

NEW FUND

Super Fund Order Form

Version 6.2

ACTIONS REQUIRED

SUPER FUND ORDER FORM

• **COMPLETE PAGES 2– 3 & 7 TO ORDER A NEW FUND WITH INDIVIDUAL TRUSTEES**
OR

- **COMPLETE ALL SECTION PAGES 2 – 6 & 8 IF THERE IS A CORPORATE TRUSTEE**

THEN

- **COMPLETE SECTION C, IF AN EMPLOYER IS TO CONTRIBUTE TO THE FUND**
- **SIGN ORDER FORM ON PAGE 6 SECTION F**
- **COMPLETE & SIGN DISCLOSURE -if applicable, see form (PAGE 7: For Individual Trustees) (PAGE 8: For Corporate Trustees)**
- **POST THE COMPLETED FORM WITH PAYMENT TO:**

Super Plus Australia Pty Ltd
GPO Box 734
BRISBANE QLD 4001

Ph: (07) 3211 8766

Fax: (07) 3211 8799

SUBSEQUENT PROCESS

The Trust Deeds & associates minutes for the establishment of the superannuation fund will be sent to the Trustees for signing. In addition, the following documents will also be enclosed for signing:

- Super Plus Administration Agreement
- Macquarie Cash Management Trust Application (If account not existing)
- Macquarie Cash Management Trust Redemption Authority
- Macquarie Cash Management Trust Duplicate Statement Instruction Form
- Tax Agent update forms

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.



Super Fund Order Form – New Fund

PLEASE: Complete all details clearly in block letters

Name of Fund: _____

Date of Commencement _____ / _____ / _____ or leave undated

(if no date is inserted, we will use the date all documents are prepared)

Trustee type: Individuals Company

DO YOU INTEND TO USE SUPER PLUS ACCOUNTING & ADMINISTRATION SERVICE:

Yes No

SECTION A: ADVISOR/PERSON ORDERING DEED

(Documents, invoice and receipts will be directed C/- this person, unless otherwise stated)

Person Ordering the Deed: _____

Firm Name (if applicable): _____

Postal Address: _____

Phone: _____ Fax: _____

Email: _____

PAYMENT DETAILS

Trust Deed & Set-up \$600 + GST Deferred Settlement **

(When the SMSF is setup via an Adviser registered with Super Plus, a deferred settlement option is available for the Trust Deed/Set-up fee (not for company trustee portion of cost as shown below), this is then settled from rollover/contributions when received – to a maximum of 90 days delay) NOT AVAILABLE FOR DIRECT CLIENTS**

Trustee Company \$700 + GST (\$730 as no GST on ASIC fee)

Trust Deed /Set-up & Trustee Company \$1,300 + GST (\$1,390 as no GST on ASIC fee)

PAYMENT OPTIONS

Cheque payable to Super Plus Australia Pty Ltd for \$ _____

Charge my credit card for the amount of \$ _____

MasterCard Visa Bankcard (please circle one)

Name on Card: _____ Expiry Date: _____

Signature: _____

Card Number:

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Please note that as Trustees of the self-managed superannuation fund you may reimburse yourself for the cost of establishment of the fund, once sufficient monies have been rolled over .

Super Fund Order Form – New Fund

SECTION B: DETAILS OF EACH INDIVIDUAL TRUSTEE AND/OR MEMBER (Complete Fully)

TRUSTEE / DIRECTOR 1:

Title: _____ Surname Name: _____ 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 Name: _____ 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 3:

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

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

Residential Address: _____

TFN: ____ / ____ / ____ Occupation: _____

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

Super Fund Order Form – New Fund

SECTION C: DETAILS OF EACH EMPLOYER THAT CONTRIBUTES TO THE FUND

Name of Employer: _____

ACN: _____ ABN: _____

IS ANY MEMBER OF THE FUND AN EMPLOYEE OF ANOTHER MEMBER: Yes No

If Yes, please provide details: _____

Address of Registered Office: _____

Name of Employer: _____

ACN: _____ ABN: _____

IS ANY MEMBER OF THE FUND AN EMPLOYEE OF ANOTHER MEMBER: Yes No

If Yes, please provide details: _____

Address of Registered Office: _____

SECTION D: TRUSTEE DETAILS IF USING EXISTING COMPANY AS TRUSTEE

If the trustee is a Company already incorporated then complete section D (i) only.

If the trustee is a new company then complete section E only.

SECTION D (i): TRUSTEE INFORMATION FOR AN EXISTING COMPANY

Company Name: _____

ACN: _____ TFN: _____

Date of Incorporation: _____ / _____ / _____

Address of Registered Office: _____

Phone: _____ Fax: _____

Email: _____

ARE ALL THE DIRECTORS THE SAME AS THE PEOPLE LISTED IN SECTION B?

Yes No

If No, please provide details of variance:

Super Fund Order Form – New Fund

SECTION E: COMPANY DETAILS – FOR NEW COMPANY ORDER ONLY

Name of Company (1st Preference): _____

Name of Company (2nd Preference): _____

REGISTERED OFFICE FOR COMPANY – (IF NOT TO BE SUPER PLUS OFFICE)

Street Address: _____

Suburb/City: _____ State: _____ Postcode: _____

Phone: _____ Fax: _____

Email: _____

DETAILS OF EACH DIRECTOR – AS PER PEOPLE IN SECTION B

DIRECTOR 1:

Full Name: _____

Paid up \$1 per share OR: \$_____ **If not stated 1 (Ord or A) share \$1 paid up value will be used.**

Number of Shares: _____ Class of Share: _____

Position(s) Held: Shareholder Secretary Public Officer

DIRECTOR 2:

Full Name: _____

Paid up \$1 per share OR: \$_____ **If not stated 1 (Ord or A) share \$1 paid up value will be used..**

Number of Shares: _____ Class of Share: _____

Position(s) Held: Shareholder Secretary Public Officer

DIRECTOR 3:

Full Name: _____

Paid up \$1 per share OR: \$_____ **If not stated 1 (Ord or A) share \$1 paid up value will be used.**

Number of Shares: _____ Class of Share: _____

Position(s) Held: Shareholder Secretary Public Officer

DIRECTOR 4:

Full Name: _____

Paid up \$1 per share OR: \$_____ **If not stated 1 (Ord or A) share \$1 paid up value will be used.**

Number of Shares: _____ Class of Share: _____

Position(s) Held: Shareholder Secretary Public Officer



INDIVIDUAL TRUSTEES SMSF TRUSTEE DISCLOSURE

Only for a New SMSF or adding GST registration to an existing SMSF

As part of the establishment of your new SMSF, Super Plus Australia Pty Ltd registers your fund for an ABN and TFN with the ATO. During this process the questions listed below need to be answered.

The principle (first/main trustee/chairperson) should **complete one of these forms confirming the answers are correct for all trustees** and submit with your superannuation set-up forms.

Super Plus default is to not GST register the SMSF

Do you require your fund to be registered for GST? Yes No
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)

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 trustees/members 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 Trustees agree and accept the disclaimer on page 1 of this order form regarding the provision of legal documents.

Name: Trustee/Chairperson

Signature



CORPORATE TRUSTEE SMSF TRUSTEE DISCLOSURE

Only for a New SMSF or adding GST registration to an existing SMSF

As part of the establishment of your new SMSF, Super Plus Australia Pty Ltd registers your fund for an ABN and TFN with the ATO. During this process the questions listed below need to be answered.

The principle (first/main director/chairperson) should **complete one of these forms confirming the answers are correct for all directors** and submit with your superannuation set-up forms.

Super Plus default is to not GST register the SMSF

Do you require your fund to be registered for GST? Yes No
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)

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 Director(s) declare the information and answers provided for all trustees/members 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 Director(s) agree and accept the disclaimer on page 1 of this order form regarding the provision of legal documents.

Name: Director/Chairperson

Signature