

WHOLISTIC FINANCIAL SOLUTIONS

SMSF ORDER FORM

SMSF Name:

Member No 1

Full Name TFN:

D.O. B Place of Birth – Town & Country

Director ID Address

Suburb State Postcode Phone

Email Occupation

Existing Super to be rolled over:

Fund Name A/c Number

Fund Name A/c Number

Have you been convicted of an offence in respect of dishonest conduct? Yes No

Are you an undischarged bankrupt? Yes No

Are your business and individual tax up to date? Yes No

Do you have tax debt? Yes No

Member No 2

Full Name TFN:

D.O. B Place of Birth – Town & Country

Director ID Address

Suburb State Postcode Phone

Email Occupation

Existing Super to be rolled over:

Fund Name A/c Number

Fund Name A/c Number

Have you been convicted of an offence in respect of dishonest conduct? Yes No

Are you an undischarged bankrupt? Yes No

Are your business and individual tax up to date? Yes No

Do you have tax debt? Yes No

(I have been provided with information only and have chosen to set up an SMSF without Financial advice. If you wish to seek financial planning advice do not use this form. Please contact your adviser to discuss)

WHOLISTIC FINANCIAL SOLUTIONS

Applying for your Director Identification Number (DIN)

All new trustee directors must apply for their Director Identification Number (DIN) before they are appointed as a director of their SMSF; this is actually the same for all new company directors across Australia. To make the process quicker for our team and yourself it makes sense for you to apply for your DIN before or at the same time as when you send your SMSF order form in. The best way to describe a DIN is that it is like a Tax File Number for being a director – you will only ever need one in your life no matter how many companies you have.

You can apply for your DIN using MYGOVID, over the phone with the ATO or with a hardcopy application sent to the ATO. Applying with a paper application will take significantly longer as it can take more than 28 days which is just something to consider. Below is the link on how to apply for your DIN using MYGOVID and the different documents you will need:

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

You can call the ATO at 13 62 50 to apply for your DIN over the phone.

Below is the link to the hardcopy application PDF which you can print out:

[https://www.abrs.gov.au/sites/default/files/2022-07/Application for a director identification number for those living outside Australia.pdf](https://www.abrs.gov.au/sites/default/files/2022-07/Application%20for%20a%20director%20identification%20number%20for%20those%20living%20outside%20Australia.pdf)

Please note that each member/director will need to apply for a DIN. Once you have gotten your DIN please add it into the order form where it says "Director ID".

If you have any questions about the DIN application or need any help, please contact Tyler Greenhalgh who will be assisting with your SMSF establishment. His email is

tyler@wfscanberra.com.au and he is always welcoming of a phone call at 02 6162 4546.

WHOLISTIC FINANCIAL SOLUTIONS

SMSF Setup Checklist – how it works

Below is the checklist/process that we will go through for you. We have provided the checklist so you can understand the process and see the timeline that comes with the SMSF establishment.

1. Return the order form to us
2. Apply for you DIN. All members will need a DIN and send it through to us. 1 day on MyGov or Phone, 30 days ore more by paper.
3. We create a Company and a SMSF Trust Deed for you in your chosen name. 2-3 days.
4. We Apply for ABN & TFN for the SMSF
5. We all then WAIT for ATO to approve the fund – this can take 28 days or more 😞.
6. The ATO may decide they want to 'audit' or 'interview' you as part of this process and harass you a bit about why you are setting up a SMSF. It is important for you to explain that it is your super and you want to control it yourself. If you are uncomfortable talking to the ATO we can be on the call with you. If the ATO chooses to harass you this will delay the process further.
7. Once approved we will send all establishment pages for you to sign. 2-3 days
8. We then setup a Macquarie bank account for the SMSF. You can choose your own bank account if you wish but it is simpler and quicker if we use Macquarie.
9. We lodge a third-party authority from with your current fund so that we can ask the fund questions about your super and insurances
10. If you have insurances, we will talk to you about whether you want to keep these insurances of close them down. If you want to keep the insurances, we leave a balance in your previous fund to pay for the insurance. An SMSF can also take out insurances for you and we will have a financial planner talk to you about this at a later stage.
11. We request the rollovers from your existing fund to your SMSF bank account 1-2 weeks.
12. Money rolls over into the SMSF bank account 😊
13. You pay our invoice out of the SMSF bank account.
14. SETUP COMPLETE 😊

WHOLISTIC FINANCIAL SOLUTIONS

Client Directed Authority – No Advice

The Accountant
WFS Canberra Pty Ltd
Unit 4, 6 Pelle Street, Mitchell ACT 2911
PO Box 4, Mitchell ACT 2911

I/we hereby direct WFS Canberra Pty Ltd, our Accountant, to arrange the establishment of a Self-Managed Superannuation (SMSF) on my/our behalf.

In making this direction I/we acknowledge that:

- Accountants of WFS Canberra Pty Ltd may have given me a factual explanation as to how an SMSF operates, the rules and regulations and the costs but they did not give any advice as to whether I should set up an SMSF or not.
- WFS Canberra Pty Ltd nor any of its Representatives shall be responsible in any manner for any loss or damage suffered or arising from the potential unsuitability of the SMSF for my/our needs.
- I/We understand that by directing rollovers and/or transfers of superannuation capital from accounts with corporate, retail and/or industry superannuation funds to an SMSF, I/we risk the continuity of personal insurances.

Direction authorized by:

Name: _____

Signature and date

Confirmation by Ninette Ferlitsch, SMSF Specialist Advisor of WFS Canberra Pty Ltd

I confirm that the direction to establish an SMSF has been initiated by the client and that I have not given any financial planning advice to the client. I am establishing the SMSF for the client as an SMSF Specialist Advisor.

Ninette Ferlitsch

Signature and date

WHOLISTIC FINANCIAL SOLUTIONS

Remuneration Agreement

- The cost of establishing a SMSF is a separate charge and is \$2250 plus GST. This cost covers the cost of the Trust Deed, corporate trustee and ABN Registration assisting with the rollovers and advice required to get you started. The fee covers 2 rollovers. Any additional rollovers will incur a fee of \$200 plus GST per rollover. Adding or removing members after order is processed will incur a fee of \$500 plus GST per member.
- The cost of the **SMSF administration service is to be the lesser of \$3,000 plus GST** or 1% of the funds under administration or calculated on an hourly rate if your fund is less than \$300,000. The lesser fee is designed to make it possible for smaller/younger funds to be established without the exorbitant costs charged by other advisers. The minimum fee for a smaller fund will be \$1,100. This fee takes into account a standard SMSF with shares, managed funds and property. Additional charges, (based on a recorded hourly rate of \$440 per hour for senior partner or \$180 per hour for SMSF accountant/administrator) will be incurred for items such as regular share and option trading, incomplete and unorganised paperwork, non-complying investments, other irregular activities and additional taxation or pension planning advice on a needs basis due to either a change in circumstances of your fund or a change in the applicable taxation or SIS laws that necessitates or make a review necessary or financially beneficial for the fund/trustees.
- SMSF's pay an annual SMSF administration fee called the supervisory levy of \$ 259.00 to the ATO.
- SMSF's pay an annual Audit fee between \$ 350 and \$ 650 plus GST will be payable.
- SMSF's pay an ASIC fee of \$ 59 will be payable to ASIC on an annual basis.
- SMSF's pay an Actuarial fee of \$220 may be payable if an actuarial certificate is required. Only required when a fund is in pension mode.
- SMSF's may pay an annual ASIC Agent Fee of \$300 plus GST (Optional)
 - Would you like WFS to act as your Registered ASIC Agent? Yes No

Agreed to by the trustees of the fund

Name: _____

Signature and date