



## Reporting Standard SRS 340.0

### RSE Licensee Financial Statements

#### Objective of this reporting standard

This Reporting Standard sets out requirements for the provision of information to APRA relating to the audited financial statements and reports of an RSE licensee.

It includes *Reporting Form SRF 340.0 RSE Licensee Financial Statements* and associated specific instructions.

#### Authority

1. This Reporting Standard is made under section 13 of the *Financial Sector (Collection of Data) Act 2001*.

#### Purpose

2. Information collected under this Reporting Standard is used by APRA for the purposes of prudential supervision and publication. It may also be used by the Australian Securities and Investments Commission.

#### Application

3. This Reporting Standard applies to each registrable superannuation entity (RSE) licensee (RSE licensee) in respect of its business operations<sup>1</sup>.

#### Commencement

4. This Reporting Standard commences at the start of the day after the day it is registered on the Federal Register of Legislation.

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<sup>1</sup> For the purposes of this Reporting Standard, an RSE licensee's 'business operations' includes all activities it conducts as an RSE licensee (including the activities of each RSE of which it is the licensee), and all other activities of the RSE licensee to the extent that they are relevant to, or may impact on, its activities as an RSE licensee. .

## Reporting periods

5. Reporting periods for which the RSE Licensee must provide information under this Reporting Standard and the due dates are set out in the table below.

Reporting Form	Reporting Table	Reporting Period	Due date	First reporting period
SRF 340.0 RSE licensee financial statements (SRF 340.0)	Table 1 Statement of comprehensive income	Each financial year	Within 3 months after the end of the relevant reporting period.	The first financial year ending on or after 30 June 2025
SRF 340.0	Table 2 Statement of financial position	Each financial year	Within 3 months after the end of the relevant reporting period.	The first financial year ending on or after 30 June 2025
SRF 340.0	Table 3 Statement of changes in equity	Each financial year	Within 3 months after the end of the relevant reporting period.	The first financial year ending on or after 30 June 2025
SRF 340.0	Table 4 Related Party Transactions	Each financial year	Within 3 months after the end of the relevant reporting period.  On an ad hoc basis, as requested by APRA	The first financial year ending on or after 30 June 2025

## Notices

6. If, having regard to the particular circumstances of an RSE licensee, APRA considers it necessary or desirable to obtain information more or less frequently than as provided by

paragraph 5, APRA may, by notice in writing, change the reporting periods for the particular RSE Licensee.

7. Where APRA has changed the reporting periods under paragraph 6, the RSE licensee must provide the relevant information within the time specified by the notice in writing.
8. APRA may grant, in writing, an RSE licensee an extension of a due date, in which case the new due date for the provision of the information will be the due date on the specified notice of extension.

*Note:* For the avoidance of doubt, APRA's expectation is that if the due date falls on a day other than a usual business day, an RSE licensee will submit the information required no later than the due date.

### **Form and method of submission**

9. The information required by this Reporting Standard must be given to APRA in electronic format using an electronic method available on APRA's website or by a method notified by APRA prior to submission.

### **Quality control**

10. The information provided by an RSE licensee under this Reporting Standard must be the product of systems, procedures and internal controls that have been reviewed and tested by the RSE auditor of the RSE licensee to which the information relates<sup>2</sup>. This will require the RSE auditor to review and test the RSE licensee's systems, procedures and internal controls designed to enable the RSE licensee to report reliable information to APRA. This review and testing must be done on:
  - (a) an annual basis or more frequently if necessary to enable the RSE auditor to form an opinion on the reliability and accuracy of information; and
  - (a) at least a limited assurance engagement consistent with professional standards and guidance notes issued by the Auditing and Assurance Standards Board as may be amended from time to time, to the extent that they are not inconsistent with the requirements of *Prudential Standard SPS 310 Audit and Related Matters* (SPS 310).
11. All information provided by an RSE licensee under this Reporting Standard must be subject to systems, processes and controls developed by the RSE licensee for the internal review and authorisation of that information. It is the responsibility of the Board and senior management of the RSE licensee to ensure that an appropriate set of policies, procedures and controls for the authorisation of information submitted to APRA is in place.

### **Authorisation**

12. When an officer or agent of an RSE licensee provides the information required by this Reporting Standard using an electronic format, the officer or agent must digitally sign

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<sup>2</sup> Refer also to *Prudential Standard SPS 310 Audit and Related Matters* (SPS 310).

the relevant information using a digital certificate acceptable to APRA.

13. If the information required by this Reporting Standard is provided by an agent who submits the information on the RSE licensee's behalf, the RSE licensee must:
  - (a) obtain from the agent a copy of the completed form with the information provided to APRA; and
  - (b) retain the completed copy.
14. An officer or agent of an RSE licensee who submits the information under this Reporting Standard for, or on behalf of, the RSE licensee must be authorised by either:
  - (a) the Chief Executive Officer of the RSE licensee; or
  - (b) the Chief Financial Officer of the RSE licensee.

### **Minor alterations to forms and instructions**

15. APRA may make minor variations to:
  - (a) a form that is part of this Reporting Standard, and the instructions to such a form, to correct technical, programming or logical errors, inconsistencies or anomalies; or
  - (b) the instructions to a form, to clarify their application to the form, without changing any substantive requirement in the form or instructions.
16. If APRA makes such a variation, it must notify each RSE licensee that is required to report under this Reporting Standard.

### **Interpretation**

17. In this Reporting Standard:

***APRA*** means the Australian Prudential Regulation Authority established under the *Australian Prudential Regulation Authority Act 1998*.

***Chief Executive Officer*** means the chief executive officer of the RSE licensee, by whatever name called, and whether or not he or she is a member of the Board of the RSE licensee<sup>3</sup>.

***Chief Financial Officer*** means the chief financial officer of the RSE licensee, by whatever name called.

***due date*** means the relevant due date under paragraphs 5, 7, or if applicable, paragraph 8 of this Reporting Standard.

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<sup>3</sup> Refer to *Prudential Standard SPS 510 Governance*.

***financial year*** means the financial year (within the meaning of the Corporations Act 2001) of the RSE Licensee

***reporting period*** means a period mentioned in paragraph 5, or if applicable, paragraph 6 of this Reporting Standard.

***RSE auditor*** means an auditor appointed by the RSE licensee to perform functions under this Reporting Standard.

***RSE licensee*** has the meaning given in subsection 10(1) of the SIS Act.

***SIS Act*** means *Superannuation Industry (Supervision) Act 1993*.

***SRS 101.0*** means *Reporting Standard SRS 101.0 Definitions for Superannuation Data Collections*.

18. In this Reporting Standard, unless an instrument not disallowable or a contrary intention appears, a reference to an Act, Regulation, Prudential Standard, Reporting Standard, Australian Accounting Standard or Auditing Standard is a reference to the instrument as in force or existing from time to time.
19. Where this Reporting Standard provides for APRA to exercise a power or discretion, this power or discretion is to be exercised in writing.

# Reporting Form SRF 340.0

## RSE Licensee Financial Statements

### Instruction Guide

This instruction guide is designed to assist in the completion of *Reporting Form SRF 340.0 RSE Licensee Financial Statements* (SRF 340.0). This form collects information relating to the RSE licensee's audited financial statements and reports.

#### General directions and notes

##### Reporting level

SRF 340.0 must be completed for each RSE licensee in respect of its business operations.

##### Reporting tables

Tables described in this reporting form list each of the data fields required to be reported.

##### Reporting basis and units of measurement

In completing the reporting standards, unless otherwise specifically stated, reporting RSE Licensees are to report in accordance with the relevant *Australian Accounting Standards*.

Report values in this Reporting Standard in whole Australian dollars (AUD) with no decimal place.

##### Definitions

Terms highlighted in ***bold italics*** indicate that the definition is provided in *Reporting Standard SRS 101.0 Definitions for Superannuation Data Collections* (SRS 101.0).

## Specific instructions

Table 1: Statement of comprehensive income

<b>Reporting period</b>	
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<b>Item</b>	<b>\$</b>	<b>Instruction</b>
<b>1. Revenue</b>		Report total revenue of the RSE Licensee.
1.1 Trustee service fees (superannuation related)		Report service fees related to trustee services provided by the RSE Licensee.
1.2 Trustee risk reserve fees		Report Trustee risk reserve fees paid to the trustee
1.3 Other service fees		Report service fees related to other services (non-trustee related) provided by the RSE Licensee.
1.4 Interest income		Report interest income.
1.5 Other income		Report all other income that is not reported elsewhere.
<b>2. Expenses</b>		Report total expenses.
2.1 Employee expenses		Report employee expenses, including expenses related to Executive Directors.
2.2 Directors' expenses		Report all non-Executive Director expenses.
2.3 Administration expenses		Report administration expenses (excluding occupancy expenses).
2.4 Occupancy expenses		Report occupancy expenses.
2.5 Regulatory levies or fees		Report all fees and levies paid to regulatory bodies such as APRA and ASIC.
2.6 Regulatory fines or penalties		Report all fines and penalties paid to regulatory bodies such as APRA and ASIC.
2.7 Other expenses		Report all other expenses that are not reported elsewhere.
<b>3. Net profit / (loss) before tax</b>		Report RSE licensee net profit/(loss) before tax. Report losses as a negative number.
4. Income tax expense / (benefit)		Report RSE licensee income tax/(benefit). Report benefits as a negative number.
<b>5. Net profit / (loss) after tax</b>		Report RSE Licensee Net profit/(loss) after tax. Report losses

Item	\$	Instruction
		as a negative number.
6. Other comprehensive income		Report RSE Licensee other comprehensive income.
<b>7. Total comprehensive income</b>		Report RSE Licensee total comprehensive income. Report negative income as a negative number.

**Table 2: Statement of financial position**

Reporting period	
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Item	\$	Instruction
<b>1. Total Assets</b>		Report total assets of the RSE Licensee.
1.1 Cash and cash equivalents		Report cash and cash equivalents.
1.2 Trade and other receivables		Report trade and other receivables.
1.3 Financial assets		Report financial assets.
1.4 Property, plant and equipment		Report property, plant and equipment net of depreciation.
1.5 Deferred tax assets		Report deferred tax assets.
1.6 Other assets		Report all other assets that are not reported elsewhere.
<b>2. Total Liabilities</b>		Report total liabilities of the RSE Licensee.
2.1 Trade and other payables		Report trade and other payables.
2.2 Deferred tax liabilities		Report deferred tax liabilities.
2.3 Employee benefits		Report provisions for employee benefits.
2.4 Other liabilities		Report all other liabilities that are not reported elsewhere.
<b>3. Net Assets</b>		Report the net assets of the RSE Licensee.
<b>4. Total Equity</b>		Report the total equity of the RSE Licensee.
4.1 Contributed Equity		Report contributed equity.
4.2 Trustee Risk Reserves		Report trustee risk reserves.
4.3 Other Reserves		Report all other reserves that are not reported elsewhere.
4.4 Retained earnings/(losses)		Report retained earnings/(losses). Report retained losses as a negative number.



**Table 3: Statement of changes in equity**

For each category of equity type listed in the columns of Table 3, report opening and closing balances and all movements in equity over the reporting period. For any items with nil value, report a zero number.

Reporting period					
Item	Contributed equity	Trustee risk reserve	Other reserves	Retained earnings/ (losses)	Total equity
<b>1. Balance at the beginning of the year</b>					
1.1 Total comprehensive income for the year					
1.2 Net transfers between reserves					
1.3 Payments from reserves					
1.4 Transactions with owners in their capacity as owners (includes dividends paid/payable)					
1.41 Dividends paid					
1.42 Dividends payable					
1.43 Other					
<b>2. Balance at the end of the year</b>					

**Table 4: Related Party Transactions**

Report all **Related Party** transactions, as disclosed in the RSE Licensee Annual Financial Report, which occurred between the RSE Licensee and related parties for the relevant reporting period.

Column	Field name	Unique identifier	Applicable to	Valid values	Description
1	Related Party Name	Y	All filers	Free text	Report the <b>Related Party</b> business name.
2	Related Party Australian Business Number (ABN)		All filers	ABN Integer	Report the <b>Related Party ABN</b> .
3	Related Party Relationship Type		All filers	<ul style="list-style-type: none"> <li>• <b>Parent</b></li> <li>• <b>Indirect Parent</b></li> <li>• <b>Subsidiary</b></li> <li>• <b>Indirect Subsidiary</b></li> <li>• <b>RSE</b></li> <li>• <b>Group Company</b></li> <li>• <b>Other Related Party</b></li> </ul>	Report the <b>Related Party</b> relationship type. The <b>related party</b> relationship type must reflect any relevant duty or a relevant interest in accordance with <i>Prudential Standard SPS 521 Conflicts of Interest</i> other than where <b>responsible persons</b> have a <b>relationship with the service provider</b> , regardless of whether the <b>service provider</b> or payee is a <b>related party</b> .
4	Related Party Service Type		All filers	<ul style="list-style-type: none"> <li>• <b>Administration Services</b></li> <li>• <b>Director/Committee Member Payments</b></li> <li>• <b>Marketing</b></li> <li>• <b>Membership fees</b></li> <li>• <b>Sponsorship</b></li> <li>• <b>Other payments</b></li> </ul>	Report the service type for the <b>related party</b> transaction.
5	Related Party Service Type - Other		All filers	Free text	Report the description of the 'Other' service type.
6	Payment From RSE		All filers	Whole dollars	Report the dollar value of the <b>Related</b>

Column	Field name	Unique identifier	Applicable to	Valid values	Description
	Licensee To Related Party				<i>Party</i> transaction that occurred between the RSE Licensee and <i>related party</i> during the reporting period. Report each unique combination of <i>Related Party</i> name, <i>Related Party</i> service type and payment to <i>related party</i> on a separate line.
7	Payment To RSE Licensee From Related Party		All filers	Whole dollars	Report the dollar value of the <i>Related Party</i> transaction that occurred between the RSE Licensee and <i>related party</i> during the reporting period. Report each unique combination of <i>Related Party</i> name, <i>Related Party</i> service type and payment from <i>related party</i> on a separate line.