

**PLEASE PROVIDE** (please tick)

- |   |         |
|---|---------|
| <input type="checkbox"/> New Self Managed Superannuation Fund (SMSF)                | \$495   |
| <input type="checkbox"/> Update existing SMSF deed                                  | \$495   |
| <input type="checkbox"/> Change from individual to corporate trustee                | \$275   |
| <input type="checkbox"/> New Company as SMSF trustee                                | \$800   |
| <input type="checkbox"/> New Security Trust (bare trust) and new Company as trustee | \$1,495 |

**SECTIONS OF THIS FORM TO COMPLETE**

New Self Managed Superannuation Fund (SMSF)	X		
Update existing SMSF deed		X	X
Change from individual to corporate trustee		X	
New company as SMSF trustee	X	X	
Security Trust (bare trust) and new company as trustee	X	X	X
Sections of the form to completed:	<p><b>Complete:</b></p> <input type="checkbox"/> section 1 <input type="checkbox"/> section 2 <input type="checkbox"/> section 4 <input type="checkbox"/> section 5 <input type="checkbox"/> section 6  Total cost: \$2,790	<p><b>Complete:</b></p> <input type="checkbox"/> section 1 <input type="checkbox"/> section 3 <input type="checkbox"/> section 4 <input type="checkbox"/> section 5 <input type="checkbox"/> section 6  Total cost: \$3,065	<p><b>Complete:</b></p> <input type="checkbox"/> section 1 <input type="checkbox"/> section 3 <input type="checkbox"/> section 5 <input type="checkbox"/> section 6  Total cost: \$1,990

**Section 1 - Applicant contact details**

I am a  trustee/ proposed trustee  financial adviser  other

Name <input style="width: 100%;" type="text"/>	Telephone <input style="width: 100%;" type="text"/>
Street address <input style="width: 100%;" type="text"/> <small>suburb state postcode</small>	Fax <input style="width: 100%;" type="text"/>
Postal address (if different) <input style="width: 100%;" type="text"/> <small>suburb state postcode</small>	Mobile <input style="width: 100%;" type="text"/>
	Email <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>

**Send all documents to:**

street address above  postal address above  other:

suburb state postcode

## Section 2 - New Self Managed Superannuation Fund

**Set up new self managed superannuation fund**

Proposed  
SMSF name

*e.g. The Citizen Family Superannuation Fund*

**Associated entities and persons**

The trustee of the fund will be the proposed company described in Section 4.

The individuals associated with the proposed SMSF and their roles are named in Section 6.

**Application to register for ABN, TFN and election to be a regulated superannuation fund.**

We, director or directors of the company described in Section 4, hereby request and authorise Superannuation Accounting Services to complete and lodge the relevant forms with the Australian Taxation Office (ATO) on my behalf to register the self managed superannuation fund under corporation power, elect for the fund to be a regulated superannuation fund, apply for Australian Business Number (ABN) and Tax File Number (TFN). We understand that the information on this form will be used to complete the registration with ATO and the ATO imposes heavy penalties for providing false information. The application will be submitted based on the information supplied on this form.

**Declaration**

We, director or directors of the company described in Section 4, declare that:

- (a) there is no reasonable grounds to suspect that any responsible officer of the company is a disqualified person,
- (b) 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
- (c) the company is not being wound up.

  
Signature of director  
Signature of director  
Signature of director  
Signature of director

## Section 3 - Update existing SMSF deed/ change to corporate trustee

**Update existing SMSF deed**

SMSF  
fund name

Date of  
original deed

*Leave blank if unknown*

**Change from individuals as trustee to corporate trustee (new company). Company trustee as described in section 4.**

Existing individuals as trustee

Trustee  
name

Address

  
suburb state postcode

Trustee  
name

Address

  
suburb state postcode

Trustee  
name

Address

  
suburb state postcode

Trustee  
name

Address

  
suburb state postcode

Section 3 continues on next page...

**Section 3 - Update existing SMSF deed/ change to corporate trustee /continued from previous page**

No change to trustee. Trustee details below.

Existing company acting as trustee of SMSF

Company name	<input type="text"/>	
Company ACN	<input type="text"/>	State of incorporation <input type="text"/>
Director name	<input type="text"/>	Director name <input type="text"/>
Address	<input type="text"/>	
	suburb	state      postcode
Director name	<input type="text"/>	Director name <input type="text"/>
Address	<input type="text"/>	
	suburb	state      postcode

**Section 4 - New company as SMSF trustee**

Incorporate new company to act as SMSF trustee

Preferred company name  Pty Ltd

2<sup>nd</sup> preference company name  Pty Ltd

*e.g. Citizen Family Superannuation Fund Pty Ltd*

Is the company's sole purpose to act as trustee of a superannuation fund?    Yes     No

State of incorporation

Registered Address

suburb      state      postcode

*Registered Address must be street address and not a post office box*

Does the company occupy the Registered Address?    Yes     No

Name of occupant

Is the Registered Address the Principal Place of Business?    Yes     No

Principal Place of Business Address

suburb      state      postcode

*Principal Place of Business Address must be street address and not a post office box*

**Associated persons**

The individuals associated with the proposed company is described in Section 6.

## Section 5 - Security Trust

### Security Trust (bare trust) + new Company to act as trustee of the Security Trust

Property being purchased			
	suburb	state	postcode

Name of lender			<i>Leave blank if this has not been finalised</i>
Lender ACN		Lender Address	
Loan amount	\$		

### New Company to act as trustee of the Security Trust (company details)

Preferred company name		Pty Ltd
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2 <sup>nd</sup> preference company name		Pty Ltd
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*e.g. Citizen Family Superannuation Fund Property Nominee Pty Ltd*

State of incorporation	
------------------------	--

Registered Address			
	suburb	state	postcode

*Registered Address must be street address and not a post office box*

Does the company occupy the Registered Address? Yes  No

Name of occupant

Is the Registered Address the Principal Place of Business? Yes  No

Principal Place of Business Address

suburb state postcode

*Principal Place of Business Address must be street address and not a post office box*

### Associated persons of company acting as trustee of the Security Trust

The individuals associated with the proposed company is described in Section 6.

## Section 6 - Associated persons

### Associated person 1

Title  Mr  Mrs  Ms  Miss  Other:

First names

Last name

Address   
suburb state postcode

Tax file number

Place of birth (town/state/country)   
town state country

Date of birth   
day month year

- Role**
- Self managed superannuation fund (SMSF)
    - Member of SMSF  Director of SMSF trustee company (or proposed director)
  - New company as SMSF trustee
    - Director  Secretary *Note: Associated person 1 is the default chairperson for minutes of meetings.*
    - Shareholder - Shares beneficially held?  Yes  No, held for: .....
    - Complete share details if not adopting default:*
    - Number of shares  Class of share  Paid per share
  - New company as Security Trust trustee
    - Director  Secretary *Note: Associated person 1 is the default chairperson for minutes of meetings.*
    - Shareholder - Shares beneficially held?  Yes  No, held for: .....
    - Complete share details if not adopting default:*
    - Number of shares  Class of share  Paid per share
  - Loan
    - Loan guarantor

### Associated person 2

Title  Mr  Mrs  Ms  Miss  Other:

First names

Last name

Address   
suburb state postcode

Tax file number

Place of birth (town/state/country)   
town state country

Date of birth   
day month year

- Role**
- Self managed superannuation fund (SMSF)
    - Member of SMSF  Director of SMSF trustee company (or proposed director)
  - New company as SMSF trustee
    - Director  Secretary
    - Shareholder - Shares beneficially held?  Yes  No, held for: .....
    - Complete share details if not adopting default:*
    - Number of shares  Class of share  Paid per share
  - New company as Security Trust trustee
    - Director  Secretary
    - Shareholder - Shares beneficially held?  Yes  No, held for: .....
    - Complete share details if not adopting default:*
    - Number of shares  Class of share  Paid per share
  - Loan
    - Loan guarantor

## Section 6 - Associated persons

### Associated person 3

Title  Mr  Mrs  Ms  Miss  Other:

First names

Last name

Address   
suburb state postcode

Tax file number

Date of birth   
day month year

Place of birth (town/state/country)   
town state country

**Role** → Self managed superannuation fund (SMSF)  
 Member of SMSF  Director of SMSF trustee company (or proposed director)

→ New company as SMSF trustee  
 Director  Secretary  
 Shareholder - Shares beneficially held?  Yes  No, held for: .....

*Complete share details if not adopting default:*

Number of shares  1 or:  Class of share  ORD or:  Paid per share  \$1.00 or:

→ New company as Security Trust trustee  
 Director  Secretary  
 Shareholder - Shares beneficially held?  Yes  No, held for: .....

*Complete share details if not adopting default:*

Number of shares  1 or:  Class of share  ORD or:  Paid per share  \$1.00 or:

→ Loan  
 Loan guarantor

### Associated person 4

Title  Mr  Mrs  Ms  Miss  Other:

First names

Last name

Address   
suburb state postcode

Tax file number

Date of birth   
day month year

Place of birth (town/state/country)   
town state country

**Role** → Self managed superannuation fund (SMSF)  
 Member of SMSF  Director of SMSF trustee company (or proposed director)

→ New company as SMSF trustee  
 Director  Secretary  
 Shareholder - Shares beneficially held?  Yes  No, held for: .....

*Complete share details if not adopting default:*

Number of shares  1 or:  Class of share  ORD or:  Paid per share  \$1.00 or:

→ New company as Security Trust trustee  
 Director  Secretary  
 Shareholder - Shares beneficially held?  Yes  No, held for: .....

*Complete share details if not adopting default:*

Number of shares  1 or:  Class of share  ORD or:  Paid per share  \$1.00 or:

→ Loan  
 Loan guarantor

## Section 7 - Declaration and payment

### CONSENT AND AGREEMENT

- We request Superannuation Accounting Services to act as our agent to procure the documentation, the particulars for such are provided in the relevant sections of this form.
- We confirm that all necessary consent have been obtained and is held, including consent to appointment under the *Corporations Act*, for all person/s listed on this form, and consent to Superannuation Accounting Services and/or its agent to sign the application to register new company as agent.
- We agree to the term and conditions at the end of this form (Section 10).

Date

Signature (associated person 1)

Signature (associated person 2)

Signature (associated person 3)

Signature (associated person 4)

## Section 8 - Checklist

- Check the form is correctly completed.
- Ensure the form is appropriately signed
- If setting up a new self managed superfund - 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 completing this form, call us on 1300 735 254.**

## Section 9 - Payment

- Enclosed a cheque made payable to Superannuation Accounting Services Pty Ltd

Credit card payment by:

Visa

Mastercard

Bankcard

Expiry

Card number

Please charge

\$

Signature

### RETURNING THE FORM

■ Fax completed form to:  
(02) 9221 0564

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

■ Deliver in person:  
Level 5  
34 Hunter Street  
Sydney NSW 2000

## Section 10 - Terms and conditions

1. You confirm that you have made your own decision to set up a self managed superfund (fund)/ security trust (trust) having regards to your personal financial circumstances and have obtained financial, tax, legal and other advice where necessary.
2. Superannuation Accounting Services ('we', 'us', 'our') do not review the proposed trustee(s) or member(s) of the proposed fund/ trust. Definition and requirements of self managed superfund are available from the Australian Taxation Office website, [www.ato.gov.au](http://www.ato.gov.au).
3. **WE DO NOT PROVIDE LEGAL ADVICE.** We are not a law firm and cannot give legal advice and we do not give legal advice.
4. You acknowledge and agree that:
  - (a) our services is a documentation service only and not advice, if applicable, you have checked with your lender(s) and understand that you may incur additional costs to have the documents varied for suitability and you will bear these costs; and
  - (b) we do not review your needs or the structure of the proposed fund/ trust and therefore do not warrant that the documents provided is suitable or appropriate for your needs or the use of the document is suitable or appropriate for your needs.
5. 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
  6. Once we receive this form, we will proceed to set up a self managed superfund (if applicable), proceed to incorporate the company (if applicable), and procure the relevant documents in accordance with the information supplied on this form.
  7. You authorise us to collect, use and disclose your personal information for the purpose of providing you with services.
  8. We reserve the right not to provide any services to you. In this case, you will not be charged any fee.
  9. You agree to pay us for the services provided to you within the specified period, in accordance with the information supplied on this form. A subsequent revision to the documents may incur additional charges.
  10. You understand that our fee is not refundable.
  11. Excluding any warranties and conditions that cannot be excluded or limited, you agree that our liability is limited to, at our option:
    - (a) re-providing the services/ re-procuring the documents;
    - (b) payment of the cost of a service provider to re-provide the services; or
    - (c) refunding the amount of fee paid.
  12. You understand that you may incur additional costs if you wish to wind-up the fund/ trust/ company once it has been set up incorporated.