



## AET SMSF service guide

The issuer of this service guide is  
Australian Executor Trustees Limited.

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This service guide is issued by Australian Executor Trustees Limited ABN 84 007 869 794, AFSL 240023. In this service guide, Australian Executor Trustees Limited is referred to as 'AET', 'we', 'our' or 'us', and we refer to your self-managed super fund as 'fund'. The service guide is intended for fund trustees and in this document when we refer to 'you' we mean the fund's trustee(s).

This service guide was prepared to help you understand the service that we can provide your fund and to help you determine whether you should use our service. It is important you understand that by using our service you are outsourcing your fund's administration to us but not your trustee responsibilities, these remain with you at all times.

In preparing this service guide and if we provide a service to you and your fund, we have not taken into account the objectives, personal or financial situation or needs of any particular member. You should obtain professional advice from a financial adviser before making any decision to use our service.

Our service is only available to persons receiving this service guide as a hard copy or electronically within Australia. Applications from outside Australia will not be accepted.

For further information about us or our services, our contact details are:

**Address:** 44 Pirie Street, Adelaide South Australia 5000

**Telephone:** 1800 254 180

**Fax:** 1800 457 967

**Web:** [aetmyportfolio.com.au](http://aetmyportfolio.com.au)

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# Why self-managed super?

Having your own super fund gives you complete control over how your superannuation benefits are invested, operated and managed. Self-managed super funds (SMFSs) are a compelling structure for people who want full decision making capabilities. Our service is designed to support your decision making by providing accurate and timely information about your fund.

AET SMSF is an end-to-end service for your self-managed superannuation fund. We can help you set up and administer accumulation accounts, transition to retirement pensions and account-based pensions. In simple terms, we act as the administrator of your fund and fulfil all your fund's investment and super administration, on a daily basis, as well as the tax and audit requirements so that you don't have to rely on a number of service providers and receive fragmented and untimely information. You can view all this information via one convenient online portal – AET My Portfolio – 24 hours a day, 7 days a week. The service we offer removes the burden of paperwork from you, but it's important that you understand that you remain the trustee of your fund.

## Why choose us

Australian Executor Trustees has been providing small super fund services for over 20 years and has proven expertise in the administration of self-managed super funds.

Our service is ideal if you have an existing fund, or would like to establish a new one, because it encompasses the four key elements of operating an SMSF:

1. comprehensive fund establishment service
2. daily, online administration
3. transparent pricing
4. complete end-of-year tax and audit service.

## About our service

The service we offer your fund is 'after the event'; we do not provide advice or investment recommendations and we make no representations about the performance of any investment. We simply help you set up and administer your fund in accordance with your instructions.

## Daily administration

When it comes to transacting, all of your fund's transactions will be settled through a Cash Account and this alleviates the need for you to rely on, or supply data to, numerous other service providers. Your fund's Cash Account will be fully integrated with the investment and super administration we provide and, as a result, you are able to view accurate reports and statements that show the true position of your fund at any point in time. Subject to sufficient money being available in your Cash Account, you are free to select and manage your fund's investments.



The daily administration service we provide includes compliance alerts to help you keep track of your fund's contributions as well as your fund's payments. Through AET My Portfolio, you can see:

- daily prices for your fund's investments (excluding private assets)
- daily investment performance reports
- daily super and pension income and expense summary reports:
  - all contributions and earnings into your Cash Account
  - all payments and expenses out of your Cash Account, including pension payments
- investment strategy alerts:
  - actual investments vs investment strategy
- cash position vs minimum requirements
- contributions vs contribution caps
- corporate actions
- maturing investments.

## Insurance

Through your fund, you have the freedom to negotiate and purchase insurance. This can be extremely tax-effective because pre-tax dollars may be used. It's important to understand that when you purchase insurance via your fund any benefit payment will be subject to the super payment rules. A retail policy allows you to negotiate the insured amount with your financial adviser, however, the amount of cover you receive and the related premium may be subject to medical tests and declarations.

<b>Death and TPD</b>	Under a TPD policy, if you become totally and permanently disabled and are unable to work, the insured amount may be paid out to you in addition to the balance in your fund.
<b>Income protection</b>	Under an income protection policy, you could receive a regular monthly income if you become unable to work, as a result of an illness or injury.

## Insurance remuneration

Your financial adviser may receive remuneration or fees from the issuer of any insurance products held by your fund. Your financial adviser will disclose these to you.

## Death benefit nominations

In the event of your death, your accumulated superannuation benefit or pension may be paid according to the death benefit nomination you make. Our service allows you to make a binding or a non-binding death benefit nomination.

A superannuation death benefit can only be paid to:

- a spouse
- a child

- a person with whom you have an interdependency relationship at the time of your death, or
- a person who is financially dependent on you at the time of your death.

The payment rules and the tax consequences will depend on whether the death benefit is paid to a dependant or non-dependant. For tax purposes, a dependant is:

- a current or former spouse
- a child under 18 years of age
- a person with whom you have an interdependency relationship at the time of your death, or
- a person who is financially dependent on you at the time of your death.

# Features and benefits of our service

Features				
Fund set-up	Daily investment administration	Daily super administration	Tax admin & EOFY services	Insurance administration
Benefits				
<ul style="list-style-type: none"> <li>• Individual trustee set-up</li> <li>• Corporate trustee set-up</li> <li>• ATO registrations</li> <li>• Stamp duty</li> </ul>	<p>You can invest in:</p> <ul style="list-style-type: none"> <li>• cash and term deposits</li> <li>• all ASX listed shares</li> <li>• managed funds</li> <li>• direct property</li> <li>• private unit trusts</li> <li>• private assets</li> </ul> <p>On your behalf, we will:</p> <ul style="list-style-type: none"> <li>• settle all trades</li> <li>• collect all income</li> <li>• administer corporate actions</li> <li>• record your CGT parcels</li> </ul>	<ul style="list-style-type: none"> <li>• Record and track all contributions</li> <li>• Start and pay pensions and track all payments</li> <li>• Record tax components</li> <li>• Monitor your investment strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Business activity statements</li> <li>• GST registrations</li> <li>• Financial statement preparation</li> <li>• Independent audit</li> <li>• ATO annual return</li> <li>• Member statements</li> </ul>	<ul style="list-style-type: none"> <li>• Retail policy payments</li> </ul>

All available via one convenient online portal – AET My Portfolio

Cash Account statements  
 Investment and performance reports  
 Fund and member balances  
 Tax parcel and CGT reports  
 Comprehensive compliance alerts

# Types of accounts

Within our service, we offer three types of accounts:

## 1. Accumulation accounts

Generally, an accumulation account is for people who have not yet retired, however, you are able to maintain an accumulation account for as long as you wish, regardless of your age or employment status. The purpose of the accumulation account is to provide a tax-effective structure in which you can accumulate money for your retirement. Tax concessions are applied to the money in your account and there are limits on how much you can contribute to super. There are two types of contributions you can make: concessional contributions that are made with pre-tax money and non-concessional contributions that are made with after tax money. However, it is important to remember that if you exceed the legislated limits, you will be subject to additional tax.

## 2. Transition to retirement accounts

Transition to retirement accounts are for those people who have reached their preservation age and are still working but starting to think about retirement. This type of account allows you to transfer some or all of the money from your accumulation account into a pension account while you are still working. You can then:

- continue working full-time and make salary sacrifice contributions to maximise your contribution limits and use the pension income to supplement your reduced salary, or
- reduce your working hours to part time and use the pension income to supplement your reduced salary.

Note that unlike account-based pensions a transition to retirement pension does not benefit from tax-free earnings.

## 3. Account-based pension accounts

Accounts in the pension phase are for people who have reached their preservation age and have retired from the workforce. This type of account is designed to provide you with an income stream when you are no longer working. Your money is transferred from the accumulation phase into the pension phase and, depending on your age, the income you receive can be favourably taxed.

### Flexible account structures (unsegregated or segregated assets)

One of the benefits of our service is that, within each of these types of accounts, the assets in your fund can be unsegregated or segregated. In other words, we can administer one account for all members (unsegregated) or maintain separate accounts for each member (segregated). If your fund has a member with more than \$1.6 million in total super assets (regardless as to how much is invested within the self-managed super fund) it is not possible to segregate your assets for tax purposes.

### Trustee structure

The self-managed super fund structure allows you to be the trustee of your own fund and, as part of our service, we will help you establish your fund and appoint the trustee. You can select either an individual trustee structure or you can establish a corporate entity trustee. If you choose to establish a corporate entity as the trustee, we will also perform the corporate secretarial functions on your behalf. However, before making a decision please discuss these options with your financial adviser.

# Your trustee responsibilities

It is important you understand that, by utilising our service, you are outsourcing your fund's administration tasks but not your trustee responsibilities – these remain with you at all times.

As trustee, you have full and ultimate control over your fund and with this control comes responsibility. You are responsible for the prudential management of your fund and for ensuring it meets all its legal obligations.

The risk you bear in being trustee of your fund is that you fail to understand and fulfil your trustee duties. Generally, your fund's audit will uncover if any of your fund or trustee obligations have not been met and the auditor is required to report these findings to the ATO. Depending on the nature of the finding, the ATO may determine that your fund is 'non-complying' and, if this occurs, your fund's capital and income will be subject to a penalty tax.

As trustee of your fund, you are required to ensure that:

- your fund is established to pay retirement benefits to members
- an investment strategy is formulated and given effect to
- all investment occurs on an arm's-length basis
- money will not be lent, or financial assistance given, to members or relatives
- your fund does not intentionally acquire assets from members or relatives (except where permitted by superannuation law. Acquisition of assets that are listed securities or business real property may be permitted)
- your fund does not borrow money, or maintain an existing borrowing (except under a limited recourse borrowing arrangement or as otherwise permitted by superannuation law)
- your fund complies with the in-house assets rules (as prescribed by superannuation law), and
- you have adhered to the disclosure requirements.

## Disclosure requirements

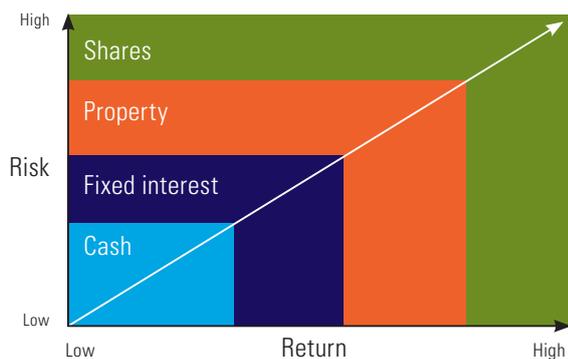
It is the responsibility of the trustee(s) to ensure that all fund members (including themselves) have received a product disclosure statement outlining the features and benefits of a superannuation fund or, alternatively, have access to all the information that would have otherwise been contained in a product disclosure statement. We have created this service guide to help you satisfy these disclosure requirements. As trustee, you should always seek professional advice as to the disclosure requirements and whether this document is suitable.

Being trustee requires time, expertise and access to information and, for these reasons, being a trustee is not for everyone. You should consult your financial adviser if you have any concerns about being a trustee. If you are looking for your own fund and do not want the burden of being a trustee, a small APRA fund is an alternative. If you would like more information, ask your financial adviser about AET's small APRA fund.

## General risks of investing

Having your own fund is a great way to take control of your super and become engaged with your retirement benefits. However, it's important to understand that investment returns may vary and are not guaranteed.

All investments carry risk and different investments are subject to varying degrees of risk. Investments can go up as well as down in value; you can experience investment gains or investment losses and these changes in value can be significant and can happen quickly. The diagram below shows the relationship between the amount of risk associated with an investment and its potential return.



## Formulating an investment strategy

As trustee, you are responsible for nominating, and implementing, an investment strategy for your fund. Many factors contribute to the level of risk you experience within your investment portfolio, but broadly speaking, it refers to the possibility that the actual returns vary from your expected returns.

You can nominate your own investment strategy or you can choose one of ours. The following five investment strategies have been provided as a guide. It's important to understand that non-compliance with your selected investment strategy can have severe penalties but, if you choose to implement one of our strategies, we will monitor your fund's compliance with that strategy and will provide email alerts if/when your investments fall outside the ranges. In conjunction with your financial adviser, you will then need to take steps to realign your investments. If your circumstances change, you can simply select an alternative strategy by completing the 'Change of strategy form' available from our website [aetmyportfolio.com.au](http://aetmyportfolio.com.au) in the forms section under the tools and resources tab.

Conservative	Moderately conservative	Balanced	Moderate growth	Growth
<b>Profile</b>				
<b>Objective</b> Achieve stable growth by reinvesting interest income	<b>Objective</b> Achieve stable growth by reinvesting interest income	<b>Objective</b> Produce moderate income and medium capital growth	<b>Objective</b> Achieve stronger capital growth with some liquidity	<b>Objective</b> Achieve capital growth over the medium and longer term
<b>Asset mix</b>				
80-100% income producing assets	55-85% income producing assets	35-65% income producing assets	15-45% income producing assets	1-25% income producing assets
0-20% growth assets	15-45% growth assets	35-65% growth assets	55-85% growth assets	75-99% growth assets

# The role of your financial adviser

Our service is designed to work in conjunction with your financial adviser – if you do not have one, you will need to appoint one.

Your financial adviser will help you formulate an appropriate investment strategy. They will receive information about your fund and give us investment instructions on your behalf and they will also have many of the powers that you, as trustee, have in relation to your fund, including the provision of instructions:

- to buy or sell investments to us or to third parties
- in relation to corporate actions, and
- about your required pension payments.

As part of your application, you will indemnify us for the actions of your appointed financial adviser. Your financial adviser's authority does not authorise them to do any of the following without your signature:

- make a withdrawal from your fund
- change the name of your fund
- change the banking details of your fund, and
- change any fee or cost that applies to your fund.

If you need help, have any questions or need further information regarding your fund's investments, you should speak to your financial adviser.

## Adviser remuneration

### Adviser service fee

The adviser service fee is remuneration paid to your financial adviser for the personal advice they provide you in relation to your interest in the fund. The amount you pay as an adviser service fee is subject to negotiation between you and your financial adviser and is separate to the fees outlined in the fee schedule.

Each member of your fund may negotiate a different adviser service fee but must have the same financial adviser. The agreed adviser service fee may be either a percentage of your account balance or a specified dollar value. Each month this amount will be deducted from your fund's Cash Account and paid to your financial adviser.

### Changes to the adviser service fee

In line with the ongoing financial planning services being provided to your fund, you and your financial adviser may negotiate to change the adviser service fee. We undertake not to remunerate your financial adviser out of your fund in any way without your specific written consent. A 'Financial adviser appointment and remuneration' form is available from our website [aetmyportfolio.com.au](http://aetmyportfolio.com.au) in the forms section under the tools and resources tab.

Your financial adviser may be eligible for additional payments from their dealer group based on the volume of business they generate. If these payments are made, they are not payments from us or payable from your fund. Please consult the financial services guide provided to you by your financial adviser for more information about the remuneration that they will receive.

# Getting started

Before you make a decision to establish a fund, or transfer your existing fund to us, you should read this service guide carefully and obtain professional advice.

## Establishing a new fund

Once you have decided to establish a new fund, there are five easy steps you and your financial adviser need to follow:

1. Read and consider this service guide and fee schedule.
2. Work with your financial adviser to decide whether an individual trustee structure or a corporate entity structure is appropriate.
3. Complete the application forms at the back of this service guide.
4. In line with the Anti-Money Laundering/Counter-Terrorism Financing Act 2006 (AML/CTF Act) and associated Rules you will be required to provide your financial adviser with proof of identity. You and your financial adviser will need to complete the relevant identification form that is available from [aetmyportfolio.com.au](http://aetmyportfolio.com.au) in the forms section under the tools and resources tab.
5. Send your completed forms to us:  
**Australian Executor Trustees Limited**  
**GPO Box 546**  
**Adelaide SA 5001**

Once we have received your completed forms, we will arrange for the following customised documents to be sent to you. All you will need to do is sign them and return them to us.

- Trust deed
- Corporate trustee package (if applicable)
- SMSF administration service agreement
- Trustee consent
- ATO trustee declaration
- Resolution of individuals
- Trustee establishment minutes

- AET My Portfolio access request
- Australian Executor Trustees Cash Deposit Fund PDS (including application form)
- Investment strategy nomination
- Member application form
- Member TFN notification form
- Beneficiary nomination (if you would like to nominate a beneficiary)

Once we have received your signed documentation, we will:

- register your fund – apply for your fund’s TFN and ABN
- register your fund’s election to become a regulated super fund with the ATO
- arrange stamping of your fund’s trust deed and payment of stamp duty if required
- establish your fund’s Cash Account

Receiving your fund’s registration details from the ATO can take some time, sometimes up to four weeks. When the establishment of your fund is complete, we will send you a welcome letter confirming your fund’s registrations and return the original copies to you in a customised establishment kit. This kit will also include some ATO reference material about self-managed super funds. You will also receive an email confirming that your AET My Portfolio access has been created. Your fund will then be ready to accept rollovers and contributions.

## Transferring an existing fund

If you would like to transfer your existing fund to our service, we will need to assess the components of your fund to ensure we can provide the administration service.

Please complete the following steps:

1. Read and consider this service guide and the fee schedule.
2. Complete the 'Existing fund assessment form' available on our website and provide us with copies of all the relevant documentation.
3. In line with the Anti-Money Laundering/ Counter-Terrorism Financing Act 2006 (AML/CTF Act) and associated Rules you will be required to provide your financial adviser with proof of identity. You and your financial adviser will need to complete the relevant identification form that is available from [aetmyportfolio.com.au](http://aetmyportfolio.com.au) in the forms section under the tools and resources tab.
4. Send your completed forms together with all documentation to us:

**Australian Executor Trustees Limited**  
**GPO Box 546**  
**Adelaide SA 5001**

Upon receipt of this information, we will assess your fund and, if we agree to provide administration services, we will send you the following customised documents. Please note, if we are unable to accept the request to administer your fund, we will contact your financial adviser.

Please sign these documents and return them to us:

- Application to transfer an existing fund and data collection form
- Deed of amendment
- SMSF administration service agreement
- AET My Portfolio access request
- Australian Executor Trustees Cash Deposit Fund PDS (including application form)
- Beneficiary nomination (if you would like to nominate a beneficiary)
- Investment strategy nomination
- Wholesale Access Fund application (if applicable)

Once we have received all signed documentation we will:

- execute the SMSF administration service agreement
- update your fund's tax agent details with the ATO
- stamp the trust deed (if required by State law).

All original documentation will then be returned to you, together with the standard transfer forms and change of address letters for all assets that you are transferring to us. In order for us to complete the reconciliation and reconstruction process, you will be required to sign these and return them to us.

We will send you your fund's direct bank account number so that the cash can be transferred electronically. Once we have received the cash, you will be notified that your AET My Portfolio online access has been established and you can start using your fund.

## Establishing your Cash Account

As part of your application, you authorise us to establish an operational Cash Account for you. This Cash Account is opened in your fund's name and is used to credit your application monies, receipt your fund's investment income, contributions and other monies and pay your fund's benefits and expenses. In addition, part of this Cash Account will be invested in the Australian Executor Trustees Cash Deposit Fund which you need to open. You will have a beneficial interest in the units in the Australian Executor Trustees Cash Deposit Fund (including any income earned on the units) which will be recorded in your Cash Account. The fund's trustees will need to complete an application form.

The Australian Executor Trustees Cash Deposit Fund is a common fund registered with ASIC as a managed investment scheme and Australian Executor Trustees is the Responsible Entity for the scheme. Further information on the Australian Executor Trustees Cash Deposit Fund is in the Cash Deposit Fund Product Disclosure Statement.

## Using your Cash Account

The balance in your Cash Account, together with the balance in your AET Cash Deposit Fund, will form what we refer to as your 'Cash Account'. We will use your Cash Account to process all of your fund's expenses and receipt of all of your fund's income. All transactions will be reconciled daily and can be viewed through AET My Portfolio.

Each member's Cash Account must maintain the following minimum balance at all times:

<b>Fund balance</b>	<b>Minimum cash requirement</b>
< \$1 million	\$5,000
> \$1 million	0.5% of the fund's balance

We reserve the right not to complete a transaction for you if there are insufficient funds available in your Cash Account and we reserve the right to reverse out any transaction that overdraws your Cash Account, at your fund's expense.

# Buying and selling investments

## Shares

You and your financial adviser are free to buy and sell listed investments and can trade with your preferred broker (as long as they accept the following details on your application). Simply by providing us with your instructions, we will settle the trade from your fund's Cash Account, providing there is sufficient cash available, and receive and hold all contract notes on behalf of your fund.

Account name: <TRUSTEE NAME>  
ATF <FUND NAME>  
<FUND NUMBER>

Address: **Australian Executor  
Trustees Limited  
GPO Box 546  
Adelaide SA 5001**

Account set up: Delivery versus Payment (DvP)

Participant ID: 20120

## What is the minimum order?

The minimum buy order is \$500 per investment.

There is no minimum sell order unless this would result in you retaining less than \$500 in the investment, in which case you must instruct us or your broker to sell your holding in full.

## How are online orders placed and other instructions given?

All requests to buy and sell listed investments can be submitted electronically by your financial adviser using the online portal, AET My Portfolio or through your preferred broker.

## You must have sufficient funds in your Cash Account to complete an order

When placing a buy order, your financial adviser must ensure there are sufficient funds available in your Cash Account at the time of placing the order to settle the order and pay the fees and charges. Where there are insufficient funds available, your adviser will not be able to submit the order.

## Buy orders

Where a buy order is placed, we will validate that the minimum buy order is met, sufficient funds are available in your Cash Account to settle the trade (including payment of fees and charges) and to ensure that the trade can be completed. Buy instructions can only be submitted once this validation has been cleared. Your financial adviser must instruct us to purchase a specified number of investments at either a specified price (known as 'at limit') or at the market price (known as 'at market'). We will quarantine funds in your Cash Account based on the order attributes to ensure the trade can be settled and fees and charges paid. These funds will remain quarantined until the order is either settled or cancelled.

## Sell orders

Where a sell order is placed, we will validate that the minimum sell order is met. Sell instructions can only be submitted once this validation has been cleared.

The net proceeds from the sell order will be deposited into your Cash Account after deducting any payment of fees and charges.

Similar to a buy order, your financial adviser must instruct us to sell a specified number of investments either at limit or at market.

## Brokerage

Brokerage fees may be payable to your broker or your financial adviser for undertaking a transaction for the acquisition or disposal of a listed security. The rate payable will vary depending on the broker you select, and can be a flat fee or a percentage of the transaction. Any brokerage fees are an additional cost to you and payable from your fund's Cash Account on completion of the transaction.

There may be additional fees payable for trades that do not complete and you may be charged for these. This could occur if you or your financial adviser incorrectly places a trade for your fund or if your fund holds insufficient cash to settle the trade. Your broker or financial adviser can provide you with more information regarding any additional fees.

A flat brokerage fee of \$29.50 is charged when your financial adviser trades on behalf of your fund through our preferred broker via our secure online portal, AET My Portfolio.

## Term deposits

We offer a variety of term deposits and process purchase instructions daily. Your financial adviser can place instructions on your behalf through our secure online portal, AET My Portfolio. Applicable rates are published daily on AET My Portfolio.

## Early redemption of a term deposit

Generally, early redemption of these investments is not available, except in exceptional circumstances where the institution may impose a fee. Any fee or reduction in interest is at the discretion of the institution.

We have the right on your behalf to redeem a term deposit early where your account has insufficient funds to meet required payments from the Cash Account. Depending on the terms and conditions of the term deposit, there may be a delay of up to 31 days in obtaining the funds when redeeming early from a term deposit. This may also result in the term deposit interest rate being reduced.

## Maturity

At maturity, the proceeds from the term deposit (principal and interest) will be paid into your Cash Account. You can elect to rollover/reinvest your term investment principal into new selected term deposit of the same investment type by providing an instruction prior to maturity (if available).

As a reminder that a maturity is approaching, communications will normally be sent to advisers approximately two weeks prior to a term deposit maturity. Alerts for maturing investments will also be on the Adviser dashboard in AET My Portfolio.

## Managed funds

Subject to our approval, your fund can purchase and dispose of managed funds. Your financial adviser will provide us with your fund's instructions and any relevant application forms and we will settle the purchase or redemption from your fund's Cash Account.

Your financial adviser can also instruct us to buy and sell particular managed funds via our secure online portal, AET My Portfolio. You can access an extensive menu of both wholesale and retail managed funds as listed in our investment menu available on our website [aetmyportfolio.com.au](http://aetmyportfolio.com.au)

When considering an investment in a managed fund, you should take into account that different funds have different fee structures that may include buy-sell spreads, indirect costs and performance fees. Before making any decisions, please read the product disclosure statement for the managed fund selected and consult your financial adviser.

## Private assets

Generally, we consider 'private assets' as those investments within your fund that are not priced daily and those investments that we do not hold for you under a custody arrangement, such as:

- direct residential and commercial properties
- business real property
- separately managed accounts
- individually managed accounts
- private unit trusts
- collectibles
- structured product, and
- Limited Recourse Borrowing Arrangements.

We will record your fund's private assets based on the value you provide us, receipt any income received and pay any expenses due, from your fund's Cash Account. The reporting we prepare for your fund will include your fund's private assets.

Before we permit your fund to invest in a private asset, we need to determine whether we can provide administration services for the asset. You, or your financial adviser on your behalf, will need to submit a 'Private asset request' form, available from our secure online portal, AET My Portfolio.

# Further information

## Complaints and dispute resolution

We do not, and are not obliged to, provide a dispute resolution service between members and trustees. However, if you have a complaint about any aspect of our service to you, please call us on **1800 254 180**, or write to our Complaints Officer at

**Complaints Officer**  
**Australian Executor Trustees Limited**  
**GPO Box 546**  
**Adelaide SA 5001**

We will acknowledge your complaint within five business days. We will usually respond in more detail within 28 days of receiving your complaint, however, some matters are more complex and can take a little longer to resolve. If this is the case we will keep you informed of our progress.

## Other fees and charges

Other fees or costs may be payable for your fund's investments. Examples include, but are not limited to, wholesale entry fees and transaction costs for the investment that you choose.

Expenses properly incurred by your fund are payable by your fund. These are not payments to us. Examples include, but are not limited to, stamp duty, GST, CHESS tariffs or Government charges.

Generally, your fund cannot claim full input tax credits, however, we will register your fund for GST and, where relevant, we will claim reduced input tax credits (RITCs) (currently equal to 75 per cent of the GST) on your fund's behalf.

## GST

The fees outlined in the fee schedule take into consideration the net effect of GST, which incorporates the benefits of RITCs. Your fund will be registered for GST and, on a quarterly basis, we will lodge your fund's business activity statement with the ATO.

Your fund's audit and tax fees are not entitled to RITCs and there is no GST on the ATO supervisory levy.

## Increases or alterations in the charges

The fees outlined in the fee schedule and supplementary services fee schedule attached to your SMSF administration service agreement may be subject to change. You will be provided with 30 days' notice of any such changes.

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## New fund application form

Please use this form if you would like to establish a new fund.

### Before you start

By completing this application form you agree to Australian Executor Trustees Limited (AET) providing administration services to your self-managed superannuation fund (fund) as set out in the SMSF administration service agreement.

Before you complete this application form you should be aware that AET is not responsible for the provision of any investment recommendations or regulatory advice to your fund. You should consult your financial adviser if you require more detailed information specific to your own circumstances and needs.

### Collecting trustee/director TFNs

AET is authorised by superannuation and taxation legislation to collect Tax file numbers (TFNs). Trustees/directors are requested to provide their TFN as part of the registration process. It is not an offence for a trustee/director to not quote their TFN, however, by not quoting it there is increased risk of the incorrect identification of individuals linked to the fund and delays in processing the fund's registration.

### Application process

Complete this application form and return it to us with appropriate proof of identification.

We will arrange for a customised establishment kit to be sent to you which will include your trust deed, SMSF administration service agreement, trustee consent and ATO declaration, AET My Portfolio access form and Cash Deposit Fund PDS and application form.

If you have any questions about the application process please call us on 1800 254 180.

Please return your completed application form to:

Australian Executor Trustees Limited  
GPO Box 546, Adelaide SA 5001

## Part A: The fund

### 1. Fund details

Name of fund

Registered address (must be a street address)

Suburb

State

Postcode

### 2. Fund structure (tick one box only)

- Segregated accounts\*. The fund will consist of separate accounts for each member
- Unsegregated account. The fund will consist of a single account which collectively holds all assets for all members

\* Segregated accounts can be used by all funds. However, funds with a member who has a total superannuation balance over \$1.6 million and at least one retirement phase pension, will calculate their exempt current pension income (ECPI) using the proportionate method.

## Part B: The trustees

### 3. Trustee structure (tick one box only)

Individual trustees (**do not** complete part E of this form)

Corporate trustee (please select one of the following)

Existing company – if you already have a company established that you would like to nominate as the corporate trustee of your fund, please provide the details below:

Company name

Company ACN

Company address

New company – if you would like AET to set up a company to be the corporate trustee of your fund, please continue from part B: point 5 and complete part E of this form.

### 4. Trustee/director details

Please provide the following information for each individual trustee or corporate trustee director of the fund.

The first named person will be the primary contact. Please note that only statutory documents will be sent to the trustee. All day-to-day correspondence will be sent to the nominated financial adviser listed in part C: point 7.

	Trustee/director 1	Trustee/director 2
Title (Mr, Mrs, Ms, etc)		
Given name(s)		
Surname		
Date of birth		
TFN*		
Is the trustee/director also applying to be a member of the fund?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you a United States (U.S.) citizen or resident for tax purposes?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please provide your U.S. Tax Identification Number (TIN)		
<b>Source of wealth</b> What is the source of your wealth? (Your source of wealth refers to the origin of your financial standing or total net worth eg how you have generated your wealth.)	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg inheritance: _____	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg inheritance: _____
<b>Source of funds</b> What is the source of your contributions into your fund? (Your source of funds refers to the origin and the means of transfer of the funds to service your fund.)	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg sale of real estate, inheritance: _____	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg sale of real estate, inheritance: _____
<b>Are you a politically exposed person (PEP)?</b> (Politically exposed persons are individuals who occupy a prominent public position or functions in a government body or international organisation, both within and outside Australia. This definition also extends to their immediate family members and close associates.)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

\*See page 19 for information about collecting TFNs.

	Trustee/director 3	Trustee/director 4
Title (Mr, Mrs, Ms, etc)		
Given name(s)		
Surname		
Date of birth		
TFN*		
Is the trustee/director also applying to be a member of the fund?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you a United States (U.S.) citizen or resident for tax purposes?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please provide your U.S. Tax Identification Number (TIN)		
<b>Source of wealth</b> What is the source of your wealth? (Your source of wealth refers to the origin of your financial standing or total net worth eg how you have generated your wealth.)	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg inheritance: _____	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg inheritance: _____
<b>Source of funds</b> What is the source of your contributions into your fund? (Your source of funds refers to the origin and the means of transfer of the funds to service your fund.)	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg sale of real estate, inheritance: _____	<input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Other (please specify) eg sale of real estate, inheritance: _____
<b>Are you a politically exposed person (PEP)?</b> (Politically exposed persons are individuals who occupy a prominent public position or functions in a government body or international organisation, both within and outside Australia. This definition also extends to their immediate family members and close associates.)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

\*See page 19 for information about collecting TFNs.

## 5. Child member details

Please complete this section if your fund will have minor children (or other persons under a legal disability) as members upon establishment.

### Child 1 details

Name

Street address

Suburb

State

Postcode

Contact telephone number

Date of birth

 /  / 

Name of trustee/director acting on child's behalf

## Child 2 details

Name

Street address

Suburb

State

Postcode

Contact telephone number

Date of birth

Name of trustee/director acting on child's behalf

## Part C: Adviser remuneration and declaration

### 6. Financial adviser remuneration

Please advise whether adviser service fees are to be paid

No

Yes, please pay fees as set out below.

An annual fee of

or

A percentage based fee

%

Note: Your financial adviser will be paid monthly in arrears. Where a percentage based fee is payable, the amount will be based on the value in the account on the last day of the month.

### 7. Financial adviser declaration

In recommending AET's administration service to the fund:

- I declare I am a licensed financial adviser (or authorised representative of a licensee) and that my licence/licensee permits me to provide advice in relation to the fund.
- I agree to receive: transaction confirmations, quarterly and annual statements via the AET My Portfolio facility.
- I acknowledge that by using facsimile, email or AET My Portfolio, I indemnify AET from any loss or liability that arises from AET not receiving my facsimile or electronic request.
- I acknowledge that there is a risk that facsimile or electronic requests do not arrive at their intended destination from time-to-time and that AET is not responsible for such instances.
- I acknowledge that AET will take action based on any electronic instruction they receive.
- I consent to provide AET access to all proof of identification records for the purposes of this application if requested (pursuant to AML/CTF Rules Part 7.2).
- I confirm that I have conducted the relevant customer identification procedure in line with the obligations under AML/CTF Law and I have completed and signed an appropriate FSC/FPA Identification Form which is attached to this application form.

Dealer group	
Adviser name	
Adviser telephone number	
Adviser email	
Adviser signature	
Date	

## Part D: Applicant declaration

### 8. Applicant declaration and signature

I/we hereby:

- agree to AET establishing a self-managed superannuation fund (fund) on my/our behalf
- apply for and consent to AET providing administration services to the fund
- understand that I/we have outsourced the fund's administration but not my/our trustee responsibilities
- acknowledge that the provision of services by AET should not be taken as a financial product or investment advice
- acknowledge that AET is not aware of my/our investment objectives, financial position and particular needs
- authorise AET to complete an electronic application using the information I/we have provided in this application form to register the fund with the ATO as a regulated self-managed superannuation fund
- acknowledge that AET will be the authorised contact with the ATO
- declare that I/we have not been convicted of an offence in respect of dishonest conduct in the Commonwealth, or any State, Territory or foreign country
- declare that a civil penalty order has never been made in relation to me/us

- declare that I am/we are not an undischarged bankrupt(s)
- declare that I am/we have not been notified that I am/we are a disqualified person(s) by the Regulator (the Australian Taxation Office or Australian Prudential Regulation Authority)
- nominate the financial adviser listed in part C: point 7 of this application to be authorised to provide investment instructions to, and receive correspondence from, AET on behalf of my/our fund
- authorise AET to pay from the fund the financial adviser remuneration set out in part C: point 6 of this application form
- understand and agree to AET amending the price for their services, for any reason, provided I/we receive 30 days' notice from AET before such change, I/we understand we do not need to consent to the change for it to apply to the fund
- understand that AET may decline to provide services to my/our fund for any reason. I/we understand that I/we do not need to consent to the termination of services for it to apply to the fund, and
- have correctly indicated my/our U.S. tax residency status during the customer identification process.

### 9. Privacy

Information provided to AET is used for the purpose of opening a superannuation account and for other related purposes detailed in the service guide and Privacy Policy, for example: assisting your financial adviser in providing you with advice, facilitating requested insurance and to provide you with statements. AET may disclose your personal information to its related bodies corporate, your employer, your financial adviser, insurers, mail houses, professional advisers, businesses that may have referred you to us, medical professionals where you have applied for insurance cover, banks and other financial institutions. AET is required to collect your personal information under the *Superannuation Industry (Supervision) Act 1993* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. If you do not provide all of the requested information, AET will not be able to action your request. AET is not likely to disclose your personal information to overseas recipients however any overseas disclosure does not affect AET's commitment to safeguarding your personal information and AET will take reasonable steps to ensure any overseas recipient complies with the Privacy Act 1988. Your personal information will be used in accordance with AET's Privacy Policy which contains information about how you may access or correct your personal information and how you may complain about a breach of the Australian Privacy Principles. You may request a copy of the Privacy Policy by contacting AET on 1800 254 180 or at [aetlimited.com.au/privacy](http://aetlimited.com.au/privacy).

Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

Trustee/director name	
Trustee/director signature	
Date	

## Part E: SMSF trustee company registration form

Please complete this part of the application form if you would like AET to help you set up a company to be the corporate trustee.

### Section 1: Company details

Proposed company name(s)

1.
2.
3.

Is this name a registered business name owned by the shareholder(s)?

No

Yes, please provide the State or Territory in which it was registered:   
(Preferred State or Territory will be SA unless advised)

Full registered office address:

Street address

Suburb

State

Postcode

Does the company occupy the registered office?

No, if no, name of occupier:

Yes

Full principal place of business address:

Street address

Suburb

State

Postcode

### Section 2: Details of officer(s) and shareholder(s)

All parties listed below will be appointed a director and issued with one ordinary share.

A company or trust identification form will need to be completed and each director or trustee will also need to complete a separate client identification form. For a copy of the relevant Financial Services Council (FSC) identification form, please visit AET My Portfolio ([aetmyportfolio.com.au](http://aetmyportfolio.com.au)) or contact our Client Services Team on 1800 254 180.

#### Source of wealth and funds

If the company or corporate trustee cannot advise the source of wealth and funds, the directors or trustees must state this in Part B of this application form.

#### Source of wealth

What is the source of the company's or corporate trustee's wealth? (Source of wealth refers to the origin of the company's or corporate trustee's financial standing or total net worth ie how has the company or corporate trustee generated wealth.)

Employment

Investments

Other (please specify eg inheritance)

### Source of funds

What is the source of the company's or corporate trustee's contributions into the account? (Source of funds refers to the origin and the means of transfer of the funds to service the account.)

Employment  
 Investments  
 Other (please specify eg sale of real estate, inheritance)

### 1. Details

First named person will be the primary contact.

Surname  Given name(s)

Street address

Suburb  State  Postcode

Date of birth  Place of birth

Occupation  TFN (if applicable)\*  -  -

Is the director also applying to be a member of the fund?

No  
 Yes

### 2. Details

Surname  Given name(s)

Street address

Suburb  State  Postcode

Date of birth  Place of birth

Occupation  TFN (if applicable)\*  -  -

Is the director also applying to be a member of the fund?

No  
 Yes

\*See page 19 for information about collecting TFNs.

### 3. Details

Surname  Given name(s)

Street address

Suburb  State  Postcode

Date of birth  /  /  Place of birth

Occupation  TFN (if applicable)\*  -  -

Is the director also applying to be a member of the fund?  
 No  
 Yes

### 4. Details

Surname  Given name(s)

Street address

Suburb  State  Postcode

Date of birth  /  /  Place of birth

Occupation  TFN (if applicable)\*  -  -

Is the director also applying to be a member of the fund?  
 No  
 Yes

\*See page 19 for information about collecting TFNs.

### Section 3: Declaration

I/we the applicant(s), hereby request AET to undertake the process of establishing a corporate trustee for the fund and request AET to make an application for company registration as my/our agent. I/we acknowledge that I am/we are also entering into corporate secretarial services and AET will be listed as the registered agent for such services.

#### Signed by

Name (please print)

Date

Name (please print)

Date

Name (please print)

Date

Name (please print)

Date

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