



TRANSFER SUPERANNUATION FUND ADMINISTRATION

1. **Instructions from:**
2. **Contact Numbers:**
3. **Name of Fund:**
4. **ABN:** **SFN:**
5. **TFN:**
6. **Registered for GST:** Yes / No **Date Registered:**
7. **Individual Trustee:**
Name:
.....
Address:
.....
8. **Corporate Trustee:**
Name:
ACN: **Incorporation Date:**
Directors:
.....
9. **Members of the Superannuation Fund:**
Name:
Address:
Occupation:
Date of Birth: **Tax File Number:**
Pension Commenced: Yes / No **Commencement Date:**



Name:

Address:

Occupation:

Date of Birth: Tax File Number:

Pension Commenced: Yes / No Commencement Date:

Name:

Address:

Occupation:

Date of Birth: Tax File Number:

Pension Commenced: Yes / No Commencement Date:

Name:

Address:

Occupation:

Date of Birth: Tax File Number:

Pension Commenced: Yes / No Commencement Date:

10. Previous Administrator/Accountant:

Name:

Address:

.....

Contact Numbers:



11. Documentation to be Provided:

- Signed copy of latest financial statements and audit report
- Latest income tax and regulatory return
- Trust Deed including any amendments
- Minutes
- Consent and Declaration to Act as Trustees
- Investment Strategy
- Application(s) for membership
- Beneficiary Nomination
- Members' Statement - ETP components and members eligible service period.
- Pension Documentation
- Capital Gains Tax information – original purchase dates and purchase prices to the investments held by the superannuation fund
- If there is property in the superannuation fund:
 - Offer and Acceptance Contract – to confirm date of purchase and purchase name
 - Lease Agreement
 - Latest market appraisal or valuation
 - Copy of the insurance policy