

SMSF Trust Deed



PLEASE: Ensure clear and correct instructions are provided by completing all details clearly in block letters with a black pen as we are not responsible for any errors. An additional charge will apply if we have to reproduce documents due to an error in your instructions.

Name of Fund

Date of Commencement: / / or leave undated

(if no date is inserted, we will leave all documents undated)

SECTION A: ADVISER / PERSON ORDERING DEED

(Enquiries, documents, invoice and receipts will be directed to this person, unless otherwise stated)

Person ordering

Firm Name: (if applicable)

Street Address

Postal Address (if different)

Phone Fax

Email Signature

Is this your first TSG deed order? Yes No

If yes, how did you hear about us?

(If by referral, name of adviser)

PAYMENT DETAILS (all prices include GST)

Enclosed is payment for

- Trust Deed Only \$495
- Trust Deed & Compliance Package \$745
- Trustee Company \$750

I enclose a cheque payable to Jigsaw Support Services Pty Ltd for \$

Direct Deposit **BSB: 033-254** **ACCOUNT NUMBER: 119547**

Once you have deposited funds, please fax confirmation to us on (03) 5821 8882

Attention: Silvia or email confirmation to mbmozplan@mbmgroup.com.au

OzPlan Financial Services Pty Ltd

PO Box 1289, Shepparton VIC 3632 **Phone:** (03) 5831 1233 **Fax:** (03) 5821 8882

mbmozplan@mbmgroup.com.au

SECTION B: TRUSTEE DETAILS

If the trustee is a Company already incorporated then complete section B(i) only.
 Please tick if you are setting up a Trustee Company with this order sheet. See Section F for details.
If the Trustees are individuals then complete section B(ii) only.

SECTION B(i): COMPLETE IF TRUSTEE IS A COMPANY

Company name

A.C.N. A.B.N. Date of Incorporation: / /

Address of Registered Office

Phone Fax

Email

Full names of all directors of Trustee Company:

D1:	D2:
D3:	D4:

SECTION B(ii): TRUSTEE INFORMATION WHERE TRUSTEES ARE INDIVIDUALS

If individual trustees, their full names:

T1:	T2:
T3:	T4:

Please note: Each member must be a trustee unless they satisfy an exemption under section 17A of the 'SIS ACT'.

PLEASE COMPLETE SECTION B(iii) BELOW

SECTION B(iii): STREET ADDRESS WHERE TRUSTEE MEETINGS ARE HELD

SECTION E: SPECIAL INSTRUCTIONS

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SECTION F: BILLING INSTRUCTIONS

Please provide details of billing name and address for invoice:

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MAILING INSTRUCTIONS

Please mail, fax or email a scanned copy of the completed form to:

OzPlan Financial Services Pty Ltd

PO Box 1289, Shepparton VIC 3632
Phone: (03) 5831 1233 **Fax:** (03) 5821 8882
mbmozplan@mbmgroup.com.au

DISCLAIMER: We prepare documents based on your written instructions. We provide no advice unless specifically requested to do so in writing. Tax and superannuation rules are subject to ongoing changes and substantial penalties can be imposed for any breach. Accordingly, expert advice should be obtained whenever in doubt.



COMPANY ORDER FORM

SECTION F: COMPANY DETAILS

Name of Company (1st preference)

Name of Company (2nd preference)

Is the Company a sole-purpose superannuation trustee (or other "Special Purpose) company.

Yes

No, if so, Nature of Business

Registered Office Address (*in full*):

Occupier (*If registered office is C/- accountants, solicitors etc*)

Name of Ultimate Holding Company (If applicable)

ACN / ARBN

Or Country of incorporation (If Not Australia)

PLACE OF BUSINESS

Street Address

Town

State

Postcode

Phone

Fax

Email

DETAILS OF EACH DIRECTOR

DIRECTOR 1

Full Name

Address

Date of Birth:

 / /

Place of Birth (incl. Country)

Number of Shares:

Class:

Ordinary

OR

Paid:

\$1 per share

OR

Position(s) held:

Shareholder

Secretary

Public Officer

DIRECTOR 2

Full Name

Address

Date of Birth: / / Place of Birth (incl. Country)

Number of Shares:

Class: Ordinary OR

Paid: \$1 per share OR

Position(s) held: Shareholder Secretary Public Officer

DIRECTOR 3

Full Name

Address

Date of Birth: / / Place of Birth (incl. Country)

Number of Shares:

Class: Ordinary OR

Paid: \$1 per share OR

Position(s) held: Shareholder Secretary Public Officer

DIRECTOR 4

Full Name

Address

Date of Birth: / / Place of Birth (incl. Country)

Number of Shares:

Class: Ordinary OR

Paid: \$1 per share OR

Position(s) held: Shareholder Secretary Public Officer

MAILING INSTRUCTION

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PO Box 1289, Shepparton VIC 3632 Phone: (03) 5831 1233 Fax: (03) 5821 8882
mbmozplan@mbmgroup.com.au

The following is a list of what is included when you order a new deed or trust deed upgrade via OzPlan.

Trust deed and Compliance options

1. SMSF trust deed

Includes

- PDS solution in 3 components
- 2 copies of the SMSF trust deed rules
- Fund establishment checklist
- Fund establishment minutes and notifications
- ATO notifications and application for TFN

2. SMSF trust deed upgrade

Includes

- Review of amendment clauses of existing preparation of appropriate documents to the amendment including minutes and notifications
- PDS solution in 3 components
- 2 copies of the SMSF trust deed rules

3. Compliance documentation package

Includes

- Tailored documents for the fund, linked to relevant rules in the trust deed including
 - Contributions – in specie, spouse, employer, self employed, undeducted
 - Trustee appointment, removal and resignation
 - Setting up an investment strategy
 - Setting up reserves
 - Paying all benefits
 - Transferring benefits to and from the fund
 - Appointment of SMSF adviser, auditor, administrator, actuary

4. SMSF trust deed upgrade

To ensure that the deed you use in your SMSF compliance platform is current and up to date we offer an upgrade service.

For a small fee the rules will be upgraded as required, usually every 12 - 18 months.

5. Change of trustee and/or fund name

Your clients may require a change of trustee or wish to change the name of their fund. We can arrange these changes.

6. Bulk SMSF trust deed upgrades

Advisers with a large number of deeds to upgrade to OzPlans SMSF trust deed packages can take advantage of special, volume pricing. We can also assist you through this process with your clients.