incorrect conversion of foreign investors units into AX;

- Preparing affidavit and supporting material for an application to Court for approval of the receiver's remuneration for the period 1 May 2017 to 31 October 2017;
- Finalising outstanding residual matters from the sale of five retirement villages, including tax compliance issues.

I anticipate that my next application to Court for the approval of my remuneration will be made in May/June 2018 covering the period 1 November 2017 to 30 April 2018. A copy of my application in this respect will be posted to the website [www.lmfimf.com](http://www.lmfimf.com) and investors will be notified when this application has been lodged.

## **10. Queries**

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

BDO  
GPO Box 457  
Brisbane QLD 4001  
Phone: +61 7 3237 5999  
Fax: +61 7 3221 9227  
Email: [enquiries@lmfimf.com](mailto:enquiries@lmfimf.com)

Yours sincerely



David Whyte  
Receiver



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Fax: +61 7 3221 9227  
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Brisbane QLD 4000  
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REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017

LM First Mortgage Income Fund (Receivers & Managers Appointed)

Totals														Task Area									
														Assets		Creditors		Trade On		Investigations		Administration	
Employee	Position	Rate	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$									
Clark Jarrold	Partner	580	31.1	18,038.00	31.1	18,038.00																	
David Whyte	Partner	580	49.3	28,594.00	12.6	7,308.00	2.7	1,566.00	7.6	4,408.00			26.4	15,312.00									
Mark Whittaker	Partner	560	16.7	9,352.00	3.6	2,016.00			13.1	7,336.00													
Craig Jenkins	Partner	500	11.8	5,900.00	11.8	5,900.00																	
Eric Leeuwendal	Executive Director	495	150.5	74,497.50	78.6	38,907.00	11.1	5,494.50	50.7	25,096.50	9.9	4,900.50	0.2	99.00									
Chris Demeyere	Manager	430	6.6	2,838.00	6.6	2,838.00																	
Julie Pagcu	Senior Manager	385	24.4	9,394.00	24.4	9,394.00																	
Ainsley Watt	Senior Accountant I	350	92.4	32,340.00	6.3	2,205.00	65.2	22,820.00	7.7	2,695.00	2.0	700.00	1.2	3,920.00									
Andrew Hack	Analyst I	225	2.4	540.00	2.4	540.00																	
Andrew Whittaker	Accountant II	215	52.3	11,244.50			49.4	10,621.00			2.5	537.50	0.4	86.00									
Ryan Whyte	Undergraduate	175	120.5	21,087.50	3.9	682.50	87.1	15,242.50	0.8	140.00	9.7	1,697.50	19.0	3,325.00									
Antoinette Fielding	Undergraduate	175	53.2	9,310.00			49.0	8,575.00	1.0	175.00			3.2	560.00									
George Lethbridge	Undergraduate	175	37.1	6,492.50	5.5	962.50	28.5	4,987.50			2.4	420.00	0.7	122.50									
Emma Sheehy	Junior Practice Assistant	120	0.4	48.00	0.4	48.00																	
Maira Hattingh	Team Assistant	95	11.2	1,064.00									11.2	1,064.00									
TOTALS			659.9	230,740.00	187.2	88,839.00	293.0	69,306.50	80.9	39,850.50	26.5	8,255.50	72.2	24,488.50									
GST				23,074.00																			
TOTAL INC GST				253,814.00																			
AVERAGE HOURLY RATE				350	475		237		493		312		339										

Note: All amounts exclude GST unless otherwise noted



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Disbursements for the period 1 November 2017 to 30 November 2017

**LM First Mortgage Income Fund (Receivers & Managers Appointed)**

Expense Type	Amount (\$ ex GST)
Postage	3,106.22
Printing	325.20
<b>TOTAL</b>	<b>3,431.42</b>
<b>GST</b>	<b>343.14</b>
<b>TOTAL INC GST</b>	<b>3,774.56</b>



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**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017**  
**Bridgewater Lake Estate Pty Ltd (Receivers & Managers Appointed)**

Employee	Position	Totals			Task Area			
		Rate	hrs	\$	Trade On		Administration	
					hrs	\$	hrs	\$
Eric Leeuwendal	Executive Director	495	0.8	396.00	0.8	396.00		
Ainsley Watt	Senior Accountant I	350	1.1	385.00	0.2	70.00	0.9	315.00
Ryan Whyte	Undergraduate	175	0.5	87.50			0.5	87.50
Moir Hattingh	Team Assistant	95	0.2	19.00			0.2	19.00
<b>TOTALS</b>			<b>2.6</b>	<b>887.50</b>	<b>1.0</b>	<b>466.00</b>	<b>1.6</b>	<b>421.50</b>
GST				<b>88.75</b>				
<b>TOTAL INC GST</b>				<b>976.25</b>				
<b>AVERAGE HOURLY RATE</b>				<b>341</b>		<b>466</b>		<b>263</b>

**Note:** All amounts exclude GST unless otherwise noted



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

Totals				Task Area	
				Administration	
Employee	Position	Rate	hrs	\$	\$
Ryan Whyte	Undergraduate	175	0.5	87.50	87.50
Moir Hattingh	Team Assistant	95	0.3	28.50	28.50
TOTALS			0.8	116.00	116.00
			GST	11.60	
			TOTAL INC GST	127.60	
			AVERAGE HOURLY RATE	145	145

Note: All amounts exclude GST unless otherwise noted





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**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017**  
**Pinevale Villas Morayfield Pty Ltd (Receivers & Managers Appointed)**

		Totals		Task Area	
				Administration	
Employee	Position	Rate	hrs	\$	\$
Ainsley Watt	Senior Accountant I	350	0.5	175.00	175.00
Ryan Whyte	Undergraduate	175	0.5	87.50	87.50
Maira Hattingh	Team Assistant	95	0.1	9.50	9.50
<b>TOTALS</b>			<b>1.1</b>	<b>272.00</b>	<b>272.00</b>
			<b>GST</b>	<b>27.20</b>	
			<b>TOTAL INC GST</b>	<b>299.20</b>	
			<b>AVERAGE HOURLY RATE</b>	<b>247</b>	<b>247</b>

**Note:** All amounts exclude GST unless otherwise noted



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REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017

OVST Pty Ltd (Receivers & Managers Appointed)

Employee	Position	Totals			Task Area							
		Rate	hrs	\$	Assets		Creditors		Trade On		Administration	
					hrs	\$	hrs	\$	hrs	\$	hrs	\$
Leisa Rafter	Partner	680	0.3	204.00					0.3	204.00		
Eric Leeuwendal	Executive Director	495	0.9	445.50					0.9	445.50		
Samuel Alexander	Manager	450	1.7	765.00					1.7	765.00		
Ainsley Watt	Senior Accountant I	350	2.5	875.00	0.4	140.00	0.2	70.00	1.4	490.00	0.5	175.00
Reuben Tham	Consultant I	240	6.1	1,464.00					6.1	1,464.00		
Sarah Cunningham	Team Assistant	215	0.4	86.00							0.4	86.00
Ryan Whyte	Undergraduate	175	0.7	122.50							0.7	122.50
Sarah Matthews	Team Assistant	150	0.1	15.00					0.1	15.00		
TOTALS			12.7	3,977.00	0.4	140.00	0.2	70.00	10.5	3,383.50	1.6	383.50
			GST	397.70								
			TOTAL INC GST	4,374.70								
AVERAGE HOURLY RATE				313		350		350		322		240

Note: All amounts exclude GST unless otherwise noted



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**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017**  
**Redland Bay Leisure Life Pty Ltd (Receivers & Managers Appointed)**

Employee	Position	Rate	Totals		\$	Task Area	
			hrs			Administration	
						hrs	\$
Ainsley Watt	Senior Accountant I	350	0.5		175.00	0.5	175.00
Ryan Whyte	Undergraduate	175	0.5		87.50	0.5	87.50
Moir Hattingh	Team Assistant	95	0.3		28.50	0.3	28.50
TOTALS			1.3		291.00	1.3	291.00
					GST		29.10
					TOTAL INC GST		320.10
					AVERAGE HOURLY RATE		224

**Note:** All amounts exclude GST unless otherwise noted



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**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 30 November 2017**  
**Redland Bay Leisure Life Development Pty Ltd (Receivers & Managers Appointed)**

Employee	Position	Totals			Task Area	
		Rate	hrs	\$	Administration	\$
Ainsley Watt	Senior Accountant I	350	0.5	175.00	0.5	175.00
Ryan Whyte	Undergraduate	175	0.5	87.50	0.5	87.50
Maira Hattirgh	Team Assistant	95	0.3	28.50	0.3	28.50
TOTALS			1.3	291.00	1.3	291.00
			GST	29.10		
			TOTAL INC GST	320.10		
AVERAGE HOURLY RATE				224		224

**Note:** All amounts exclude GST unless otherwise noted



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TO THE INVESTOR AS ADDRESSED

29 March 2018

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

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

This report covers, inter alia, the period 1 July 2017 to 31 December 2017 (the Period). On 15 March 2018 ASIC extended the exemption on financial reporting obligations of the Fund until 16 March 2020. A copy of the exemption (relief instrument) is available for viewing at [www.lmfmif.com](http://www.lmfmif.com)

## **1. Progress and Status of the Winding Up**

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

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

##### **1.1.1.1 Assigned Loans Claims**

I refer to my previous updates to investors in relation to these proceedings, in which the Trustee of the MPF is the plaintiff, and the defendants are LMIM, and myself as Receiver of the property of the FMIF.

The relief claimed by the Trustee of the MPF (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 1.1.2 below. However, given that the proceedings have not settled, I intend to take steps to progress the matter. In this regard, I have written to the MPF seeking an update on whether the MPF intend to proceed with the proceedings and if so, an approach will be made to the court to have the matter listed for a review hearing to set a timetable for the prosecution of the proceedings. I have not received a response to date.

##### **1.1.1.2 AIIS Loan Claim**

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

The MPF Trustee 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.

As with the proceedings in 1.1.1.1 above, these proceedings had also not progressed as negotiations to settle these proceedings were continuing. However, given the matters have not settled, I intend to take steps to progress the matter. However, as no step in the proceeding has been made by MPF for 12 months, the MPF is required to give one month's notice before taking any further steps in the proceeding.

##### **1.1.1.3 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. Given that the DB Receivers have sold the remaining property held as security for a FMIF loan and they will retire as controllers of that property shortly, I will again be pursuing the retirement of the DB Receivers' as soon as possible.

#### **1.1.2 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.

Whilst attempts to settle the proceedings had been continuing in relation to these proceedings and those proceedings referred to in section 1.1.1 above, I continued to take steps to progress the proceedings including:

- Requiring the director defendants to file amended defences pursuant to the Court rules. As at 31 December 2017, all director defendants, except for Peter Drake, had filed amended defences;
- I have filed Replies to the amended defences received and made requests for further particulars which have all now been responded to;
- Obtaining orders enabling me 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.

As previously advised, the proceedings have not settled. As settlement discussions did not resolve the proceedings, I am now taking further steps to progress these proceedings to a trial. A review hearing was held on 14 March 2018 and orders were made setting a timetable for the next steps in the proceedings including the following:

- the 1<sup>st</sup> director defendant (being Peter Drake) has now filed his amended defence;
- by 29 March 2018, I am to file and serve any reply to the further amended defences of the 3<sup>rd</sup> and 4<sup>th</sup> defendants which were received on 12 March 2018;
- by 6 April 2018, I am to file and serve any reply to the amended defence of the 1<sup>st</sup> defendant;
- by 20 April 2018, I am to file and serve any reply to the amended defences of the 2<sup>nd</sup>, 6<sup>th</sup> and 8<sup>th</sup> defendants (which amended defences are to be filed by 6 April 2018);
- by 20 April 2018, I am to deliver any further disclosure (with all parties required to exchange disclosure on this date);
- various orders in relation to preparation of and producing document bundles for trial and production of any expert report are to be completed by mid-May 2018;
- the next review hearing date is set for 16 August 2018.

As the proceedings are ongoing, an update will be provided to investors in relation to this matter in my next report.

## **1.2 Legal Actions/Potential Recoveries**

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

### **1.2.1 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 in 2015;
- Following the PEs, a further amended statement of claim was filed by me and served on the former auditors of the Fund on 14 April 2016;
- The former auditors 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, 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. Orders were made that the statement of claim be amended to delete certain causes of action and to include details of the quantification of loss;
- 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;
- The amended statement of claim was filed on 20 November 2017 and served on the former auditors. Details of the loss has been included in the amended statement of claim which has been calculated (at its highest) in excess of \$200 million. A significant amount of work has been undertaken in this regard, including quantifying the loss at 6 monthly hypothetical winding up dates between 1 July 2009 and 1 January 2013 being the estimated additional costs and expenses incurred by the Fund as a consequence of the alleged delay in winding up the Fund;
- I have received a number of requests pursuant to Rule 222 of the Court Rules (Rules) from the former auditors to provide documents referred to in the amended statement of claim which requests have been responded to.

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

- All of the documents requested in accordance with Rule 222 have now been provided to the former auditors.

The next steps in the proceedings are expected to include the following:

- seeking leave from the court to amend the claim and directions from the Court to progress the claim;
- dealing with any request from the former auditors for further and better particulars; and



- the filing by the former auditors of a defence to the amended claim.

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

#### **1.2.2 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 1.1.2 above, there is another matter relating to Bellpac that has been progressed during the Period, as detailed below.

#### **Wollongong Coal Ltd (WCL) - \$10 million 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 Bellpac liquidator applied for the conversion of the remaining \$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;
- The Bellpac liquidator and WCL entered into a binding heads of agreement (HOA) to settle 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;
- A final condition precedent to the settlement with WCL has been delayed as WCL is now required to seek shareholder approval however, certain documents needed to support the proposal to shareholders has taken longer than expected;
- The remaining condition precedent (Sunset Date) to the settlement with WCL had been extended to March 2018 and the Liquidator was successful in negotiating as part of the agreement to extend the Sunset Date that WCL pay interest at 3% p.a. from 2 October 2017 until settlement. This is expected to realise \$6.3 million plus interest from 2 October 2017 for the benefit of investors;
- The MPF has demanded from the Liquidator approximately \$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. I have disputed the MPF's entitlement to a priority ahead of the Fund's first ranking security over the proceeds from the Bellpac bonds;
- Although there has been correspondence between the parties, no resolution has been reached in respect of the MPF claim to the proceeds of the bonds.

Developments since my last update to investors is as follows:

- The Bellpac liquidator received an update from WCL on additional time required to obtain and prepare documentation for shareholders for the meeting of shareholders to approve the

settlement. He advised me that he has agreed to again extend the sunset date to 18 May 2018;

- The Bellpac liquidator has recently been pursuing WCL for an update on their progress with preparation for the shareholders meeting however, a response has not yet been received.

### **1.2.3 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);
- On 28 July 2017, I caused to be filed an amended statement of claim against LMIM and the Feeder Funds and the claim was then 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
- In October 2017, I caused to be filed an application under Section 59 of the Trusts Act to seek directions in relation to how the differing interests of LMIM are 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) (the Applications);
- The receivers for the CPAIF and ICPAIF (Grant Thornton) have advised they will not consent to my Section 59 application unless orders are made:
  - that their reasonable costs and fees be fixed by the Court and paid out of the FMIF up to them preparing and filing a defence and considering any Reply filed by me;
  - that I disclose to them certain books and records as requested by them.

- The parties consented to adjourn the hearing of the Applications (which was originally set down on 8 December 2017) to a date to be fixed.

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

- I have also informed the parties that I will be making an application to have the matter listed on the Court's commercial list. The application and supporting documents have been prepared in respect of this application and sent to the parties for their comments;
- It is intended that the Applications and the Commercial List Application will be set down for hearing shortly, at which time I will also seek directions for the further conduct of the proceedings. 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 am also corresponding with the parties as to the provision of certain documents requested by them to assist with the just and expeditious resolution of the real issues of the proceedings.

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 are 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.

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

#### **1.2.4 Various claims against guarantors**

Developments since my last report to investors are as follows:

- Judgement has been obtained against the guarantor that defaulted on a payment obligation in a deed of settlement entered into with him however, my solicitors have had difficulties in serving the judgment on the guarantor. Once service has been effected and if the guarantor then fails to pay the judgement, bankruptcy proceedings may then be pursued;
- I recently received a report from the trustee of a bankrupt guarantor that his investigations have identified potential recoveries for the benefit of creditors of which the Fund is the major creditor. I am liaising with the trustee in regard to his continuing investigations and negotiations with certain of the parties involved in the land development, the proceeds of which we are informed the bankrupt has an entitlement.

#### **1.2.5 Western Union**

Western Union held 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. This matter was finalised and the settlement funds deposited into the Fund's bank account during the Period.

#### **1.2.6 Liquidators of LMIM (FTI Consulting)**

##### **1.2.6.1 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 administrators or 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 was reserved;
- FTI had not submitted further details of their additional remuneration and costs claimed after mid December 2015 as they were awaiting the outcome of the judgement noted above.
- The Court handed down its reasons for judgment on 17 October 2017. Orders reflecting His Honour's reasons for judgment were made on 22 November 2017 that FTI be paid a total of \$1,827,205.23 plus any GST for remuneration and out of pocket expenses from property of the FMIF for the relevant period. The result is a significant cost saving for the investors as the amount to be paid to FTI from property of the FMIF for the relevant period is significantly less than the claimed amount from the property of the FMIF of approximately \$3.1 million (plus GST);
- As to the costs of the proceedings, the court orders provide that certain specified proportions of FTI's costs on an indemnity basis are to be paid from the property of the Fund and three other LM funds. The quantum of those costs is to be assessed if they cannot be agreed between FTI and me.

I summarise developments since my update to investors as follows:

- FTI filed an application on 19 December 2017 for further orders against me for payment of the amounts ordered on 22 November 2017 to be paid. That application has been adjourned to a date to be fixed;
- The amount of \$1,827,205.23, being the remuneration (excluding any amount for GST) for the period to 30 September 2015 as approved by the Court, was paid on 20 December 2017 together with an amount of interest. However, a dispute has arisen as to the appropriate treatment for GST purposes (by FTI, LMIM and the FMIF) of any GST attributable to the work performed by FTI. The additional amount claimed for GST has not been paid by the Fund.

##### **1.2.6.2 Indemnity claim against the Fund and proof of debt process**

As advised in my previous reports to investors, the orders handed down in relation to FTI's ongoing role and extent of their powers and responsibilities 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. I rejected this claim 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;
- FTI's Indemnity Application challenging my decision to reject FTI's indemnity claim was heard on 19 and 20 June 2017. The Court reserved its decision;
- The Court handed down its reasons for judgment on 17 October 2017. His Honour found that the legal costs of the appeal in 8895 of 2013 of \$263,127.13 and costs of assessment of those costs in the sum of \$9,068.68 cannot be paid out of the property of the FMIF, that the Liquidators are entitled to direct indemnity out of the FMIF for various amounts totalling \$44,158, and that the clear accounts rule operates to suspend LMIM's claimed right to payment from the assets of the FMIF until the resolution of the claim made in the proceeding 11560/16 (the LMIM Claim) and that LMIM's indemnity claims, to the extent that they are otherwise maintainable, should not be finally resolved until the LMIM Claim is resolved;
- Orders reflecting His Honour's reasons for judgment were made on 22 November 2017;
- As to the costs of the proceedings, the court orders provide that 90% of FTI's costs of the application be paid on an indemnity basis as agreed with me or otherwise as assessed by the Court;
- In summary, of the total amount sought of \$616,953 under FTI's indemnity claim, only \$129,112 has to be paid from the Fund's assets.

I summarise developments since my update to investors as follows:

- The amount of \$44,158 was paid to FTI on 20 December 2017

Please note that material filed, decisions and orders made in relation to FTI's remuneration claim and indemnity claim are available on the websites [www.lmfimif.com](http://www.lmfimif.com) and [www.lminvestmentadministration.com](http://www.lminvestmentadministration.com).

#### **1.2.6.3 Additional remuneration claimed**

As the judgement had been handed down, I requested FTI to provide details of any additional remuneration and costs incurred subsequent to the remuneration claimed in the above mentioned court application.

FTI has informed me that for the period since late 2015 and up to 31 December 2017 they have incurred additional remuneration of \$329,678 plus GST and expenses of \$7,731 plus GST. FTI have advised that they propose to make application to the court for the approval of the remuneration shortly.

FTI have provided me with these figures so that the Fund may properly record the expense in the December 2017 management accounts. I have yet to receive details of these amounts claimed and FTI have advised these amounts are subject to change based on the formulation of its application for court approval.

#### 1.2.6.4 Proof of debt process

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 Court 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.

I have sought a number of updates from FTI as to when they will be commencing the process. I am hopeful that this process can be undertaken in the near future so the quantum of any creditor claims against the Fund can be ascertained and dealt with as soon as possible. These claims may be subject to the “clear accounts rule” described above and if so, a set off against that claim may be able to be made.

#### 1.2.6.5 Claim filed against LMIM

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

- In November 2016, I caused LMIM as RE of the FMIF to commence a proceeding against LMIM in relation to certain transactions to avoid possible expiry of the statutory limitation periods for making the claims;
- This claim 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;
  - 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;
- Following further investigations, an amended claim and statement of claim and consolidated particulars have been filed and served on LMIM;
- Steps have been taken to prepare an application under Section 59 of the Trusts Act for directions of the Court in relation 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 (the Applications) and supporting Affidavits.

No further steps have been taken since my previous update to investors.

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.

### **1.3 Realisation of Assets**

All real property assets have now been sold. What remains to be realised or resolved are the various claims and legal proceedings both for and against the Fund as set out above.

## 2. Financial Position of the Fund

The management accounts for the year ending 31 December 2017 have now been completed and are available on the website [www.lmfmf.com](http://www.lmfmf.com) on the page titled 'Financial Statements & Other Key Documents'.

A summary of the financial position of the Fund as at 31 December 2017 is provided below.

	31 December 2017
<b>ASSETS</b>	<b>\$</b>
Cash and cash equivalents	69,932,089
Receivables	389,476
Loans & Receivables	1,716,378
<b>TOTAL ASSETS</b>	<b>72,037,943</b>
 <b>LIABILITIES</b>	
Payables	2,423,816
Distributions payable	1,372,036
<b>Total liabilities excluding net assets attributable to unitholders</b>	<b>3,795,852</b>
 <b>NET ASSETS</b>	<b>68,242,091</b>

### 2.1 Fund Assets

The total assets of the Fund as at 31 December 2017 were \$72,037,943.

The balance includes cash at bank of \$69,932,089, interest receivable on term deposits and GST refunds of \$389,476 and net default loans of \$1,716,378. The net default loans balance represents the cash held in controllership bank accounts.

### 2.2 Fund Liabilities

The total liabilities of the Fund as at 31 December 2016 were \$3,795,852.

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

The Payables balance primarily consists of trade creditors, custodian fees, legal fees, receiver's fees and fees and expenses claimed by FTI, which remain unpaid as at 31 December 2017.

### 2.3 Net Assets Attributable to Unit Holders

Net assets attributable to unit holders as at 31 December 2017 were \$68,242,091.



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

	31 December 2017	30 June 2017
Estimated net amount of assets available to investors as at the period end (\$)	68,242,091	68,809,977
Total investor units (# of units) *	478,100,386	478,100,386
Estimated net asset amount per unit available to investors as at the period end (cents in the dollar)	0.143	0.144

### Investments made in Foreign Currencies

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

### 3. Receipts and Payments of the Fund

The receipts and payments of the Fund, as maintained by the DB Receivers, for the period 1 July 2017 to 31 December 2017 is summarised in the table below.

	\$
<b>Receipts</b>	
Interest received	923,454
GST received	80,290
Asset realisations (from controllerships and legal matters)	1,569,614
<b>TOTAL RECEIPTS</b>	<b>2,573,358</b>
<b>Payments</b>	
Bank charges	11,424
Deed of assignment payment	14,000
Consultants' fees	51,829
GT Controller fees	8,578

Custodian fees	11,000
DB Receivers' fees	138,936
GST paid	298
IT expenses	60,820
Legal fees	1,013,944
FTI Liquidators' fees & expenses	1,882,252
Loan draws	85,384
Printing and stationary	19,298
Receiver's fees and disbursements	2,242,734
Record management and storage	6,460
<b>TOTAL PAYMENTS</b>	<b>5,546,957</b>
<b>NET RECEIPTS (PAYMENTS)</b>	<b>(2,973,599)</b>

Please note that the Receiver's fees and disbursements relate to work undertaken for the 12 month period between 1 November 2016 to 30 October 2017, however, payment was made during this six months reporting period.

#### 4. Investor Information

##### 4.1 Estimated Return to Investors

I provide an estimated return to Investors of between 13.1 cents and 14.3 cents per unit as at 28 February 2018, calculated as follows:

Description	Low \$	High \$
Cash at bank	70,181,022	70,181,022
Other assets	320,708	1,359,538
<b>Estimated Assets</b>	<b>70,501,730</b>	<b>71,540,560</b>
Other unsecured creditors	6,234,582	1,505,517
FTI Fees & legal expenses (subject to approval) (55% RITC)	694,756	694,756
Receivers and Managers' fees (DB Receivers) (55% RITC)	42,200	42,200
Receiver's fees & outlays (BDO) (including controllerships) (55% RITC)	641,481	641,481

Receiver's legal fees (BDO) (55% RITC)	79,414	79,414
<b>Estimated Liabilities</b>	<b>7,692,432</b>	<b>2,963,367</b>
<b>Estimated net amount available to investors as at 28 February 2018</b>	<b>62,809,297</b>	<b>68,577,192</b>
Total investor units (as at 31 December 2016)	478,100,386	478,100,386
<b>Estimated return in the dollar</b>	<b>13.1 cents</b>	<b>14.3 cents</b>

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

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

#### 4.2 Estimated Unit Price as at 31 December 2017

The estimated unit price as at 31 December 2017 is 14.3 cents.

	\$
Total Value of Fund Assets as at 31 December 2017	72,038,217
Less Creditors and Other Payables	3,801,353
<b>Total Net Value of Fund Assets</b>	<b>68,236,864</b>
<b>Total Number of Units</b>	<b>478,100,386</b>
<b>Unit Price</b>	<b>14.3 cents</b>

I *attach* a copy of a letter confirming the unit price as at 31 December 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 also required to seek the directions of the Court before proceeding with the next distribution.

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

The matters before the court which need to be resolved prior to a distribution to investors are:

- the Bellpac litigation claim against the directors, MPF and LMIM and the MPF's claims against the Fund (see sections 1.1.1 and 1.1.2 above). These proceedings have not settled and I am now taking further steps to progress the matter to a trial;
- the claim served on the Feeder Funds seeking declarations that any distribution to the Feeder Funds be withheld (see section 1.2.3 above);
- obtaining directions from the Court for approval to proceed with a distribution and the retirement of the DB Receivers so that the funds of the FMIF held by them are released to me.

In addition to the above, an application to Court for directions approving the correction of the member records pertaining to foreign investors of the FMIF, will need to be determined.

Please note that a distribution to investors will take place after paying DB's receivers fees and costs, remaining property expenses, receiver's fees and costs and the unsecured creditors who rank ahead of investors' interests.

#### **4.4 Ongoing Reporting to Investors**

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

My next report to investors will be issued by 30 June 2018.

#### **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.lmfimif.com](http://www.lmfimif.com) which includes information regarding the following procedures:

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

It is a requirement that advisors or other third parties acting on behalf of Unit Holders are doing so pursuant to a relevant Authority/Power of Attorney. Please ensure that a relevant Authority/Power



of Attorney accompanies the abovementioned documents as necessary (if an Authority/Power of Attorney has not previously been provided).

It is preferable that all questions about the winding up, or communications are sent via email to [enquiries@lmfmif.com](mailto: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

## 5. Receiver's Remuneration and Expenses

There have been eight applications to Court to date to approve my remuneration from the date of my appointment on 8 August 2013 until 31 October 2017.

The eighth application for the approval of my remuneration for the period 1 May 2017 to 31 October 2017 was heard on 30 November 2017. The Court ordered that my remuneration for this period be fixed in the amount of \$1,280,897.20 (inclusive of GST). In addition, the Court approved my remuneration sought of \$26,155.25 (inclusive of GST) in respect of the work undertaken on the controllerships.

A copy of all documentation in relation to my applications can be found on the website [www.lmfmif.com](http://www.lmfmif.com).

In addition to the remuneration previously approved by the Court, I calculate that, on a time basis, I have incurred further remuneration of \$588,073.50 plus outlays of \$12,459.91 plus GST from 1 November 2017 to 28 February 2018 plus work undertaken in respect of the controllerships for the retirement village assets of \$13,320.50 plus GST as detailed in the table below and attached summaries.

	Remuneration (GST exclusive) \$	Outlays (GST exclusive) \$
LM First Mortgage Income Fund (Receivers & Managers Appointed) (Receiver Appointed)	588,073.50	12,459.91
OVST Pty Ltd (In Liquidation) (Controllers Appointed)	9,666.50	0.86
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	729.00	-
Bridgewater Lake Estate Ltd (In Liquidation) (Controllers Appointed)	1,241.00	-
Redland Bay Leisure Life Ltd (In Liquidation) (Controllers Appointed)	960.50	0.86
Redland Bay Leisure Life Development Ltd (In Liquidation) (Controllers Appointed)	423.00	0.86
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Receivers & Managers Appointed) (Controllers Appointed)	300.50	0.86
<b>Total</b>	<b>601,394.00</b>	<b>12,461.63</b>

The fees for the four months from November 2017 to February 2018 average approximately \$150,348.50 per month.

I anticipate that my next application to Court for the approval of my remuneration will be made in May/June 2018 covering the period 1 November 2017 to 30 April 2018. A copy of my application in this respect will be posted to the website [www.lmfimf.com](http://www.lmfimf.com) and investors will be notified when this application has been lodged.

## 5.1 Actions taken during the Period

I provide below a summary of actions taken during the Period:

- Work undertaken in relation to the litigation matters, which among other things, include:
  - Progressing the claim against the former auditors regarding the financial statements and compliance plan audits. The majority of the work undertaken was to comply with the court's decision on the former auditor's strike out application including, amending the statement of claim to include details of the quantification of the loss suffered by the Fund and preparing loss calculations for each six month period from 1 July 2009 to 1 January 2013;

- In addition to the above work undertaken in progressing the claim against the former auditors, work was also undertaken to comply with the court rule 222 request for documents;
  - 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 the claim against the Feeder Funds in relation to redemptions and distributions paid to Class B unitholders;
  - Progressing claims against guarantors;
  - Dealing with 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;
  - Progressing the claim against LMIM.
- Liaising with various parties in relation to the potential for the DB Receiver's retirement;
  - Finalising the Western Union matter;
  - Maintaining the management accounts of the Fund;
  - Preparing an application to ASIC for an extension of the relief from complying with requirements to conduct financial audits and reviews of the Fund's accounts;
  - 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;
  - Progressing the investigation of the AX files to determine the alternatives to resolving the incorrect conversion of foreign investors units into AX;
  - Preparing affidavit and supporting material for an application to Court for approval of the receiver's remuneration for the period 1 May 2017 to 31 October 2017; and
  - Finalising outstanding residual matters from the sale of five retirement villages, including tax compliance issues.

## **5.2 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;
- Progressing the claim against the former auditors as outlined at section 1.2.1 of this report which will likely include responding to any requests for particulars and reviewing and responding to the defence filed by the former auditors and otherwise progress the matter to trial;

- Take steps to determine or resolve the claim regarding the Bellpac bonds and realise this asset as outlined at section 1.2.2 of this report;
- Resolve the MPF claim against the proceeds of the Bonds;
- Resolve the position in relation to the distributions and redemptions paid to the Feeder Funds;
- Finalise all claims against guarantors;
- Dealing with any further FTI indemnity claims against the Fund including proof of debt claims per the regime set out in section 1.2.6.4 above;
- Maintain the accounts of the Fund and prepare management accounts and finalise the management accounts for the half year ending 31 December 2017 and for the year ending 30 June 2018;
- 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 resolution of the litigation/court matters raised in section 4.3 above, obtain approval from the Court to process 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.

### **5.3 Actions required to complete the winding up**

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

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

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





## 6. 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](mailto:enquiries@lmfmif.com)

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Whyte', with a long, sweeping horizontal stroke underneath.

David Whyte  
Receiver

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**LM First Mortgage Income Fund (Receivers & Managers Appointed)**

Totals														Task Area					
					Assets		Creditors		Trade On		Investigations		Administration						
Employee	Position	Rate	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$					
Leisa Rafter	Partner	680	6.1	4,148.00	6.1	4,148.00													
David Whyte	Partner	580	116.8	67,744.00	33.6	19,488.00	13.6	7,888.00	43.2	25,056.00			26.4	15,312.00					
Clark Jarrold	Partner	580	45.9	26,622.00	45.9	26,622.00													
Mark Whittaker	Partner	560	16.7	9,352.00	16.7	9,352.00													
John Garrard	Senior Manager	540	2.5	1,350.00	2.5	1,350.00													
Craig Jenkins	Partner	515	1.0	515.00					1.0	515.00									
Craig Jenkins	Partner	500	11.8	5,900.00					11.8	5,900.00									
Eric Leeuwendal	Executive Director	495	418.1	206,959.50	266.6	131,967.00	47.1	23,314.50	76.1	37,669.50	26.9	13,315.50	1.4	693.00					
Samuel Alexander	Manager	450	6.1	2,745.00	6.1	2,745.00													
Chris Demeyere	Manager	430	9.0	3,870.00	9.0	3,870.00													
Julie Pagcu	Senior Manager	400	8.4	3,360.00					8.4	3,360.00									
Julie Pagcu	Senior Manager	385	24.4	9,394.00	24.4	9,394.00													
Ainsley Watt	Senior Accountant I	350	350.0	122,500.00	47.7	16,695.00	165.6	57,960.00	112.1	39,235.00	8.7	3,045.00	15.9	5,565.00					
Joanna Lane	Senior Consultant II	280	0.4	112.00	0.4	112.00													
Reuben Tham	Senior Consultant II	240	2.2	528.00	2.2	528.00													
Andrew Hack	Analyst I	225	2.4	540.00	2.4	540.00													
Sarah Cunningham	Team Assistant	215	0.1	21.50									0.1	21.50					
Andrew Whittaker	Accountant II	215	67.6	14,534.00			63.5	13,652.50			3.1	666.50	1.0	215.00					
Antoinette Fielding	Accountant II	215	9.9	2,128.50	0.6	129.00	9.3	1,999.50											
Antoinette Fielding	Accountant II	175	146.8	25,690.00	4.1	717.50	117.3	20,527.50	12.9	2,257.50	6.8	1,190.00	5.7	997.50					
George Lethbridge	Undergraduate	175	126.3	22,102.50	38.2	6,685.00	83.0	14,525.00	1.1	192.50	2.6	455.00	1.4	245.00					
Ryan Whyte	Undergraduate	175	305.7	53,497.50	24.2	4,235.00	209.0	36,575.00	7.1	1,242.50	44.2	7,735.00	21.2	3,710.00					
Brooke Streidl	Team Assistant	130	3.1	403.00	1.8	234.00			1.3	169.00									
Emma Gatti	Junior Practice Assistant	120	0.4	48.00					0.4	48.00									
Moirra Hattingh	Team Assistant	95	42.2	4,009.00									42.2	4,009.00					
TOTALS			1,723.9	588,073.50	532.5	238,811.50	708.4	176,442.00	275.4	115,645.00	92.3	26,407.00	115.3	30,768.00					
GST				58,807.35															
TOTAL INC GST				646,880.85															
AVERAGE HOURLY RATE				341		448		249		420		286		267					

Note: All amounts exclude GST unless otherwise noted



REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018

Bridgewater Lake Estate Pty Limited (Controllers Appointed)

Employee	Position	Totals			Task Area			
		Rate	hrs	\$	Trade On		Administration	
					hrs	\$	hrs	\$
Eric Leeuwendal	Executive Director	495	0.8	396.00	0.8	396.00		
Ainsley Watt	Senior Accountant I	350	1.2	420.00	0.2	70.00	1.0	350.00
Sarah Cunningham	Team Assistant	215	1.4	301.00			1.4	301.00
Ryan Whyte	Undergraduate	175	0.6	105.00			0.6	105.00
Maira Hattingh	Team Assistant	95	0.2	19.00			0.2	19.00
TOTALS			4.2	1,241.00	1.0	466.00	3.2	775.00
			GST	124.10				
			TOTAL INC GST	1,365.10				
			AVERAGE HOURLY RATE	295		466		242

Note: All amounts exclude GST unless otherwise noted

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Controllers Appointed)**

		Totals			Task Area	
					Administration	
Employee	Position	Rate	hrs	\$	hrs	\$
Sarah Cunningham	Team Assistant	215	0.4	86.00	0.4	86.00
Antoinette Fielding	Accountant II	175	0.3	52.50	0.3	52.50
Ryan Whyte	Undergraduate	175	0.6	105.00	0.6	105.00
Moir Hattingh	Team Assistant	95	0.6	57.00	0.6	57.00
<b>TOTALS</b>			<b>1.9</b>	<b>300.50</b>	<b>1.9</b>	<b>300.50</b>
			<b>GST</b>	<b>30.05</b>		
			<b>TOTAL INC GST</b>	<b>330.55</b>		
			<b>AVERAGE HOURLY RATE</b>	<b>158</b>		<b>158</b>

**Note:** All amounts exclude GST unless otherwise noted

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**OVST Pty Ltd (Controllers Appointed)**

Employee	Position	Totals				Task Area							
		Rate	hrs	\$	Assets	Creditors	Trade On	Investigations	Administration				
					hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs
Leisa Rafter	Partner	680	1.2	816.00	1.2	816.00							
David Whyte	Partner	580	0.3	174.00			0.3	174.00					
Eric Leeuwendal	Executive Director	495	1.6	792.00	0.5	247.50	0.2	99.00	0.9	445.50			
Samuel Alexander	Manager	450	5.1	2,295.00	5.1	2,295.00							
Ainsley Watt	Senior Accountant I	350	9.0	3,150.00	0.8	280.00	1.0	350.00	3.6	1,260.00	0.5	175.00	3.1
Reuben Tham	Senior Consultant II	240	6.1	1,464.00	6.1	1,464.00							1,085.00
Sarah Cunningham	Team Assistant	215	1.9	408.50									408.50
Antoinette Fielding	Accountant II	215	0.2	43.00									43.00
Andrew Whittaker	Accountant II	215	1.2	258.00							1.2	258.00	
Ryan Whyte	Undergraduate	175	1.0	175.00									175.00
Sarah Matthews	Team Assistant	150	0.1	15.00	0.1	15.00							
Moir Hattingh	Team Assistant	95	0.8	76.00									76.00
TOTALS			28.5	9,666.50	13.8	5,117.50	1.2	449.00	4.8	1,879.50	1.7	433.00	7.0
			GST	966.65									
			TOTAL INC GST	10,633.15									
AVERAGE HOURLY RATE			339		371		374		392		255		255

**Note:** All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**Pinevale Villas Morayfield Pty Ltd (Controllers Appointed)**

Totals				Task Area	
				Administration	
Employee	Position	Rate	hrs	\$	hrs
Ainsley Watt	Senior Accountant I	350	0.5	175.00	0.5
Sarah Cunningham	Team Assistant	215	2.0	430.00	2.0
Ryan Whyte	Undergraduate	175	0.6	105.00	0.6
Moir Hattingh	Team Assistant	95	0.2	19.00	0.2
TOTALS			3.3	729.00	3.3
			GST	72.90	
			TOTAL INC GST	801.90	
			AVERAGE HOURLY RATE	221	221

**Note:** All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**Redland Bay Leisure Life Pty Ltd (Controllers Appointed)**

		Totals			Task Area	
					Administration	
Employee	Position	Rate	hrs	\$	hrs	\$
Ainsley Watt	Senior Accountant I	350	0.5	175.00	0.5	175.00
Sarah Cunningham	Team Assistant	215	2.7	580.50	2.7	580.50
Antoinette Fielding	Accountant II	175	0.3	52.50	0.3	52.50
Ryan Whyte	Undergraduate	175	0.6	105.00	0.6	105.00
Moirra Hattingh	Team Assistant	95	0.5	47.50	0.5	47.50
<b>TOTALS</b>			<b>4.6</b>	<b>960.50</b>	<b>4.6</b>	<b>960.50</b>
			<b>GST</b>	<b>96.05</b>		
			<b>TOTAL INC GST</b>	<b>1,056.55</b>		
			<b>AVERAGE HOURLY RATE</b>	<b>209</b>		<b>209</b>

**Note:** All amounts exclude GST unless otherwise noted



**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 28 February 2018**  
**Redland Bay Leisure Life Development Pty Ltd (Controllers Appointed)**

		Totals			Task Area	
					Administration	
Employee	Position	Rate	hrs	\$	hrs	\$
Ainsley Watt	Senior Accountant I	350	0.5	175.00	0.5	175.00
Sarah Cunningham	Team Assistant	215	0.2	43.00	0.2	43.00
Antoinette Fielding	Accountant II	175	0.3	52.50	0.3	52.50
Ryan Whyte	Undergraduate	175	0.6	105.00	0.6	105.00
Moirra Hattingh	Team Assistant	95	0.5	47.50	0.5	47.50
<b>TOTALS</b>			<b>2.1</b>	<b>423.00</b>	<b>2.1</b>	<b>423.00</b>
			<b>GST</b>	<b>42.30</b>		
			<b>TOTAL INC GST</b>	<b>465.30</b>		
			<b>AVERAGE HOURLY RATE</b>	<b>201</b>		<b>201</b>

**Note:** All amounts exclude GST unless otherwise noted



### Disbursements for the period 1 November 2017 to 28 February 2018

Entity	Expense Type				Total (\$ ex GST)
	Postage	Printing	Search Fee	General	
LM First Mortgage Income Fund (Receivers & Managers Appointed)	9,834.94	325.20	70.77	2,229.00	12,459.91
Cameo Estates Lifestyle Villages (Launceston) Pty Ltd (Controllers Appointed)	0.86				0.86
OVST Pty Ltd (Controllers Appointed)	0.86				0.86
Redland Bay Leisure Life Pty Ltd (Controllers Appointed)	0.86				0.86
Redland Bay Leisure Life Development Pty Ltd (Controllers Appointed)	0.86				0.86
				TOTAL	12,463.35
				GST	1,246.34
				TOTAL INC GST	13,709.69

29 March 2018

**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 31 December 2017, calculated as follows:

	\$
Total Value of Fund Assets as at 31 December 2017 (net of land tax and rates)	72,037,943
Less Creditors and Other Payables	3,795,852
<b>Total Net Value of Fund Assets</b>	<b>68,242,091</b>
<b>Total Number of Units</b>	<b>478,100,386</b>
<b>Unit Price</b>	<b>14.3 cents</b>

Should you have any queries in respect of the above, please contact Ryan Whyte of my office on (07) 3237 5921.

Yours faithfully,



David Whyte  
Receiver

Last Name Registered Name	Re Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Trade On	27/11/2017	0.20	\$99.00	Discussion with Ainsley Watt regarding work undertaken in BAS review and finalisation of lodgements, agree further work to be done
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Trade On	27/11/2017	0.60	\$297.00	commence review of emails regarding private ruling, locate emails and review same and private ruling re GST treatment, prepare email to Ainsley Watt re private ruling, consider further work to be done
Bridgewater Lake Estate Pty Limited	BR	Eric Leeuwendal	Executive Director	Trade On	23/03/2018	0.10	\$49.50	discussion with Ainsley Watt re status of closure of controllership and review of tax GST refund position
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Trade On	27/11/2017	0.20	\$70.00	Discussion with Eric Leeuwendal regarding work undertaken in BAS review and finalisation of lodgements., agree further work to be done.
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Trade On	23/03/2018	0.10	\$35.00	discussion with Eric Leeuwendal re status of closure of controllership and review of tax GST refund position
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Trade On	23/03/2018	0.60	\$210.00	reviewed GST position from 2014 to assess if amended BAS's required
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	13/11/2017	0.20	\$70.00	Returned phone call to liquidator regarding caveat and timing on finalisation. Updated Eric Leeuwendal re same
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	27/11/2017	0.50	\$175.00	Analysed previous BAS's lodged and determined further work required for amendments to BAS to be in line with appropriate tax treatment
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	27/11/2017	0.20	\$70.00	Reviewed ATO RBA to ensure credits applied against account
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	19/12/2017	0.10	\$35.00	reviewed Sarah Cunningham notes regarding asic form 5603 prepared and adjustments required
Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	11/04/2018	1.00	\$350.00	reviewed previously lodged bas' to confirm lodged in line with private tax ruling

Bridgewater Lake Estate Pty Limited	BR	Ainsley Watt	Senior Accountant I	Administration	16/04/2018	0.10	\$35.00	drafted email to Sam alexander in tax team requesting ATO portal information on outstanding and lodged BAS'
Bridgewater Lake Estate Pty Limited	BR	George Lethbridge	Undergraduate	Administration	18/04/2018	0.50	\$87.50	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
Bridgewater Lake Estate Pty Limited	BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for Bridgewater for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
Bridgewater Lake Estate Pty Limited	BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Bridgewater Lake Estate Pty Limited	BR	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.10	\$17.50	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administration	18/12/2017	0.40	\$86.00	Reviewing 5603 for future drafting, reviewing difference from MYOB to carried forward balance from previous 524, entering details into manual 5603 in excel. Requested by Ainsley Watt.
Bridgewater Lake Estate Pty Limited	BR	Sarah Cunningham	Team Assistant	Administration	18/12/2017	1.00	\$215.00	Reviewing 5603 for future drafting, reviewing difference from MYOB to carried forward balance from previous 524, entering details into manual 5603 in excel. Requested by Ainsley Watt.

"DW-97"

Last Name Registered Name	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
Pinevale Villas Morayfield Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	16/04/2018	0.30	\$135.00	Email correspondence with Ryan Whyte attaching copies of ICAs including accessing the Tax Agent Portal and confirming BAS lodgements
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	27/11/2017	0.50	\$175.00	Analysed previous BAS's lodged and determined further work required for amendments to BAS to be in line with appropriate tax treatment
Pinevale Villas Morayfield Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	16/04/2018	0.10	\$35.00	drafted email to Sam alexander in tax team requesting ATO portal information on outstanding and lodged BAS'
Pinevale Villas Morayfield Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	18/04/2018	0.50	\$87.50	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for Pinevale for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Pinevale Villas Morayfield Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.10	\$17.50	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
Pinevale Villas Morayfield Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	19/12/2017	2.00	\$430.00	Reviewing 5603 for future drafting, 524 done manually so needing to collate all RP in previous 524's to create summary for 5603. Requested by Ainsley Watt.

Last Name e-Registered Name	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
Redland Bay Leisure Life Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	16/04/2018	0.30	\$135.00	Email correspondence with Ryan Whyte attaching copies of ICAs including accessing the Tax Agent Portal and confirming BAS lodgements
Redland Bay Leisure Life Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	19/04/2018	0.20	\$90.00	Email to the George Lethbridge outlining outstanding BASs
Redland Bay Leisure Life Pty Ltd	Tax	Caitlin Murdock	Assistant Manager	Trade on	19/04/2018	0.50	\$200.00	GST advice re BAS lodgements
Redland Bay Leisure Life Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	27/11/2017	0.50	\$175.00	Analysed previous BAS's lodged and determined further work required for amendments to BAS to be in line with appropriate tax treatment
Redland Bay Leisure Life Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	16/04/2018	0.10	\$35.00	drafted email to Sam alexander in tax team requesting ATO portal information on outstanding and lodged BAS'
Redland Bay Leisure Life Pty Ltd	BR	Antoinette Fielding	Accountant II	Administration	19/01/2018	0.30	\$52.50	Prepared BAS & Completed Bank account reconciliation
Redland Bay Leisure Life Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	18/04/2018	0.50	\$87.50	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for RBLL for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.10	\$17.50	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
Redland Bay Leisure Life Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	17/04/2018	0.40	\$70.00	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership.

Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	19/12/2017	1.80	\$387.00	Reviewing 5603 for future drafting, 524 done manually so needing to collate all RP in previous 524's to create summary for 5603. Requested by Ainsley Watt.
Redland Bay Leisure Life Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	19/12/2017	0.90	\$193.50	Reviewing 5603 for future drafting, 524 done manually so needing to collate all RP in previous 524's to create summary for 5603. Requested by Ainsley Watt.

"DW-99"

Last Name Registered Name	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Samuel Alexander	Manager	Trade On	13/04/2018	0.20	\$90.00	Discussions with Tammy Nowland in relation to adding the entity to BDO's tax agent portal.
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Samuel Alexander	Manager	Trade On	13/04/2018	0.20	\$90.00	Email to George Lethbridge attached the ICA for the entity.
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Samuel Alexander	Manager	Trade On	13/04/2018	0.20	\$90.00	Discussions with Tammy Nowland in relation to adding additional CAC.
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Samuel Alexander	Manager	Trade On	13/04/2018	0.20	\$90.00	Email to George Lethbridge attached the additional ICA for the entity.
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Samuel Alexander	Manager	Trade On	16/04/2018	0.30	\$135.00	Email correspondence with Ryan Whyte attaching copies of ICAs including accessing the Tax Agent Portal.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd		Ainsley Watt	Senior Accountant I	Trade On	23/03/2018	0.30	\$105.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd		Ainsley Watt	Senior Accountant I	Trade On	13/04/2018	0.20	\$70.00	reviewed RBA to confirm if any refunds due prior to ceasing appointment
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd		Ainsley Watt	Senior Accountant I	Trade On	16/04/2018	0.10	\$35.00	drafted email to Sam alexander in tax team requesting ATO portal information on outstanding and lodged BAS'
Cameo Estates Tax Lifestyle Villages (Launceston) Pty Ltd		Tammy Nowland	Team Assistant	Trade On	12/04/2018	0.20	\$30.00	Portal Support



Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ainsley Watt	Senior Accountant I	Administration	9/04/2018	0.10	\$35.00 completed march bas
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ainsley Watt	Senior Accountant I	Administration	11/04/2018	0.20	\$70.00 bank rec
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ainsley Watt	Senior Accountant I	Administration	12/04/2018	1.00	\$350.00 Reviewed previously lodged BAS' to confirmed completed in accordance with private tax ruling. Investigations into outstanding BAS' not received by the ATO
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ainsley Watt	Senior Accountant I	Administration	13/04/2018	0.30	\$105.00 bas' not received for 2016 /2017 period liaised with ato to obtain
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Antoinette Fielding	Accountant II	Administration	19/01/2018	0.30	\$52.50 Preparing BAS & completing bank account reconciliation
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ashley Richardson	Team Assistant	Administration	11/04/2018	0.10	\$17.00 Bank reconciliation.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	George Lethbridge	Undergraduate	Administration	12/04/2018	0.40	\$70.00 Investigations into the lodged BAS's and why there was no BAS's lodged in 2016. Contacting the tax team in order to get a running balance of the GST credit/debits.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	George Lethbridge	Undergraduate	Administration	12/04/2018	0.20	\$35.00 Investigations into the lodged BAS's and why there was no BAS's lodged in 2016. Contacting the tax team in order to get a running balance of the GST credit/debits.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	George Lethbridge	Undergraduate	Administration	12/04/2018	0.50	\$87.50 Investigations into the lodged BAS's and why there was no BAS's lodged in 2016. Contacting the tax team in order to get a running balance of the GST credit/debits.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	George Lethbridge	Undergraduate	Administration	12/04/2018	0.20	\$35.00 Investigations into the lodged BAS's and why there was no BAS's lodged in 2016. Contacting the tax team in order to get a running balance of the GST credit/debits.

Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	George Lethbridge	Undergraduate	Administration	18/04/2018	0.50	\$87.50	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for Cameo for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.10	\$17.50	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Ryan Whyte	Undergraduate	Administration	16/04/2018	0.40	\$70.00	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership.
Cameo Estates BR Lifestyle Villages (Launceston) Pty Ltd	Sarah Cunningham	Team Assistant	Administration	18/12/2017	0.40	\$86.00	Reviewing 5603 for future drafting, reviewing figures produced from MYOB to carried forward balance from previous 524. Requested by Ainsley Watt.

"DW-100"

Last Name e_Registe red Name	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
OVST Pty Ltd	BR	David Whyte	Partner	Trade on	5/12/2017	0.10	\$58.00	reviewed four BAS statements
OVST Pty Ltd	BR	David Whyte	Partner	Trade on	5/12/2017	0.20	\$116.00	Reviewed five BAS statements
OVST Pty Ltd	BR	David Whyte	Partner	Trade On	10/04/2018	0.20	\$116.00	reviewed four BAS's/discussed with Ainsley Watts
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	2/11/2017	0.20	\$136.00	review email correspondence and GST position in relation to the lodgement of BAS and sign off regarding GST risk, discussions with Samuel Alexander in respect to the above.
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	7/11/2017	0.10	\$68.00	review email correspondence in relation to lodgement of outstanding BAS and reporting of GST
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	18/12/2017	0.30	\$204.00	review updated email correspondence in relation to claiming of ITCs on invoices issued by FTI
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	19/12/2017	0.30	\$204.00	June 2015 BAS - review and discuss with Sam re confirmation of GST treatment on sale to confirm GST payable on land component
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	20/12/2017	0.30	\$204.00	BAS review and sign off

OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	5/03/2018	0.30	\$204.00	email correspondence to Ainsley re OVST and BAS review
OVST Pty Ltd	Tax	Leisa Rafter	Partner	Trade on	3/04/2018	0.30	\$204.00	email correspondence re CAC accounts and tax agent reporting
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	20/11/2017	0.20	\$99.00	review finalised amended BAS forms and discuss results of BDO tax review with Ainsley Watt, prepare file note of BDO tax review
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	23/11/2017	0.10	\$49.50	review 4 BAS's 2015 and approve for processing making notes on the file note
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	23/11/2017	0.10	\$49.50	consider review of our BAS's Sept 2014 to June 15 re the tax ruling, prepare email to Ainsley Watt re assessing whether BDO tax are needed to check application of ruling
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	27/11/2017	0.50	\$247.50	review status of previous BAS/periods GST, private ruling and GST refund position; prepare summary for David Whyte to confirm BDO tax review required for pre village sale trading period
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	20/12/2017	0.10	\$49.50	review letter from the ATO re amended GST assessment and amount payable, forward to Ainsley Watt to check the outcome is in accord with expectations
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	20/12/2017	0.10	\$49.50	discussion with Ainsley Watt regarding BDO tax query on sale of retirement village BAS calns, review file folders and discuss documents to locate for BDO tax in their review of BAS's
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	24/01/2018	0.10	\$49.50	discn with Ainsley Watt regarding queries on the sale of the village tax invoice and GST review by BDO tax to assist with finalising the review of GST refund position

OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	24/01/2018	0.20	\$99.00	review file/emails for tax invoices on sale of village re query from Ainsley Watt regarding sale of the village tax invoice and GST review by BDO tax to assist with finalising the review of GST refund position
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	29/01/2018	0.20	\$99.00	review email from Ainsley Watt regarding contact point at our solicitors to make enquiries re GST tax invoice issue re sale of retirement village, review past emails and consider contacts to pursue, review 2 firms used & prepare email responses to Ainslev
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	1/03/2018	0.10	\$49.50	review email from Ainsley Watt and review 2 letters from the ATO re a refund from amended BAS lodged and impost of \$3K from old w/holding tax, prep response to Ainsley to review the charge
OVST Pty Ltd	BR	Eric Leeuwendal	Executive Director	Trade on	7/03/2018	0.10	\$49.50	discn with Ainsley Watt regarding amended BAS refund and discn with ATO
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	2/11/2017	0.40	\$180.00	Email correspondence to Ainsley Watt confirming it is appropriate to proceed with BAS lodgement.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	7/11/2017	0.50	\$225.00	Email correspondence to Ainsley Watt confirming the next steps in relation to BAS finalisation
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	8/11/2017	0.60	\$270.00	Discussions with Reuben Tham regarding the process of preparing and lodging the BASs and arranging being added to Tax Agent Portal.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	27/11/2017	0.20	\$90.00	Obtaining copy of ICA and providing to Ainsley Watt.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	18/12/2017	0.80	\$360.00	Review and provision of comments in preparation of lodgement of September 2014 to June 2015 BASs

OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	18/12/2017	0.60	\$270.00	Review of September 2014 to June 2015 BASs and email with findings
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	20/12/2017	0.70	\$315.00	Updating of email advice following review and provision of additional documentation.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	20/12/2017	0.40	\$180.00	Email to Ainsley outlining findings for Sep 2014 to June 2015 BASs
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	15/01/2018	0.20	\$90.00	Email to Ainsley Watt regarding BAS amendments and whether the documentation has been reviewed.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	16/01/2018	0.70	\$315.00	Review of activity statements and discussions with Ainsley
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	6/03/2018	0.60	\$270.00	Review of June 2015 activity statement figures.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	6/03/2018	0.50	\$225.00	Updating of June 2015 BAS and drafting correspondence to Ainsley Watt.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	3/04/2018	0.30	\$135.00	Discussion with Ainsley Watt and instructions to Jessica Fuller regarding calling the ATO for CAC2.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	3/04/2018	0.50	\$225.00	Review and updating of email to the ATO in relation to the ATO seeking to recover a pre-appointment liability via the refund on the representative entity's CAC.

OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	10/04/2018	0.30	\$135.00	Arranging lodgement of BASs and correspondence with Ainsley Watt in this regard.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	10/04/2018	0.30	\$135.00	Lodgement of BASs and discussion with Cristen Glocking.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	11/04/2018	0.30	\$135.00	Discussion with Cristen Glocking regarding BAS lodgement finalisation and email to Ainsley Watt attaching lodgement BASs.
OVST Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	16/04/2018	0.20	\$90.00	Email correspondence with Ryan Whyte attaching copies of ICAs including accessing the Tax Agent Portal.
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	2/11/2017	1.20	\$420.00	Reviewed file notes from Sarah Cunningham regarding unloaded BAS's. Prepared documents to confirmed GST position Sept 15 - June 2016
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	3/11/2017	0.20	\$70.00	Reviewed and responded to email from Sam Alexander in Tax regarding lodging BAS'
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	14/11/2017	0.40	\$140.00	reviewed draft BAS' completed by tax to confirm as instructed and ok to lodge
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	14/11/2017	0.20	\$70.00	Liaised with Reuben Tham in Tax regarding prepared BAS' and process for lodging
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	5/12/2017	0.40	\$140.00	Scanned and saved BAS's for FTI period and delivered to tax team with instructions to lodge

OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	5/12/2017	0.20	\$70.00	drafted email to tax team providing instructions to prepare BAS' for period sept 14 - June 15
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	5/12/2017	0.40	\$140.00	collated documents from file relevant to BAS for sept 14 - June 15
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	19/12/2017	0.30	\$105.00	continued file review for documents relating to sale of RV
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	19/12/2017	0.20	\$70.00	phone call from Sam alexander querying tax treatment on sale of RV. file review for documents relating to sale.
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	20/12/2017	0.10	\$35.00	discussion with Eric Leeuwendal regarding BDO tax query on sale of retirement village BAS calns, review file folders and discuss documents to locate for BDO tax in their review of BAS's
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	20/12/2017	0.20	\$70.00	Responding to BDO tax query on sale of retirement village BAS calns, review file folders and discuss documents to locate for BDO tax in their review of BAS's
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	15/01/2018	0.70	\$245.00	Reviewed email from Sam Alexander regarding amended BAS. Compared to Retirement Village sales invoices and calculated GST refund due of approx. \$17K
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	24/01/2018	0.10	\$35.00	discn with Eric Leeuwendal regarding queries on the sale of the village tax invoice and GST review by BDO tax to assist with finalising the review of GST refund position
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	29/01/2018	0.50	\$175.00	investigations re 2015 settlement statements and invoices to assist with BAS review and determine if payment to ATO required.



OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	1/02/2018	0.30	\$105.00	reviewed gst treatment on sale and emails from solicitors. emailed Sam alexander re same
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	26/02/2018	0.50	\$175.00	reviewed gst position for June 2015 bas. confirmed gst due to commission paid. approved bas to be lodged
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	7/03/2018	0.10	\$35.00	discn with Eric Leeuwendal regarding amended BAS refund and discn with ATO to direct refund to us on behalf of LMIM
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade on	7/03/2018	0.60	\$210.00	instructions to George Lethbridge to call ATO to request refund, and assisted George during phone call as ATO unable to verify
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	0.50	\$120.00	Brief from Sam regarding the GST BAS amendments required for the period March 2014 to September 2014
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	1.00	\$240.00	Review of information
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	0.50	\$120.00	Review of Tall Trees Oceans View Meals Provision Agreements with residents.
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	0.50	\$120.00	Review of background to 2014 BAS amendments, in particular Private Ruling 1012804998425 regarding the GST treatment on the supplies of care in the retirement village.
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	0.60	\$144.00	Call to the Australian Taxation Office in relation to the issue of the April, May and July 2014 Business Activity Statements not displaying on tax agent portal.

OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	8/11/2017	0.60	\$144.00	Review of the March 2014 BAS amendment, including the lodged BAS on tax agent portal and the lodged paper BAS.
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	13/11/2017	0.50	\$120.00	Review of the April 2014 BAS amendment, including the lodged paper BAS Review of July 2014 Business Activity Statement proposed amendment figures
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	13/11/2017	0.50	\$120.00	Review of August 2014 Business Activity Statement proposed amendment figures including paper BAS, excel work paper, and ATO portal.
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	13/11/2017	0.50	\$120.00	Review of September 2014 Business Activity Statement proposed amendment figures, review included looking at lodged paper BAS, lodged BAS on portal and excel work papers
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	14/11/2017	0.60	\$144.00	Printing of amended BASs and preparation of notes for partner review.
OVST Pty Ltd	Tax	Reuben Tham	Senior Consultant II	Trade on	14/11/2017	0.30	\$72.00	Call with Ainsley re BAS amendments and handing over of BASs
OVST Pty Ltd	BR	George Lethbridge	Undergraduate	Trade on	11/04/2018	0.20	\$35.00	Talking with the ATO in regards to a GST refund in a previous CAC period
OVST Pty Ltd	Tax	Jessica Fuller	Consultant II	Trade on	3/04/2018	0.70	\$133.00	Reviewing background information provided; calling the Australian Taxation Office to request refund of re-raised aged credit debt relating to pre-appointment liability; providing updated bank account details for refund.
OVST Pty Ltd	Tax	Jessica Fuller	Consultant II	Trade on	3/04/2018	0.50	\$95.00	Contacted the Australian Taxation Office's Insolvency team to request refund of re-raised debt relating to pre-administration liability and confirm suggested course of action.

OVST Pty Ltd	Tax	Sarah Matthews	Team Assistant	Trade on	8/11/2017	0.10	\$15.00	Portal
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	20/11/2017	0.20	\$70.00	review finalised amended BAS forms and discuss results of BDO tax review with Eric Leeuwendal, prepare file note of BDO tax review
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	22/11/2017	0.30	\$105.00	Prepared BDO period BAS' paid but not lodged and Nil BAS' and attached ATO running balance account for David Whyte's approval.
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	7/12/2017	0.20	\$70.00	Reviewed file notes to ensure appropriate information provided to tax team to prepare BAS for periods sept 14 - June 15
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	12/12/2017	0.20	\$70.00	Phone call from ATO to confirm BAS period for FTI amended bas's lodged. Updated tax team re same
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	20/12/2017	0.30	\$105.00	filed mailed folder and reviewed correspondence from ATO regarding amended BAS and confirmed correct
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	15/01/2018	0.10	\$35.00	reviewed and filed ato correspondence received
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	24/01/2018	1.00	\$350.00	bas review re additional ato payment required
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	24/01/2018	0.40	\$140.00	Meeting with Sam Alexander regarding OVST bas and additional GST payable identified and further investigations

OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	25/01/2018	0.40	\$140.00	Liaised with Dale Ludwig regarding OVST MYOB file for Dec BAS to be completed and investigations into how to complete BAS
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	7/03/2018	0.40	\$140.00	review of OVST bas position re GST refund not received and letter from the ATO received re offset being applied
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	10/04/2018	0.50	\$175.00	reviewed outstanding BAS and requested ATO issue, checked bank account for refund of GST credits due by ATO but not received
OVST Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administration	30/04/2018	0.30	\$105.00	follow up ato regarding unpaid GST refunds. Email to Sam alexander in tax re same.
OVST Pty Ltd	BR	Antoinette Fielding	Accountant II	Administration	2/02/2018	0.20	\$43.00	Preparing OVST BAS
OVST Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	7/03/2018	0.40	\$70.00	Speaking with the ATO in regards to a refund from an amended BAS statement. The ATO re-raised invoices from a pre-appointment tax liability and I argued that this could not be offset against our GST refund.
OVST Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	7/03/2018	0.20	\$35.00	Discussion with Ainsley Watt regarding the status of ATO refunds
OVST Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	7/03/2018	0.10	\$17.50	Discussion with Ainsley Watt regarding the status of ATO refunds
OVST Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	7/03/2018	0.30	\$52.50	Speaking with the ATO in regards to a refund from an amended BAS statement. The ATO re-raised invoices from a pre-appointment tax liability and I argued that this could not be offset against our GST refund.

OVST Pty Ltd	BR	George Lethbridge	Undergrad Administration uate		18/04/2018	0.40	\$70.00	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
OVST Pty Ltd	BR	Ryan Whyte	Undergrad Administration uate		1/11/2017	0.40	\$70.00	Generate WIP listing from APS for OVST for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
OVST Pty Ltd	BR	Ryan Whyte	Undergrad Administration uate		7/11/2017	0.30	\$52.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
OVST Pty Ltd	BR	Ryan Whyte	Undergrad Administration uate		18/12/2017	0.20	\$35.00	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
OVST Pty Ltd	BR	Ryan Whyte	Undergrad Administration uate		27/02/2018	0.10	\$17.50	Called the ATO to change the bank details for OVST
OVST Pty Ltd	BR	Ryan Whyte	Undergrad Administration uate		17/04/2018	0.40	\$70.00	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership.
OVST Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	2/11/2017	0.20	\$43.00	Discussion with Ainsley Watt regarding OVST BAS calculations.
OVST Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	23/11/2017	0.20	\$43.00	Reviewing Running Balance for CAC 002 and 003 regarding transfer of funds.
OVST Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	18/12/2017	0.80	\$172.00	Reviewing 5603 for future drafting, 524 done manually so needing to collate all RP in previous 524's to create summary for 5603. Requested by Ainsley Watt.

OVST Pty BR  
Ltd

Sarah Cunningham Team Administration  
Assistant

19/12/2017

0.70

\$150.50 Reviewing 5603 for future drafting, 524 done manually so  
needing to collate all RP in previous 524's to create summary  
for 5603. Requested by Ainsley Watt.

"DW-101"

Last Name Registered Name	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
Redland Bay Leisure Life Development Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	13/04/2018	0.20	\$90.00	Discussions with Tammy Nowland in relation to adding the entity to BDO's tax agent portal.
Redland Bay Leisure Life Development Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	13/04/2018	0.20	\$90.00	Email to George Lethbridge attached the ICA for the entity.
Redland Bay Leisure Life Development Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	13/04/2018	0.20	\$90.00	Discussions with Tammy Nowland in relation to adding additional CAC.
Redland Bay Leisure Life Development Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	13/04/2018	0.20	\$90.00	Email to George Lethbridge attached the additional ICA for the entity.
Redland Bay Leisure Life Development Pty Ltd	Tax	Samuel Alexander	Manager	Trade on	16/04/2018	0.30	\$135.00	Email correspondence with Ryan Whyte attaching copies of ICAs including accessing the Tax Agent Portal and confirming BAS lodgements
Redland Bay Leisure Life Development Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Trade On	23/03/2018	0.30	\$105.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Redland Bay Leisure Life Development Pty Ltd	Tax	Tammy Nowland	Team Assistant	Trade on	12/04/2018	0.20	\$30.00	Portal Support
Redland Bay Leisure Life Development Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administrati on	27/11/2017	0.50	\$175.00	Analysed previous BAS's lodged and determined further work required for amendments to BAS to be in line with appropriate tax treatment
Redland Bay Leisure Life Development Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administrati on	11/04/2018	0.20	\$70.00	bank rec
Redland Bay Leisure Life Development Pty Ltd	BR	Ainsley Watt	Senior Accountant I	Administrati on	16/04/2018	0.10	\$35.00	drafted email to Sam alexander in tax team requesting ATO portal information on outstanding and lodged BAS'
Redland Bay Leisure Life Development Pty Ltd	BR	Antoinette Fielding	Accountant II	Administrati on	19/01/2018	0.30	\$52.50	Prepared BAS & Completed Bank account reconciliation

Redland Bay Leisure Life Development Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	12/04/2018	0.40	\$70.00	Investigation into the lodged BAS's and whether there are any amendments are required so we are able to close this jobs bank account.
Redland Bay Leisure Life Development Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	12/04/2018	0.30	\$52.50	Investigation into the lodged BAS's and whether there are any amendments are required so we are able to close this jobs bank account.
Redland Bay Leisure Life Development Pty Ltd	BR	George Lethbridge	Undergraduate	Administration	18/04/2018	0.40	\$70.00	Review documentation in relation to tax refunds and BAS's. Determine if there is any outstanding BAS's and prepare the documents for finalising the controllership. Contact ATO to confirm outstanding BAS's
Redland Bay Leisure Life Development Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	1/11/2017	0.30	\$52.50	Generate WIP listing from APS for RBLLD for October 2017 for remuneration application. Export to excel and filter and edit worksheet. Send to our solicitors and print for David Whyte review.
Redland Bay Leisure Life Development Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	7/11/2017	0.20	\$35.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Redland Bay Leisure Life Development Pty Ltd	BR	Ryan Whyte	Undergraduate	Administration	18/12/2017	0.10	\$17.50	Generate Fee WIP for the period 1 November 2017 to 30 November 2017. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the 20th update report to investors.
Redland Bay Leisure Life Development Pty Ltd	BR	Sarah Cunningham	Team Assistant	Administration	18/12/2017	0.20	\$43.00	Reviewing 5603 for future drafting, reviewing figures produced from MYOB to carried forward balance from previous 524. Requested by Ainsley Watt.