

Administration Service Add-Ons

ACTUARIAL CERTIFICATES

\$176_{pa}

SMSFs that pay out an income stream (pension payments) while also having an accumulation account will need an actuarial certificate.

An actuarial certificate is a legal document prepared by an actuary and which must be obtained prior to lodgement of the fund tax return. The certificate specifies the tax-exempt percentage of fund income.

When preparing your annual financial accounts, we determine whether your fund requires an actuarial certificate and, if so, we arrange for one to be issued from our in-house Actuarial Certificates Team.

ASIC AGENT SERVICE

\$180_{pa} for a Special Purpose Company which is the trustee for the SMSF

\$400_{pa} for a borrowing Trust

As part of the ASIC Agent Service, Heffron will:

- ✓ Facilitate payment of the ASIC Annual Company Fee
- ✓ prepare and distribute the relevant minutes (solventy resolution) to the Directors for execution annually and pay the annual company registration fee

- ✓ facilitate any changes to contact details for the Directors (addresses etc.), and lodge the appropriate forms through the ASIC portal
- ✓ assist with updating the company structure through the ASIC portal (e.g. after a change in Directorship)
- ✓ act as the Registered Address for all ASIC correspondence

MAILBOX SERVICE

\$330_{pa}

As part of the Mailbox Service, Heffron will:

- ✓ be the listed postal address on all correspondence relating to fund investments including bank statements.
- ✓ receive copies of corporate actions in relation to the Fund's Eligible Assets including but not limited to rights issues, takeover bids, dividend reinvestment and dividend bonus plans.
- ✓ use reasonable endeavours to communicate corporate actions to Trustee or Authorised Representatives. However, we will not be responsible for execution of required documentation in relation to corporate actions.

Note: Heffron is not obliged to retain reports, forms of proxy, notices of meetings or other material, letters, notices or announcements received relating to the Fund's Eligible Assets.

Heffron will not forward original documents or copies of dividend notices, tax statements or statements from cash management providers in relation to the Fund's Eligible Assets.

QUARTERLY GST REPORTING

\$550_{pa}

Generally, GST lodgements are only legally required quarterly if the fund has GST attractive revenue over certain amounts. The most common GST attractive revenue in an SMSF is commercial property, outside of this, there are very few sources of GST attractive revenue.

On that basis, most funds choose not to report quarterly.

Some funds find that they may be entitled to GST refunds and as such, elect to report quarterly to improve their cash flow position (however this increase needs to be weighed against the cost of doing so).

As part of this service, Heffron will prepare, lodge and review all the fund's quarterly GST requirements.