

## Change of Trustee Service

PO Box 20  
North Maitland NSW 2320  
Phone: (02) 4930 2100  
Fax: (02) 4930 2199

By completing this form, you will provide all the information we need in order to change the trustee of a self managed superannuation fund. As part of our service, we:

- review the current Trust Deed to identify the clauses that control the resignation and appointment of the trustee and check for any particular issues in relation to the deed that need to be considered prior to the change;
- identify who has the power to appoint the trustee (e.g. members, retiring trustee, employer);
- determine how the change can be made (e.g. by written resolution, a meeting, or by deed); and
- prepare a Deed of Retirement and Appointment of New Trustee for the Fund, An ATO Change of details for superannuation entities form, along with all relevant minutes, declarations and any other documentation required in order to record the retirement and appointment.

**Note** - a change of trustee needs to be reported to the ATO within **28 days** of the change.

The cost of this service is **\$385** (including GST). Please see payment options below. If Heffron is also facilitating the establishment of a trustee company the total cost (including the change of trustee) is **\$1,100** (including GST).

## Confirmation and Acceptance of Terms

I confirm that the information on this form is correct and I have completed the payment details below. *Please note that payment must accompany all requests* (an invoice will be provided in due course).

Name & Signature: .....

Invoice in the name of: .....

## Payment Details

Please find a cheque attached

A Direct Debit agreement is in place in the name of:.....

Account Holder's Signature: .....

Please charge the following credit card:

MasterCard  Visa      **Amount:**.....

Cardholder's full name: .....

Card Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_      Expiry Date: \_ \_ / \_ \_

Cardholder's Signature: .....

## Documents to Attach

Full copy of the Fund's current Trust Deed.

**Section A: Contact Details**

**Person Ordering the Service** – documents will be forwarded to this person.

Name & Firm: .....  
Postal Address: .....  
Contact Number: ..... Fax: .....  
Email: .....

**Section B: Fund and Retiring Trustee Details**

Name of Fund: .....  
ABN: \_\_\_/\_\_\_/\_\_\_/\_\_\_ Retirement Date: .....

**Please Indicate Trustee Type**

Corporate Trustee: .....

Company Directors: .....

ACN: .....

Address of Registered Office: .....

Will the Retiring Trustee be signing under seal?  Yes  No  
*The signing requirements will be dictated by the Company's Constitution.*

Individual Trustees: .....

**Section C: New Trustee Details**

**Please Indicate Trustee Type**

Individual Trustees: .....

Corporate Trustee:

If the new trustee is to be a company, then please complete the following:

Heffron to establish trustee company

- Preferred company name: .....
- Alternative Names: .....  
(if preferred company name not available)
- Registered Office Address: .....

Existing trustee company

- Company name: .....
- ACN: .....
- Registered Office Address: .....

**Section D: Member Details** – If there are more than two members/trustees please copy this page.

**Member 1**

Title:                      Mr/Mrs/Miss/Ms/Dr                      Sex:                      Male/Female

First Name: .....                      Surname: .....

Street Address: .....

Date of Birth                      ...../...../.....                      TFN: .....

Place of Birth\* .....  
(\*only required if Heffron is establishing a new trustee company)

Please indicate:     a member of the Fund?     a trustee (or a director of a trustee company)?  
(Please tick one or both boxes)

**Member 2**

Title:                      Mr/Mrs/Miss/Ms/Dr                      Sex:                      Male/Female

First Name: .....                      Surname: .....

Street Address: .....

Date of Birth                      ...../...../.....                      TFN: .....

Place of Birth\* .....  
(\*only required if Heffron is establishing a new trustee company)

Please indicate:     a member of the Fund?     a trustee (or a director of a trustee company)?  
(Please tick one or both boxes)