Heffron SMSF Solutions

Self Managed Superannuation Fund Administration Service

Takeover Form

By completing this form, you will provide all the information we need in order to establish your self managed superannuation fund as an Administration Client.

Section A: Fund Details

Fund Name: ....

Street Address: ....

....

Postal Address: ....

Contact number: .... Fax: ....

Email: ....

Establishment Date: .... Last set of accounts completed: …………………

Tax File Number: __ __ __ / __ __ __ / __ __ __ ABN : __ __ /__ __ __ / __ __ __ / __ __ __

GST Registered: Yes/No

PAYG Withholding Registration: Yes/No

Section B: Contact Adviser Details - Contact for any queries:

Name: ....

Name of Firm: ....

Postal Address: ....

Contact number: .... Fax: ....

Email: ....

Section C: Previous Accountant/Administrator Details

Contact Person: ....

Name of Firm: ....

Postal Address: ....

Contact number: .... Fax: ....

☐ Please tick this box if you have advised your previous Accountant/Administrator that Heffron will be taking over as Administrator of your Fund.

Section D: Trustee Company Details (if applicable)

Company Name : ....

ACN: __ __ __ / __ __ __ / __ __ __ or ABN : __ __ /__ __ __ / __ __ __ / __ __ __

Current Registered Office Address: ....

....

Director 1: ....

Director 2: ....

Director 3: ....

Director 4: ....

Section E: Member and Individual Trustees Details - please copy page for additional members

Member 1
Title : Mr/Mrs/Miss/Ms/Dr

First Name: …..……………………Middle Name: …..……………………Surname: …..……………………

Street Address : ....

....

Date of Birth : ……./……./……. Tax File Number :...

Eligible Service Date : ……./……./…….Ph (Bus) : ....

Please indicate : ☐ member of the Fund ☐ individual trustee

Member 2
Title : Mr/Mrs/Miss/Ms/Dr

First Name: …..……………………Middle Name: …..……………………Surname: …..……………………

Street Address : ....

....

Date of Birth : ……./……./……. Tax File Number :...

Eligible Service Date : ……./……./……........ Ph (Bus) : ....

Please indicate : ☐ member of the Fund ☐ individual trustee

Section F: Service Specifications

Please indicate below the additional service components you require (note additional fees apply for these components – please refer to our Administration Service fee schedule):

☐	Pension Administration	applicable if any of the fund members are currently receiving a pension from the fund or if any of the fund members are converting to pension phase this financial year
☐	GST Registered	applicable if the fund will be registered for GST
☐	Mailbox Service	applicable if we are to act as the mailing address for the Fund (complete section G)

Section G: Mailbox Service Preferences

Please indicate your preferences ☑

Please note that we will not forward Annual Reports, Shareholders meeting information or miscellaneous announcements as part of this service. In most cases Annual Reports can be obtained via the internet.

1 Please send us Dividend Reinvestment Plan (DRP) information ☐
2 We do not wish to participate in DRPs please complete direct credit details ☐

Section H: Information Attachments Required - photocopies are sufficient

The following information should be provided to Heffron with this form or as soon as practicable.

Master File Information

1 Trust Deed including all amendments since establishment ☐
2 Trustees' consents to act ☐
3 Member applications ☐
4 Nomination of Beneficiaries (including Binding Nominations if applicable) ☐
5 Trustee minutes since commencement including investment strategy ☐
6 Rollover in forms received since establishment ☐
7 ETP Payment Summaries issued since establishment ☐
8 Pension establishment documents (if applicable) ☐
9 Corporate Register for the Trustee Company (if we are to be the registered office) ☐

Historical Transaction Information - where possible BGL CD Rom download is preferred

1 Investment register for the fund including for each holding: ☐

- Date of purchase ☐
- Cost ☐
- Number of shares or units purchased ☐
- Tax Deferred and Tax Free Components ☐

2 Most recent Audited Financial Statements ☐
3 Most recent Income Tax and Regulatory Return ☐
4 Most recent General Ledger for the fund including Member component information ☐

Current Year Transaction Information

1 Bank Statements from 1 July of the current financial year ☐
2 Details of all deposits and payments ☐
3 Documentation supporting investments purchased or sold ☐
4 Documentation supporting income amounts received ☐
5 Documentation supporting expense amounts paid ☐
6 Documentation supporting any lump sum payments made ☐
7 Details relating to contributions made including member and type of contribution ☐
8 Instalment/Business Activity Statements already lodged for the current year ☐