

# Self-managed super fund

The Portfolio Service

## Service guide

Part of the IOOF group.

The issuer of this service guide is Questor Financial Services Limited.  
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This service guide relates to the SMSF service offered by Questor Financial Services Limited (Questor) ABN 33 078 662 718, AFSL 240829 through The Portfolio Service.

The Portfolio Service SMSF is a service which utilises Australian Executor Trustees Limited (AET) ABN 84 007 869 794 AFSL 240023 to deliver administration services to you. Questor and AET are related bodies corporate and are part of the IOOF group.

In this service guide, Questor and AET are together referred to as 'we', 'our' or 'us', and we refer to your self-managed super fund as 'fund'. The service guide is intended for fund trustees and in this document when we refer to 'you' we mean the fund's trustee(s).

This service guide was prepared to help you understand the service that we can provide your fund and to help you determine whether you should use our service. It is important you understand that by using our service you are outsourcing your fund's administration to us but not your trustee responsibilities, these remain with you at all times.

In preparing this service guide and if we provide a service to you and your fund, we have not taken into account the objectives, personal or financial situation or needs of any particular member. You should obtain professional advice from a financial adviser before making any decision to use our service.

Our service is only available to persons receiving this service guide as a hard copy or electronically within Australia. Applications from outside Australia will not be accepted.

For further information about us or our services, our contact details are:

Address: 207 Kent Street, Sydney NSW 2000

Telephone: 1800 221 151

Fax: 1800 000 948

Web: **[www.theportfolioservice.com.au](http://www.theportfolioservice.com.au)**

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# Why self-managed super?

Having your own super fund gives you complete control over how your superannuation benefits are invested, operated and managed.

Self-managed super funds (SMFSs) are a compelling structure for people who want full decision making capabilities. Our service is designed to support your decision making by providing accurate and timely information about your fund.

The Portfolio Service SMSF is an end-to-end service for your self-managed superannuation fund. We can help you set up and administer accumulation accounts, transition to retirement pensions and account-based pensions. In simple terms, we act as the administrator of your fund and fulfil all your fund's investment and super administration, on a daily basis, as well as the tax and audit requirements so that you don't have to rely on a number of service providers and receive fragmented and untimely information. You can view all this information via one convenient online portal - My Portfolio - 24 hours a day, 7 days a week. The service we offer removes the burden of paperwork from you, but it's important that you understand that you remain the trustee of your fund.

## Why choose us

We have proven expertise in the administration of self-managed super funds.

Our service is ideal if you have an existing fund, or would like to establish a new one, because it encompasses the four key elements of operating an SMSF:

1. A comprehensive fund establishment service.
2. Daily, online administration.
3. Transparent pricing.
4. A complete end-of-year tax and audit service.

One of the distinguishing features of our service is that we have custody of all assets (other than private assets), including the fund's cash account. This provides you with support in relation to your compliance responsibilities and helps minimise the risk of a breach of superannuation law. This includes the requirement for trustees to keep the assets of the fund separate from their personal assets. It also provides streamlined and efficient administration of asset sales, purchases and allocation of income.

## About our service

We process transactions based on your instructions. We do not provide advice or investment recommendations and we make no representations about the performance of any investment. We simply help you set up and administer your fund in accordance with your instructions.

## Daily administration

When it comes to transacting, all of your fund's transactions will be settled through a cash account and this alleviates the need for you to rely on, or supply data to, numerous other service providers. Your fund's cash account will be fully integrated with the investment and super administration service we provide and, as a result, you are able to view accurate reports and statements that show the true position of your fund at any point in time. Subject to maintaining the minimum cash balance, you are free to select and manage your fund's investments.



The daily administration service we provide includes compliance alerts to help you keep track of your fund's contributions as well as your fund's payments. Through My Portfolio, you can see:

- ✓ daily prices for your fund's investments (excluding private assets)
- ✓ daily super and pension income and expense summary reports:
  - all contributions and earnings into your cash account
  - all payments and expenses out of your cash account, including pension payments
- ✓ daily investment performance reports
- ✓ investment strategy alerts
  - actual investments vs investment strategy
- ✓ cash position vs minimum requirements
- ✓ contributions vs contribution caps
- ✓ corporate actions
- ✓ maturing investments
- ✓ copies of your fund's executed trust deed and minutes.

## Insurance

Through your fund, you have the freedom to negotiate and purchase insurance. This can be extremely tax-effective because pre-tax dollars may be used. It's important to understand, however, that when you purchase insurance via your fund any benefit payment will be subject to the super payment rules. A retail policy allows you to negotiate the insured amount with your financial adviser, however, the amount of cover you receive and the related premium may be subject to medical tests and declarations.

<b>Death and TPD</b>	Under a TPD policy, if you become totally and permanently disabled and are unable to work, the insured amount may be paid out to you in addition to the balance in your fund.
<b>Income protection</b>	Under an income protection policy, you could receive a regular monthly income if you become unable to work, as a result of an illness or injury.

## Insurance remuneration

Your financial adviser may receive remuneration or fees from the issuer of any insurance products held by your fund. Your financial adviser will disclose these to you.

## Death benefit nominations

In the event of your death, your accumulated superannuation benefit or pension may be paid according to the death benefit nomination you make. Our service allows you to make a binding or a non-binding death benefit nomination.

A superannuation death benefit can only be paid to:

- a spouse
  - a child
  - a person with whom you have an interdependency relationship at the time of your death, or
  - a person who is financially dependent on you at the time of your death.
- The payment rules and the tax consequences will depend on whether the death benefit is paid to a dependant or non-dependant. For tax purposes, a dependant is:
- a current or former spouse
  - a child under 18 years of age
  - a person with whom you have an interdependency relationship at the time of your death, or
  - a person who is financially dependent on you at the time of your death.

# Features and benefits of our service



Benefits				
<ul style="list-style-type: none"> <li>Individual trustee set-up</li> <li>Corporate trustee set-up</li> <li>ATO registrations</li> <li>Stamp duty</li> </ul>	<p>You can invest in:</p> <ul style="list-style-type: none"> <li>cash and term deposits</li> <li>all ASX listed shares</li> <li>managed funds</li> <li>direct property</li> <li>private unit trusts</li> <li>private assets</li> </ul> <p>And, on your behalf, we will:</p> <ul style="list-style-type: none"> <li>settle all trades</li> <li>collect all income</li> <li>administer corporate actions</li> <li>record your CGT parcels</li> </ul>	<ul style="list-style-type: none"> <li>Record and track all contributions</li> <li>Start and pay pensions and track all payments</li> <li>Record tax components</li> <li>Monitor your investment strategy</li> <li>Administer reserving strategies</li> </ul>	<ul style="list-style-type: none"> <li>Business activity statements</li> <li>GST registrations</li> <li>Financial statement preparation</li> <li>Independent audit</li> <li>ATO annual return</li> <li>Member statements</li> </ul>	<ul style="list-style-type: none"> <li>Retail policy payments</li> </ul>

All available via one convenient online portal - My Portfolio

- Cash account statements
- Investment and performance reports
- Fund and member balances
- Tax parcel and CGT reports
- Comprehensive compliance alerts

# Types of accounts

Within our service, we offer three types of accounts:

## 1. Accumulation accounts

Generally, an accumulation account is for people who have not yet retired, however, you are able to maintain an accumulation account for as long as you wish, regardless of your age or employment status. The purpose of the accumulation account is to provide a tax-effective structure in which you can accumulate money for your retirement. Tax concessions are applied to the money in your account and, therefore, there are limits on how much you can contribute to super. There are two types of contributions you can make; concessional contributions that are made with pre-tax money and non-concessional contributions that are made with after tax money. However, it is important to remember that if you exceed the legislated limits, you will be subject to additional tax.

## 2. Transition to retirement accounts

Transition to retirement accounts are for those people who have reached their preservation age and are still working but starting to think about retirement. This type of account allows you to transfer some or all of the money from your accumulation account into a pension account while you are still working. You can then:

- continue working full-time and make salary sacrifice contributions to maximise your contribution limits and use the pension income to supplement your reduced salary, or
- reduce your working hours to part time and use the pension income to supplement your reduced salary.

## 3. Account-based pension accounts

Accounts in the pension phase are for people who have reached their preservation age and have retired from the workforce. This type of account is designed to provide you with an income stream when you are no longer working. Your money is transferred from the accumulation phase into the pension phase and, depending on your age, the income you receive can be favourably taxed.

### Flexible account structures (pooled or segregated assets)

One of the benefits of our service is that, within each of these types of accounts, the assets in your fund can be pooled or segregated. In other words, we can administer one account for all members (pooled) or maintain separate accounts for each member (segregated).

You should discuss the advantages of a pooled structure versus a segregated structure with your financial adviser. Unless advised otherwise, we establish each member with a segregated account structure.

### Trustee structure

The self-managed super fund structure allows you to be the trustee of your own fund and, as part of our service, we will help you establish your fund and appoint the trustee. You can select either an individual trustee structure or you can establish a corporate entity trustee. If you choose to establish a corporate entity as the trustee, we will also perform the corporate secretarial functions on your behalf. However, before making a decision please discuss these options with your financial adviser.

# Your trustee responsibilities

It is important you understand that, by utilising our service, you are outsourcing your fund's administration tasks but not your trustee responsibilities - these remain with you at all times.

As trustee, you have full and ultimate control over your fund and with this control comes responsibility. You are responsible for the prudential management of your fund and for ensuring it meets all its legal obligations.

The risk you bear in being trustee of your fund is that you fail to understand and fulfil your trustee duties. Generally, your fund's audit will uncover if any of your fund or trustee obligations have not been met and the auditor is required to report these findings to the ATO. Depending on the nature of the finding, the ATO may determine that your fund is 'non-complying' and, if this occurs, your fund's capital and income will be subject to a penalty tax.

As trustee of your fund, you are required to ensure that:

- your fund is established to pay retirement benefits to members
- an investment strategy is formulated and given effect to
- a strategy for the prudential management of any reserves is implemented
- all investment occurs on an arm's-length basis
- money will not be lent, or financial assistance given, to members or relatives
- your fund does not intentionally acquire assets from members or relatives (except where permitted by superannuation law. Acquisition of assets that are listed securities or business real property may be permitted.)
- your fund does not borrow money, or maintain an existing borrowing (except under a limited recourse borrowing arrangement or as otherwise permitted by superannuation law)
- your fund complies with the in-house assets rules (as prescribed by superannuation law)
- you have adhered to the disclosure requirements.

## Disclosure requirements

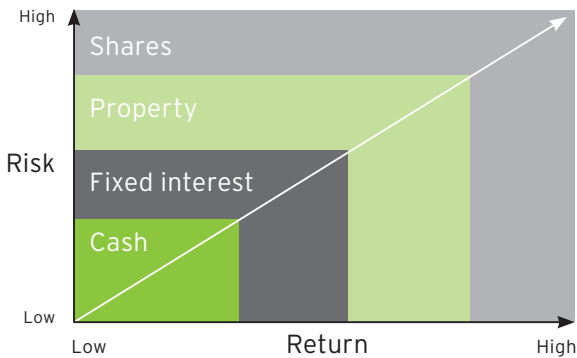
It is the responsibility of the trustee(s) to ensure that all fund members (including themselves) have received a product disclosure statement outlining the features and benefits of a superannuation fund or, alternatively, have access to all the information that would have otherwise been contained in a product disclosure statement. We have created this service guide to help you satisfy these disclosure requirements. Additional information about our service is available from our website **[www.theportfolioservice.com.au](http://www.theportfolioservice.com.au)** As trustee, you should always seek professional advice as to the disclosure requirements and whether this document is suitable.

Being trustee requires time, expertise and access to information and, for these reasons, being a trustee is not for everyone. In addition, not everyone is eligible to be a trustee (eg bankrupt or disqualified persons). You should consult your financial adviser if you have any concerns about being a trustee. If you are looking for your own fund and do not want the burden of being a trustee, a small APRA fund is an alternative. If you would like more information about small APRA funds, speak to your financial adviser.

## General risks of investing

Having your own fund is a great way to take control of your super and become engaged with your retirement benefits. However, it's important to understand that investment returns may vary and are not guaranteed.

All investments carry risk and different investments are subject to varying degrees of risk. Investments can go up as well as down in value; you can experience investment gains or investment losses and these changes in value can be significant and can happen quickly. The diagram below shows the relationship between the amount of risk associated with an investment and its potential return.



## Formulating an investment strategy

As trustee, you are responsible for nominating, and implementing, an investment strategy for your fund. Many factors contribute to the level of risk you experience within your investment portfolio, but broadly speaking, it refers to the possibility that the actual returns vary from your expected returns.

You can nominate your own investment strategy or you can choose one of ours (as outlined in the table below). The following five investment strategies have been provided as a guide. It's important to understand that non-compliance with your selected investment strategy can have severe penalties but, if you choose to implement one of our strategies, we will monitor your fund's compliance with that strategy and will provide email alerts if/when your investments fall outside the ranges. In conjunction with your financial adviser, you will then need to take steps to realign your investments. If your circumstances change, you can simply select an alternative strategy by completing the 'Change of strategy form' available from our website

[www.theportfolioservice.com.au](http://www.theportfolioservice.com.au)

Investment strategy options				
Conservative	Moderately conservative	Balanced	Moderate growth	Growth
<b>Profile</b>				
<b>Objective</b>	<b>Objective</b>	<b>Objective</b>	<b>Objective</b>	<b>Objective</b>
Achieve stable growth by reinvesting interest income	Achieve stable growth by reinvesting interest income	Produce moderate income and medium capital growth	Achieve stronger capital growth with some liquidity	Achieve capital growth over the medium and longer term
<b>Asset mix</b>				
80-100% income producing assets	55-85% income producing assets	35-65% income producing assets	15-45% income producing assets	1-25% income producing assets
0-20% growth assets	15-45% growth assets	35-65% growth assets	55-85% growth assets	75-99% growth assets

# The role of your financial adviser

Our service is designed to work in conjunction with your financial adviser - if you do not have one, you will need to appoint one.

Your financial adviser will help you formulate an appropriate investment strategy. They will receive information about your fund and give us investment instructions on your behalf and they will also have many of the powers that you, as trustee, have in relation to your fund, including the provision of instructions:

- to us or third parties to buy or sell investments
- in relation to corporate actions
- about your required pension payments.

As part of your application, you will indemnify us for the actions of your appointed financial adviser. Your financial adviser's authority does not authorise them to do any of the following without your signed approval:

- make a withdrawal from your fund
- change the name of your fund
- change the banking details of your fund, and
- change any fee or cost that applies to your fund.

If you need help, have any questions or need further information regarding your fund's investments, you should speak to your financial adviser.

## Adviser remuneration

### Adviser service fee

The adviser service fee is remuneration paid to the Australian Financial Services Licence (AFSL) holder of your financial adviser and is charged for the personal advice they provide you in relation to your interest in the fund. The amount you pay as an adviser service fee is subject to negotiation between you and your financial adviser and is separate to the fees outlined in the fee schedule.

Each member of your fund may negotiate a different adviser service fee but must have the same financial adviser. The agreed adviser service fee may be either a percentage of your account balance or a specified dollar value. Each month this amount will be deducted from your fund's cash account and paid to your financial adviser's AFSL holder.

### Changes to the adviser service fee

In line with the ongoing financial planning services being provided to your fund, you and your financial adviser may negotiate to change the adviser service fee. We undertake not to remunerate your financial adviser out of your fund without your specific written consent and reserve the right to cancel these fee payments at any time without notice to you. A 'Financial adviser appointment and remuneration' form is available from our website

**[www.theportfolioservice.com.au](http://www.theportfolioservice.com.au)**

# Getting started

Before you make a decision to establish a fund, or transfer your existing fund to us, you should read this service guide and the administration agreement carefully and obtain professional advice.

## Establishing a new fund

Once you have decided to establish a new fund, there are five easy steps you and your financial adviser need to follow:

1. Read and consider this service guide and fee schedule.
2. Work with your financial adviser to decide whether an individual trustee structure or a corporate entity structure is appropriate.
3. Complete the application form at the back of this service guide.
4. In line with the anti-money laundering/counter terrorism financing legislation you will be required to provide your financial adviser with proof of identity. You and your financial adviser will need to complete the 'Identification form - individuals and sole traders' that is available from [www.theportfolioservice.com.au](http://www.theportfolioservice.com.au)
5. Send your completed forms to us:

**The Portfolio Service SMSF  
Locked Bag 4004  
Queen Victoria Building NSW 1230**

Once we have received your completed forms, we will arrange for the following customised documents to be sent to you. All you will need to do is sign them and return them to us:

- Trust deed
- Corporate trustee package (if applicable)
- SMSF administration service agreement
- Trustee consent
- ATO trustee declaration
- Resolution of individuals
- Trustee establishment minutes
- My Portfolio access request
- AET Cash Deposit Fund product disclosure statement (PDS) [including application form]
- Investment strategy nomination
- Membership application

- Member TFN notification
- Beneficiary nomination (if you would like to nominate a beneficiary)

Once we have received your signed documentation, we will:

- register your fund - apply for your fund's TFN and ABN
- lodge your fund's election to become a regulated super fund with the ATO
- arrange stamping of your fund's trust deed and payment of stamp duty if required
- establish your fund's cash account, and
- upload a copy of your fund's permanent documents to your online account - My Portfolio.

Receiving your fund's registration details from the ATO can take up to four weeks. When the establishment of your fund is complete, we will send you a welcome letter confirming your fund's registrations, upload your fund's permanent documents to My Portfolio and return the original copies to you in a customised establishment kit. Please keep these documents secure as they are important legal documents. This kit will also include some ATO reference material about self-managed super funds. You will also receive an email confirming that your My Portfolio access has been created. Your fund will then be ready to accept contributions.

## Transferring an existing fund

If you would like to transfer your existing fund to our service, we will need to assess the components of your fund to ensure we can provide the administration service.

Please complete the following steps:

1. Read and consider this service guide and the fee schedule.
2. Complete the 'Existing fund assessment form' available on our website and provide us with copies of all the relevant documentation.
3. In line with the anti-money laundering/counter terrorism financing legislation you will be required to provide your financial adviser with proof of identity. You and your financial adviser will need to complete the 'Identification form - individuals and sole traders' that is available from **www.theportfolioservice.com.au**
4. Send your completed forms together with all documentation to us:

**The Portfolio Service SMSF  
Locked Bag 4004  
Queen Victoria Building NSW 1230**

Upon receipt of this information, we will assess your fund and, if we agree to provide administration services, we will send you the following customised documents. Please note, if we are unable to accept the request to administer your fund, we will contact your financial adviser.

Please sign these documents and return them to us:

- Application to transfer an existing fund and data collection form
- Deed of amendment
- SMSF administration service agreement
- My Portfolio access request
- Australian Executor Trustees Cash Deposit Fund PDS (including application form)
- Beneficiary nomination (if you would like to nominate a beneficiary)
- Investment strategy nomination

Once we have received all signed documentation we will:

- a. execute the SMSF administration service agreement
- b. update your fund's tax agent details with the ATO
- c. stamp the trust deed (if required by State law).

All original documentation will then be returned to you, together with the standard transfer forms and change of address letters for all assets that you are transferring to us. In order for us to complete the reconciliation and reconstruction process, you will be required to sign these and return them to us.

We will send you your fund's direct bank account number so that the cash can be transferred electronically. Once we have received the cash, you will be notified that your My Portfolio online access has been established and you can start using your fund.

## Establishing your cash account

As part of your application, you authorise us to establish an operational cash account for you. This cash account is opened in your fund's name and is used to credit your application monies, receipt your fund's investment income, contributions and other monies and pay your fund's benefits and expenses. In addition, part of this cash account will be invested in the Australian Executor Trustees Cash Deposit Fund which you need to open. You will have a beneficial interest in the units in the Australian Executor Trustees Cash Deposit Fund (including any income earned on the units) which will be recorded in your cash account. The fund's trustees will need to complete an application form.

The Australian Executor Trustees Cash Deposit Fund is a common fund registered with ASIC as a managed investment scheme and AET is the Responsible Entity. Further information about the AET Cash Deposit Fund is in the Cash Deposit Fund PDS.

## Using your cash account

The balance in your cash account, together with the balance in your AET Cash Deposit Fund, will form what we refer to as your 'cash account'. We will use your cash account to process all your fund's expenses and receipt of all of your fund's income. All transactions will be reconciled daily and can be viewed through My Portfolio.

Each member's cash account must maintain the following minimum balance at all times:

Fund balance	Minimum cash requirement
< \$1 million	\$5,000
\$1 million+	0.5% of the fund's balance

We reserve the right not to complete a transaction for you if there are insufficient funds available in your cash account and we reserve the right to reverse out any transaction that overdraws your cash account, at your fund's expense.

# Buying and selling investments

## Shares and managed funds

You and your financial adviser are able to buy and sell investments listed on the ASX as well as retail and wholesale managed funds from our investment menu. We will settle all transactions electronically from your fund's cash account, providing there is sufficient cash available. Investments will be held in AET's name as custodian on behalf of your fund.

## Brokerage

Brokerage fees are payable for the acquisition or disposal of a listed investment. Brokerage fees are charged in addition to any transaction fees charged by your financial adviser and are deducted from your fund's cash account upon completion of the transaction.

In addition, there may be fees payable for transactions that do not complete and you may be charged for these. This could occur where trades are incorrectly placed, your security sponsorship details are incorrect or where your fund holds insufficient cash.

## Buy-sell spreads for managed funds

If your fund invests in managed funds, a buy-sell spread may apply. A buy-sell spread is the term used where there is a difference between the purchase and sale price of a managed fund. This fee is not charged to you separately, it is reflected in the unit price of the relevant managed fund. Buy-sell spreads are an additional cost to you. Information about the buy-sell spread is included in the PDS for the relevant managed fund.

## Private assets

Generally, we consider 'private assets' as those investments within your fund that are not priced daily and those investments that we do not hold for you under a custody arrangement, such as:

- direct residential and commercial properties
- business real property
- separately managed accounts
- individually managed accounts
- private unit trusts
- collectables
- structured product
- options and warrants
- futures, forwards and swaps.

We will record your fund's private assets based on the value you provide us, receipt any income received and pay any expenses due, from your fund's cash account. The reporting we prepare for your fund will include your fund's private assets.

Your financial adviser will facilitate all transactions for you in relation to your fund's private assets and we will settle the transactions via your fund's cash account.

## Further information

### Independent audit

Each year, your fund must be audited by an independent auditor. We will appoint a national audit firm as the independent auditor of your fund. The auditor will provide an independent audit opinion on the financial statements of your fund and compliance with superannuation law. These audited opinions are lodged with the ATO as required by law.

### Complaints and dispute resolution

We do not, and are not obliged to, provide a dispute resolution service between members and trustees. However, if you have a complaint about any aspect of our service to you, please write to our Complaints Officer at:

**Complaints Officer**  
**The Portfolio Service SMSF**  
**GPO Box 546**  
**Adelaide SA 5001**

We will acknowledge your complaint within five business days. We will usually respond in more detail within 28 days of receiving your complaint, however, some matters are more complex and can take a little longer to resolve. If this is the case we will keep you informed of our progress.

If you have complained to us and your complaint has not been resolved to your satisfaction within 45 days, you can contact the Financial Ombudsman Service Limited (FOS), an independent complaints handling body of which we are a member. FOS will then be able to confirm whether or not they can help you. Their contact telephone number is 1300 780 808 or you can write to them at GPO Box 3, Melbourne VIC 3001. In order for a complaint to be considered by FOS, the claim must be less than \$150,000 (unless we agree otherwise in writing).

### Other fees and charges

Other fees or costs may be payable for your fund's investments. Examples include, but are not limited to, wholesale entry fees and transaction costs for the investment that you choose.

Expenses properly incurred by your fund are payable by your fund. These are not payments to us. Examples include, but are not limited to, stamp duty, GST, CHESS tariffs or government charges.

Generally, your fund cannot claim full input tax credits, however, we will register your fund for GST and, where relevant, we will claim reduced input tax credits (RITCs) (currently equal to 75 per cent of the GST) on your fund's behalf.

### GST

The fees outlined in the fee schedule take into consideration the net effect of GST, which incorporates the benefits of RITCs. Your fund will be registered for GST and, on a quarterly basis, we will lodge your fund's business activity statement with the ATO.

Your fund's audit and tax fees are not entitled to RITCs and there is no GST on the ATO supervisory levy.

### Increases or alterations in the charges

The fees outlined in the fee schedule and supplementary services fee schedule are subject to change. You will be provided with 30 days' notice of any changes.

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# New fund application form

Please use this form if you would like to establish a new fund.

## Before you start

By completing this application form you agree to Australian Executor Trustees Limited (AET) providing administration services to your self-managed superannuation fund (fund) as set out in The Portfolio Service SMSF administration service agreement.

Before you complete this application form you should be aware that AET is not responsible for the provision of any investment recommendations or regulatory advice to your fund. You should consult your financial adviser if you require more detailed information specific to your own circumstances and needs.

## Collecting trustee TFNs

Trustees/directors are requested to provide their TFN as part of the registration process. It is not an offence for a trustee/director to not quote their TFN, however, by not quoting it there is increased risk of the incorrect identification of individuals linked to the fund and delays in processing the fund's registration.

## Application process

1. Complete this application form and return it to us with appropriate proof of identification.
2. We will arrange for a customised establishment kit to be sent to you which will include your trust deed, SMSF administration service agreement, trustee consent and ATO declaration, My Portfolio access form and Cash Deposit Fund PDS and application form.

If you have any questions about the application process please call client advisory services on 1800 221 151.

Please return your completed application form to:

**The Portfolio Service SMSF**  
**Locked Bag 4004**  
**Queen Victoria Building NSW 1230**

## Part A: The fund

### 1. Fund details

Name of fund

Registered address (must be a street address)

Suburb

State

Postcode

Postal address (if different to above)

Suburb

State

Postcode

Trustee's telephone number

Trustee's email address

### 2. Fund structure (tick one box only)

- Segregated accounts. The fund will consist of separate accounts for each member.
- Pooled account. The fund will consist of a single account which collectively holds all assets for all members.

## Part B: The trustees

### 3. Trustee structure (tick one box only)

Individual trustees (**do not** complete part E of this form)

Corporate trustee (please select one of the following)

**Existing company** - if you already have a company established that you would like to nominate as the corporate trustee of your fund, please provide the details below:

Company name

Company ACN

**New company** - if you would like AET to set up a company to be the corporate trustee of your fund, please continue from section 4 and complete part E of this form.

### 4. Trustee/director details

Please provide the following information for each individual trustee or corporate trustee director of the fund.

The first named person will be the primary contact. (Please note that only statutory documents will be sent to the trustee. All day-to-day correspondence will be sent to the nominated financial adviser listed in section 7.)

	Trustee/director 1	Trustee/director 2
Title (Mr, Mrs, Ms, etc)		
Given name(s)		
Surname		
Date of birth		
TFN		
Address		
Postal address (if different to above)		
Is the trustee/director also applying to be a member of the fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Trustee/director 3	Trustee/director 4
Title (Mr, Mrs, Ms, etc)		
Given name(s)		
Surname		
Date of birth		
TFN		
Address		
Postal address (if different to above)		
Is the trustee/director also applying to be a member of the fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 5. Child member details

Please complete this section if your fund will have minor children (or other persons under a legal disability) as members upon establishment.

#### Child 1 details

Name

Street address

Suburb

State

Postcode

Contact telephone number

Date of birth  
 /  /

Name of trustee/director acting on child's behalf

#### Child 2 details

Name

Street address

Suburb

State

Postcode

Contact telephone number

Date of birth  
 /  /

Name of trustee/director acting on child's behalf

## Part C: Adviser remuneration and declaration

### 6. Financial adviser remuneration

Please advise whether adviser service fees are to be paid.

 No Yes, please pay fees as set out below. An annual fee of \$  or A percentage based fee  %

Note: Your financial adviser will be paid monthly in arrears. Where a percentage based fee is payable, the amount will be based on the value in the account on the last day of the month.

### 7. Financial adviser declaration

- I declare I am a licensed financial adviser (or authorised representative of a licensee) and that my licence/licensee permits me to provide advice in relation to the fund.
- I agree to receive: transactions confirmation, quarterly and annual statements via the My Portfolio facility.
- I acknowledge that by using facsimile, email or other electronic means, I indemnify AET from any loss or liability that arises from AET not receiving my facsimile or electronic request.
- I acknowledge that there is a risk that facsimile or electronic requests do not arrive at their intended destination from time-to-time and that AET is not responsible for such instances.
- I acknowledge that AET will take action based on any electronic instruction they receive.

Dealer group	
Adviser name	
Adviser address	
Adviser telephone no	
Adviser email	
Adviser signature	
Date	

## Part D: Applicant declaration

### 8. Applicant declaration and signature

I/we hereby:

- agree to AET establishing a self-managed superannuation fund (the fund) on my/our behalf
- apply for and consent to AET providing administration services to the fund
- understand that I/we have outsourced the fund's administration but not my/our trustee responsibilities
- acknowledge that the provision of services by AET should not be taken as a financial product or investment advice
- acknowledge that AET is not aware of my/our investment objectives, financial position and particular needs
- authorise AET to complete an electronic application to register the fund with the ATO as a regulated self-managed superannuation fund
- acknowledge that AET will be the authorised contact with the ATO
- declare that I/we have not been convicted of an offence in respect of dishonest conduct in the Commonwealth, or any State, Territory or foreign country
- declare that a civil penalty order has never been made in relation to me/us
- declare that I/we are not an undischarged bankrupt(s)
- declare that I/we have not been notified that I am/we are a disqualified person by the Regulator (the Australian Taxation Office or Australian Prudential Regulation Authority)
- nominate the financial adviser listed in part C, section 7 of this application to be authorised to provide investment instructions to, and receive correspondence from, AET on behalf of my/our fund
- authorise AET to pay from the fund the financial adviser remuneration set out in part C, section 6 of this application form
- understand and agree to AET amending the price for their services, for any reason, provided I/we receive 30 days' notice from AET before such change, and I/we understand we do not need to consent to the change for it to apply to the fund
- understand that AET may decline to provide services to my/our fund for any reason. I/we understand that I/we do not need to consent to the termination of services for it to apply to 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	

## Part E: SMSF trustee company registration form

Please complete this part of the application form if you would like AET to help you set up a company to be the corporate trustee.

### 9. Company details

Proposed company name(s)

1.
2.
3.

Is this name a registered business name owned by the shareholder(s)?

Yes, please provide the State or Territory in which it was registered:   
(Preferred State or Territory will be SA unless advised)

Full registered office address:

Street address

Suburb

State

Postcode

Does the company occupy the registered office?

No - if no, name of occupier   
 Yes

Full principal place of business address:

Street address

Suburb

State

Postcode

### 10. Details of officer(s) and shareholder(s)

All parties listed below will be appointed a director and issued with one ordinary share.

First named person will be the primary contact.

Surname

Given name(s)

Street address

Suburb

State

Postcode

Date of birth

 /  / 

Place of birth

Occupation

TFN (if applicable)

 -  - 

Is the director also applying to be a member of the fund?

No

Yes

Surname

Given name(s)

Street address

Suburb

State

Postcode

Date of birth

 /  / 

Place of birth

Occupation

TFN (if applicable)

 -  - 

Is the director also applying to be a member of the fund?

No

Yes

Surname

Given name(s)

Street address

Suburb

State

Postcode

Date of birth

 /  / 

Place of birth

Occupation

TFN (if applicable)

 -  - 

Is the director also applying to be a member of the fund?

 No Yes

Surname

Given name(s)

Street address

Suburb

State

Postcode

Date of birth

 /  / 

Place of birth

Occupation

TFN (if applicable)

 -  - 

Is the director also applying to be a member of the fund?

 No Yes

## 11. Declaration

I/we the applicant(s), hereby request AET to undertake the process of establishing a corporate trustee for the fund and request AET to make an application for company registration as my/our agent. I/we acknowledge that I am/we are also entering into corporate secretarial services and Australian Executor Trustees Limited will be listed as the registered agent for such services.

### Signed by

Name (please print)

Date



Name (please print)

Date



Name (please print)

Date



Name (please print)

Date

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