



25 October 2010

Dear Trustee/Administrator

## SEPTEMBER 2010 APRA QUARTERLY RETURNS

APRA's records indicate that you are the trustee or administrator for a superannuation entity that is due to submit the September 2010 quarterly return to APRA. The returns are due by 4 November 2010 for superannuation entities in Northern Territory, Queensland, Tasmania, and Western Australia, and 5 November 2010 for superannuation entities in ACT, South Australia, New South Wales and Victoria.\*

### Important resources

Instructions to the forms are available on the APRA website at:

<http://www.apra.gov.au/Statistics/Finalised-Set-of-Prudential-Forms.cfm>

To help reduce the amount of data quality queries you receive, it is recommended you refer to the following guidance before submitting the annual return:

- A list of validation rules which D2A uses to validate data submitted by superannuation entities can be found at: <http://www.apra.gov.au/Statistics/upload/D2A-Validation-Rules-Super-July-2010.xls>
- Items frequently reported incorrectly in the 'other tables' of the returns, available from: <http://www.apra.gov.au/Statistics/Super-info.cfm>
- The most common errors identified in the data quality process for the June 2010 quarterly returns are outlined in [Attachment A](#).

If an item is identified to be incorrect and a resubmission of the return is required, please advise Superannuation Statistics by emailing [superstats@apra.gov.au](mailto:superstats@apra.gov.au).

If an item has been reclassified during the quarter, please resubmit previous quarterly returns to reflect the new classification of the item. This ensures consistency and accuracy across the quarterly returns and may reduce requests for clarification from APRA.

Additionally, if you confirm that data reported in the return is correct, please provide an explanation as to why the data is correct.

If you require further information, please contact the APRA Contact Centre on 1300 131 060.

Yours sincerely



Rosemary Nyul  
Manager, Data Collections Team

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\* Due dates are 25 business days from end of the reporting period. Dates given in this letter apply to superannuation entities with a reporting period end date of 30 September 2010 only. The superannuation entity's registered address determines the state of the entity.

## Attachment A

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### Data Quality

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#### The most common errors identified in the June 2010 quarterly return:

- Entities did not report 'total direct equity investments that are listed on the ASX' (SRF 110.1B, part B, item 6) equal to the 'NMV in Australia of direct holdings of equity securities of listed corporations and units in listed unit trusts' (SRF 110.0, item 3.2). APRA quarterly returns should be reported on a year to date basis.
- Entities did not report 'net assets available to pay benefits' (SRF 110.0, item 12) equal to 'total' (SRF 110.0, item 16).
- Entities did not report on a year to date basis where 'Resignation' benefit payments (SRF 100, item 5.5) decreased over the quarter.
- Entities did not report 'net assets available to pay benefits at the end of the reporting period' (SRF 100.0, item 23) plus 'other items required to reconcile' (SRF 100.0, item 23.1) equal to 'net assets available to pay benefits' (SRF 110.0, item 12).
- Entities that reported NMV of 'Total Directly Held Investments' (SRF 110.0, sum of item 3.1 to item 3.5 plus item 3.8, column 1) greater than NMV of 'Total Directly Held Investments in Australia' (SRF 110.0, sum of item 3.1 to item 3.5 plus item 3.8, column 2) should have reported 'FX gains/losses' (SRF 100.0, item 11.3) if the fund has investments whose source currency is not AUD.
- Entities did not report on a year to date basis when 'Other contribution revenue' (SRF 100, item 1.4) decreased over the quarter.
- Entities that reported a decrease in 'Other types of lump sum benefit payments' (SRF 100.0, item 5.9) over the quarter should have reported all items on SRF 100.0 on a year to date basis.
- Entities did not report total deposits, placements, loans and debt securities (SRF 110.1B, Part A, item 4) equal to total net market value of deposits, placements, loans and debt securities (SRF 110.0, item 3.1.1 plus item 3.1.2).

For a list of all current data quality queries and further information to assist with the completion of APRA reporting forms, please refer to the below link to the APRA website.

<http://www.apra.gov.au/Statistics/Super-info.cfm>