Cleardocs
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Information Checklist

Discretionary Trust Distribution Minute

To create a trust distribution minute or resolution, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Trust info

- [ ] The name of the trust.
- [ ] The date the trust was established.
- [ ] The name of the trustee(s).
- [ ] If a trustee is a company, then give:
  - its ACN.
  - the name of the director(s).

Income distribution

- [ ] Whether the trust is making an interim or final distribution for the financial year.
- [ ] For interim and final distributions, give:
  - the date period.
  - the clause number of the deed that allows the trustee(s) to distribute income.
  - whether the trustee(s) are distributing some or all of the net income of the trust.
  - names of beneficiaries and what % or amount they will receive.

Meeting or Resolution

- [ ] Give the date, time and place of meeting of directors.
- [ ] OR for circulating resolutions, state whether the company has a constitution.

Notes