

Fund Establishment Service – Heffron Administration Clients

By completing this form, you will provide all the information we need in order to set up a new self managed superannuation fund and appoint us as the fund’s administrator. As part of our service, we:

- provide a Trust Deed for the Fund (developed in conjunction with a lawyer specialising in estate planning and specific to self managed superannuation funds), along with all relevant minutes and declarations for signing by the various parties;
- provide the ATO’s Trustee declaration for signing by the trustee;
- complete member applications for signing and include a Member Product Disclosure Statement;
- document an investment strategy (if requested);
- complete forms to open a cash management account (if requested);
- prepare an administration service agreement and appointment minutes for signing;
- electronically complete and lodge the Fund’s application for an ABN, TFN, GST registration (if required) and Election to be regulated;
- check that all relevant pages have been signed and any necessary information completed; and
- present the completed documents in a Master File with our SMSF Guide.

The cost of this service is **\$715** (including GST). If Heffron is also facilitating the establishment of a trustee company the total cost (including fund establishment) is **\$1,430** (including GST). Please see payment options below and **send completed form and documents to docprep@heffron.com.au**. Your adviser / accountant may also charge a fee for their work in relation to establishing your Fund. If this is the case, they will disclose this fee to you.

Confirmation and Acceptance of Terms

I confirm that the information on this form is correct and I have completed the payment details below. *Please note that payment must accompany all requests* (an invoice will be provided in due course).

Name & Signature:

Invoice in the name of:

Payment Details

Please find a cheque attached

A Direct Debit agreement is in place in the name of:.....

Account Holder’s Signature:

Please charge the following credit card:

MasterCard Visa **Amount:**.....

Cardholder’s full name:

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry Date: _ _ / _ _

Cardholder’s Signature:

Section A: Contact Details

Person Ordering the Service – documents (hard and soft copy) will be forwarded to this person.

Name:

Name of Firm:

Postal Address:

Contact Number: Fax:

Email:

Section B: Heffron Administration Service Details

Where we act as the Administrator, we would normally set up a Macquarie Cash Management Account (to be the Fund’s bank account) at the same time as establishing the Fund.

Please tick this box if you would like us to set up a Macquarie CMA for the Fund – Advisers please note your Dealer **name and code** () and Adviser **name and code** ()

Please indicate below the service components you require (note additional fees apply for those components marked with * – please refer to our Administration Service fee schedule):

- Wrap/Audited Platform fund assets will be invested exclusively in an audited platform/wrap
- Fund Balance net assets of the fund will be less than \$500,000 (accumulation phase)
- Pension Administration* applicable if any of the fund members are converting to pension phase this financial year
- GST Registered* applicable if the fund will be registered for GST (refer to GST section below)
- Mailbox Service* applicable if we are to act as the mailing address for the Fund

Additional Comments:

Section C: Fund and Trustee Details

Name of Fund:

Commencement Date (if you wish to specify, otherwise leave blank):/...../.....

Please Indicate Trustee Type (circle) - Corporate Trustee or Individual Trustees

Please tick this box if you would like Heffron to facilitate the establishment of a sole purpose superannuation fund trustee company. **Please note two alternate names for the company below.**

Trustee Company Name:

Alternate Trustee Company Names (if applicable):

ACN: Date of Incorporation:

Address of Registered Office:

Please note: unless advised otherwise, if Heffron is facilitating the establishment of the company, it will be incorporated on the assumption that each member/director will be issued with 1 x \$1 share and Member 1 (overleaf) will be the Company Secretary, Signing Officer and Public Officer.

Section D: Member Details – If there are more than two members/trustees please copy this page.

Member 1

Title: _____ Mr/Mrs/Miss/Ms/Dr Sex: _____ Male/Female

First Name: _____ Middle Name: _____ Surname: _____

Street Address: _____

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

TFN: ____/____/____ Ph number: _____

Please indicate: a member of the Fund? a trustee (or a director of a trustee company)?

Member 2

Title: _____ Mr/Mrs/Miss/Ms/Dr Sex: _____ Male/Female

First Name: _____ Middle Name: _____ Surname: _____

Street Address: _____

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

TFN: ____/____/____ Ph number: _____

Please indicate: a member of the Fund? a trustee (or a director of a trustee company)?

Section E: GST Registration

Superannuation funds are generally not required to register for GST voluntarily, however, if the fund *does* register it will be able to claim “reduced input tax credits” on some of the GST it pays to its various suppliers.

Do you wish to register this fund for GST? Yes (Monthly) Yes (Quarterly) Yes (Annually)
 No

Please note: unless advised otherwise, if Heffron is registering the fund for GST, it will be on a non-cash basis with a GST turnover of \$0-\$74,999 & will not be importing goods/services into Australia.

Section F: Investment Objective & Strategy

Under superannuation law, trustees are required to have a documented investment strategy. Whilst our fund establishment service is not designed to provide investment advice (and should not be construed to) we are able to document an investment strategy on your behalf. Please tick the appropriate box below to indicate your preference:

- No investment strategy is required – this will be attended to separately by the trustee
- Please document an investment strategy based on the following information:

Please Complete the following table:

Investment Objective measurement term	Rolling _____ year periods
Investment Objective	Exceed inflation by _____% or more before tax and expenses
Fund Benefit Phase	Accumulation/Pension/Both
Will the Fund invest in derivatives?	Yes/No
Expected level of contributions and rollovers (combined) over the term specified above	\$
Expected level of payments (lump sum and/or pension) over the term specified above	\$

Section F: Investment Objective & Strategy continued

Please complete the table below to specify investment ranges for the Fund.

Note that the ranges¹ can be changed by resolution at any time – they are not binding, they are merely an expression of the trustee’s intention. Note also that you will need to ensure that the Trust Deed for the Fund permits the Trustee to invest in the asset classes outlined below.

Asset Class	Range %
Australian Equities	___ to ___%
International Equities	___ to ___%
Australian Property	___ to ___%
Australian Fixed Interest	___ to ___%
International Fixed Interest	___ to ___%
Cash	___ to ___%
Other, please specify	___ to ___%

Section G: Trustee Declaration – If there are more than two trustees please copy this page.

All trustees (or directors of the trustee company) must sign this declaration to authorise Heffron to establish the Fund and to lodge the ‘ABN registration and Notice of Election for Superannuation Funds’ form on their behalf.

Authorisation to Establish

I/We the trustee(s) or director(s)/secretary of the corporate trustee hereby authorise Heffron to establish a self managed superannuation fund for us with the information provided to them for this purpose.

I/We understand that unless we have specifically obtained a Statement of Advice from Heffron recommending the establishment of a self managed superannuation fund, Heffron has not reviewed my/our circumstances to determine whether or not such a fund is appropriate and they have simply established the fund in accordance with my/our instructions or instructions from my/our adviser(s).

Notice of Election

I/We the trustee(s) or director(s)/secretary of the corporate trustee of _____ (insert fund name) Superannuation Fund elect that the Superannuation Industry (Supervision) Act 1993 is to apply in relation to the Superannuation Fund and understand that the election is irrevocable.

ABN Registration

I/We authorise Heffron to complete an electronic application to register the Fund with the government body responsible for Self Managed Superannuation Funds (Australian Taxation Office) as a Regulated Self Managed Superannuation Fund.

I/We declare that the Fund is entitled to registration and understand that the application will be completed based on the information provided on this form, which is accurate and complete.

Privacy

I/We understand that the collection of information on this form by the Australian Business Registrar and the Commissioner of Taxation is authorised by taxation law for the administration of those laws and I/We understand that some of this information may be made publicly available and some may be passed onto other government agencies.

Name (Trustee/Director 1):

Signature:

Name (Trustee/Director 2):

Signature:

¹ Note that whilst there is nothing specific in the legislation, the Regulator has indicated that they do not consider the trustee has met its obligations if the investment strategy is simply a range of 0% to 100% across every asset class.