



**Self managed superfund  
Accounting and tax services appointment form**

Complete this form to appoint and request the services of Superannuation Accounting Services as accountant, tax agent and a nominee selected by Superannuation Accounting Services as auditor

*Continue from previous page...*

Trustee3

Tax file number

Date of birth  /  /

Address

Trustee 3 is a member of the fund

Trustee4

Tax file number

Date of birth  /  /

Address

Trustee 4 is a member of the fund

Director2

Tax file number

Date of birth  /  /

Address

Director 2 is a member of the fund

Director3

Tax file number

Date of birth  /  /

Address

Director 3 is a member of the fund

*Please attach additional page if insufficient space*

**Part 4 Declaration and signature**

I / We, the named trustee(s) in part 3 of this form declare that I am / we are authorised to act on behalf of the self managed superfund.

As trustee(s) of the self managed superfund, I / we appoint and request the services of Superannuation Accounting Services as accountant, tax agent and a nominee selected by Superannuation Accounting Services as auditor.

I understand that Superannuation Accounting Services may be required to liaise and lodge documents directly with the Australian Taxation Office in relation to the affairs of the self managed superfund. I / We consent to Superannuation Accounting Services doing this.

Superannuation Accounting Services and its related entities will collect, hold and use the personal information contained in this form to provide services to you and the trustee(s) of the self managed superfund.

Individual trustee / Director <input type="text"/>	Individual trustee / Director <input type="text"/>	Individual trustee / Director <input type="text"/>	Individual trustee / Director <input type="text"/>
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**Checklist**

- Ensure all details for trustee(s) / director(s) is completed and accurate. Fund's Australian Business Number (ABN) / Tax File Number (TFN) are mandatory.
- Please attach a copy of the self managed superfund's Australian Business Number (ABN) registration issued by the Australian Taxation Office.

**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

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

## **Terms of engagement**

This appointment form is to confirm our understanding of the terms of our engagement and the nature and limitations of the services that we provide.

### **Purpose, Scope and Output of the Engagement**

Superannuation Accounting Services ('we', 'us', 'our') will provide Annual Compliance Service, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures and services will be limited exclusively for this purpose only. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

This engagement includes the following only:

- Statement of Financial Position
- Operating Statement
- Notes to the Financial Statements
- Statement of Taxable Income
- Self-Managed Superannuation Fund Annual Return (SMSF tax return)
- Member's Statements, and
- Investment Schedule and Reports.

The Financial Statements, including Member's Statement and Investment Schedule and Reports, and SMSF Annual Return will be prepared for distribution to trustee/s and member/s of the fund for the agreed purpose. There is no assumption of responsibility for any reliance on our report by any person or entity other than the trustee/s and member/s. The report shall not be inferred or used for any purpose other than for which it was specifically prepared. Accordingly, our report may include a disclaimer to this effect.

### **Period of Engagement**

This engagement will commence on the date as stated on the appointment form or, if not stated, the date we receive the appointment form. The first period for which we will be responsible is as stated on the appointment form or as agreed. We will not deal with earlier periods unless you specifically ask us to do so and we agree.

### **Responsibilities**

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of the relevant professional body which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

You are responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. You are required to arrange for reasonable access by us to relevant individuals and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us.

### **Fees**

The fee arrangement is based on our published schedule of fees or as agreed. A current schedule of fees is available from our website [www.superaccounting.com.au](http://www.superaccounting.com.au) or contact us on 1300 735 254 to obtain a copy. The fee arrangement is subject to change if the following circumstances should occur: breach or possible breach, in our opinion, of superannuation laws.

We will issue a fee invoice upon completion of providing the agreed services or as agreed.

### **Limitation of Liability**

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website: <http://www.professionalstandardscouncil.gov.au>.

### **Ownership of Documents**

All original documents obtained from you arising from the engagement shall remain your property. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of Statement of Financial Position, Operating Statement, Notes to the Financial Statements, Statement of Taxable Income, SMSF Annual Return, Member's Statements and Investment Schedule and Reports, which will be supplied to you. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain our property.

### **Confirmation of Terms**

Your signature and/or acceptance of our services in conjunction with this document indicate that you understand and accept the arrangements. This will be effective for future years unless we advise you of any change.