

Fund Restructure Request

SC no. (office use only)

Campaign Code (if applicable)

The Service

About the service

Any changes to your fund (e.g. new fund name, adding or removing trustees, replacing individual trustees with a corporate trustee, etc.) must be properly documented to meet legislative, regulatory and audit requirements. The restructure service provides you with:

- Appropriate minutes, letters and consents
- ATO and ASIC notifications as required

For more information

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

Visit our website

www.superconcepts.com.au

Call us on

1800 625 644

Email us at

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

1. Fund details

Fund name

Commencement date

/

/

ABN

-

-

-

Was the existing Trust Deed established or amended by Super Concepts?

Yes

Please state the Super Concepts Fund ID:

No

Please attach a copy of the fund's Trust Deed together with minutes or other documentation relating to variations to fund name, structure or membership.

2. Restructure details

Please indicate the reasons for the Trust Deed restructure and complete the relevant sections.

Fund Details

Change fund name - Go to Section 3

Trustee Changes

Appoint Corporate Trustee – Go to Section 4

Resign Corporate Trustee – Go to Section 5.1

Appoint New Trustee/s or Director/s – Go to Section 4.3

Resign Existing Trustee/s or Director/s – Go to Section 5.2

Member Changes

Admit New Member/s – Go to Section 4.3

Resign Member/s – Go to Section 5.2

Other Services

Update Trust Deed - Go to Section 6

3. Change Fund name

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

Current Fund name

New Fund name

Go to Section 6

4. Trustee Changes – Appointing

Appoint Existing Corporate Trustee and resign Individual Trustees – Go to Section 4.1

Establish and appoint New Corporate Trustee and resign Individual Trustees – Go to Section 4.2

Appoint Individual Trustees and resign Corporate Trustee – Go to Section 4.3

4.1 Appoint an Existing Company as Trustee

Please complete if you are appointing an existing Company to act as Trustee of your SMSF

Full company name

ACN

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

Go to Section 4.3 to complete Director / Member details

4.2. Establish & appoint a New Sole Purpose SMSF Trustee Company details (additional fees apply)

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 Trustee nominated in Section 4.3, consents to act as Director of the Sole Purpose SMSF Trustee Company.



[Go to Section 4.3 to complete Director / Member details](#)

4.3. Appointing – new Individual Trustee/s, Director/s and Fund Member/s

Effective date of appointment			/			/				
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Trustee 1 / Director 1

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company	or
	<input type="checkbox"/>	Legal personal representative	or	<input type="checkbox"/>	Enduring Power of Attorney	
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No	
Name						
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female	
Residential address						
Tax File Number			-			-
Date of birth			/			/
Place of birth						
	City		State		Country	
Signature	<input type="text"/>				Note: A signature and place of birth is only required if a New Sole Purpose SMSF Trustee Company is being established in Section 4.2.	

5. Trustee Changes - Resigning

Effective date of resignation / /

5.1 Resign Corporate Trustee

Full company name

ACN - -

5.2 Resign – Individual Trustee/s, Director/s and Fund Member/s

Trustee 1 / Director 1

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company	or
	<input type="checkbox"/>	Legal personal representative	or	<input type="checkbox"/>	Enduring Power of Attorney	
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No	
Name	<input type="text"/>					
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female	
Residential address	<input type="text"/>					
If deceased, Date of Death	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>

Trustee 2 / Director 2

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company	or
	<input type="checkbox"/>	Legal personal representative	or	<input type="checkbox"/>	Enduring Power of Attorney	
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No	
Name	<input type="text"/>					
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female	
Residential address	<input type="text"/>					
If deceased, Date of Death	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>

Trustee 3 / Director 3

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company	or
	<input type="checkbox"/>	Legal personal representative	or	<input type="checkbox"/>	Enduring Power of Attorney	
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No	
Name	<input type="text"/>					
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female	
Residential address	<input type="text"/>					
If deceased, Date of Death	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>

5.2 Resign – Individual Trustee/s, Director/s and Fund Member/s (continued)

Trustee 4 / Director 4

Capacity	<input type="checkbox"/>	Individual Trustee	or	<input type="checkbox"/>	Director of Trustee Company	or
	<input type="checkbox"/>	Legal personal representative	or	<input type="checkbox"/>	Enduring Power of Attorney	
Fund member	<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No	
Name						
Gender	<input type="checkbox"/>	Male	or	<input type="checkbox"/>	Female	
Residential address						
If deceased, Date of Death			/			/

6. Upgrade Trust Deed (additional fees apply)

Would you like to upgrade your Trust Deed to reflect the Fund Restructure Yes or No

7. Fees (prices quoted are inclusive of GST)

The fees for this service are as follows:

	Fee
Fund Restructure	\$110 for each change
Additional Fees	
Upgrade an earlier version of the Super Concepts Trust Deed	\$220
Upgrade from a non-Super Concepts Trust Deed	\$330
Corporate trustee incorporation	\$880
Optional 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

Mastercard

Visa

Amount

Credit card number

CVV

Expiry date

/

Name on card

Signature

x

Electronic Funds Transfer (EFT)

Account Name: Super Concepts Pty Ltd

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

Fax

Mobile

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 4.1)	<input type="checkbox"/>
Completed all member details, including signatures if you are establishing a new Sole Purpose Trustee Company (refer to sections 4.2 & 4.3)	<input type="checkbox"/>
Completed a Third Party Authority if you wish to nominate an additional contact where a Trustee is the Primary Contact (refer to section 9)	<input type="checkbox"/>
Please provide a copy of the Enduring Power of Attorney if being appointed	<input type="checkbox"/>

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