

## How to do an amendment through BGL SimpleFund Desktop (pre version 2019.0)

If you apply for your actuarial certificates using the BGL integration with our website you have two options for submitting an amendment:

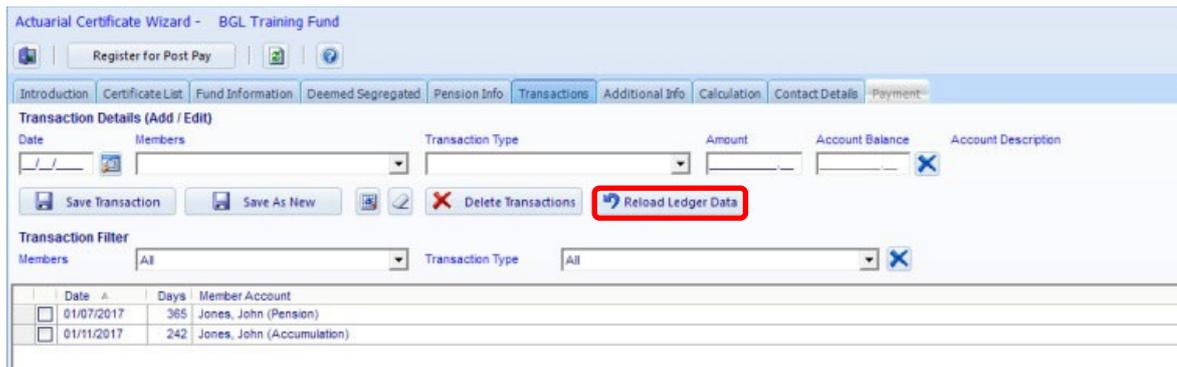
1. Complete an amendment directly through our website
2. Apply directly through BGL

If you are applying through BGL then the first step is to make the required changes within the software so that this updated information will flow through to the Accurium application form. You may be required to complete additional steps, such as rolling back a period update. Once the fund information is updated simply apply for an actuarial certificate using the normal process for your software platform and this will flow through to us as an amendment.

### Submitting an amendment using SimpleFund Desktop (pre version 2019.0)

If you are using BGL Desktop software that has not been updated to version 2019.0 then the amendment process is slightly different compared to the other software platforms.

1. Contact us, either by email or phone, so we can mark the fund requiring an amendment as available to resubmit.
2. Update the fund information as required so that the updated fund data will flow through to Accurium when applying for your amended actuarial certificate.
3. Go to your certificate list in SimpleFund and double click on the existing application row to re-access that original application.
4. Proceed through the application tabs and once you get to the transaction tab click on the 'Reload Ledger Data' button to update the fund information.



Date	Days	Member Account
<input type="checkbox"/> 01/07/2017	365	Jones, John (Pension)
<input type="checkbox"/> 01/11/2017	242	Jones, John (Accumulation)

5. If you have not updated the fund information you can also manually adjust the transactions on this page as necessary. Continue once the transactions are correct.

- When you get to the Calculation tab click the 'Resubmit Balances' button (which has replaced the 'Calculate Balances' button).

Actuarial Certificate Wizard - BGL Training Fund

Register for Post Pay

Introduction Certificate List Fund Information Deemed Segregated Pension Info Transactions Additional Info **Calculation** Contact Details Payment

Current Financial Year 01/07/2017 to 30/06/2018

**Resubmit Balances** Estimated Tax Exempt Percentage **N/A** Due to the nature of the deemed segregation period changes, the percentage is only displayed in the actuarial certificate.

Current Pension Liabilities 0.00 Average Current Pension Liabilities 0.00 Net income for period (excluding benefits paid, contributions and transfers in/out) 62,668.00  
 Total Superannuation Liabilities Excluding Net Income 0.00 Average Total Superannuation Liabilities 0.00 Segregated/Pooled Assets Excluded 0.00  
 Fund has Reserves? No

Member Name	Opening Balance (Accumulation)	Opening Balance (Pension)	Contributions / Ex Transfers In	Benefits / Ex Transfers Out	Internal Transfers In (Adjusted)	Pensions	Closing Balance	Contributions / Ex Transfers In (Weighted)
Jones, John	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Complete the checklist which come up, click 'Process' and then wait. Once complete a pop up message will let you know that the application data has been successfully sent through to us.

- Once you have been told that the application data has been sent you do not need to proceed any further, you can 'Quit' out of the application. Our SMSF team will review the application data and then email out to you the amended actuarial certificate.