

# SMSF ESTABLISHMENT SERVICE FORM



Complete and return this form to Heffron at: [dss@heffron.com.au](mailto:dss@heffron.com.au) OR PO Box 200 Maitland NSW 2320

**Our Fund Establishment Service offering includes the following options** (Please indicate the required options)

<b>\$715 Fund Establishment Service</b>
Delivery: Hard copy documents delivered in a professional Master file
Document inclusions: SMSF Trust Deed, Minutes, Trustee Consent Letter, ATO Trustee Declaration(s), Member Application(s), PDS, Death Benefit Nominations and Investment Strategy, if requested
Signing, dating and witnessing requirements individually marked to minimise risk of error
Full review of correct execution of documents
Heffron to apply for ABN, TFN and election to be regulated

<b>\$715 Special Purpose SMSF Trustee Company Establishment Service</b>
Delivery: Hard copy documents delivered in a professional Master file
Document inclusions: Various Consent Notices and Minutes, Company Constitution, Share Application(s) and Share Certificate(s)
Signing, dating and witnessing requirements individually marked to minimise risk of error
Registration of the Special Purpose Company with ASIC

## SECTION A: ACCOUNTANT/ADVISER DETAILS (Please start at Section B if not applicable)

Contact Person	Company		
Postal Address			
Suburb	State	Postcode	
Phone	Email		
Mobile Phone	Cc Email		
Please select how you would like to receive the	Email	OR	Post
Please select who should receive the documents	Accountant/Adviser	OR	Trustee 1

## SECTION B: HEFFRON ADMINISTRATION SERVICE DETAILS

<b>Fund Package Type</b>	Streamlined	Standard	Advanced
<b>GST Registration</b>	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?	No	Yes, Quarterly	Yes, Annually
Please note: unless advised otherwise, if Heffron is registering the fund for GST, it will be on a cash basis with a GST turnover of \$0-\$74,999 & will not be importing goods/services into Australia			
<b>Mailbox Service</b> – only applicable if we are to act as the mailing address for the Fund	Yes, Mailbox		

**Investment 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 assist the trustee to document an investment strategy in order to comply with the superannuation law

No investment strategy is required – this will be attended to separately by the trustee

Please provide a blank investment strategy

**Macquarie Cash Management Account**

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

Heffron to set up a Macquarie CMA for the Fund.

Dealer Name		Dealer Code	
Adviser Name		Adviser Code	

**SECTION C: FUND AND TRUSTEE DETAILS**

Fund Name (case sensitive)			
Establishment Date (if you wish to specify, otherwise leave blank)			
Individual Trustees (Proceed to Section C)			
Existing Corporate Trustee (Please attach a copy of the latest ASIC company statement. A fee may apply if not provided)			
Name		ACN	
Registered Office Address			
Suburb		State	Postcode
New Corporate Trustee (Heffron are instructed to establish a special purpose company to act as Trustee of the			
Preferred Name			
Alternate Name			
Registered Office Address			
Suburb		State	Postcode
ASIC requires full <u>physical</u> address details and will not accept a PO Box, property name or Mail Service number. If rural property, please provide the name of the access road to the property			
Occupier (if not the company)			
Principal Place of Business			
Suburb		State	Postcode
If the same as the Registered Office Address, please write "As above"			
Shareholding	No. of Shares per director		
Unless specified otherwise, each director will be issued with 1 x \$1 ordinary share			

## SECTION C: INDIVIDUAL DETAILS (tick all that apply)

<b>INDIVIDUAL 1</b>	Member	Individual Trustee	Director	Secretary	Public Officer (Note that 1 director must be the Company's representative to the ATO)
Full Legal Name					Title
Gender			Date of Birth		TFN
Residential Address					
Suburb			State		Postcode
Postal Address	As above				
Suburb			State		Postcode
Email					
Phone				Mobile	
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)					
Place of Birth (Country, State, Suburb) Only complete if a new Corporate Trustee is being established					
<b>INDIVIDUAL 2</b>	Member	Individual Trustee	Director	Secretary	Public Officer (Note that 1 director must be the Company's representative to the ATO)
Full Legal Name					Title
Gender			Date of Birth		TFN
Residential Address					
Suburb			State		Postcode
Postal Address	As above				
Suburb			State		Postcode
Email					
Phone				Mobile	
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)					
Place of Birth (Country, State, Suburb) Only complete if a new Corporate Trustee is being established					
If requesting a Macquarie Cash Management Account, please provide the following information					
Mother's Maiden Name			Occupation		

**Note: if there are more than two individuals please copy this page**

## SECTION E: DECLARATIONS (REQUIRED IN ALL CASES)

The member(s) and trustee(s) or director(s) of the corporate trustee hereby:

- declare that the information provided on this form is true and correct
- in the case of a new Corporate Trustee (if applicable):
  - instruct Heffron to arrange for the establishment of special purpose company to act as Trustee of the Fund

- declare that the director(s), secretary(ies) and shareholder(s) on this form have consented in writing to their appointment (as required by the Corporations Act)
- authorise Heffron to provide any relevant information to 3<sup>rd</sup> parties in relation to the establishment of this company, and appoint such 3<sup>rd</sup> party as an agent to sign and lodge the Application for Registration of the company
- instruct Heffron to establish an SMSF and any other requested services with the information provided to them for this purpose, and agree to pay for the services requested on this form
- acknowledge and understand that unless a Statement of Advice from Heffron recommending the establishment of an SMSF has been obtained, Heffron has not reviewed my / our circumstances to determine whether or not such a fund is appropriate and have simply established the fund and provided the requested services in accordance with my / our instructions or instructions from my / our adviser(s)
- declare that:
  - the Fund is established on the establishment date as outlined above and / or as specified in the executed Trust Deed that established the Fund
  - the Fund's sole purpose is to provide superannuation benefits to members upon reaching a prescribed age or upon their retirement or death or other cessation of employment
  - the Fund holds an asset (either tangible or intangible) on the establishment date
  - the Fund is entitled to an ABN and I / we confirm my / our understanding of our ABN obligations
  - the Fund is an Australian resident for tax purposes
- elect that the Superannuation Industry (Supervision) Act 1993 is to apply in relation to the Fund, and understand that this election is irrevocable
- declare that the Fund intends to be an SMSF for 12 months or longer
- declare that no individual trustee / director or secretary of the Corporate Trustee:
  - has been convicted of an offence in relation to dishonest conduct in the Commonwealth or any state or territory or foreign country
  - has ever had a civil penalty order made against them
  - is an undischarged bankrupt
  - has been notified that they are a disqualified person by the ATO or APRA
- in the case of a Corporate Trustee only, declare that:
  - it has no grounds to suspect that a director or secretary is a disqualified person
  - a receiver or receiver and manager has not been appointed to the company
  - the company has not been placed under official management nor has a provisional liquidator been appointed
  - the company is not being wound up
- authorise and instruct Heffron to lodge an on-line ABN & TFN application / Notice of Election on behalf of the Fund based on the information provided on this form which is true and correct
- acknowledge that each trustee / director of the corporate trustee is aware that a trustee declaration must be signed within 21 days of commencing duties

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Signature of person authorised to make the above statements on behalf of the member(s) and trustee(s) or director(s) of the corporate trustee

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Print name

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Date

## SECTION F: PRIVACY STATEMENT

Heffron SMSF Solutions is committed to protecting the privacy and rights of its customers. Our [Privacy Policy](#) contains important information about how we collect, hold, use and disclose personal information. If you have questions or wish to make a complaint, please contact our Privacy Officer at Heffron SMSF Solutions, PO Box 200, MAITLAND NSW 2320, or via email at [privacy.officer@heffron.com.au](mailto:privacy.officer@heffron.com.au).

## SECTION H: PAYMENT DETAILS REQUIRED

Amount: \$		Credit Card	
Cardholder's Name:		Card Number:	
Exp Date:		CCV:	
EFT Transfer	BSB: 082 691 Account: 561309446	Direct Debit Authority in place	
<i>Please attach transaction receipt of payment to service form as confirmation of payment</i>			