

EXISTING SMSF TRANSFER



Transfer details for existing fund

PROCEDURES

Completing the details in this form will enable Super Plus to check that your fund records are correct once received.

EXISTING SMSF WITH INDIVIDUAL TRUSTEES

- Complete sections A, B, C, D, F and G

OR

EXISTING SMSF WITH COMPANY TRUSTEE

- Complete sections A, B, C, D, E, F and G

AND

IF ALSO ADDING GST REGISTRATION, THEN COMPLETE:

(PAGE 6: For Individual Trustees) (PAGE 7: For Corporate Trustees)

PLEASE ENSURE ALL DETAILS ARE CLEAR AND IN BLOCK LETTERS

SUBSEQUENT PROCESS

1. Termination letter signed by trustees
2. Ethical letter sent by Super Plus to previous administrator / accountant
3. Fund records received.
4. Additional documents prepared and sent to trustee for signing:
 - Super Plus Administration Agreement
 - Macquarie CMA or DDH Graham account Application (If account not existing)
 - Macquarie CMA or DDH Graham account Third Party Authority
 - Macquarie CMA or DDH Graham account Duplicate Statement Instruction Form
 - Tax Agent Update Form
 - Information Release Authority

Disclaimer and Trustee Acknowledgement

Super Plus does not engage in legal practice. For the provision of Trust Deeds, Deed Upgrades, Deed of Appointment & Retirement and Company Constitutions, Super Plus only acts as a facilitator for the purpose of sourcing these documents as produced by a qualified legal practitioner on behalf of the SMSF Trustee. Super Plus only provides this service and the Trustee accepts this service and the documents on the basis that Super Plus fully disclaims any liability for the trustees reliance on such documents.

SECTION C: PREVIOUS ADMINISTRATOR / ACCOUNTANT

(An ethical letter will be forwarded to the previous accountant)

Contact Person: _____

Firm Name: _____

Postal Address: _____

Phone: _____ Fax: _____

Email: _____

Has the previous administrator/accountant been given notice? Yes No

If No

Is Super Plus to prepare a termination letter for the trustees to sign? Yes No

SECTION D: TRUSTEE DETAILS

TRUSTEE / DIRECTOR 1:

Title: ____ Surname: _____ First Name: _____ Other: _____

Date of Birth: ____ / ____ / ____ Place of Birth: _____

Residential Address: _____

TFN: ____ / ____ / ____ Occupation: _____

Is this person also a member? Yes No Marital Status: _____

TRUSTEE / DIRECTOR 2:

Title: ____ Surname: _____ First Name: _____ Other: _____

Date of Birth: ____ / ____ / ____ Place of Birth: _____

Residential Address: _____

TFN: ____ / ____ / ____ Occupation: _____

Is this person also a member? Yes No Marital Status: _____

Existing SMSF transfer



TRUSTEE / DIRECTOR 3:

Title: ___ Surname: _____ First Name: _____ Other: _____

Date of Birth: ___ / ___ / ___ Place of Birth: _____

Residential Address: _____

TFN: ___ / ___ / ___ Occupation: _____

Is this person also a member? Yes No Marital Status: _____

TRUSTEE / DIRECTOR 4:

Title: ___ Surname: _____ First Name: _____ Other: _____

Date of Birth: ___ / ___ / ___ Place of Birth: _____

Residential Address: _____

TFN: ___ / ___ / ___ Occupation: _____

Is this person also a member? Yes No Marital Status: _____

SECTION E: CORPORATE TRUSTEE DETAILS – If applicable

Company Name: _____

ACN: _____ TFN: _____

Date of Incorporation: _____

Address of Registered Office: _____

Phone: _____ Fax: _____

Email: _____

For the above named, existing corporate trustee

Do you wish to appoint Super Plus as the ASIC registered agent? Yes No

(Being appointed is our normal practice, unless the company is a general company used for other business trading activities).

SECTION F: DETAILS OF EMPLOYER

A SMSF member may not be an employee of another member (unless they are related).

Is any member of the fund an employee of another member: Yes No

If Yes, please provide details of members affected: _____

Company Name: _____

ACN: _____ ABN: _____

CHECKLIST

All details completed

Spelling correct and legible

SPECIAL INSTRUCTIONS

MAILING DETAILS

Please return the completed form to: Super Plus Australia Pty Ltd.

Only for adding GST registration to an existing SMSF

INDIVIDUAL TRUSTEES

As part of the ATO GST registration process the following questions are asked, to avoid any problems at the time of registration please answer the questions below.

The principle (first/main trustee) should **complete one of these forms confirming the answers are correct for all trustees.**

Super Plus default is to not GST register the SMSF. Extra fees may apply to GST registered funds

Do you require your fund to be registered for GST? There may be an additional administration cost if GST registered. Not compulsory where fund income (GST Turnover) less than \$75,000 pa (Turnover excludes dividends, unit trust distributions, interest & contributions)	Yes	No
Does the Regulated Self-Managed Superannuation Fund intend to be a self managed superannuation fund for 12 months or longer?	Yes	No
Have any of the trustees been convicted of an offence in respect of dishonest conduct in the Commonwealth, or any State, Territory or foreign country?	Yes	No
Has a civil penalty order ever been made in relation to any of the trustees?	Yes	No
Are any of the trustees an un-discharged bankrupt?	Yes	No
Have any of the trustees been notified that they are a disqualified person by the Regulator (the Tax Office of Australian Prudential Regulation Authority)?	Yes	No

If you answered Yes to any question, (except 12 months or longer question) please provide details:

The trustee(s) declare the information and answers provided for all trustee(s)/director(s) in this form to be true and correct and authorise Super Plus Australia Pty Ltd to take all necessary steps to register this SMSF as a complying superannuation fund. The Trustee(s) agree and accept the disclaimer on page 1 of this order form regarding the provision of legal documents.

Print Name

Signature

Date

Only for adding GST registration to an existing SMSF

CORPORATE TRUSTEE

As part of the ATO GST registration process the following questions are asked, to avoid any problems at the time of registration please answer the questions below.

The principle (first/main director/chairperson) should **complete one of these forms confirming the answers are correct for all directors.**

Super Plus default is to not GST register the SMSF. Extra fees may apply to GST registered funds.

Do you require your fund to be registered for GST? There may be an additional administration cost if GST registered. Not compulsory where fund income (GST Turnover) less than \$75,000 pa (Turnover excludes dividends, unit trust distributions, interest & contributions)	Yes	No
Does the Regulated Self-Managed Superannuation Fund intend to be a self managed superannuation fund for 12 months or longer?	Yes	No
Does the company know or have reasonable grounds to suspect that a person who is, or is acting as, a responsible officer of the body corporate is a disqualified person?	Yes	No
Has a receiver, or a receiver and manager, of the company been appointed?	Yes	No
Has the company been placed under official management?	Yes	No
Has a provisional liquidator of the company been appointed?	Yes	No
Is the company being wound up?	Yes	No

If you answered Yes to any question, (except 12 months or longer question) please provide details:

The trustee(s) declare the information and answers provided for all trustee(s)/director(s) in this form to be true and correct and authorise Super Plus Australia Pty Ltd to take all necessary steps to register this SMSF as a complying superannuation fund. The Trustee(s) agree and accept the disclaimer on page 1 of this order form regarding the provision of legal documents.

Print Name

Signature

Date