

# Funeral Plan: Conduct of Business Record-keeping requirements

## Schedule 1 Recordkeeping requirements

### Sch 1.1 G

The aim of the *guidance* in the following table is to give the reader a quick overall view of the relevant record-keeping requirements.

### Sch 1.2 G

It is not a complete statement of those requirements and should not be relied on as if it were.

Handbook reference	Subject of record	When record must be made	Contents of record	Retention period
ATCS 9.1.4R(4)	Review required by ATCS 9.1.1R	Completion of review	Reason for undertaking review, conclusion and rationale for conclusion	Not specified

