

Request to Establish New SMSF (TS Admin System)



This form requests Tranzact Super ('TS') to establish a SMSF where TS is to be appointed to attend to the fund's administration and compliance requirements.

TS encourages you to seek Financial Advice prior to establishing a SMSF to ensure that a SMSF is the right type of superannuation fund for you. You should also read our [Information About our SMSF Regulatory Compliance & Administration Services Document](#) & the [Strategist SMSF Trust Deed Product Disclosure Statement](#) prior to completing this request form.

Do not use this form to transfer an already established SMSF to the TS admin system. Please use the "[Existing Fund Transfer Request](#)" form.

If you are establishing a SMSF that will not be administered by TS, please use the "[New Fund Only Establishment](#)" form.

Section 1 - Fund Name

Tip - it is best to keep the name short and unique e.g. "J & B Brown Super Fund" rather than "Brown Super Fund". There is also no need to start the name with "The" or use full stops.

Fund Name:

For a New Fund please specify date of commencement, if required ^{1,2}:

1. If no date is inserted we will leave the documents undated.
2. Where the SMSF has a corporate trustee, this date cannot be prior to the Company date of incorporation

Section 2 – Trustee Selection (Individual or Corporate)

The trustee of the SMSF can be either individuals or a company (additional fees apply). For a discussion on the individual versus corporate trustee option please [click here](#).

Please select type of trustee and complete the relevant section:

Individuals (complete section 4)

Corporate (complete section 3)

Section 3 – Corporate Trustee

If the Trustee is an existing Company complete Section 3(a)

If the Trustee is a new Company to be established complete Section 3(b)

Section 3(a) – Existing Company to act as Trustee

Company Name:

ACN:

Street Address of Registered Office:

Date of Incorporation

Will you be transferring the Registered Office and ASIC Registered Agent requirements to Tranzact Super (applicable fee applies)?

Yes

No

Section 3(b) – New SMSF Sole Purpose Trustee Company

Company Name 1st Preference:

Company Name 2nd Preference:

As this Company is to act as Trustee for a Super Fund it is advisable to make it similar to the Super Fund name, e.g. “J & B Brown Pty Ltd” for the “J & B Brown Super Fund”. Please note that we cannot guarantee the availability of any particular name as this is controlled by ASIC.

Unless otherwise advised, shares in the corporate trustee will be issued equally to all directors.

Will Tranzact Super act as ASIC Registered Agent and Registered Office for this company (applicable fee applies)?

Yes

No

If No, please advise details of ASIC Registered Agent & Registered Office Address:

ASIC Registered Agent:

Registered Office Street Address:

Section 4 – Member of SMSF

A SMSF cannot have more than 4 members at any given time and all members must be either a trustee of the fund or a director of the fund’s corporate trustee. Special rules apply for single member funds. Further, a member cannot be employed by another fund member unless they are relatives. For more details of structure of a SMSF please [click here](#).

Member 1: Individual Trustee Director of Corporate Trustee

Mr Mrs Ms Miss Dr Other : _____

Last Name: First Name/s:

Street Address:

Date of Birth: Place of Birth (Town, State & Country)

Tax File Number: Occupation:

Member 2: Individual Trustee Director of Corporate Trustee

Mr Mrs Ms Miss Dr Other : _____

Last Name: First Name/s:

Street Address:

Date of Birth: Place of Birth (Town, State & Country)

Tax File Number: Occupation:

Member 3: Individual Trustee Director of Corporate Trustee

Mr Mrs Ms Miss Dr Other : _____

Last Name: First Name/s:

Street Address:

Date of Birth:

Place of Birth
(Town, State &
Country)

Tax File Number:

Occupation:

Member 4: Individual Trustee Director of Corporate Trustee

Mr Mrs Ms Miss Dr Other : _____

Last Name:

First Name/s:

Street Address:

Date of Birth:

Place of Birth
(Town, State &
Country)

Tax File Number:

Occupation:

Section 4(a) – Single Member SMSF with Individual Trustees

Where a fund has only one member and has chosen not to have a corporate trustee, there must be one other individual trustee (other than the single member). Where the trustee is a company, you can choose to nominate a second person as a director. Again, the second person cannot have an employer/employee relationship with the single member, unless they are a relative. For more details please refer to the [Trustee Decision Tree](#) on our website.

2nd Trustee 2nd Director of Corporate Trustee

Mr Mrs Ms Miss Dr Other : _____

Last Name:

First Name/s:

Street Address:

| | | | |
|------------------|----------------------|--|----------------------|
| Date of Birth: | | Place of Birth (Town, State & Country) | |
| Tax File Number: | <input type="text"/> | Occupation: | <input type="text"/> |

Section 4(b) – Use of Legal Personal Representative

The superannuation law allows a person, other than a member, to act as trustee or director of the corporate trustee where they are the member's Legal Personal Representative. This includes: a parent or guardian for a child under age; Where a person is under a legal disability; or a person who holds an Enduring Power of Attorney ('EPOA') for the member.

Where you are requesting the establishment of a SMSF, with more than one member) with a person(s) acting as trustee or director of the corporate trustee, other than a member(s), please advise details so we can ascertain if it is compliant with the relevant superannuation law. Please note that we may request further details or documents (eg copy of EPOA).

Details:

Section 5 – Tranzact Super's Regulatory Compliance & Administration Service

Tranzact Super provides you with either a 24/7 or an annual regulatory compliance and administration service. Full details of these services and applicable fees are available from our website www.tranzactottalsuper.com.au or by [clicking here](#).

Please select one of the following services:

- 24/7 - this service involves ongoing information processing during the year with the results posted to the web. It is most suitable for Funds that do not have Wrap investments and where the adviser/trustee is prepared to provide a constant flow of information to TS. This can be achieved by TS becoming the postal address for all fund assets. We will request information on a regular basis if TS has not been made the postal address for fund assets.
- Yearly - this service involves the progressive processing of Fund information as received at various stages during the year - monthly, quarterly or half yearly. Results are not posted to the web. We require information to be forwarded to us on a progressive basis during the year.

A complete Regulatory Compliance & Administration Agreement, including the terms and conditions of our appointment, will be sent to you for your execution.

Section 6 – Adviser & Contact Details

Where the fund has an Intermediary (eg Financial Adviser or Accountant), all contact and correspondence will be via the Intermediary. Please provide details of the Intermediary below.

Where there is no Intermediary, that is a 'Direct Trustee', please provide detail of a contact person to whom all queries and correspondence can be directed, eg a trustee. Please note that a different fee schedule for on-going regulatory compliance and administration for a fund without an Intermediary.

Intermediary or
Direct Trustee
Name:

Intermediary
Firm Name:

Intermediary
Dealer Group:

Please nominate a contact in your office to whom we should direct ongoing administration:

Name:

Email:

Phone Number:

Section 7 – Confirmation & Declaration

On behalf of the trustee(s) (or prospective trustee(s)) of the SMSF:

- I/we are authorised to confirm details and make declarations on behalf of the trustee(s) (or prospective trustee(s));
- That the details provided in this request form are correct and accurate, to the best of my/our knowledge;
- Acknowledge that I/we have read and understood the fees for the service chosen and other applicable fees, as outlined on the [Tranzact Super website](#), as updated from time to time;
- Acknowledge that I/we have read and understood the terms and conditions as outlined in the [Information About our SMSF Regulatory Compliance & Administration Services Document](#)

& the [Strategist SMSF Trust Deed Product Disclosure Statement](#), which is available on the Tranzact Super website;

- Authorise TS to nominate a Tax Agent for the fund and for the said Tax Agent to lodge an Application for Tax File Number (TFN); Australian Business Number (ABN); and register for the Goods & Services Tax (GST) System;
- Understand that the services chosen is provided in accordance with the information provided in this form and the current terms and conditions;
- Where I/we have requested the incorporation of a SMSF Sole Purpose Trustee Company, that:
 - I/we confirm that the person(s) nominated to act as a Director/Office Holder/Member of the SMSF Sole Purpose Trustee Company have consented to do so;
 - I/we confirm that no person nominated would be disqualified from acting as a director or other office holder of the trustee company.
- I/we agree to the following establishment fees:

| | | | |
|--|-------|-------------------------------------|---------------------------|
| Establishment Fee (mandatory) | \$465 | <input checked="" type="checkbox"/> | |
| New Deed (mandatory) | \$520 | <input checked="" type="checkbox"/> | |
| New SMSF Sole Purpose Trustee Company (optional) | \$960 | <input type="checkbox"/> | please select if required |

NOTE: All the above fees must accompany this application either by way of a cheque or by credit card authority.

Payment Method: Cheque Master Card Visa Card

Fund Name:

Card Holder Name:

Credit Card No: Expiry Date:

Signature:

NB: A payment other than from the Fund will be regarded as a non-concessional contribution to the member with the largest account balance.

Signature

Print Name: _____

If you have any questions regarding our services or this application please feel free to contact our office 1800 644 804 or via contact@tranzacttotalsuper.com.au

www.tranzacttotalsuper.com.au