

# Self Managed Superannuation Fund

## Administration, accounting and tax service

Complete this form to appoint Superannuation Accounting Services to look after your self managed superannuation fund's ongoing administration, accounting and taxation.

SERVICE OPTION (Please select)

- Premium SMSF service** - ongoing administration and reconciliation, access to SMSF online. Includes year-end financial accounts, member statements, tax return and arrange for the audit by an approved auditor.
- Essential SMSF service** - year-end financial accounts, member statements, tax return and arrange for the audit by an approved auditor.

### PART 1 PRIMARY CONTACT DETAILS

Title  Mr  Ms  Mrs  Miss

Given name

Surname

Address

Postal address (if different)

I am a  trustee/director

Telephone

Telephone (after hours)

Mobile

Email (required)

### PART 2 FUND DETAILS

Fund name

Fund ABN

Fund TFN

If corporate trustee

Company name

Company registered address

Company ACN/ ABN

**PART 3 TRUSTEE AND MEMBER DETAILS**

**PERSON A**

Title  Mr  Ms  Mrs  Miss

Given name  Middle name

Surname

Date of birth  TFN

Email

Residential address

Role  Member  
 Individual trustee  
 Trustee director  
Director ID

**PERSON B**

Title  Mr  Ms  Mrs  Miss

Given name  Middle name

Surname

Date of birth  TFN

Email

Residential address  same as person A

Role  Member  
 Individual trustee  
 Trustee director  
Director ID

**PERSON C**

Title  Mr  Ms  Mrs  Miss

Given name  Middle name

Surname

Date of birth  TFN

Email

Residential address  same as person A

Role  Member  
 Individual trustee  
 Trustee director  
Director ID

**PERSON D**

Title  Mr  Ms  Mrs  Miss

Given name  Middle name

Surname

Date of birth  TFN

Email

Residential address  same as person A

Role  Member  
 Individual trustee  
 Trustee director  
Director ID

If there are more than 4 associated persons, provide the details on a separate sheet of paper.

**PART 4**    **AGREEMENT AND DECLARATION**

I/We confirm that the information on this form is correct.

I/We request the services of Superannuation Accounting Services as administrator, accountant, and tax agent, subject to the *Terms of Service* that accompany this form, and agree to those terms.

I/We acknowledge and agree to the Terms of Service.

I/We authorise Superannuation Accounting Services to contact the previous administrator/ accountant to obtain the necessary records and information to enable Superannuation Accounting Services to provide the services.

It is recommended that you inform the previous administrator/ accountant of the change of service provider to Superannuation Accounting Services.

Date

Trustee/ director name

Trustee/ director name

Trustee/ director name

Trustee/ director name

Signature

Signature

Signature

Signature

**DOCUMENT CHECKLIST**

Please provide the following:

- This form completed and signed by all trustees or director(s)
- The document 'Terms of service' completed and signed by all trustees or director(s)
- For each person associated with the SMSF, certified copy of a primary photo ID such as Driver licence or passport (required for us to be able to deal with ATO on behalf of your SMSF)
- Last audited financial report (including member statement and investment schedule), tax return, and auditor's report and management letter
- Trust deed, and any amendment deed, membership form and ATO trustee declaration for each trustee/ director of the SMSF
- If corporate trustee, provide a copy of the ASIC annual statement for verification of director(s).
- Investment strategy of the SMSF

**RETURN COMPLETED FORM**

- Ensure the form is signed by all trustees or director(s).

**Post completed form**

GPO Box 7005  
Sydney NSW 2001

**If you need help completing this form,  
call us on 1300 735 254**

## TERMS OF SERVICE

### 1. Definition

**Agreement** means this agreement and any variations between Superannuation Accounting Services Pty Ltd and you.

**Essential SMSF service** means the service to prepare year-end financial accounts, member statements, tax return and arrange for the audit by an approved auditor. Our service is a Compilation Engagement service and Taxation Engagement service, and we are not providing an audit or assurance engagement service. The auditor will be from a separate firm and be responsible for their work.

**Fee schedule** means our current schedule of fees describing the fees that we will charge for our services.

**Financial year** means a year, or part year, ending on 30 June.

**Online web access** means the online SMSF information service provided as part of the Premium SMSF service available from our website, [www.superaccounting.com.au](http://www.superaccounting.com.au).

**Premium SMSF service** means the service to perform ongoing administration and reconciliation, provide you with access to SMSF online, prepare year-end financial accounts, member statements, tax return and arrange for the audit by an approved auditor. Our service is a Compilation Engagement service and Taxation Engagement service, and we are not providing an audit or assurance engagement service. The auditor will be from a separate firm and be responsible for their work.

**We, Us, Our** means Superannuation Accounting Services Pty Limited.

**You, Your** means the client named on the form titled '*Self Managed Superannuation Fund Administration, accounting and tax service*' (SA.AP rev2202) and includes the SMSF, trustees, director(s).

### 2. Terms of engagement

The terms of engagement is between Superannuation Accounting Services Pty Ltd and you.

We will provide you with the services you have selected. We will charge you, and you agree to pay us, the fees for providing you with services in accordance with our Fee Schedule.

The Premium SMSF service and Essential SMSF service are Complication Engagement and Taxation Engagement.

We will provide you with the Compilation Engagement service and Taxation Engagement services for each financial year from the date you engage our services:

Preparation of statement of financial position, operating statement and notes to these financial statements, member statement, preparation and lodgement of the SMSF tax return for your self-managed superannuation fund (SMSF), which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board.

You request and agree for us to arrange on your behalf for the audit of the SMSF to be performed by an approved auditor on our panel. The auditor will be from a separate firm and be responsible for their work. The audit will be conducted in accordance with the auditor's terms of engagement. If you prefer for the audit to be performed by an auditor you nominate (that is not on our panel), please advise us and we will assist for the audit to be conducted by your nominated auditor.

You acknowledge and understand that the extent of our work will be limited exclusively for the purpose of assisting you to satisfying your obligation to prepare financial statements under the Superannuation Industry (Supervision) Act 1993, and taxation return requirements. You acknowledge and understand that we are not providing an audit or assurance engagement service. We do not express an audit opinion or review conclusion, and no assurance is expressed. The financial statements and returns will be solely for your use and will not be distributed to other parties. There is no assumption of responsibility for any reliance on our report or returns by any person other than who they are prepared specifically for. Our engagement cannot be relied upon to disclose irregularities including fraud, defalcations, other illegal acts and errors that may exist.

In conducting this engagement, information acquired by us in the course of the engagement is subject to confidentiality requirements. You acknowledge that we utilise Cloud based software and services, which may be hosted in multiple jurisdictions, including outside Australia. We will not disclose your information to other parties except as required or allowed for by law, or with your express consent. Our files may be subject to review by the professional bodies which we belong to, which monitors compliance with professional standards by its members.

You are responsible for the reliability, accuracy and completeness of the accounting and taxation records, particulars and information provided (including any information and/or documents provided by your agent, adviser or any person or entity instructed by you), and disclosure of all material and relevant information. You confirm that all documents supplied to us, including photocopied, faxed, scanned, electronically or otherwise, are true copies and correct representations. We will rely on these information and documents. You shall ensure that you have and/or you acknowledge that you have, the information and/or original or copies of documents provided to us by your agent, adviser or person or entity instructed by you to provide information and/or documents to us. We will rely on these information and documents. You acknowledge and understand that we will rely on any information and/or documents provided to us by your agent, adviser or any person or entity instructed by you, as if the information and/or documents were provided to us directly by you.

You confirm that you have checked and verified, and shall continue to check and verify, that all assets and/or investments held by the superannuation fund are registered correctly (including, but not limited to, verification directly with banks, non-banks, financial institutions, share registries, brokers, investment managers) in the name of the trustee in trust for the superannuation fund and the superannuation fund has satisfactory title to those assets and/or investments. You acknowledge and understand that we will rely on this.

Our engagement is a compilation engagement. Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information you provide to us for the compilation engagement, or otherwise to gather evidence to express an audit opinion or a review conclusion. Accordingly, we will not express an audit opinion or a review conclusion on whether the financial statements are prepared in accordance with the basis of accounting described in notes of the financial statements.

You are responsible for the judgements needed in the preparation and presentation of the financial statements (including valuation of assets stated on the financial statements), including those for which we may provide assistance in the course of the compilation engagement.

## **TERMS OF SERVICE** continued from previous page

You are responsible for formulating and giving effect to an investment strategy. You confirm that the investment strategy is suitable for all members, and the superannuation fund's investments are made in accordance with the investment strategy. Our engagement does not include the review of your fund's investment strategy and does not include reviewing whether your fund's investments were made in accordance with the investment strategy. You acknowledge and understand this.

Any advice given to you is only an opinion based on our knowledge of your particular circumstances.

You are responsible for checking the tax return before it is signed to ensure that the information in the return is accurate.

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: <https://www.psc.gov.au> (website address may change from time to time. Contact us if you are unable to access). We notify you that "Liability limited by a scheme approved under Professional Standards Legislation."

### **3. Fees**

We will charge you the fees described in our Fee Schedule for providing you with services. The annual fee is charged for each financial year. If there are prior year(s) tax return outstanding, the annual fee applies to each of those financial year(s).

We will charge you the annual fee in instalment quarterly in advance on the first day of each quarter (January, April, July and October) by direct debit. You should ensure that there are sufficient funds in your bank account for the direct debit to be processed. We will not be responsible for any fees charged by your bank. If applicable, additional charges and other fees as described in our Fee Schedule will be charged after completion of the year-end financial accounts after 7 days by direct debit. Depending on when you engage us, the first debit may consist of prior quarterly instalment(s).

### **4. Your obligations**

The SMSF is controlled by the trustees or director(s). We do not and have no authority to deal or transact with your SMSF's assets. You agree that the activities of the SMSF will be conducted in accordance with the trust deed and all applicable laws, including the Superannuation Industry (Supervision) Act 1993 and Regulations.

You undertake to ensure that all assets and investments held by the superannuation fund are registered correctly (including, but not limited to, verification directly with banks, non-banks, financial institutions, share registries, brokers, investment managers) in the name of the trustee in trust for the superannuation fund and the superannuation fund has satisfactory title to those assets and investments.

You undertake to provide documents that we may request and explanation to our queries relating to the activities of the SMSF on a timely basis to enable us to provide services to you.

### **5. Electronic transaction data**

The use of the bank accounts, brokers or platforms that is on the list of providers that can provide us with transaction data electronically will assist us in providing more timely information on the Online access service. However, we do not endorse or recommend any of these bank accounts, brokers or platforms.

### **6. Online access**

The Online access website allows you to access information regarding your SMSF, including current investment portfolio, bank transactions, details of investment income, asset allocation and details of member benefits.

We will take reasonable steps to ensure the information provided on the website is accurate and current. However, we will not be liable for any loss or damage to you or any person resulting from:

- (a) any errors or omission in the information provided to us, including information provided by third parties, and
- (b) any delay in processing or updating the information provided or the failure by you to supply the required statement or document to allow us to process or update any information or transaction.

During peak periods and holiday periods, there may be a delay in processing or updating the information or transaction.

The completeness of the information on the online access website will depend on your investment portfolio, the availability of the information, and when the information is provided to us. The information on the Online access website is not intended to be, and should not be relied upon, for the purpose of making investment decisions. You indemnify us against all loss, damage or claims made against us as a direct or indirect result of your reliance upon the information on the Online access website.

We cannot guarantee the continuous uninterrupted online access and access may be temporarily interrupted for maintenance or other reasons. We will not be liable for any loss or damage for interruptions to online access.

There are security measures on the online access website, but we cannot guarantee that in all circumstances that the site or the information contained on the site will not be subject to unauthorised access. We will not be liable for any loss, damage or claims arising from the unauthorised access to the website.

### **7. Privacy**

We are committed to maintaining the confidentiality of your personal information. Information acquired by us while providing you with service is subject to confidentiality requirements. That information will not be disclosed by us to other parties except with your express consent or required by law.

In providing you with service, it may be necessary for us to disclose your personal information to external service providers or organisations, and you consent to us disclosing your personal information to the following external service providers and organisations: auditors, actuaries, document service provider, Government bodies or authorities, including Australian Taxation Office, and our professional advisers.

### **8. Variation and termination**

The terms of this Agreement will be effective for future years unless we advise you of any change or is terminated by either party.

We may vary the Fee Schedule or any of the terms in this Agreement at any time. We will give you 30 days' notice in writing of our intention to vary the fee arrangement or any terms before the variation takes effect.

**TERMS OF SERVICE** continued from previous page

You may terminate this Agreement by giving us 30 days written notice. However, if you terminate this Agreement during a financial year (i.e., before the end of the financial year), any fees paid for that financial year is not refundable.

We may terminate this Agreement by giving you 30 days written notice or immediately if you have failed to pay any fees or continue to breach any terms under this Agreement. Where there is any fraud, defalcations, other illegal acts, this Agreement is immediately terminated.

If we terminate this Agreement during a financial year (i.e., before the end of the financial year), at our option, we will prepare the financial accounts and tax return up to 30 June in that financial year or refund you the fees for that financial year, except where you have breached any terms or failed to pay the fees under this Agreement.

Version 3.0 (2022-02)

Fund name

Trustee/ director name

Trustee/ director name

Trustee/ director name

Trustee/ director name

Signature

Signature

Signature

Signature

Date