

# The Portfolio Service SMSF

## Private asset request form

Please complete this form if you purchase, or transfer-in, investments that will not be held in custody by us, such as: art, collectables, real estate, unlisted private trusts, private companies, derivative trading, unlisted structured products, unlisted instalment warrants, wrap accounts.

Depending on the type of asset acquired, and the circumstances surrounding the acquisition, your fund's auditor will require certain supporting documentation. Each year, we will provide you with the audit requirements and, as trustees, it is your responsibility to provide these documents and complete the audit declaration.

If you decide not to provide this information, your fund's auditor may qualify your fund's audit and notify the ATO.

### 1. Fund details

Fund name	
Fund reference number	

### 2. Private asset allocation

Only complete this section if you hold segregated assets.

Member name	Member account number	%

### 3. Acquisition details

Please tick relevant box

Purchase

Contribution of a private asset. Please also complete and attach a 'Contribution notice'.

#### 4. Asset type

The assessment documentation required is outlined on page 4. Please note that your request will not be processed until all required documentation is received.

Art and other collectables

Real estate

Unlisted private trusts

Private companies

Derivative trading account

Unlisted structured products

Unlisted instalment warrants

Wrap account

Overseas share not tradable on ASX

Investment with limited recourse borrowing attached

Other

If other, please specify

Broker trading account (for overseas investments)

If broker trading account, please specify

#### 5. Asset details

Name of asset	
Purchase price	
Number of shares/units (if applicable)	
Unit/share price	
Name of seller	
Relationship of seller to member	

## 6. Payment details

I request AET to draw a cheque made payable to:

or

I request AET to electronically transfer funds to the following Australian account.

Account name		
Financial institution	Branch	
BSB	Account number	

## 7. Trustee declaration

For purchases, the trustees of the fund acknowledge receipt of the member's investment request and have accepted it.

- The trustees understand that AET is not responsible for any investment decisions of the fund.
- The trustees declare that the investment is consistent with the fund's investment strategy and the sole purpose test.
- The trustees declare that the governing rules of the fund allow the investment.
- The trustees declare that this investment is made on an 'arms-length' basis.
- The trustees declare that this investment does not result in the in-house assets of the fund exceeding 5% of the fund value.
- The trustees declare that they hold the investment in trust for the fund.
- The trustees declare that all required documentation has been provided.

### Signed by\*

\*All trustees/directors are required to sign.

Corporate trustee name (if applicable)	
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Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

Please complete, sign and attach an 'Administration authority form'\*\*. Or (tick if applicable)

Administration authority form has been provided

\*\* Not required for real estate transactions

Please return to:

Email: [forms@aetlimited.com.au](mailto:forms@aetlimited.com.au)

Fax: 1800 781 166

Or post

Australian Executor Trustees Limited

SMSF Administration Services

GPO Box 546

Adelaide SA 5001

### Assessment documentation required:

#### Art and other collectables

- Private asset request form
- Current independent valuation
- Signed purchase document stating the name of the investor
- Insurance documents
- Storage details

#### Real estate

- Private asset request form
- Direct property conditional approval request form
- Current independent valuation
- A certificate of title stating the name of the investor
- Current lease agreement
- Insurance documents

#### Unlisted private trusts

- Private asset request form
- Copy of latest signed audited accounts (including tax returns)
- Share certificate stating the name of the investor

#### Private companies

- Private asset request form
- Copy of latest signed audited accounts
- Share certificate stating the name of the investor

#### Derivative trading account

- Private asset request form
- Copy of PDS
- Transaction statement
- 30 June year end open position statement
- Tax statement

#### Unlisted structured products

- Private asset request form
- Copy of PDS
- Transaction statement
- 30 June year end position statement
- Tax statement
- Insurance documents for planting covenants/ forestry investment

#### Unlisted instalment warrants

- Private asset request form
- Copy of PDS
- Transaction statement
- 30 June year end position statement
- Tax statement

#### Wrap account

- Private asset request form
- Tax return summary
- 30 June year end portfolio valuation
- Realised CGT gains
- Unrealised CGT gains
- Income statement
- Cash statement
- Wrap statement GS007 Audit Report (Controls report)

#### Broker trading account (overseas investments)

- Private asset request form
- Transaction statement
- Realised CGT gains
- Unrealised CGT gains
- Income statement
- Cash statement

#### Limited recourse borrowing

- Private asset request form
- Details of holding trust
- Details of investment
- Independent valuation of investment
- Copy of loan arrangements
- Copy of PDS
- Transaction statement
- 30 June year end position statement
- Tax statement