

**PLEASE TICK APPLICABLE BOX**

- New fund** (please complete sections 1, 2 and 4 onwards)
- Existing fund** (please complete section 3 onwards)

**SERVICE OPTIONS** (Please select style of ongoing service)

- SMSF Ultimate**  
A comprehensive full daily SMSF administration service, including accounting, taxation and compliance requirements.
- SMSF Daily Extra**  
A full daily SMSF administration service, including compliance. Financial accounts and tax returns are prepared by your accountant.
- SMSF Daily Essentials**  
A daily SMSF administration service where compliance, financial accounts and tax returns are prepared by your accountant.

**SECTION 1 - NEW FUND AND ESTABLISHMENT DETAILS**

Fund name

**Resolutions**

The resolutions are a record that the individual/s resolved to establish a self managed superannuation fund.

Place of meeting

 /  / 
 /  / 

Date of meeting

(Fund commencement date)

Date of execution of documents

(Cannot be prior to the commencement date)

**SECTION 2 - CORPORATE TRUSTEE**

Multiport can arrange the incorporation of a trustee company if required.

If you would like us to arrange the incorporation, please tick the box and complete details below.

- Multiport to arrange incorporation of corporate trustee

Preferred company name

Second preference

Please specify which individual (using A, B, C, or D from page 3) is the:  Chairman  Secretary

**Registered office address**

- Multiport - Please select if you would like to use the Multiport Corporate Trustee service available to special purpose companies.

Other

**SECTION 3 - EXISTING FUND INFORMATION**

Fund name

Fund ABN

Fund TFN

**Corporate trustee details - if applicable**

Company name

Registered office address

 /  / 

Trust deed execution date

ACN / ABN

Please tick if you would like to use the Multiport Corporate Trustee service available to special purpose companies

Please specify which individual (using A, B, C, or D from page 3) is the:  Chairman  Secretary

**Current administrator details**

Please provide details of the fund's current administrator to allow us to obtain the records and information necessary to undertake the administration of your fund.

Company name

Contact name

Postal address

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

Facsimile

Email

**Financial statements and reporting**

Please specify the first financial year for which Multiport is required to prepare financial statements, tax returns and provide compliance services.

Take on date: Year ending

**Current broker details**

Please indicate if your listed shares are:

Issuer sponsored (please provide copies of all holding statements) OR  Broker sponsored (please complete below)

Holder identification number

Company name

Contact name

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

**SECTION 4 - TRUSTEE / MEMBER DETAILS**

	Person A (Founding member)	Person B	Person C	Person D
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
TFN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please indicate	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person
If trustee/director show town and country of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How many authorised persons are required to sign instructions on behalf of the fund?

**Additional authorised contacts**

In addition to the authorised contacts specified above, your nominated adviser listed on page 6 is authorised to issue instructions to us on behalf of the fund.

**Membership information**

Is the member employed by any other member	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are the members related?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a disqualified person under superannuation laws	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Nomination of beneficiaries**

If you do not wish to make a nomination please indicate

Beneficiary name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proportion %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nomination	<input type="checkbox"/> Binding <input type="checkbox"/> Non-binding <input type="checkbox"/> Non lapsing binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-binding <input type="checkbox"/> Non lapsing binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-binding <input type="checkbox"/> Non lapsing binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-binding <input type="checkbox"/> Non lapsing binding

## Rollover assistance

Under the SMSF Ultimate and SMSF Daily Extra services, we can help organise the transfer of existing benefits into the fund. To do so, please provide a copy of the latest benefit statement and the following information for each rollover:

	Transfer 1	Transfer 2	Transfer 3	Transfer 4
Member name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership/policy number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated value of transfer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund postal address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full or partial rollover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SECTION 5 - ADMINISTRATION AND REPORTING

### Fund investment strategy

Every superannuation fund is required to have a written investment strategy. We can prepare a draft written document outlining the strategy for your fund if one is not already in existence.

### Risk profile

Please indicate which risk profile you require:

Conservative
  Balanced
  Growth
  High growth
  Aggressive

Please complete the target percentage in the following asset allocation table and specify a rate of return over inflation.

	Example	Range Min %	to	Max %	Target %
Cash	0-100	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Fixed interest	0-50	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Australian equities	0-50	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
International equities	0-40	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Property	0-25	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Other	0-25	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
					100%

The likely overall investment return of the fund in the medium term (3-5 years) should be no less than \_\_\_\_\_% above the average rates of inflation over the period.

Does the strategy need to include (tick if applicable):

Gearing
  Derivatives
  Collectibles

**Portfolio reporting details**

Investment portfolio reports are supplied by email. Unless specified, reports will be sent to both parties.

Please indicate where reports should be sent:  Adviser  Trustee  None (website access only)

Do you require (quarterly): Detailed Transaction and Capital Gains report  Yes  No

We also provide the ability to measure your fund's performance against a range of benchmarks.

Please indicate from the following list which is to be the most appropriate primary benchmark.

**Benchmarks - Super**

- MorningStar Balanced - Super
- MorningStar Moderate - Super
- MorningStar Growth - Super
- MorningStar Aggressive - Super

**Benchmarks - Pension**

- MorningStar Balanced - Pension
- MorningStar Moderate - Pension
- MorningStar Growth - Pension
- MorningStar Aggressive - Pension

**Benchmarks - Investment Trust**

- MorningStar Balanced - Inv Trust
- MorningStar Moderate - Inv Trust
- MorningStar Growth - Inv Trust
- MorningStar Aggressive - Inv Trust

**Benchmarks - Other**

- All Ordinaries
- S&P ASX200 Accumulation
- S&P ASX200 Property Accumulation

- FTSE 100 (UK)
- Dow Jones Industrial (US)
- Nikkei 225 (Jap)

- DAX (GER)
- Hang Seng (HK)
- MSCI \$A

**Taxation management**

Unless otherwise specified below we will calculate a realised gain so as to minimise the capital gains.

If you would like to use an alternative method, please indicate:  LIFO (Last in first out)  FIFO (First in first out)

**Fund auditor and fund accountant** (if applicable)

We will arrange for your fund to be audited by an independent auditor unless otherwise instructed below.

**Appointed auditor** (only complete if we are not to arrange appointment)

Company/Firm name

Professional body

Member number

Contact

Postal address

Contact telephone

Mobile

Facsimile

Email

We will arrange the appointment of the tax agent for your fund unless otherwise instructed. If you have selected the SMSF Daily or SMSF Daily Essentials service, please provide details for your fund accountant below:

**Accountant** (only complete if we are not to act as the nominated fund accountant)

Company/Firm name

Tax agent number (for purpose of ABN application)

Contact

Postal address

Contact telephone

Mobile

Facsimile

Email

**Cash account**

Under the administration arrangements between you and us, we use either a Macquarie Cash Management Account, a BWA Cash Management Trust, a BWA Cash Management Account, an Adelaide Cash Management Trust or an Adelaide Cash Management Account as we have a nightly download facility with these organisations.

Accordingly, if an existing SMSF is currently not using any of these accounts, it will be necessary to change the SMSF bank/cash account. To facilitate this change, we will prepare an application together with a bank closure letter for your signing to close the existing account arrangements and open the new account.

I/We request you to arrange for the opening of a working cash account as follows:

- Macquarie Cash Management Account
- BWA Cash Management Trust       BWA Cash Management Account
- Adelaide Cash Management Trust       Adelaide Cash Management Account

The fund has an existing bank account with       Macquarie       Bankwest       Adelaide

Account name	BSB	Account number

Please confirm your operating instructions for the cash account:

- Any one of the trustees       Any two of the trustees

Under Multiport's daily administration service, Multiport's authorised officers will act as an authority on the fund's cash account.

**SECTION 6 - ADVISER DETAILS**

Surname	Given name		
AFSL	Licensee name		
Postal address			
Street address	Town/Suburb	State	Postcode
Telephone	Facsimile	Email	
Adviser's signature		Date	

**Adviser fees**

I/We hereby authorise payment of the following fees until I/we notify you otherwise:

Initial fee    \$     or     %    of portfolio value or initial contribution

Ongoing fee    \$     per annum or     %    per annum of gross portfolio value, payable:

Frequency        (insert monthly, quarterly or yearly)    Commencement date     /  /

**Split of adviser fee or third party fees (If applicable)**

I/We hereby authorise payment of the following fees to the named third party until I/we notify you otherwise:

Name of adviser/third party	Initial fee	Ongoing fee

## SECTION 7 - WEBSITE ACCESS AND TERMS AND CONDITIONS

One of the features of our administration and reporting service is online reporting. For the protection of your privacy, please refer to the terms and conditions provided. In applying for a password and user ID for the website, [www.multiport.com.au](http://www.multiport.com.au), you will be agreeing to be bound by the terms and conditions.

Please advise your nominated user ID and password below:

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User ID

Password

(Please note that the user ID and password cannot be the same and must be at least 5, but no more than 12, characters in length)

### Terms and conditions

Please ensure that you have read and understood these before you sign the form below.

#### 1. Security

As a user of the website, you may nominate your own user ID and password. To maintain security you must keep your user ID and password confidential and store them separately at all times. You must not disclose your user ID or password to any other person or circulate or reveal any confidential information regarding it. Access to the website is only available to you whilst you hold a current user ID and password. Once access is granted, all actions will be deemed to be made by you or made with your authority.

If you feel that your user ID or password have been compromised, lost or misplaced, please contact us immediately by telephone on (02) 9230 0177, fax (02) 9230 0188 or email [help@multiport.com.au](mailto:help@multiport.com.au). You may cancel your registration with us at any time in writing.

#### 2. Indemnity

You agree to indemnify us, and all other users of [www.multiport.com.au](http://www.multiport.com.au) against any claim, loss, cost, damage, action or expense which we or any other user may experience arising from your unlawful, negligent or wrongful use of the website, your failure to keep your user ID or password confidential, the use of [www.multiport.com.au](http://www.multiport.com.au) by any other person on your behalf, the use of your password by any other person, the unauthorised use or circulation of information not in the public domain accessed and available to you through your access to [www.multiport.com.au](http://www.multiport.com.au)

#### 3. Liability of Multiport Pty Ltd ACN 097 695 988

The website allows you access to information regarding your portfolio and it also provides reports and information including (but not limited to) current portfolio details, investment comparisons, bank statements and asset allocation. We will take all reasonable steps to ensure the information provided on [www.multiport.com.au](http://www.multiport.com.au) is accurate, current and complete. We will not be liable for any loss or damage resulting from:

- i) any omission, error or inaccuracy in information provided to us, including information provided by third parties
- ii) any unauthorised access to information on [www.multiport.com.au](http://www.multiport.com.au) (including your portfolio details), and
- iii) any unavailability of [www.multiport.com.au](http://www.multiport.com.au) or the failure of any function to perform in whole, or in part, on the website.

We will use our best efforts to provide access to [www.multiport.com.au](http://www.multiport.com.au) on a 24 hour basis. However, there may be interruptions to the site to facilitate maintenance or other reasons. We will not be liable for interruptions to [www.multiport.com.au](http://www.multiport.com.au)

#### 4. Changes to the website

We reserve the right to change, remove or add to the information provided on the website, and to also limit access or cease providing information or certain information on the website.

#### 5. Change of conditions

We reserve the right to change these terms and conditions of use at any time without notice to you.

#### 6. Fees

Fees may be charged in relation to the access and use of the website. We will provide you with 30 days prior written notice and details of any fees before they are introduced or changed, however, it is not intended that fees will be charged.

#### 7. Denial of access

We reserve the right to deny access to the website and/or particular portfolio details including where:

- i) you fail to keep your user ID or password secure, and
- ii) in our opinion, there are concerns regarding security or unauthorised access.

We have discretion to terminate access to the services and any information on this website and to terminate your user ID or password without notice.

#### 8. Internet access

We have put in place specific security systems on the website, but we are unable to guarantee that in all circumstances that the site or the information contained on the site will not be subject to unauthorised access. We will not be liable for any loss, damage, claims, expenses arising from the unauthorised access to the site or information (including client records) retained on the site.

#### 9. Transactions

Any transactions involving the movement of funds (for example, switches or withdrawals) will be processed in line with our current documentation relating to your investments.

#### 10. Information from other providers

We use third party providers to provide investor information for the website. This information has not been prepared to take into account individual investment needs and objectives and therefore are not intended to be, and should not be relied upon for the purpose of making investment decisions. You should consult your financial adviser before making any investment decisions.

#### 11. Ownership

We publish the website [www.multiport.com.au](http://www.multiport.com.au). All information contained within the website is the copyright of Multiport Pty Ltd. You may not modify, tamper or alter the website, or the information contained on the site in any way. There are a number of registered trademarks, logos and symbols on this website which are either owned by Multiport Pty Ltd, or used with the permission of the trademark owners. You may not download, reproduce, transfer, publish, alter or use any such logos, symbols or trademarks for any purpose.

**SECTION 8 - DECLARATIONS AND CONSENTS**

**Privacy policy**

We are collecting your information to provide services you have requested. Some information is required under laws relating to these services. If your information is sensitive (eg health information), we will use it only for the purpose for which it was provided. We may use non-sensitive information for related purposes, such as maintaining our relationship with you. If you authorise us, or if legally required, we may share your information with external parties such as administrators, your banking service, your financial adviser and accountant, and government bodies. For our Privacy Statement, visit our internet site. To view or correct any information please contact us.

**Personal information and privacy**

- I/We acknowledge that you and my adviser (specified on page 6 of this form) collect my personal information in relation to my self managed superannuation fund in accordance with the above privacy policy.
- I/We consent to my personal information being available for marketing use by Multiport and my nominated adviser.

**Declarations and consents**

I/We agree to the website terms and conditions set out in section 7.

I/We hereby declare that the above information is true and correct.

I/We acknowledge and agree that Multiport (and any person appointed by Multiport to act on its behalf) is appointed on the date set out below as the administrator of the fund.

I/We acknowledge that Multiport will register the fund with the Australian Taxation Office for the purpose of acquiring an Australian Business Number and Tax File Number (where applicable).

I/We agree to Multiport and my/our adviser as set in section 6 (and any other person so designated by me/us) providing all information, documents and records to each other regarding my/our interests in the fund so that Multiport may perform the administration of the fund. I/We also understand that this may be by phone, facsimile, internet or other electronic means.

I/We hereby authorise Multiport to deduct and pay from the fund's cash account/bank account its fees as agreed in writing and my/our adviser or a third party as set out in this document.

In the case of an existing self-managed superannuation fund I/we authorise Multiport to contact the previous administrator of the fund to obtain necessary records and information to enable Multiport to undertake the administration of the fund. I/We acknowledge that Multiport will require certain documents and information to perform the administration of the fund. I/We agree to the fee specified if Trust Deed amendments are required upon transfer to Multiport.

In the case of a new self-managed superannuation fund, I/we instruct Multiport to provide the necessary documentation to establish the named fund and agree to the fee specified.

I/We agree that neither I/we nor any person claiming through me has any claim to Multiport in relation to a payment made or action taken by Multiport under any of the facilities, if the payment or instruction is made in accordance with the relevant conditions and includes instructions that are later not shown to have been made by me.

I/We acknowledge that Multiport is entitled either to cancel or change the terms and conditions of the facilities, including the replacement of the administrator, but may not do so without written notice.

Fund name

		/ /
--	--	-----

Trustee name

Trustee signature

Date

		/ /
--	--	-----

Trustee name

Trustee signature

Date

		/ /
--	--	-----

Trustee name

Trustee signature

Date

		/ /
--	--	-----

Trustee name

Trustee signature

Date

Level 1  
1 Chifley Square  
Sydney NSW 2000

Postal Address  
PO Box N316  
Grosvenor Place  
Sydney NSW 1220

Telephone 1300 364 672  
[www.multiport.com.au](http://www.multiport.com.au)

Multiport Pty Ltd ABN 76 097 695 988  
AFS LICENCE NO: 291195

