

# Fund Establishment Request

SC no. (office use only)

Campaign Code (if applicable)

## The Service

### About the service

Our Fund Establishment only service includes everything you need to get your SMSF up and running and includes:

- Super Concepts' comprehensive and highly flexible SMSF Trust Deed
- Member packs (including application forms, pro-forma Product Disclosure Statements and binding death nomination forms) and
- Relevant letters, minutes & templates (including a sample fund investment strategy)

If you require a Sole Purpose SMSF Trustee Company to be incorporated, Super Concepts can facilitate this process for you. Simply complete the relevant sections on the application form and pay the additional fee.

If you require annual accounting, regulatory and ATO compliance services, please follow the 'Get Started' link on our website [www.superconcepts.com.au](http://www.superconcepts.com.au)

### For more information

If you have any questions about the service or completing this form

Visit our website [www.superconcepts.com.au](http://www.superconcepts.com.au)

Call us on 1800 625 644

Email us at [trusteeservices@superorganised.com.au](mailto:trusteeservices@superorganised.com.au)

## Applying for the service

### Complete this form

- Please write clearly and use black pen to complete the form.
- Please mark boxes like this  with a ✓ or ✗.
- Where you see a box like this  skip to the section shown.
- Please ensure that you complete all required sections, provide all supporting documents and have signed and dated this form.

### Return this form

By mail: Super Concepts  
PO Box 324  
North Sydney NSW 2059

By fax: 03 9560 2438

By email: [trusteeservices@superorganised.com.au](mailto:trusteeservices@superorganised.com.au)

## 1. Fund details

Any name can be used, but it is best to keep it simple and concise. Please be very precise in relation to spelling and use of capital letters, abbreviations and spaces. Full stops should be avoided. It is not necessary to include 'The' as the first word of your fund name.

Fund name

Commencement date<sup>1</sup>

/ /

<sup>1</sup> If the fund has a Corporate Trustee this date cannot be prior to the Company incorporation date. Unless specified otherwise, the commencement date will be the date the fund is established by Super Concepts.

## 2. Fund Trustee details



Individual Trustee/s – Go to Section 5

or



Existing Trustee Company – Go to Section 3



New Trustee Company – Go to Section 4

### 3. Existing Fund Trustee Company details

Full company name											
ACN				-				-			

Please attach a copy of the current ASIC company statement to confirm Directors and registered office details.



[Go to Section 5](#)

### 4. New Sole Purpose SMSF Trustee Company details

Please do not use this service if you wish to order a Company for purposes other than being a trustee of a SMSF.

- It is your responsibility to ensure that your company name does not conflict with any existing company name, business name, trade mark or domain name. Please refer to the ASIC Check Name Availability Search and to IP Australia’s Trade Mark On-line Search System for assistance.
- If the preferred company name is identical to that of an Australian registered business and the owner(s) of that business is one of the Directors below, the business number and registered state must be supplied in order to complete incorporation
- The Company will be registered with ASIC as a Sole Purpose SMSF Trustee Company.
- Ordinary Shares on issue will be allocated to each Director in equal proportions.
- A Company Seal will not be issued (not required under the Corporations Act 201).
- Each person must provide their written consent to act as a Director and Shareholder prior to appointment.
- The company must keep the consents and agreements.

Preferred company name				Pty Ltd
Alternate preferred name				Pty Ltd
Registered business number		State of registration		
Registered office address				
Name of occupier				
Principal business address				

By signing, each person nominated in Section 5, consents to act as Director of the Sole Purpose SMSF Trustee Company.

## 5. Fund Structure

A self managed fund is limited to four (4) members or less and **all** members must be Trustees as individuals or as Director/s of a Trustee Company. The first named Director will be appointed as Public Officer and Secretary where a new SMSF Trustee Company is requested.

If the fund has only one member and the Trustee is **not** a company there **must** be **one other individual Trustee**. Alternatively, where there is a **Corporate Trustee**, a **second Director** can be appointed. This person can be a relative **or** any other person who is not an employer of the member.

### Trustee 1

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No
Name					
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female
Residential address					
Phone					
Email					
Tax File Number			-		-
Date of birth		/		/	
Place of birth					
	City	State		Country	
Signature	<input type="checkbox"/>				<b>Note:</b> A signature and place of birth is only required if a New Sole Purpose SMSF Trustee Company is being established in Section 4.

### Trustee 2

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No
Name					
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female
Residential address					
Phone					
Email					
Tax File Number			-		-
Date of birth		/		/	
Place of birth					
	City	State		Country	
Signature	<input type="checkbox"/>				<b>Note:</b> A signature and place of birth is only required if a New Sole Purpose SMSF Trustee Company is being established in Section 4.

## 5. Fund Structure (continued)

### Trustee 3

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company			
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No			
Name								
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female			
Residential address								
Phone								
Email								
Tax File Number			-		-			
Date of birth		/		/				
Place of birth								
	City		State		Country			
Signature	<input checked="" type="checkbox"/>				<b>Note:</b> A signature and place of birth is only required if a New Sole Purpose SMSF Trustee Company is being established in Section 4.			

### Trustee 4

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company			
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No			
Name								
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female			
Residential address								
Phone								
Email								
Tax File Number			-		-			
Date of birth		/		/				
Place of birth								
	City		State		Country			
Signature	<input checked="" type="checkbox"/>				<b>Note:</b> A signature and place of birth is only required if a New Sole Purpose SMSF Trustee Company is being established in Section 4.			

## 6. Delivery – Fund Establishment Kit & Company Incorporation Kit (if applicable)

Please select your preferred format:

<input type="checkbox"/>	Electronic (soft copy)	or	<input type="checkbox"/>	Hardcopy
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## 7. Fees (prices quoted are inclusive of GST)

The fees for this service are as follows:

	Fee
Fund Establishment service	\$485
Establishing a Sole Purpose Company to act as Trustee	\$880
<i>Optional</i> Hard Copy delivery of documents	\$50

## 8. Payment details

### Cheque

Please enclose a cheque made payable to **"Super Concepts Pty Ltd"**

### Credit Card

Type of card	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	Amount	
Credit card number			CVV	<input type="text"/>
Expiry date	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Name on card				
Signature	<input type="text"/>			

### Electronic Funds Transfer (EFT)

Account Name: Super Concepts  
BSB: 032 099  
Account number: 615086  
Please quote: Your Superannuation Fund Name (as detailed in **section 1**)

## 9. Primary Contact details

These details will be used for all correspondence, contact, delivery and billing purposes.

Trustee

Nominated Representative e.g. Adviser (please specify)

Name			
Company			
Dealer Group			
Address			
Postal Address			
Phone	<input type="text"/>	Fax	<input type="text"/>
		Mobile	<input type="text"/>
Email			

## 10. Checklist

Before submitting your application please ensure you have:

Attached a copy of the current ASIC statement (if you answered "Existing Trustee Company" in **section 3**)

Completed all member details, including signatures, if you are establishing a new Sole Purpose Trustee Company (refer to **sections 4 & 5**)

Completed a Third Party Authority if you wish to nominate an additional contact where a Trustee is the Primary Contact (refer to **section 9**)

**Important Note:** Providing incomplete details will delay the processing of your application. Please ensure that you have completed all relevant sections and provided all additional information where required.

## 11. Declaration

By signing below, I, on behalf of the trustees (or prospective Trustees) of the Fund:

- declare that I am authorised to make declarations on behalf of the persons (and prospective Trustees) named in this application form.
- declare that the information completed on this Application Form is complete and to the best of my knowledge, accurate and correct. To the extent that any information is subsequently identified as incorrect or found to be omitted from this Application Form, I authorise Super Concepts to correct any errors and complete any omissions on this Application Form, following my confirmation (either orally or in writing);
- acknowledge that I have read and understood the Terms and Conditions for the Service and the Service Material, as updated from time to time and agree to be bound by them;
- have read and understood the Fee Schedule applicable for the Services, found at [www.superconcepts.com.au](http://www.superconcepts.com.au) as updated from time to time and agree to be bound by them;
- authorise the collection, use and disclosure of my personal information for the purpose of the assessment of the application and if accepted, the management and administration of services in which I have applied. I understand that unless I consent to the collection, use and disclosure of this information, Super Concepts will not be able to process my application or deliver the relevant Service(s);
- understand that Super Concepts may routinely disclose my personal information to third parties such as: organisations undertaking compliance functions of Super Concepts' information; organisations maintaining Super Concepts' information technology system; authorised financial institutions; organisations providing mailing and printing services and my nominated representative (if applicable); and,
- accept that Super Concepts or any of its related bodies corporate may send me information about its services from time to time. I understand that I may notify Super Concepts of my decision not to receive further information by contacting Super Concepts directly.
- If you are applying to set up a new Company to act as Holding Trustee, by signing below:
  - I confirm that the persons named above have consented to act as a Director of the Holding Trustee Company.
  - I confirm that no person has become disqualified from acting as a director of the Holding Trustee Company.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	<input type="text"/>										