

The Portfolio Service SMSF

Existing fund assessment form

Before we can transfer an existing fund to our service, we need to assess it to determine if we can administer it effectively.

Please complete this form and provide copies of all the documents listed in Part B. Once we have reviewed the documents, we will:

- accept the transfer request on the condition that all further specified documentation will be received, or
- decline the application and notify your financial adviser.

We will then complete this assessment and provide your financial adviser with a response within 10 business days.

Part A: Fund and adviser details

All correspondence in relation to this application will be provided to the financial adviser nominated below:

Name of fund to be transferred	
Financial adviser's name and dealer group	
Financial adviser's email	
Financial adviser's telephone number	
Current administrator	
Current administrator's telephone number and email address	

Part B: Information required

- The last available signed financial statements including member statements and the signed audit opinion.
- A current portfolio valuation listing all assets held by the fund.
- A cash account statement(s) showing cash movements from last available financial statements.
- Current trust deed and any supplemental trust deeds and/or trust deed amendments.
- Financial statements or holding statements for any assets that are neither listed on the ASX nor widely held managed funds.

Part C: Trustee consent

I/we understand that AET requires the information above in order to assess the current status of my/our fund. I/we hereby:

- provide consent to AET to contact my/our financial adviser listed in Part A and to discuss all matters relating to the fund
- provide consent for AET to contact my/our current administrators
- understand that AET will direct all queries relating to the fund to my/our financial adviser
- understand that this form does not constitute acceptance of the fund by AET
- understand that further documentation will be required once AET has completed the assessment of the fund.

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 return to:

Email: forms@aetlimited.com.au

Fax: 1800 781 166

Or post:

**The Portfolio Service SMSF
Administration Services
GPO Box 546
ADELAIDE SA 5001**