

**SELF MANAGED SUPERANNUATION FUND
ADMINISTRATION APPLICATION
A.T PARTNERS**

FUND DETAILS

Name of Fund
(as appears on deed)

Fund Start date/...../..... ABN TFN

Contact Name

Postal Address

.....

Contact Numbers (H) (F) (M)

Fund Email address

GST Registered Yes/No Do you require our firm to be your BAS Agent Yes/No

Do you require use of our PO Box Service YES (\$16.50pm) NO

TRUSTEE DETAILS

Corporate (Complete A & B)
Individual (Complete B only)

A Corporate Trustee

Company Name

Registered Address

ACN (n/a for new company's) ABN GST Yes/No

B Individual Trustees (Full Legal Names)

Trustee ☐ Member ☐ Director ☐ Shareholder ☐

Title Surname First

Other Names Place of Birth (Suburb)

Address

(no Po Box)

D.O.B/...../..... TFN Segregated Account Yes/No

Individual Trustees cont... (Full Legal Names)

Trustee ☐ Member ☐ Director ☐ Shareholder ☐
Title Surname First
Other Names Place of Birth (Suburb)
Address
(no Po Box)
D.O.B/...../..... TFN Segregated Account Yes/No

Trustee ☐ Member ☐ Director ☐ Shareholder ☐
Title Surname First
Other Names Place of Birth (Suburb)
Address
(no Po Box)
D.O.B/...../..... TFN Segregated Account Yes/No

Trustee ☐ Member ☐ Director ☐ Shareholder ☐
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(no Po Box)
D.O.B/...../..... TFN Segregated Account Yes/No

Trustee ☐ Member ☐ Director ☐ Shareholder ☐
Title Surname First
Other Names Place of Birth (Suburb)
Address
(no Po Box)
D.O.B/...../..... TFN Segregated Account Yes/No

An ATO regulated self managed superannuation fund is a superannuation fund regulated by the ATO. For funds other than single member funds, a SMSF is one where:

- there are fewer than 5 members
- all members are trustees, or directors of the trustee company
- there are no trustees or directors who are not members, and
- there are no members who are employees of other members (unless they are relatives).

For funds that are single member funds, an SMSF is one where:

- if the fund has a corporate trustee:
 - the members must be the sole director of the company; or
 - the member must be one of only two directors where the other director is a relative, or
 - the member must be one of only two directors and not an employee of the other director; or

FINANCIAL DETAILS *Must be completed (insert N/A if not required)

Year-end Financials to be completed by A.T Partners

(e.g. 2017 to 2018 for multiple years or just the last year required) to

PREVIOUS ADMINISTRATOR

Company

Contact Name

Address

Contact Phone (.....) Fax (.....)

ADVISOR DETAILS

Company

Contact Name

Address

Contact Phone (.....) Fax (.....)

PAYMENT	Cost\$	Total\$
Base administration fee	\$1,544	\$1,544
Annual Audit (standard fee)	\$385	\$385
Setup Fee	\$220	\$.....
Segregated Account (if required)\$990 x		\$..... New
Box Service	\$198	\$.....
Total:		<u>\$.....</u>

Segregated Accounts are a Market Linked Pension, Allocated Pension, Accumulation Account or any account that requires segregation of assets. If Segregation is not elected you may require an Auctorial Certificate annually which will be billed separately.

Please mail to: A.T Partners, PO Box 815 Endeavour Hills VIC 3802

Please attach a cheque payable to "AT Partners Accountants"

OR - Payment can also be made by EFT to 182-512 961889847 (please put fund name as reference)

DOCUMENTS TO BE SUPPLIED

*Copies are acceptable except for bank statements, originals will be returned

Trust Deed (Plus any amendments)	<input type="checkbox"/>
Member applications	<input type="checkbox"/>
Beneficiary Nomination	<input type="checkbox"/>
Last year's Minutes	<input type="checkbox"/>
Member statements for last financial year	<input type="checkbox"/>
Consent by Trustee to accept members	<input type="checkbox"/>
Prior Year financials	<input type="checkbox"/>
Prior year tax return	<input type="checkbox"/>
Prior Year audit report	<input type="checkbox"/>
Investment Details	<input type="checkbox"/>
Pension documentation (If applicable)	<input type="checkbox"/>
Roll Over forms (If applicable)	<input type="checkbox"/>
Actuarial Certificate (Pensions only if applicable)	<input type="checkbox"/>
Bank Statements for last financial year	<input type="checkbox"/>

Bank Data

Please note that a direct feed from any ANZ/Etrade account, Macquarie CMA and Adelaide Bank will populate our administration systems. Direct CSV format uploads can be done from NAB & WBC. All other bank data has to be supplied via our template to avoid manual entry and Bank reconciliation fees.

CONSENTS & APPLICANTS SIGNATURE

You consent for A.T Partners becoming your Corporate Trustee’s registered agent.
You consent for an authorised representative of A.T Partners being granted registry access to your fund. You agree to the terms and conditions in this form.

...../...../...../...../.....
...../...../...../...../.....

TERMS & CONDITIONS

Agree to be bound

Please read and make sure you understand these terms before subscribing to the administration, compliance, tax and audit services of A.T Partners Accountants & Business Advisers Pty Ltd (ACN 150 795 716). The Website (www.atpartners.com.au) is provided by A.T Partners, and may be used for information and enquiry purposes only. Your use of the Website or use of materials from the Website signifies your acceptance of and agreement to the terms and conditions of this notice. If you do not agree to be bound by these terms and conditions please do not subscribe to our service.

Changes

A.T Partners reserves the right to change, modify, add or remove any portion of these Terms and Conditions in whole or in part, at any time. Changes in these Terms and Conditions will be effective when notice of such change is notified. Your continued use of our service without objection after any changes to the Terms and Conditions are notified will be considered acceptance of those changes. A.T Partners may terminate, change, suspend or discontinue any aspect of this service, including the right to refuse administration of an account, at any time. In this event a pro-rata of paid/accrued fees paid will be refunded or billed.

Jurisdiction of Law

These Terms and Conditions of use shall be governed by the laws of the State of Victoria.

Privacy

A.T Partners is committed to providing the highest quality of service within a trusted environment. Please read the privacy policy statement on our website to understand how your personal information will be treated when you use this site and our service.

Fees

A yearly charge, known as the Annual Subscription, is agreed to as published in the Fee Schedule unless otherwise notified of the variation. This fee includes administration, compliance and regulatory return. The Audit fee will be charged separately at a fixed cost of \$385 any audit contraventions will be billed separately by an independent auditor. Other services will be quoted separately. The fees are subject to change.

The Annual Subscription is billed in in annually or monthly via direct debit.

The annual ATO & ASIC levy is a separate fee paid to the respective governing bodies. This is not paid out of our fee. All PO Box services will be billed separately on an annual basis.