

# New SMSF & Company Questionnaire

Private and Confidential

## Purpose of starting a New SMSF & Company to act as Corporate Trustee

This Questionnaire is used to collect information with respect to establishment of a self managed superannuation fund (SMSF) and incorporate the company which will act as corporate trustee. It is important to complete this Questionnaire as fully as possible so that all aspects of your position can be properly considered.

## Your Duty of Care

You are responsible for providing accurate and appropriate information to allow us to incorporate your company. No liability will be accepted for any advice given on the basis of inaccurate or incomplete information supplied by you.

***\*Please complete all details in block letters. Please attach further instructions if insufficient space herein.***

### **SECTION A: PERSON ORDERING**

Name: \_\_\_\_\_

*Documents and invoice will be sent to this person unless otherwise instructed.*

Firm name (if applicable): \_\_\_\_\_

Street address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I confirm that each person nominated below is eligible to be a trustee of a self managed superannuation fund and director of a company:

Signature: \_\_\_\_\_ Date:     /     /20

**Upon completion of this form, please fax to (03) 9500 1386 or email to [office@partnerswealthgroup.com.au](mailto:office@partnerswealthgroup.com.au).**

**Completed work will be forwarded to the person ordering above in section A who accepts responsibility for prompt payment of the fees due.**

## SECTION B: SMSF DETAILS

Fund Name \_\_\_\_\_

**Commencement Date** of the fund will be the date of incorporation of the company acting as corporate trustee unless instructed otherwise

The documents will be presented in a folder and mailed to the person ordering in Section A.

- **Price \$517.00 (including GST) plus company establishment fee listed below**

### ADDRESS FOR TRUSTEE MEETING

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

### APPOINTMENTS

Auditor: \_\_\_\_\_ Unknown: Yes  No

Would you like information about Partners Superannuation Services annual compliance service or audit service?

Audit Service: Yes  Annual Compliance Service: Yes

**FUND TAX AGENT NUMBER** \_\_\_\_\_

## SECTION C: TYPE OF COMPANY

### SECTION B: TYPE OF COMPANY

Is the company kit to be provided:

1. ELECTRONICALLY Yes

The documents will be provided by email

EMAIL ADDRESS: \_\_\_\_\_

- **Price \$653 (including GST and disbursements)**

2. HARD COPY Yes

The documents will be presented in a folder. The company folder will be mailed to the person ordering the company unless instructed otherwise.

- **Price \$753 (including GST and disbursements)**

## SECTION D: CORPORATE TRUSTEE ESTABLISHMENT DETAILS

### SPECIAL PURPOSE COMPANIES

The constitution operates so that if the company acts solely as trustee for a superannuation fund, it can be a 'special purpose company' for ASIC's purposes, which reduces such costs as the annual review fee (although such a company cannot, eg, make distributions of income or capital to members). Please advise if you would like the company to be a 'special purpose company', and the appropriate forms that will need to be lodged with ASIC will be included with the corporate register. Note, if the company stops acting solely as a trustee and ceases to be a special purpose company, it can revert to being a 'regular' company without requiring any changes to the constitution but ASIC will need to be notified accordingly.

A company can still be the trustee of a superannuation fund if it is not a 'special purpose company' but it will pay the full annual review fees.

Note:

- Each company must have at least one director and public officer who is a resident of Australia. It is also preferable that the company have a secretary
- Each shareholder should pay the Company the share application money asap.
- Ordinary shares will be issued unless instructed otherwise.
- Any disbursements incurred by Partners Legal on behalf of its client(s) are incurred as agent of the client(s), unless PARTNERS LEGAL decides otherwise.

Further, note that:

- PARTNERS LEGAL is not licensed to provide financial product ('FP') advice under the *Corporations Act 2001* (Cth);
- legal advice is only one of the matters that must be considered when making a decision on an FP; and
- you should consider taking advice from the holder of an Australian Financial Services Licence before making a decision on an FP.

**Upon receiving a completed order form, the company will be registered without delay.**

*PLEASE COMPLETE ALL DETAILS IN LEGIBLE HANDWRITING AND PROVIDE FULL LEGAL NAMES*

**COMPANY DETAILS – PROPOSED COMPANY NAMES**

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Is the company name identical to an existing Business name that you are authorised to use? Yes  No

Registered Business Name: \_\_\_\_\_ (identical to company name)

State of Registration: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**REGISTERED OFFICE**

Street address (not a PO Box):

\_\_\_\_\_  
\_\_\_\_\_

Does the company occupy these premises? Yes  No

If no, occupier's name: \_\_\_\_\_

Name of individual to sign occupier's consent (if different): \_\_\_\_\_

**PRINCIPAL BUSINESS OFFICE**

Street address (not a PO Box):

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL INSTRUCTIONS**

Is this Company to be a Special Purpose Company (eg, will it act solely as a trustee of a superannuation fund)?

Yes  No

Special Instructions (if any):

## OFFICEHOLDERS' AND SUPER FUND MEMBERS' INFORMATION

Note, if the company has more than two directors, all directors have to be members of the smsf.

(1) Full Legal Name: \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Place of Birth: *Town*: \_\_\_\_\_ Country: \_\_\_\_\_

DOB:     /     /     TFN: \_\_\_\_\_

Number of shares (if applicable) \_\_\_\_\_

Please tick: Director  Super Fund Member  Secretary  Public Officer

(2) Full Legal Name: \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Place of Birth: *Town*: \_\_\_\_\_ Country: \_\_\_\_\_

DOB:     /     /     TFN: \_\_\_\_\_

Number of shares (if applicable) \_\_\_\_\_

Please tick: Director  Super Fund Member  Secretary  Public Officer

(3) Full Legal Name: \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Place of Birth: *Town*: \_\_\_\_\_ Country: \_\_\_\_\_

DOB:     /     /     TFN: \_\_\_\_\_

Number of shares (if applicable) \_\_\_\_\_

Please tick: Director  Super Fund Member  Secretary  Public Officer

(4) Full Legal Name: \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Place of Birth: *Town*: \_\_\_\_\_ Country: \_\_\_\_\_

DOB:     /     /     TFN: \_\_\_\_\_

Number of shares (if applicable) \_\_\_\_\_

Please tick: Director  Super Fund Member  Secretary  Public Officer

**Please note: If a company is applying for shares, the directors of that company should have resolved to authorise a director (or some other person) to sign the application for shares.**