

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)

3 CORPORATE TRUSTEE

Full Company name

Registered Address

Place of business

ABN/CAN

Special purpose company YES NO

4 TRUSTEES/ 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 PREVIOUS ADMINISTRATOR/ACCOUNTANTS DETAILS ^

Contact Name

Company Name

Postal address

Phone number Email

Fax number

^ Under our professional association regulations we are obligated to forward an ethical letter to your current accountant. By signing this application you are authorising us to forward this letter.

6 PREVIOUS AUDITOR DETAILS

Contact Name	<input type="text"/>		
Company Name	<input type="text"/>		
Postal address	<input type="text"/>		
Phone number	<input type="text"/>	Email	<input type="text"/>
Fax number	<input type="text"/>		

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	<input type="text"/>	Expiry Date	<input type="text"/>
Name on Card	<input type="text"/>	Cardholder's signature	<input type="text"/>

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	<input type="text"/>		
SIGNATURE	<input type="text"/>	DATE	<input type="text"/>

TERMS AND CONDITIONS

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

Setting up an existing SMSF

You have read and understood the risks associated with establishing a SMSF including your responsibilities as a Trustee of the SMSF. (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 uploaded on our website www.btssolutions.com.au)

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.

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 you fund and BTS Solutions will prepare an audit engagement letter to Brent Mezger on your behalf.

Upon receiving your application to set up an existing SMSF we will prepare and forward to you a Client Update form. CU form will need to be signed and returned to our office.

What is Client update form?

Client update form - a form available on the electronic lodgment service (ELS) that allows registered tax agents to advise the ATO about the appointment of a tax agent by a client for activity statement and income tax purposes.

To assist us with the Income Tax Return preparation and lodgement, you agree to provide with this application form copies of all documentation listed in the checklist below.

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 that 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.

CHECKLIST FOR EXISTING SMSF

- Trust Deed and amendments
- Consent to act as Trustee
- ATO declaration to act as a Trustee
- Prior Year Financial Statements
- Prior Year Tax Return
- Member Statements
- Pension documentation (if applicable)
- Minutes
- Pension documentation (if applicable)
- Capital Gains register
- Supporting Documentation for all fund transactions for current financial year to date of transfer

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.