

Superannuation Trust Package

Fund name

1. What is the name of the fund going to be? _____

Person establishing the Fund

2. What is the name of the employer or other person or entity establishing the Fund?

3. If the establisher is a company, what is its ACN or ABN? _____

Will this company execute the Trust Deed by affixing its common seal?

Yes No ... **if "No"**, the Trust Deed will be executed by the
entity's authorised representative(s) who is or are:

4. What is this person's or entity's address?
Street number and name _____
Suburb or city _____
State _____
Postcode _____

5. Is this person or entity an employer of any member of the Fund? No Yes

General

6. How many members will the fund have when it starts? _____
7. Which jurisdiction's laws apply to the Trust Deed (name the State or Territory)? _____

Trustee (There are more questions about the trustee in the following pages. The questions on this form are ordered to reflect the order in which the system asks the question. That order simplifies the process for the person entering the information online.)

8. Will the Trustee be a corporation? No Yes ... **if "yes"**, how many directors will the trustee corporation have? _____
9. If the Fund will have only one member, what is the name, birth details and address of the other Trustee (or the other Director of the trustee corporation)?

Name

Family Name _____
Given Names _____

Occupation

Birth date

Address

Street number and name _____
Suburb or city _____
State _____
Postcode _____

Copy this page for each member

Members

10. What are the names, occupations, birth details, addresses, and Tax File Numbers of each person who is to be a member?

Name

Family Name _____
 Given Names _____

Occupation _____

Birth details

City of birth _____
 State (if Australia) _____
 Country _____
 Date of birth _____

Address

Street number and name _____
 Suburb or city _____
 State _____
 Postcode _____

Tax File Number _____

Beneficiary

Who does this member wish to appoint as their beneficiary under the Trust? Also, what proportion of the death benefit is that person to receive, and what is their relationship to the member?

Given names	Family name	Relationship to Member	Proportion of Benefit
			%
			%
			%
			%
			%

Trustee (if individuals)

11. **If the Trustees are individuals**, then for the trust to be valid one of the following must be the case. (Please tick [✓] which one of the following is the case.)

- Each of the Trustees **does not** employ any of the other Trustees
- Each of the Trustees who employs any of the other Trustees **is also related** to those employed Trustees.

(Then go to question 17)

Trustee (if a company)

12. **If the Trustee is a Company**, what is its name, ACN or ABN and address?

(If the Trustee is an individual, go to question 17)

Name _____

ACN or ABN _____

Address

Street number and name _____

Suburb or city _____

State _____

Postcode _____

Trustee validation

13. **If the Trustee is a company**, then for the trust to be valid one of the following must be the case. (Please tick [✓] which one of the following is the case.)

- Each of the Directors (of the Trustee Company) **does not** employ any of the other Directors.
- Each of the Directors (of the Trustee company) who employs any of the other Director **is also related** to that employed Director.

Executing documents

14. Will the Trustee execute the Trust Deed by affixing its common seal?

Yes No ... **"if No"**, the Trust Deed will be executed by the
Trustee's authorised representative(s): _____

Trustee Declarations (if trustee is a company)

15. Which of the following declarations are the Directors of the Trustees able to make? (They must make one of them.) (tick [✓] which one of the following is to apply):

- "We are/I am unaware, or have no reasonable grounds to suspect, that a person who is, or is acting as, a responsible officer of the trustee is a disqualified person as defined in section 120(1) of the Superannuation Industry (Supervision) Act 1993."
- "We are/I am aware, or have reasonable grounds to suspect, that a disqualified person is, or is acting as, a responsible officer of the Trustee. However, we/I believe that person is eligible (under subsection 126B (1) of the Superannuation Industry (Supervision) Act 1993) to apply to the Regulator for a declaration waiving his or her status as a disqualified person and that the person will make an application under subsection 126B(3) within the allowed period."

Trustee meetings

16. Who will attend the meeting to **establish the trust**? _____

17. Who will chair the meeting? _____

18. Where and when will that meeting be held?

Venue _____

Date _____

Time _____

19. Who will attend the meeting to **establish the trust's investment strategy**? (It is important that all the trustees, or directors of the trustee, attend the meeting.) _____

20. Who will chair the meeting? _____

21. Where and when will that meeting be held?

Venue _____

Date _____

Time _____

Accountant

22. What is the name of the organisation that will be the Fund Accountant? _____

Auditor

23. What is the name of the organisation that will audit the Fund? _____

Your contact for client

24. What is the name and phone number of your firm's contact for the client to ring?

Thank you for using Cleardocs