

Please return completed form to **BTS Solutions Pty Ltd Po Box 1821 , Subiaco WA 6904**
Fax (08) 9226 2761 or email to admin@btssolutions.com.au

1 FUND DETAILS

Fund Name

Date Formed

Register for GST YES NO

2 TRUSTEE DETAILS

Trustee Corporate[^] Individual
(Complete Q 3) (Complete Q 4)

[^] We recommend corporate trustee for ease of ongoing administration. Please contact us if you need any further information.

3 CORPORATE TRUSTEE

Would you like us to incorporate a Trustee Company on your behalf ?[^]

YES No

(complete sec below)

Preferred company name

Place of business

(generally the principle place of business is the same as the associated employer or the residential address of members/directors)

[^] All Directors of a company acting as Trustee must be Members of the Fund UNLESS the Fund is a single Member Fund (please see Q 5).

We assume that each Director will have one vote and the same class of share and the company will be used for the purpose of being an SMSF Trustee, a Special Purpose Company.

4 TRUSTEES/ MEMBERS (Limited to 4 members)

Trustees / Member 1 (primary contact Member)

Title Full Name

Date of birth Place of birth

Occupation Email

Residential address

Phone/Mobile Fax

TFN

Trustees / Member 2

Title Full Name

Date of birth Place of birth

Occupation Email

Residential address

Phone/Mobile Fax

TFN

Trustees / Member 3

Title Full Name

Date of birth Place of birth

Occupation Email

Residential address

Phone/Mobile Fax

TFN

Trustees / Member 4

Title Full Name

Date of birth Place of birth

Occupation Email

Residential address

Phone/Mobile Fax

TFN

Are all trustees/directors eligible to hold the position of trustee/director in accordance with SIS Act Sec 120? YES NO

An individual is not eligible if:

- (a) At any time: (i) the individual was convicted of an offence (in respect of dishonest conduct) against or arising out of law of the Commonwealth, State, a Territory or a foreign country;
- or (ii) a civil penalty order was made in relation to the person; or (b) the person is an insolvent under administration.

5 SINGLE MEMBER FUND (without corporate trustee)

If the fund has only one member and the Trustee is NOT a corporate trustee , there must be one other Individual Trustee, who is not an employer of the Member unless a relative.
Please provide other individual Trustee below.

Non - Member Trustee

Title Full Name

Date of birth Place of birth

Occupation Email

Residential address

Phone/Mobile Fax

TFN

Is the Trustee eligible to hold the position of the trustee in accordance with SIS Act Sec 120? YES NO

Employee of the Member YES
complete below

Are you related to the member? YES NO

if YES , type of relationship

6 INITIAL MEETING

This is the meeting at which it was resolved to establish the SMSF and will be the date of
Please complete the information below so we can prepare establishment minute for the Fund

Date of meetings Time

Address

Attendants

7 PAYMENT DETAILS

Please choose from the options below

Attached a **cheque** payable to BTS Solutions Pty Ltd for

or

Please deduct the amount of from my **credit card**

Card Number

Expiry Date

Name on Card

Cardholder's signature

Note a surcharge of 2.5% will apply to all credit card payments

or

EFT payment to us :

ANZ BSB 016002
Account No 450737923
Account Name BTS Solutions
Reference SMSF NAME

or

PayPal payment

(please use our email address :
admin@btssolutions.com.au)

8 Declaration and authority to proceed

I declare the information provided in this application form is true and correct.

I agree to the terms and conditions detailed in this document and authorise BTS Solutions Pty Ltd to proceed with the Self Managed Superannuation Fund set up.

FULL NAME

SIGNATURE DATE

TERMS AND CONDITIONS

When you submit your application you agree to Terms and Conditions detailed in this document.

Setting up a SMSF

You have read and understood the risks associated with establishing a SMSF and your responsibilities as a Trustee. (Please read the ATO article "Running a SMSF " uploaded on our website www.btssolutions.com.au)

You have read and understood the Trustee declaration (NAT 71089) prior to establishing your SMSF. (The Trustee Declaration has been uploaded on our website www.btssolutions.com.au)

You agree that BTS Solutions has not recommended that you establish a SMSF and that you have elected to apply to establish the SMSF after personally considering all risks.

You understand that BTS Solutions is not a licensed investment advisor and has not provided any investment advice in relation to setting up your SMSF.

You authorise BTS Solutions to arrange and lodge as necessary any documentation required to establish your SMSF.

When your SMSF is established, Office Wiz Pty Ltd will be appointed as the taxation agent for your SMSF and will be the address for all ATO correspondence.

When your SMSF is established, you will agree to the appointment of Brent Mezger Chartered Accountants as the auditor for your fund and BTS Solutions will prepare an audit engagement letter to Brent Mezger on your behalf.

When your SMSF is established we will forward the application package to you and keep a copy for our records.

Your application package will include the following documentation:

1. Two bound copies of Trust Deed (issued by Chris Hogan & Co Superannuation Lawyers)
2. Minutes of initial trustees meeting to set up a fund
3. ATO trustee declaration
4. Consent(s) to act as trustee(s)
5. An audit engagement letter
6. ATO notices for TFN and ABN
7. GST registration form (if applicable)

Note that you will have to sign the documents 1 to 5 and return them to our office for our records.

Investments Control

The Trustees of the SMSF control the SMSF and make all the investments decisions for the SMSF.

BTS Solutions do not provide Investment advice and have not taken into account your objectives, financial situation or needs in relation to the establishment and operation of your SMSF.

At your request BTS Solutions will recommend you to other professionals for the purposes of providing investment and risk advice. Please contact us for more details.

BTS Solutions will provide administration, accounting and taxation services only.

You have total control of your SMSF assets.

BTS Solutions does not manage, control or have access to your assets or accounts.

Annual compliance and fees

BTS Solutions attends to all the annual compliance requirements for your SMSF for an annual fee, which depends on the transactions volume in your SMSF.

The fee schedule can be found on our website at www.btssolutions.com.au

In addition to our annual compliance fee there are other fees may apply:

1. A supervisory levy of \$ 200.00 is payable to the ATO annually. (GST not applicable)
2. An audit fees of \$ 440.00 is payable to an independent auditor annually. (GST inclusive)
3. Where actuarial certificates are required an additional annual fee of \$ 233 will apply. (GST inclusive)

The annual fee is subject to change without notice.

Other

Any changes to our terms and conditions will be communicated to clients.

To assist us with the Income Tax Return preparation and lodgement please provide us with a copies of all documentation listed in the checklist below.

Checklist of supporting documentation

Bank statements

Dividends & Distributions Statements

Contact Notes

Trading statements

Other relevant information

We can accept data electronically

You can download the bank transactions from your bank in Comma Separated Value (CSV) format and email the downloaded files to us.

It is our intention to process your SMSF information on a monthly basis.

This enables us to plan for compliance breaches and planning opportunities.

There is also a range of additional information we can provide.

Please contact us if you have a specific requirement.