

Self managed superfund Set up form (Single member)

Complete this form if you want Superannuation Accounting Services to set up a self managed superfund for you

- Set up a self managed superfund
- Trust deed
 - ABN / TFN application
 - Election to be a regulated fund (to be eligible for concessional tax treatment)

- Appoint Superannuation Accounting Services as accountant for the self managed superfund
- Preparation of financial statements
 - Audit of the fund by an approved auditor
 - Preparation of income tax and regulatory return
 - Preparation of member statements

Part 1 Your details

| | | | |
|-------------------------------|----------------------|-------------------------|----------------------|
| Name | <input type="text"/> | Telephone | <input type="text"/> |
| Address | <input type="text"/> | Telephone (after hours) | <input type="text"/> |
| | <input type="text"/> | Mobile | <input type="text"/> |
| Postal address (if different) | <input type="text"/> | Email | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |

Part 2 Preferred name of self managed superfund

Preferred name e.g. John Citizen Family Superannuation Fund

Part 3 Member

Member Mr Mrs Ms Miss

| | | | |
|-------------|----------------------|---|----------------------|
| Given name | <input type="text"/> | Date of birth | <input type="text"/> |
| Family name | <input type="text"/> | Tax file number | <input type="text"/> |
| Address | <input type="text"/> | <input type="checkbox"/> I am a trustee of the fund - complete 4A | |
| | <input type="text"/> | <input type="checkbox"/> I am a director of the trustee company - complete 4B | |

Part 4 Trustees

! Complete either 4A (individuals as trustees) or 4B (Corporation as trustee) only

4A - Individual as trustees

The single member fund must have two individual trustees. One of the trustees must be the member named in part 3 above. The other trustee must be:

- a person who is related to the member; or
- any other person, provided the member is not an employee of that person.

Provide details of the other trustee:

Other trustee Mr Mrs Ms Miss

| | | | |
|-------------|----------------------|---|----------------------|
| Given name | <input type="text"/> | Date of birth | <input type="text"/> |
| Family name | <input type="text"/> | Tax file number | <input type="text"/> |
| Address | <input type="text"/> | <input type="checkbox"/> trustee | |
| | <input type="text"/> | <input type="checkbox"/> consent obtained | |

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4B - Corporate trustee

If the single member fund is to have a corporate trustee, the member must:

- be the sole director of the trustee company;
- be related to the other director of the trustee company and there are only two directors of that company; or
- not be an employee of the other director of the trustee company and there are only two directors of that of that company.

Provide details of the corporate trustee and director(s):

Trustee company

Name of company

ABN

Registered address

Tax file number

resolved to act as trustee

Provide details of the other director. If you are the sole director, leave blank and proceed to Part 5.

Other director Mr Mrs Ms Miss

Given name

Date of birth

Family name

Tax file number

Address

director of trustee company

Part 5 Consenting to act as trustee and fund registration

I consent/ the company resolved to act as a trustee of the self managed superfund named in Part 2 of this form.
I acknowledge and agree that:

- I have read and agreed to the terms and conditions appearing on the last page of this form;
- this service is a documentation service only and not advice; and
- Superannuation Accounting Services have not reviewed my needs or the structure of the proposed fund and provide no warranty the document is suitable or appropriate for my needs or the use of the document is suitable or appropriate for my needs.

I declare that:

(individual trustees)

- I have not been convicted at any time of an offence involving dishonesty in Australia or other country;
- I have not been the subject of any civil penalty order under the Superannuation Industry (Supervision) Act; and
- I am not insolvent under administration.

(corporate trustee)

- there is no reasonable grounds to suspect that any responsible officer of the body corporate is a disqualified person;
- no receiver, or receiver and manager, has been appointed, the company has not been placed under official management, no provisional liquidator has been appointed; and
- the body corporate has not begun to be wound up.

As trustee/ director of corporate trustee of the self managed superfund named in Part 2 of this form, I hereby request and authorise Superannuation Accounting Services to complete and lodge the relevant form with the Australian Taxation Office (ATO) on my behalf to register the self managed superfund under pension power or corporation power, elect for the fund to be a regulated superfund, apply for Australian Business Number (ABN) and Tax File Number (TFN). I understand that the information on this form will be used to complete the registration with ATO and heavy penalties apply for providing false information. The application will be submitted based on the information supplied on this form.

Trustee/ Director signature

Trustee/ Director signature

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Part 6 Payment options

Direct deposit

Deposit into:

BSB: 032 718 Account: 294534
(use Trustee 1's last name as reference)

Cheque payment

Please enclose a cheque make payable to 'Superannuation Accounting Services'

Credit card

Visa Mastercard Bankcard

Card number:

| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
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Please charge

Expiry

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Signature

Checklist

- Check the form is correctly completed.
 Ensure the form is signed by each trustee.

- In order to verify identity and signature, please attach a copy of the trustee's Driver's Licence, Passport or other form of photo identification.

)] If you need help, call us on 1300 735 254.

Returning the form

Fax completed form to:
(02) 9221 0564

Post completed form to:
Superannuation Accounting Services
GPO Box 4534
Sydney NSW 2001

Hand deliver form to:
Level 5
34 Hunter Street
Sydney NSW 2000

Terms and conditions

- You confirm that you have made your own decision to set up a self managed superfund having regards to your personal financial circumstances and have obtained financial, tax, legal and other advice where necessary.
- Superannuation Accounting Services ('we', 'us', 'our') do not review the proposed trustee/s or member/s of the proposed fund. Definition and requirements of self managed superfund are available from the Australian Taxation Office website, www.ato.gov.au.
- WE DO NOT PROVIDE LEGAL ADVICE.** We are not a law firm and cannot give legal advice and we do not give legal advice.
- You acknowledge and agree that:
 - our services is a documentation service only and not advice; and
 - we do not review your needs or the structure of the proposed fund and therefore do not warrant that the document is suitable or appropriate for your needs or the use of the document is suitable or appropriate for your needs.
- You agree that you indemnify us and continually indemnify us against any liability, loss, damage or cost that you, any proposed trustee(s)/member(s) or any other person suffers because the document is not suitable or appropriate for your needs.
- Once we receive this form, we will proceed to set up a self managed superfund in accordance with the information supplied on this form.
- You authorise us to collect, use and disclose your personal information for the purpose of setting up a self managed superfund.
- We reserve the right not to set up the self managed superfund. In this case, you will not be charged any fee.
- You agree to pay us for the services provided to you within the specified period for setting up the self managed superfund in accordance with the information supplied on this form.
- You understand that our fee is not refundable.
- Excluding any warranties and conditions that cannot be excluded or limited, you agree that our liability is limited to, at our option:
 - re-providing the services;
 - payment of the cost of a service provider to re-provide the services; or
 - refunding the amount of fee paid.
- You understand that you may incur additional costs if you wish to wind-up the self managed superfund once it has been set up.