

Self Managed Superannuation Fund

Administration, accounting and tax service

Complete this form to appoint Superannuation Accounting Services to look after your self managed superannuation fund's ongoing administration, accounting and taxation.

SERVICE OPTION (Please select)

- Premium SMSF service** - full comprehensive daily administration, accounting, taxation, compliance and audit (including year-end financial accounts, member statements, tax return and audit), and access to online SMSF portfolio.
- Annual compliance service** - year-end financial accounts, member statements, tax return and audit.

PART 1 PRIMARY CONTACT DETAILS

Title Mr Ms Mrs Miss

Given name Surname

Address

Postal address (if different)

Email (required)

I am a trustee/director

Telephone

Telephone (after hours)

Mobile

PART 2 FUND DETAILS

Fund name

Fund ABN

Fund TFN

If corporate trustee Company name

Company registered address

Company ACN/ ABN

PART 3 TRUSTEE AND MEMBER DETAILS

PERSON A

Title Mr Ms Mrs Miss

Given name Surname

Date of birth TFN

Residential address same as person A

Role Individual trustee
 Trustee director
 Member

PERSON B

Title Mr Ms Mrs Miss

Given name Surname

Date of birth TFN

Residential address same as person A

Role Individual trustee
 Trustee director
 Member

PERSON C

Title Mr Ms Mrs Miss

Given name Surname

Date of birth TFN

Residential address same as person A

Role Individual trustee
 Trustee director
 Member

PERSON D

Title Mr Ms Mrs Miss

Given name Surname

Date of birth TFN

Residential address same as person A

Role Individual trustee
 Trustee director
 Member

PART 4 **CONSENT AND DECLARATION**

I/We appoint and request the services of Superannuation Accounting Services as administrator, accountant, tax agent, and audit by an approved auditor. I/We acknowledge and agree to the terms and conditions appearing on the last page of this form. I/We understand that Superannuation Accounting Services may be required to liaise and lodge documents on your behalf with the ATO.

I/We authorise Superannuation Accounting Services to contact the previous accountant of the fund, where necessary, to obtain the necessary records and information to enable Superannuation Accounting Services to provide the services.

Superannuation Accounting Services (and related entities) will collect, hold and use the personal information contained in this form to provide services to you.

Date

Trustee/ director name

Trustee/ director name

Trustee/ director name

Trustee/ director name

Signature

Signature

Signature

Signature

DOCUMENT CHECKLIST

Please provide the following (copy):

- If not a new SMSF, last audited financial statement, member statement and tax return
- Trust deed, membership application and trustee declaration
- if corporate trustee, provide a copy of the ASIC annual statement for verification of director(s).

RETURN COMPLETED FORM

- Ensure the form is signed by all trustee(s) or director(s).

Post completed form

GPO Box 4534
Sydney NSW 2001

Fax completed form

02 9221 0564

**If you need help completing this form,
call us on 1300 735 254**

THIS PAGE IS ONLY REQUIRED TO BE COMPLETED IF YOU HAVE SELECTED THE PREMIUM SMSF SERVICE

Under the Premium SMSF service, we require nightly download from your bank and share broker. To facilitate this, Superannuation Accounting Services will prepare the necessary authority form for your signing to enable us to have a nightly download from your bank and broker.

BROKER DETAILS

This section is required to be completed if you have selected the Premium SMSF service.

Listed shareholding are Broker sponsored (CHESS) Issuer sponsored
Holder identification number (HIN) Provide copies of all holding statements or a listing of Shareholder Reference Number (SRN)

Broker company name

* Please provide a copy of a CHESS holding statement.

BANK ACCOUNT DETAILS

This section is required to be completed if you have selected the Premium SMSF service.

Bank account held at (name of bank) Customer number

Account name BSB Account number

Bank account held at (name of bank) Customer number

Account name BSB Account number

Bank account held at (name of bank) Customer number

Account name BSB Account number

TERMS AND CONDITIONS

1. Definition

In these terms and conditions:

Agreement means this agreement and any variations.

Fee schedule means our current schedule of fees describing the fees that we will charge for our services.

Financial year means a period of 12 calendar months ending on 30 June.

Online web access means the online SMSF information service provided as part of the Premium SMSF service available from our website, www.superaccounting.com.au.

We, Us, Our means Superannuation Accounting Services Pty Ltd.

You, Your means the client named on the form and includes any person using our services on your behalf with your authority.

2. Our service

We will provide you with the services you have selected. We will charge you, and you agree to pay us, the fees for providing you with services in accordance with our Fee Schedule.

Premium SMSF service is a comprehensive administration, accounting, taxation, compliance and audit service (including year-end service, year-end financial accounts, member statements, tax return and audit), and access to online SMSF portfolio.

Annual compliance service is a end-of-year service, including year-end financial accounts, member statements, tax return and audit.

Our services will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional and Ethical Standards Board. Our service cannot be relied upon to disclose irregularities including fraud, other illegal acts or errors that may exist. The financial accounts, member statements and tax return will be prepared exclusively for the benefit of the trustee and member. We do not accept responsibility to any other person. Our liability is limited by a scheme approved under Professional Standards Legislation. Details is available from the Professional Standards Councils' website www.professionalstandardscouncil.gov.au.

3. Fees

(a) How much will we charge you?

We will charge you the fees described in our Fee Schedule for providing you with services. Our Fee Schedule is available from our website www.superaccounting.com.au.

(b) When will we charge you?

Premium SMSF service we will charge you the annual fee quarterly in advance on the first day of the each quarter (January, April, July and October) by direct debit. If applicable, charges for additional transactions and other fees as described in our Fee Schedule will be charged after completion of the year-end financial accounts and this is due within 14 days.

Annual compliance service we will charge you the annual fee as described in our Fee Schedule after completion of the year-end financial accounts and payment is due within 14 days.

4. Your obligations

The SMSF is controlled by the trustee. We do not and have no authority to deal or transact with your SMSF's assets. You agree that the activities of the SMSF will be conducted in accordance with the trust deed and all applicable laws, including the Superannuation Industry (Supervision) Act.

Premium SMSF service you should use the bank account or broker that is on our list of providers that provide us with overnight transaction data electronically to gain full benefits from our Online access service. However, we do not endorse or recommend these bank account or broker. For any other account or other assets, you will assist us by providing us with documents or information.

Annual compliance service at the end of the financial year, we will provide you with a year-end kit to make compiling all the documents and records easy. You will assist us by providing us with documents or information that we may request from you.

5. Online access

The Online access website allows you to access information regarding your SMSF, including current investment portfolio, bank transactions, details of investment income, asset allocation and details of member benefits.

We will take reasonable steps to ensure the information provided on the website is accurate and current. However, we will not be liable for any loss or damage to you or any person resulting from:

(a) any errors or omission in the information provided to us, including information provided by third parties, and

(b) any delay in processing or updating the information provided or the failure by you to supply the required statement or document to allow us to process or update any information or transaction.

The completeness of the information on the online access website will depend on your investment portfolio, the availability of the information, and when the information is provided to us. The information on the Online access website is not intended to be, and should not be relied upon for the purpose of making investment decisions. You indemnify us against all loss, damage or claims made against us as a direct or indirect result of your reliance upon the information on the Online access website.

We cannot guarantee the continuous uninterrupted online access and access may be temporarily interrupted for maintenance or other reasons. We will not be liable for any loss or damage for interruptions to online access.

There are security measures on the online access website, but we cannot guarantee that in all circumstances that the site or the information contained on the site will not be subject to unauthorised access. We will not be liable for any loss, damage or claims arising from the unauthorised access to the website.

6. Privacy

We are committed to maintaining the confidentiality of your personal information. Information acquired by us in the course of providing you with service is subject to confidentiality requirements. That information will not be disclosed by us to other parties except with your express consent or required by law.

In providing you with service, it may be necessary for us to disclose your personal information to external service providers or organisations and you consent to us disclosing your personal information to the following external service providers and organisations: auditors, actuaries, document service provider, Government bodies or authorities, including Australian Taxation Office, and our professional advisers, including consultants or lawyers.

7. Variation and termination

We may vary the Fee Schedule or any terms and conditions of this Agreement at any time. We will give you 30 days notice in writing of our intention to vary the fee arrangement or any terms and conditions before the variation takes effect.

You may terminate this Agreement by giving us 30 days written notice. However, if you terminate this Agreement during a financial year (i.e. before the end of the financial year), any fees paid for that financial year is not refundable.

We may terminate this Agreement by giving you 30 days written notice or immediately if you have failed to pay any fees under this Agreement.

Premium SMSF service, if we terminate this Agreement during a financial year (i.e. before the end of the financial year), we will prepare the financial accounts up to 30 June in that financial year and have the tax return for that financial year prepared and lodged, except where you have breached any terms and conditions or failed to pay the fees under this Agreement.

Version 2.0 (August2010)