

# SMSF establishment and Heffron administration service form



Complete this form and return to [documentservices@heffron.com.au](mailto:documentservices@heffron.com.au) or mail to PO Box 200 Maitland NSW 2320. Our SMSF establishment service includes the following options (Please indicate yours below).

<b>\$550 SMSF establishment service</b>
Delivery: Electronic delivery <u>or</u> hard copy delivery
Document inclusions: SMSF trust deed, Trustee resolutions, Trustee consent letter, ATO Trustee declaration(s), member application(s) and PDS
Signing, dating and witnessing requirements individually marked to minimise risk of error (for documents delivered via hard copy only)
Full review of correct execution of documents
Heffron to apply for ABN, TFN and election to be regulated
Original documentation returned in a professional Master File

<b>\$990 Special purpose SMSF trustee company establishment service</b>
Delivery: Electronic delivery <u>or</u> hard copy delivery
Document inclusions: Various consent notices and resolutions, company constitution, share application(s) and share certificate(s)
Signing, dating and witnessing requirements individually marked to minimise risk of error (for documents delivered via hard copy only)
Registration of the special purpose company with ASIC
Full review of correct execution of documents
Original documentation returned in a professional Master File

## SECTION A: ACCOUNTANT/ADVISER DETAILS

Contact person				Company name				
Postal address								
Suburb				State			Postcode	
Phone			Email					
Mobile phone			CC Email					
Please select how you would like to receive the documents						Email	<b>OR</b>	Post
Please select who should receive the documents				Accountant/Adviser	<b>OR</b>	Trustee 1		

Heffron Consulting Pty Ltd ABN 88 084 734 261 AFSL 241 739

Maitland: Unit 1, 27 Bulwer Street, Maitland NSW 2320 | Brisbane: Level 15, 120 Edward Street, Brisbane QLD 4000  
 Postal: PO Box 200, Maitland NSW 2320 | Call: 1300 HEFFRON | Fax: (02) 4930 2199 | Email: [heffron@heffron.com.au](mailto:heffron@heffron.com.au)

## SECTION B: HEFFRON ADMINISTRATION SERVICE DETAILS

Package:	Streamlined	Standard	Advanced
<b>GST registration</b>			
Some SMSFs are <u>required</u> to register for GST ie SMSFs with “turnover” - generally rental income from property used for <i>commercial</i> purposes, or rental income from <i>business</i> assets such as machinery – of \$75,000 pa or more. Other SMSFs are not required to register for GST, but may voluntarily choose to do so in order to be able to claim “reduced input tax credits” on some of the GST it pays to its various suppliers.			
Will the SMSF be required to register for GST?	No		Yes
If no, will the SMSF be voluntarily registering for GST?	No	Yes (tick whichever is applicable) Report and pay GST annually Report and pay GST quarterly (Additional fees apply)	
Please note: if Heffron is to register the SMSF for GST, unless advised otherwise, the registration will be done on the basis that the SMSF will account for GST on a cash basis, the SMSF’s GST turnover will be less than \$75,000 pa and the SMSF will not be importing goods/services into Australia			
Would you like Heffron to act as the <b>mailing address</b> for the SMSF? (Additional fees apply – Only if we are to act as the mailing address for the Fund’s investments)			Yes

## SECTION C: SMSF AND TRUSTEE DETAILS

SMSF name (case sensitive)			
Individual Trustees (Proceed to Section D)			
Existing Corporate Trustee (Please attach a copy of the latest ASIC company statement. A fee may apply if not provided)			
Company name			ACN
Would you like Heffron to become the ASIC agent and Registered office? (Additional fees apply)		Yes	No
Current registered office address			
Suburb		State	Postcode
New Corporate Trustee (Heffron are instructed to provide any relevant information to 3rd parties in relation to the establishment of this company)			
Preferred company name			
Alternate company name			
Would you like Heffron to become the ASIC agent and registered office? (Additional fees apply)		Yes	No
Registered office address (if not Heffron)			
Suburb		State	Postcode
ASIC requires full physical address details and will not accept a PO Box, property name or Mail Service number. If rural property, please provide the name of the access road to the property			
Occupier of above address (if not the company or Heffron)			
Principal place of business address		As above	
Suburb		State	Postcode

**SECTION D: INDIVIDUAL DETAILS (tick all that apply)**

<b>INDIVIDUAL 1</b>	Member	Individual Trustee	Director	Secretary
Full legal name (First / Middle / Last)				Title
Gender (M / F / Other)			Date of birth	
Director identification number (only if SMSF has a corporate trustee)			TFN	
Residential address				
Suburb		State		Postcode
Postal address	As above			
Suburb		State		Postcode
Email				
Phone		Mobile		
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)				
<i>Only complete both of the following if a new Corporate Trustee is being established</i>				
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	
<b>INDIVIDUAL 2</b>	Member	Individual Trustee	Director	Secretary
Full legal name (First / Middle / Last)				Title
Gender (M / F / Other)			Date of birth	
Director identification number (only if SMSF has a corporate trustee)			TFN	
Residential address				
Suburb		State		Postcode
Postal address	As above			
Suburb		State		Postcode
Email				
Phone		Mobile		
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)				
<i>Only complete both of the following if a new Corporate Trustee is being established</i>				
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	

**SECTION D: CONTINUES ON NEXT PAGE**

<b>INDIVIDUAL 3</b>	Member	Individual Trustee	Director	Secretary
Full legal name (First / Middle / Last)				Title
Gender (M / F / Other)			Date of birth	
Director identification number (only if SMSF has a corporate trustee)			TFN	
Residential address				
Suburb		State		Postcode
Postal address	As above			
Suburb		State		Postcode
Email				
Phone		Mobile		
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)				
<i>Only complete both of the following if a new Corporate Trustee is being established</i>				
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	
<b>INDIVIDUAL 4</b>	Member	Individual Trustee	Director	Secretary
Full legal name (First / Middle / Last)				Title
Gender (M / F / Other)			Date of birth	
Director identification number (only if SMSF has a corporate trustee)			TFN	
Residential address				
Suburb		State		Postcode
Postal address	As above			
Suburb		State		Postcode
Email				
Phone		Mobile		
What is the relationship between this member and the other trustee(s)/director(s)? (eg, spouse, parent, child, no familial relationship)				
<i>Only complete both of the following if a new Corporate Trustee is being established</i>				
Place of Birth (Country, State, Suburb)			Number of ordinary shares to be issued:	

**Note if there are more than 4 individuals, please copy the page above for the additional individuals.**

**Note also that the SMSF may need a *corporate trustee* if there are more than 4 members and the SMSF is domiciled in NSW, QLD, VIC, WA or ACT as the corresponding Trustee Acts only allow a maximum of four individual trustees.**

## SECTION E: DECLARATIONS (REQUIRED IN ALL CASES)

The trustee(s) or director(s) of the corporate trustee and member(s) hereby:

- declare that the information provided on this form is true and correct and agree to pay for the services requested on this form and, in the event that any information on this form is incorrect and Heffron are requested to amend the documentation, agree to pay any amendment fees charged
- in the case of a new Corporate Trustee (if applicable):
  - instruct & authorise Heffron to provide any relevant information to 3rd parties in relation to the establishment of this company, and appoint such 3rd party as an agent to sign and lodge the application for registration of the company/change of company details
  - declare that the director(s), secretary(ies) and shareholder(s) on this form have consented in writing to their appointment (as required by the Corporations Act)
- instruct Heffron to:
  - prepare the necessary documentation to enable the trustee(s) or director(s) of the corporate trustee and member(s) to establish an SMSF, and
  - provide any other requested services to the trustee(s) or director(s) of the corporate trustee

using the information provided on this form, and acknowledge and understand that neither the contents of this form, nor the documentation prepared or other services provided constitute 'Financial Product Advice' as defined in the Corporations Act 2001 and should not be regarded as such

- acknowledge and understand that unless a Statement of Advice from Heffron recommending:
  - the establishment of an SMSF, and/or
  - an individual become a member of that SMSFhas been obtained, Heffron has not reviewed the personal circumstances of any individual to determine whether or not establishing and/or becoming a member of such SMSF is appropriate. The services provided by Heffron are limited to those requested on this form as instructed by the trustee(s) or director(s) of the corporate trustee and member(s)
- authorise and instruct Heffron to electronically complete and lodge an ABN & TFN application, and a Notice of Election for superannuation funds (to register the fund as a regulated self-managed superannuation fund), with the Australian Taxation Office using the information provided on this form and:
  - declare that:
    - the SMSF is established on the establishment date as outlined on this form and/or as specified in the executed Trust Deed that established the SMSF
    - the SMSF's sole purpose is to provide superannuation benefits to members upon reaching a prescribed age or upon their retirement or death or other cessation of employment
    - the SMSF holds an asset (either tangible or intangible) on the establishment date
    - the SMSF is entitled to an ABN and I/we confirm my/our understanding of the ABN obligations
    - the SMSF is an Australian resident for tax purposes
  - elect that the Superannuation Industry (Supervision) Act 1993 is to apply in relation to the SMSF, and understand that this election is irrevocable
  - declare that the SMSF intends to be an SMSF for 12 months or longer
  - declare that no individual trustee/director or secretary of the Corporate Trustee:
    - has been convicted of an offence in relation to dishonest conduct in the Commonwealth or any state or territory or foreign country
    - has ever had a civil penalty order made against them
    - is an undischarged bankrupt
    - has been notified that they are a disqualified person by the ATO or APRA

- in the case of a Corporate Trustee only, declare that:
  - it has no grounds to suspect that a director or secretary is a disqualified person
  - a receiver or receiver and manager has not been appointed to the company
  - a restructuring practitioner has not been appointed to the company
  - the company has not been placed under official management nor has a provisional liquidator been appointed
  - the company is not being wound up
- declare that each trustee/director of the corporate trustee is aware that a trustee declaration must be signed within 21 days of commencing duties

Signature of person authorised to make the above statements on behalf of the member(s) and trustee(s) or director(s) of the corporate trustee	Print name	Date
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## SECTION F: PRIVACY STATEMENT

Heffron SMSF Solutions is committed to protecting the privacy and rights of its customers. Our [Privacy Policy](#) contains important information about how we collect, hold, use and disclose personal information. If you have questions or wish to make a complaint, please contact our Privacy Officer at Heffron SMSF Solutions, PO Box 200, MAITLAND NSW 2320, or via email at [privacy.officer@heffron.com.au](mailto:privacy.officer@heffron.com.au).

## PAYMENT INFORMATION

Amount: \$	
EFT Transfer	BSB: 082 691 Account: 561309446 <i>Please attach transaction receipt of payment to service form as confirmation of payment</i>
Credit Card	<a href="#">Document services payments</a> <i>Please attach transaction receipt of payment to service form as confirmation of payment</i>
Direct Debit Authority in place	