

## Application form for SMSF establishment, new trust deed and MSE Portal, MSE Accounting and Tax, and MSE Audit

### Before you start

By completing this application form, you agree to My Super Expert (MSE) providing you with an SMSF or an SMSF trust deed. As Trustees/directors of the fund, please provide your TFN as part of the registration process. It is not an offence if a trustee/director does 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

#### SMSF establishment

To apply for an SMSF please complete the necessary sections as outlined in our options listing.

1. Please print out and return your completed application form and payment to My Super Expert  
  
Post: Level 9, 440 Collins Street, Melbourne, VIC 3000  
Email: [info@mysuperexpert.com.au](mailto:info@mysuperexpert.com.au)  
Fax: (03) 8692 2756
2. Upon receipt of your completed application form and payment we will send your customised SMSF information and any login information required to you
3. Please return the executed trust deed to us within 30 days.
4. Upon receipt of the executed trust deed we will then:
  - a. apply for your fund's ABN and TFN from the ATO
  - b. register your fund's election to become a regulated superannuation fund with the ATO, and
  - c. arrange for stamping of your fund's trust deed and/or payment of stamp duty if required.
5. We will return your executed trust deed to you as soon as the application for your fund's registration and stamp duty (if applicable) has been submitted. Once you have received your fund's executed trust deed and confirmation of registration, your fund is officially set up and eligible to receive concessional tax treatment.

### Options

**Option 1** - Non corporate Trustee member fund  
\$ 600 + GST (a or b)

- a) **Single member** (must have another individual as trustee, not member)
- b) **Multiple member** has more than one, up to four members. Each trustee is member of the fund.
- c) **Either of above and MSE Portal, MSE Accounting and Tax and MSE Audit Services.** Additional fee dependent on level of transactions, per financial year. (further details at point 7)

**Option 2** - Corporate Trustee member fund  
\$ 1,450 + GST (a or b)

**Must complete section A, B, C, D, E**

- a) **Single member** one member and a company as trustee. Member is sole director of the company.
- b) **Multiple member** has more than one, up to four members. Company is the trustee of the fund. Each director of the company is a member of the fund.
- c) **Either of above and MSE Portal, MSE Accounting and Tax and MSE Audit Services.** Additional fee dependent on level of transactions, per financial year. (further details at point 7)



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Your SMSF advantage

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Section A: The fund details

1. Fund details

Proposed SMSF name (fund)

[Text input field for Proposed SMSF name]

Registered address (must be a street address)

[Text input field for Registered address]

Suburb

[Text input field for Suburb]

State

[Dropdown menu for State]

Postcode

[Text input field for Postcode]

Fund ABN

[Form for Fund ABN: [ ][ ] - [ ][ ][ ][ ] - [ ][ ][ ][ ] - [ ][ ][ ][ ]]

Establishment date

[Form for Establishment date: [ ] / [ ] / [ ]]

Note: You're only required to complete the fund ABN and establishment date if you already have an established fund.

2. GST details

Please advise (tick relevant box) whether your fund will register for GST:

[ ] No, the fund will not be registered for GST

[ ] Yes, please register the fund for GST (we will register your fund for GST as part of your fund's application for an ABN).

Please also answer the following four questions:

- 1. What is your funds estimated annual GST turnover?
2. Will your fund lodge its activity statements monthly, quarterly or annually?
3. Will your fund account for GST on a cash basis?
4. Will your fund import goods or services into Australia?

3. SMSF trust deed requirements

Please specify your requirements by ticking the relevant box:

[ ] a trust deed for a new fund

[ ] a replacement trust deed for an established fund. You will need to provide a copy of the following documents with this application form:

[ ] the current trust deed

[ ] any supplemental trust deed(s)



**Section B: The trustees**

**4. 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 us to set up a company to be the corporate trustee of your fund, please continue from Section B, item 6 and ensure you complete part E of this form.

**5. 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, unless stated otherwise in section 7.

Trustee/director 1	Trustee/director 2
Title (Mr, Mrs, Ms, etc)	
Given name(s)	
Surname	
Date of birth	
TFN	
Is the trustee/director applying to be a member of the fund? Y/N	
Street address	
Suburb State Postcode	

Trustee/director 3	Trustee/director 4
Title (Mr, Mrs, Ms, etc)	
Given name(s)	
Surname	
Date of birth	
TFN	
Is the trustee/director applying to be a member of the fund? Y/N	
Street address	
Suburb State Postcode	

## 6. Primary contact details

Unless you specify otherwise, we will issue either one customised SMSF pack or one trust deed (depending on what you have requested), to the first person named in section 5.

Title	Name		
<input type="text"/>	<input type="text"/>		
Surname			
<input type="text"/>			
Mailing address			
<input type="text"/>			
Suburb		State	Postcode
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact telephone number		Email address	
<input type="text"/>		<input type="text"/>	
Relationship to the applicant			
<input type="text"/>			

## 7. Administration and Compliance Services

My Super Expert offers a complete online SMSF software solution that gives self-managed superannuation fund trustees an innovative administration & reporting framework.

### MSE Portal

- Secure login web access for SMSF trustees and their investment advisors
- SMSF Financial and investment reports
- Investment performance and mix information on your SMSF
- Permanent document access(deeds, establishment information)
- Access to historic tax returns and audits undertaken by My Super Expert, with the option to upload prior year returns
- Transparent financial reporting including operating statements, balance sheets, over multiple financial periods
- Document management system incorporating financial planner documents such as Statement of Advice (SoA), Investment Strategy, Record of Advice (RoA)

### MSE Accounting and Tax

- Fully compliant accounting and tax return service providing a 21 day turnaround (pending all pertinent information received including all Annual Tax Statements from Managed Funds)
- Option of preparation & lodgement of BAS & IAS

### MSE Audit

- Fully independent audit function by registered SMSF Auditors



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Section C: Payment

Offering

Price (inc GST-AUD) Amount

Table with 4 columns: Offering, Price (inc GST-AUD), a checkbox, and Amount. Rows include SMSF establishment (\$660), SMSF corporate trustee (\$935), and SMSF trust deed (\$440).

Administration and Compliance services

\*Based on transactions per calendar month <15 entries >15 entries

MSE Portal only (cost per financial year)

Table with 4 columns: Offering, Price (inc GST-AUD), a checkbox, and Amount. Rows include Cash deposits only (\$700), Cash and shares, or cash and managed funds (\$1,450), Cash, shares, managed funds (\$1,950), and Property (P.O.A) \*call us for a quotation (\$990, \$1,750, \$2,250).

MSE Portal, MSE Accounting and Tax, MSE Audit (cost per financial year)

Table with 4 columns: Offering, Price (inc GST-AUD), a checkbox, and Amount. Rows include Cash deposits only (\$850), Cash and shares, or cash and managed funds (\$1,750), Cash, shares, managed funds (\$2,350), and Property (P.O.A) \*call us for a quotation (\$1,150, \$2,050, \$2,650).

TOTAL Payment

Empty box for total payment amount.

Payment must be made before your application is processed.

All logins and passwords will be forwarded to you if you are taking up the MSE Portal or MSE Accounting and Tax and MSE Audit options upon establishment of your SMSF and all signed paperwork returned.

We will include a receipt of payment in your fund's pack.

Payment can be made by cheque, EFT or Visa/Mastercard. Please confirm (tick relevant box) your payment method below. If paying by cheque or EFT, please include the name of your Super fund on the cheque or EFT narration.

Checkbox Cheque, attached

Checkbox Visa

Checkbox Mastercard

Checkbox EFT, made on date [ ] / [ ] / [ ]

EFT Details:

Account Name: My Super Expert
BSB No: 033-057
Account No: 412 090
Reference: <Super Fund Name>

Name \_\_\_\_\_

Card no \_\_\_\_\_

Expiry Date \_\_\_ / \_\_\_ / \_\_\_ Amount \_\_\_\_\_

Authority Code \_\_\_\_\_ (3 digits)



## Section D: Applicant declaration and signature

### 10. Applicant declaration and signature – SMSF establishment

I/we hereby:

1. agree to MSE establishing a self-managed superannuation fund on my/our behalf
2. agree to MSE receiving payment of services requested in section C of this form
3. acknowledge that the provision of establishment services by MSE is not taken as financial product or investment advice
4. acknowledge that MSE is not aware of my/our investment objectives, financial position and particular needs
5. authorise MSE to complete an electronic application to register the fund with the ATO as a regulated self-managed superannuation fund
6. 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
7. declare that a civil penalty order has never been made in relation to me/us
8. declare that I am/we are not an undischarged bankrupt
9. declare that I/we have not been notified by the Regulator (the Australian Taxation office or Australian Prudential Regulation Authority) that I am/we are a disqualified person.

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Trustee/director

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signature **X**

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Date

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Trustee/director

---

signature **X**

---

Date

---

---

Trustee/director

---

signature

---

Date

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---

Trustee/director

---

signature

---

Date

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### 11. Applicant declaration and signature – SMSF trust deed

I/we hereby:

1. agree to MSE providing me/us with a new trust deed
2. agree to MSE receiving payment for this service
3. acknowledge that the provision of the trust deed service by MSE is not taken as a financial product or investment advice
4. acknowledge that MSE is not aware of my/our investment objectives, financial position and particular needs.

I/we understand that by signing this application form, the services MSE provide will be the provision of a trust deed only. MSE is not responsible for the provision of any ongoing superannuation, investment or regulatory services to my/our fund.

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Trustee/director

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signature **X**

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Date

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Trustee/director

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signature **X**

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Date

---

---

Trustee/director

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signature **X**

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Date

---

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Trustee/director

---

signature **X**

---

Date

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Section E: SMSF trustee company registration form

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

12. Company details

Proposed company name(s)

1.
2.
3.

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

No
Yes, please provide the State or Territory in which it was registered:

Full registered office address:

Street address

[Street address input box]

Suburb

[Suburb input box]

State

[State dropdown]

Postcode

[Postcode input box]

Does the company occupy the registered office?

No - if no, name of occupier
Yes

Full principal place of business address:

Street address

[Street address input box]

Suburb

[Suburb input box]

State

[State dropdown]

Postcode

[Postcode input box]



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13. Details of officer(s) and shareholder(s)

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

i) Details

First named person will be the primary contact.

Surname Given name(s)
[Input fields for name details]

Street address
[Input field for street address]

Suburb State Postcode
[Input fields for location details]

Date of birth Place of birth
[Input fields for birth details]

Occupation TFN (if applicable)
[Input fields for occupation and TFN]

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

No Yes
[Radio button options]

ii) Details

Surname Given name(s)
[Input fields for name details]

Street address
[Input field for street address]

Suburb State Postcode
[Input fields for location details]

D.O.B. Place of birth
[Input fields for birth details]

Occupation TFN (if applicable)
[Input fields for occupation and TFN]

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

No Yes
[Radio button options]



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iii) Details

Form for section iii) Details including fields for Surname, Given name(s), Street address, Suburb, State, Postcode, D.O.B., Place of birth, Occupation, TFN, and a checkbox for 'Is the director also applying to be a member of the fund?'.

iv) Details

Form for section iv) Details including fields for Surname, Given name(s), Street address, Suburb, State, Postcode, Date of birth, Place of birth, Occupation, TFN, and a checkbox for 'Is the director also applying to be a member of the fund?'.



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### 14: Declaration

I/ we the applicant(s), hereby request My Super Expert to undertake the process of establishing a corporate trustee for the fund and request My Super Expert 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 My Super Expert Pty Ltd will be listed as the registered agent for such services.

Signed by

Name (print)

Date

Name (print)

Date

Name (print)

Date

Name (print)

Date