

SELF MANAGED SUPERANNUATION FUND ADMINISTRATION APPLICATION

FUND DETAILS

Name of Fund
(as appears on deed)

Fund Start date / / ABN TFN

Contact Name

Postal Address

Contact Numbers (H) (F) (M)

Fund Email address

GST Registered Yes/No Do you require our firm to be your BAS Agent Yes/No

Do you require use of our PO Box Service YES (\$220) NO

TRUSTEE DETAILS

Corporate (Complete A & B)
 Individual (Complete B only)

A Corporate Trustee

Do you require this company to be registered? YES (\$840) (New Corporate Trustees only)
 NO

Existing and New corporate trustees are required to complete this section

Company Name

Registered Address

ACN (n/a for new company's) ABN GST Yes/No

Company Seal required Yes/No (\$55)

B Individual Trustees (Full Legal Names)

New Super Fund Registration YES (\$550) NO

Trustee Member Director Shareholder

Title Surname First

Other Names Place of Birth (Suburb)

Address

(no Po Box)

D.O.B TFN Segregated Account Yes/No

your super admin

Administration • Compliance • Tax • Audit

Individual Trustees cont... (Full Legal Names)

Trustee Member Director Shareholder

Title Surname First

Other Names Place of Birth (Suburb)

Address

(no Po Box)

D.O.B/...../..... TFN Segregated Account Yes/No

Trustee Member Director Shareholder

Title Surname First

Other Names Place of Birth (Suburb)

Address

(no Po Box)

D.O.B/...../..... TFN Segregated Account Yes/No

Trustee Member Director Shareholder

Title Surname First

Other Names Place of Birth (Suburb)

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D.O.B/...../..... TFN Segregated Account Yes/No

Trustee Member Director Shareholder

Title Surname First

Other Names Place of Birth (Suburb)

Address

(no Po Box)

D.O.B/...../..... TFN Segregated Account Yes/No

An ATO regulated self managed superannuation fund is a superannuation fund regulated by the ATO. For funds other than single member funds, a SMSF is one where:

- there are fewer than 5 members
- all members are trustees, or directors of the trustee company
- there are no trustees or directors who are not members, and
- there are no members who are employees of other members (unless they are relatives).

For funds that are single member funds, an SMSF is one where:

- if the fund has a corporate trustee:
 - the members must be the sole director of the company; or
 - the member must be one of only two directors where the other director is a relative, or
 - the member must be one of only two directors and not an employee of the other director; or

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FINANCIAL DETAILS *Must be completed (insert N/A if not required)

Year end Financials to be completed by Your Super Admin

(e.g. 2004 to 2005 for multiple years or just the last year required) to

Prior administration is charged at \$1,430 per year

PREVIOUS ADMINISTRATOR

Company

Contact Name

Address

Contact Phone (.....) Fax (.....)

ADVISOR DETAILS

Company

Contact Name

Address

Contact Phone (.....) Fax (.....)

PAYMENT

Cost\$

Total\$

Base administration fee	\$1,920 (Annual fee is billed in 2 instalments)	
First Instalment	\$930	\$930.....
Setup Fee	\$220	\$220.....
Segregated Account (if required)	\$990 x	\$.....
New Trust Deed (if required)	\$550	\$.....
Company Setup (if required)	\$840	\$.....
Company Stamp (if required)	\$55	\$.....
Prior Year Administration	\$1,430 x No.	\$.....
PO Box Service	\$220	\$.....
	Total:	<u>\$.....</u>

Segregated Accounts are a Market Linked Pension, Allocated Pension, Accumulation Account or any account that requires segregation of assets. If Segregation is not elected you may require an Auctorial Certificate annually which will be billed separately.

Please mail to: Your Super Admin, Reply Paid 367, Pascoe Vale South, VIC 3044

Please attach a cheque payable to "YOUR SUPER ADMIN PTY LTD"

OR - Payment can also be made by EFT to 183-334 123523698 (please put fund name as reference)

Bpay: Biller Code 20206 Ref 123523698

Please print and attach a copy of your payment receipt

DOCUMENTS TO BE SUPPLIED

*Copies are acceptable except for bank statements, originals will be returned

- Trust Deed (Plus any amendments)
- Member applications
- Beneficiary Nomination
- Last years Minutes
- Member statements for last financial year
- Consent by Trustee to accept members
- Prior Year financials
- Prior year tax return
- Prior Year audit report
- Surcharge statements
- Pension documentation (If applicable)
- Roll Over forms (If applicable)
- Actuarial Certificate (Pensions only if applicable)
- Bank Statements for last financial year

Bank Data

Please note that a direct feed from any ANZ/Etrade account, Macquarie CMT and Adelaide Bank will populate our administration systems. Direct CSV format uploads can be done from NAB & WBC. All other bank data has to be supplied via our template to avoid manual entry and Bank reconciliation fees.

CONSENTS & APPLICANTS SIGNATURE

You consent for Your Super Admin becoming your Corporate Trustee's registered agent.

You consent for an authorised representative of Your Super Admin being granted registry access to your fund.

You agree to the terms and conditions in this form.

...../...../.....

...../...../.....



TERMS & CONDITIONS

Agree to be bound

Please read and make sure you understand these terms before subscribing to the administration, compliance, tax and audit services of Your Super Admin Pty Ltd (ACN 120 784 223). The Website (www.yoursuperadmin.com.au) is provided by Your Super Admin Pty Ltd, and may be used for information and enquiry purposes only. Your use of the Website or use of materials from the Website signifies your acceptance of and agreement to the terms and conditions of this notice. If you do not agree to be bound by these terms and conditions please do not subscribe to our service.

Changes

Your Super Admin reserves the right to change, modify, add or remove any portion of these Terms and Conditions in whole or in part, at any time. Changes in these Terms and Conditions will be effective when notice of such change is notified. Your continued use of our service with out objection after any changes to the Terms and Conditions are notified will be considered acceptance of those changes. Your Super Admin may terminate, change, suspend or discontinue any aspect of this service, including the right to refuse administration of an account, at any time. In this event a pro-rata of paid/accrued fees paid will be refunded or billed.

Jurisdiction of Law

These Terms and Conditions of use shall be governed by the laws of the State of Victoria.

Privacy

Your Super Admin is committed to providing the highest quality of service within a trusted environment. Please read the privacy policy statement on our website to understand how your personal information will be treated when you use this site and our service.

Fees

A yearly charge, known as the Annual Subscription, is agreed to as published in the Fee Schedule unless otherwise notified of the variation. This fee includes administration, compliance, regulatory return and audit of your super fund and use of the Your Portfolio Administration system (V-Wrap & P-Desktop). Maintenance of Your portfolio Online is subject to Service Fees if the automated protocols for collecting data from your nominated broker/s and bank/s are not established and working. Where a high level of non automated transactions exists an Audit surcharge fee may be applicable, as each of these transactions will have to be audited individually. The fees quoted in the schedule are based on there being no material change in compliance administration requirements and fees charged by external providers.

The Annual Subscription is billed in two instalments. The first being the amount of \$930 which represents fees payable for Administration & Compliance on a yearly basis. The second instalment of \$990, which is for the completion of your funds Audit and Regulatory Return and is payable on the anniversary of your fund or when we begin the Audit. Non payment of these fees by the due dates notified may see your access to Your Portfolio Online removed and Your Super Admin ceasing the ongoing compliance for your fund.

The annual ATO levy is a separate fee paid to the ATO. This is not paid out of our fee. All PO Box services are not inclusive of any return postage charges. These will be billed at cost.

Fee Schedule

Your Super Admin reserves the right to vary the 2nd instalment payable in the following situations and add a Fund Audit Surcharge fee;

- Professional Indemnity cover increases by more than 10%
- The ATO issues new guidelines requiring an increased amount of audit work
- The Fund audit takes longer than 4 hours, a Fund Audit Surcharge will apply \$154 ph
- Annual Subscription \$1,920 pa
- Prior Year/s Admin \$1,430 py
- Setup Fee \$220 once only
- GST Administration \$220 pa
- PAYG preparation \$55 each
- Actuarial Certificate (quoted on request)
- ASIC Forms at \$55 per form
- Bank Rec and Upload \$11
- Segregated Pension \$990pa each for the 2nd and subsequent account
- Account transfer \$220
- Audit Surcharge Fee \$154ph
- PO Box Service \$220 pa