



# Self Super

Self Managed Super Fund Administration Service

1 February 2016

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**netwealth**<sup>®</sup>  
Investment & Superannuation

**netwealth** Investments Limited (ABN 85 090 569 109, AFSL 230975) (referred to as '**netwealth**', 'we' or 'us') invites you to use the **netwealth** Self Super Administration Service (Self Super).

This Information Brochure will help you understand the **netwealth** Self Super Administration Service (Self Super).

Self Super is a superannuation administration service for Self Managed Superannuation Fund (SMSF) trustees that use **netwealth** Wealth Accelerator within their SMSF (please refer to the paragraph entitled "**netwealth** Wealth Accelerator" on Page 4 of this document for more information).

Administration is an essential and important part of every superannuation fund strategy to protect and enhance member's benefits. Good administration should enable the trustee and their adviser to make better financial decisions and help protect all those who have an interest in the SMSF.

**netwealth** Self Super aims to provide a high level of personal service and is specifically designed for SMSF trustees who do not have the time and/or expertise to administer their superannuation fund and want a professional administrator to assist them to fulfill their regulatory obligations.

**netwealth** Self Super is designed to assist the trustees with the establishment and ongoing compliance and administration of their SMSF.

Under law, the trustee is responsible for all aspects of the SMSF including the administration, compliance and investment decisions. **netwealth** Self Super reduces the trustees' burden of maintaining records, calculations, bookkeeping and processing required by self administered superannuation funds, allowing them to focus on investing and securing financial benefits for the SMSF's members.

The operating requirements of an SMSF are similar to those of large funds even though in an SMSF membership is limited to four, and generally all members of the SMSF are trustees (or directors of a company acting as trustee).

The obligation to protect the interests and benefits of members requires the trustees to ensure continuous attention is given to the SMSF's administration and investments. You can find an introduction to trustee requirements and responsibilities in this document on page 6. Please read this document carefully before commencing a new SMSF or deciding to transfer the administration of your existing SMSF.

The terms of our service are set out in the Administration Agreement, which is the agreement between **netwealth** Investments Limited and the trustee or trustees of the SMSF to be administered by Self Super. The Administration Agreement is sent to you to sign and return as part of the steps on Page 15 of this document.

## Contact details

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Website [www.netwealth.com.au](http://www.netwealth.com.au)

### ASIC Contact Details

[www.asic.gov.au](http://www.asic.gov.au)  
Help line 1300 300 630

### Financial Tips and Safety Checks

[www.moneysmart.gov.au](http://www.moneysmart.gov.au)

### ATO Contact Details

[www.ato.gov.au](http://www.ato.gov.au)  
Help line 13 10 20

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## About netwealth

### Helping our clients achieve financial security

**netwealth** was founded in 1999 to provide astute investors with a better way to save for, invest and protect their current and future wealth and financial wellbeing.

**netwealth** is part of **netwealth** Group Limited, which provides a range of innovative and award winning investment, superannuation and advice solutions and today looks after over \$7 billion on behalf of more than 30,000 members and investors.

### Our Heritage

**netwealth** is a member of the Heine Brothers Group (Heine), a privately owned group that originated in Europe in 1865 and has a long history in international trade and finance.

Heine established its head office in Australia in 1945, and became a major trading house dealing in commodities and bulk raw materials around the world, expanding over time from international trade into finance, property and investment.

In 1982 Heine entered the funds management industry, managing a broad range of investment products, including listed and unlisted property trusts and superannuation products.

### A note about general advice

This brochure contains general advice only, which does not take into account your individual objectives, financial situation or needs. You should assess whether the information is appropriate for you having regard to your objectives, financial situation and needs, and consult a financial adviser before making a decision about the information in this brochure.

The information in this brochure is current as at the date of publication and is based on laws applying at that date. Laws can be changed and therefore, before relying on the material in the brochure, you should obtain specific legal, tax or financial advice relevant to your circumstances from a qualified professional.

### netwealth Wealth Accelerator

**netwealth** Wealth Accelerator is an investor directed portfolio service offered by **netwealth**. An IDPS Guide and Financial Services Guide (the disclosure document) is available by downloading a copy from the website [www.netwealth.com.au](http://www.netwealth.com.au) or by contacting us on Freecall 1800 888 223. You should consider the disclosure document in deciding whether to acquire, or continue to hold, the **netwealth** Wealth Accelerator.

## SMSFs - overview

### Helping you take control of your financial future

Operating an SMSF can be a very flexible and effective way to take control of your superannuation (super) investments and receive potential tax benefits.

However, operating your own super fund can be hard work as it requires time consuming administrative tasks, compliance monitoring and strict reporting.

**netwealth** Self Super allows trustees to outsource some of the more complicated and difficult administrative tasks, allowing you more time to focus on investing and securing financial benefits for members.

### Types of superannuation funds

There are many types and ways of structuring superannuation funds, one of which is an SMSF.

SMSFs offer a great deal of flexibility in relation to investment choice and tailored lifetime planning.

Whatever superannuation structure is used, proper administration is essential. All superannuation funds are required by law to be audited annually and are closely regulated by either the Australian Prudential Regulatory Authority (APRA) or the Australian Taxation Office (ATO).

### Benefits of having your own SMSF

Features	Benefits
It is your own SMSF	<p>You have (within legislative requirements):</p> <ul style="list-style-type: none"> <li>• Maximum control;</li> <li>• Maximum flexibility;</li> <li>• Maximum portability (e.g. changing jobs does not mean changing SMSFs or investments); and</li> <li>• Choice of insurance provider.</li> </ul>
Investment options and flexibility	<ul style="list-style-type: none"> <li>• Wide range of investment classes including listed securities, managed funds, direct property, etc.</li> <li>• Access to your own broker(s) and /or discount brokers.</li> <li>• Investment strategies and investments can be tailored to individual member's circumstances and risk profiles.</li> <li>• Flexible investment rules such as the acquisition of business real property from related parties.</li> <li>• Tailored financial planning strategies to meet changing life cycle requirements.</li> <li>• Ability to react quickly to market conditions.</li> </ul>
Estate planning options	Specialised estate planning strategies from your adviser tailored to your specific needs.
Tax planning options	Contributions tax is available for investment until tax return is lodged – often some months after the end of the financial year. A capital gains event does not occur when assets transition from accumulation to SMSF pension liabilities.
Administration costs	Fixed dollar administration option irrespective of SMSF size (which can make larger SMSFs very cost effective).



## SMSF structure

SMSFs are structured as follows:

- They are superannuation funds where, generally, all members of the SMSF are trustees (or directors of a company acting as trustee);
- Membership is limited to no more than four members and no member of the SMSF can be an employee of another member of the SMSF, unless they are related; and
- The trustees of the SMSF cannot receive remuneration for their services as trustees.

## Operating an SMSF

The operating requirements of an SMSF are not substantially different or less onerous than those of a large fund (e.g. industry or master fund) even though membership is limited to four and the trustees and members are frequently one and the same. The obligation to protect the interests and benefits of members requires the trustees to ensure continuous attention is given to the SMSF's administration, compliance and investments. SMSFs, however, are not suitable for everyone and you may wish to discuss this with your adviser.

## Trustee requirements and responsibilities

SMSFs offer a great deal of flexibility in relation to investments and investment choice, however, the trustees of an SMSF must be aware of and observe the obligations and responsibilities as prescribed in relevant laws and regulations relating to superannuation, taxation, corporations, family law and trust law.

Below is a summary of some of the responsibilities and activities which trustees need to be aware of. Please note that the list is not exhaustive and we suggest you seek professional advice from your accountant, solicitor and/or financial adviser in understanding all of your responsibilities and obligations in your capacity as a trustee, particularly prior to establishing an SMSF.

## SMSF regulation

The regulator of SMSFs is the Australian Taxation Office ('ATO'). The trustees must comply with a range of reporting requirements and provide information regularly to members and to the ATO. Further detailed information regarding a trustee's responsibilities, running an SMSF and superannuation in general is available from the ATO. This information can be obtained from the ATO's website, [www.ato.gov.au](http://www.ato.gov.au) or by calling 13 10 20.

## The trust deed

The trustees must:

- Execute the trust deed correctly upon the establishment of the SMSF;
- Comply with the rules of the SMSF (the trust deed); and
- Ensure that the trust deed covers matters that are appropriate to members' interests.

## Legal requirements

In addition to general trust law, there are many different pieces of legislation and regulations with which the trustees must ensure compliance. Amongst these are:

- The Superannuation Industry (Supervision) Act (SIS Act), tax legislation, the Corporations Act and State Trustee legislation and other Regulations made under these acts; and
- Family Law Act requirements relating to flagging and splitting of member benefits.

## Investments

The trustees must, amongst other things:

- Develop and implement an investment strategy;
- Ensure the investments are made at arm's length and that certain assets are not acquired from related parties;
- Ensure the portfolio complies with the SMSFs investment strategy;
- Provide investment management services in relation to the trust assets (may be through a financial adviser);
- Keep the assets of the SMSF separate from other assets (e.g. the trustees' and members' personal assets);
- Not borrow against trust assets other than as allowed under section 67 and section 67A of the SIS Act;
- Not lend money or provide financial assistance to members or their relatives; and
- Not invest in in-house assets which exceed the 5 per cent in-house asset threshold. An in-house asset includes an asset of the SMSF that is a loan to or an investment in a related party or related trust of the SMSF. It also includes certain assets of the SMSF that are subject to a lease arrangement between the trustees and a related party of the SMSF.

## General obligations

The trustees must, amongst other things:

- Act honestly in all matters;
- Exercise the same degree of care, skill and diligence as an ordinary prudent person would in the position of a trustee;
- Act in the best interest of the SMSF members;
- Retain control over the SMSF;
- Record details of the establishment of the SMSF and the SMSF's investment objective(s) and strategy;
- Record all trustees' decisions, including those to do with investments; and
- Retain records of the SMSF for the statutory periods.

## Winding up

The trustees of an SMSF must notify the ATO if a decision is made to close the SMSF.

## Delegation of responsibilities to a service provider

While the trustees can engage other people to act on their behalf (e.g. their financial adviser or **netwealth** Self Super), they continue to have ultimate responsibility for the SMSF.

## About the netwealth Self Super Administration Service

The **netwealth** Self Super service provides access to dedicated resources to help you, as an SMSF trustee, manage the complexities and challenges you are faced with in complying with the many rules and regulations applicable to an SMSF.

**netwealth** Self Super is a specialist superannuation administrator offering you a convenient and efficient solution for administering your SMSF. **netwealth** Self Super includes assistance with the following:

- Working with financial advisers;
- Establishment of a new SMSF;
- Taking over the administration of an existing SMSF;
- Day-to-day administration;
- Benefit payments and pensions;
- Year end reporting;
- Auditing;
- Dealings with the regulatory authorities; and
- **netwealth** Self Super plus the **netwealth** Wealth Accelerator.

### Working with financial advisers

Most people who operate an SMSF will also employ the services of a financial adviser. **netwealth** Self Super makes it easy to work with your financial adviser, where you have elected to use one.

### Establishment of a new SMSF

**netwealth** Self Super provides a streamlined trust establishment process. This is provided to assist new trustees with the often complex tasks associated with setting up and running an SMSF in a compliant and cost effective manner.

### Trust deed suppliers

You can choose from two different trust deeds to enable us to administer your SMSF:

- a premium SMSF trust deed provided by DBA Lawyers (DBA), or;
- a standard SMSF trust deed provided by NTAA Corporate (NTAA).

**netwealth** has arranged with DBA and NTAA to provide trustees with:

- a trust deed with supporting documentation; and
- a member product disclosure statement (PDS),

for the trustees of the SMSF to give to members.

You will need to appoint **netwealth** as your agent to instruct DBA or NTAA and to complete their order form on your behalf. **netwealth** will return the documentation prepared by them to you for execution and issue.

### Introduction to DBA Lawyers

DBA is recognised as a leading Australian law firm in SMSFs. They work primarily in the areas of members' superannuation planning and related succession planning, as well as providing legal advice and services on all legal aspects relating to SMSFs. The DBA SMSF deed is considered to be one of the best available, offering maximum flexibility. DBA supplies SMSFs deeds throughout Australia and has a range of related SMSF services and practical tools for advisers.

### Introduction to NTAA

Established in 2003 by the National Tax Accountants' Association Ltd, NTAA Corporate is widely regarded as a leading document provider. NTAA Corporate provides a wide range of individual specialist corporate products and services. The SMSF documents available through NTAA Corporate are obtained from external law firms and paperwork is prepared in consultation with in-house legal experts. The deed is up to date and incorporates all recent legislative changes.



### Secretarial

DBA or NTAA will prepare some of the initial minutes evidencing the establishment of the trust as part of their service to you.

DBA / NTAA, on behalf of the trustees, will draft any remaining documents and minutes for consideration and adoption (if approved) by the trustees to establish the SMSF's operations. We will also liaise with appropriate regulatory authorities to register the SMSF, obtain a Tax File Number (TFN), obtain an Australian Business Number (ABN) and submit the election for the SMSF to be complying and regulated.

### Admitting members to the SMSF and commencing pensions

Once the SMSF is established, the trustees will admit the initial members to the SMSF. DBA or NTAA will provide the initial member application forms for members to complete, together with both binding and non-binding death benefit nomination options as part of their service. They will be returned to you with the deed and PDS.

It is preferred that the trustees provide prospective members with a product disclosure statement (PDS) informing them about the SMSF they are joining. Also, if they intend commencing a pension, they should be given a PDS informing them about the pension they are about to take. To meet this requirement the trustees should complete and issue the PDS supplied by DBA or NTAA to all new members with the member application forms and also when a member commences a pension.

### Portfolio administration

**netwealth** Self Super will establish investment records and then record all subsequent investment activity undertaken by the trustees as long as the trustees inform us of that activity.

### Establishment of a bank and cash account

Your SMSF needs to have a cash or bank account to receive proceeds of sales, income, contributions and transfers and to buy investments, pay benefits, expenses and tax. The **netwealth** Wealth Accelerator cash account can be used for this purpose.

If the **netwealth** Wealth Accelerator service is used, the trustees authorise **netwealth** Self Super to settle cash transactions on their behalf out of the cash account. If the **netwealth** Wealth Accelerator service is used exclusively within the SMSF, no Self Super Additional investments fee is incurred (the Wealth Accelerator administration costs still apply). In addition, the trustees may wish to open an external bank account for the SMSF and operate it themselves. This is referred to in the Administration Agreement as the Fund Account and we will require copies of all transaction documentation to be forwarded to us to allow timely processing. A Self Super Additional investments fee will be incurred for the processing of the transactions on this Fund Account.

For efficiency purposes, the trustees also authorise **netwealth** Self Super to deduct from their Wealth Accelerator cash account regular payments such as fees and taxes.

### Investment strategy

It is a requirement that the trustees formulate and give effect to an investment strategy. DBA and NTAA will incorporate an initial interim investment strategy in the initial minutes as part of their service (these will be provided to you with the trust deed and PDS). Please ensure you review this initial investment strategy as soon as practicable, preferably in consultation with your financial adviser, to ensure it is appropriate to you and the members' requirements.

**netwealth** Self Super is not responsible for formulating, implementing, reviewing or inquiring about the trustees' investment strategy and does not accept any responsibility for the valuation of the SMSF's investments (other than listed securities and managed funds) or the trustees' investment strategy.

For further information on the preparation, regular review, monitoring and the requirement to invest in line with the investment strategy, please refer to the Australian Tax Office who have a number of publications to assist trustees in meeting these obligations. These can be accessed at [www.ato.gov.au](http://www.ato.gov.au) or by ringing 13 10 20. We recommend that trustees formulate their investment strategy in consultation with their financial adviser.

## Taking over the administration of an existing SMSF

**netwealth** Self Super will take over the administration of existing SMSFs. To enable **netwealth** to efficiently administer that SMSF, we will undertake an internal assessment of your SMSF to ensure we are able to fulfill our obligations under the Administration Agreement.

It is important as trustees that you ensure your SMSF complies with its current trust deed. If not, we can arrange, on your behalf, for DBA or NTAA to prepare a deed of variation, together with supporting documentation and a PDS to be issued to members of the SMSF, updating the deed to the latest deed available from that supplier.

If you require this service, **netwealth** will complete an order form as your agent and convey your instructions to DBA or NTAA, and return the documentation prepared by them to you for execution and issue.

The administration history of the SMSF will determine the structure and administration requirements of the SMSF going forward. **netwealth** will liaise with the trustees and their advisers to determine the individual administration requirements of each SMSF. Where the SMSF records are inadequate or past year's financial or regulatory returns have not been completed, **netwealth** Self Super reserves the right not to commence any work until all records are provided and regulatory returns completed. **netwealth** will not take over the administration of an SMSF until it is compliant with legislative requirements. If an SMSF terminates the Administration Agreement before the end of two full financial years, the Take over fee will be applied as per the **netwealth** Self Super Fees schedule on Page 13.

## Day-to-day administration

Good administration is essential to ensure that the trustees meet their ongoing obligations under the deed, adhere to the regulatory requirements and maintain proper records. Good administration should also assist the trustees and their advisers to make better decisions.

## Superannuation administration and accounting

Superannuation administration is about creating, documenting, maintaining and processing financial information so that member's records, benefits and tax can be correctly calculated and promptly paid and that timely reports are given to the trustees, members and regulators. It also involves arranging the compliance review of the SMSF and the timely lodgement of the SMSF's annual return with the ATO.

Efficient and effective administration requires a thorough understanding of all aspects of superannuation and investment transactions and the utilisation of computerised systems. Poor administration may result in benefits being incorrectly paid, too much tax being paid and potentially penalties and the loss of the SMSF's concessional tax status.

**netwealth** Self Super understands, records and documents superannuation and investment transactions. To administer superannuation, complete and accurate historical records are essential. We retain all records and accounts for the statutory period of time, or until termination of the Administration Agreement, whichever is earlier.

## Secretarial and corporate governance

The trustees often need to make important decisions and may delegate authorities when dealing with the SMSF's assets (subject to the trust deed). It is essential to record each trustee's attendance at meetings and keep adequate minutes of meetings where these decisions are made and authorities given.

Proper records of important events and decisions will help protect the trustees and members and enable third parties such as auditors to properly review the activities and governance of the SMSF. **netwealth** Self Super assists the Trustees with secretarial work by providing draft documents for consideration and adoption (if approved) by the trustees.

## Taxation

**netwealth** Self Super understands superannuation and investment tax matters that directly affect your SMSF.

We arrange preparation and lodgement of the mandatory ATO statements (i.e. instalment activity statements (IAS)/business activity statements (BAS), Pay As You Go Withholding tax (PAYGW) and SMSFs PAYG payment summaries) for reporting to the ATO, as well as the Self Managed Superannuation Fund annual return. We also deal with the complex tax issues that may arise from investment corporate actions and structured investments. Where the trustees make this information available to **netwealth** Self Super in a timely manner, we can process data to enable lodgements to be made on a timely basis.

### Portfolio administration

**netwealth** Self Super is able to administer investments across the full spectrum of managed funds, ASX listed securities and other investment vehicles as well as other assets such as direct property within your SMSF.

When using **netwealth** Self Super along with **netwealth** Wealth Accelerator, we will become the mail hub for any paperwork in relation to external assets held off our platform by your SMSF and we will manage your paperwork, using this information for the preparation of end of financial year reporting.

This arrangement will ensure all investment correspondence will be received by **netwealth** Self Super and recorded against your SMSF and member records. The objective is to ensure that we have up to date details of fund investments and member benefits.

When using the **netwealth** Wealth Accelerator service for your SMSF, you can authorise **netwealth** to act on your instructions to settle your investment purchases and pay expenses from your Wealth Accelerator cash account. In addition, this cash account can be used to receive all contributions, rollovers, proceeds from the sale of investments, distributions, dividends and any other investment income.

### Benefit payments and pensions

Upon receiving instructions from the trustees, **netwealth** Self Super will administer the payment of benefits and PAYGW tax for lump sums and all forms of pension. Pension administration includes calculating pension amounts for account based pensions, term allocated pensions and indexed pensions and communicating these amounts to members.

The trustees should ensure that commencement of the pension is appropriately documented in the trustees' minutes.

Alternatively **netwealth** can act as your agent to complete an order form to convey your instructions to DBA or NTAA who will provide a pension kit. **netwealth** will then assist with the calculation and documentation of your new pension and return relevant documentation to you. When a pension commences, a new member account is set up for that pension. Members may have multiple pension accounts and may even have a mix of accumulation and pension accounts.

### Year-end reporting

As required by law, for each financial year-end, and if the trustees have provided all the underlying documentation, **netwealth** Self Super will produce the following statutory documents and reports and also arranges for the payment or refund of tax:

- Financial statements which consist of a balance sheet and an operating statement;
- Member statements which detail each member's entitlement and provide basic information as to the nature of the benefit such as preservation status and non-concessional contributions; and
- Self Managed Superannuation Fund annual return.

### Auditing

All superannuation funds are required to be audited by a suitably qualified independent auditor.

**netwealth** Self Super will act as agent for the trustees to arrange for the independent audit of your SMSF as provided for in the Administration Agreement. We are able to access competitive pricing structures that may not be available to your SMSF if negotiated on an individual basis.

### Dealings with the regulatory authorities

Dealing with regulatory authorities is an essential element of the administration process and for the uninitiated it is a difficult task. **netwealth** Self Super is experienced in dealing with the regulators, and will be the registered contact for the SMSF on many regulatory matters. In addition, where the regulator conducts an audit or requires any information about the SMSF, we will assist the trustees to prepare and provide this information.

### netwealth Self Super plus the netwealth Wealth Accelerator

An SMSF package that includes **netwealth** Self Super Administration Service plus the **netwealth** Wealth Accelerator only will give you the following benefits:

- Online access for you and your adviser to transact and report on your portfolio;
- Up-to-date realised and unrealised Capital Gains Tax (CGT) information;
- Up-to-date asset performance and holdings;
- Up-to-date rate of return;
- Up-to-date asset allocation;
- Up-to-date transaction listing;
- Investment options within the wrap include the **netwealth** Global Specialist Series funds;
- Over 250 wholesale managed funds at lower fees than retail funds;
- ASX Listed Securities (including certain warrants and IPO's);
- Other investments as approved by **netwealth**; and
- ASX trades at \$20 for any size transaction.

### Borrowing (gearing) in your SMSF

Superannuation funds are allowed to invest in certain financial products that are internally leveraged such as installment warrants, without breaching the SIS legislation.

An SMSF is also able to borrow to invest in other investments but only by using a borrowing arrangement that meets the strict conditions under superannuation law. These arrangements can add significant investment and regulator risk to an SMSF and require specialist administration. **netwealth** Self Super does not administer SMSFs that undertake Limited Recourse Borrowing Arrangements.

### What the netwealth Self Super Administration Service is not responsible for

**netwealth** does not in any way:

- accept liability for the establishment of the SMSF;
- accept any liability for the documentation, including the deed, deed of variation and product disclosure statements which are provided to you by either DBA or NTAA;
- accept any liability for the documentation, including a trust deed or deed of variation which has been provided to you at any time and the services which have been provided or have not been provided to you at any time by any other person, firm or company in respect of an existing SMSF; or
- assume responsibility for the operation of your SMSF greater than our obligations set out in the Administration Agreement.

All of the information contained in this **netwealth** Self Super brochure is provided subject to the terms and conditions of the Administration Agreement between you and **netwealth** Investments Limited. In the event of any conflict between the information contained in this brochure and the terms and conditions of the Administration Agreement, the terms and conditions of the Administration Agreement will prevail.

## Fees and expenses

The applicable fees and costs are set out in the following fees schedule for administration of an SMSF ("the Fund").

Description of service	Fee and/or disbursement <sup>1</sup>
<b>New fund establishment fee<sup>2</sup></b> Assisting with the establishment of the Fund to make the Fund operational including Trust Deed, ABN/TFN, applications for membership, Death Benefit Notices, Consent to act as Trustees and PDS.	NTAA: \$198 (individual Trustees) \$859 (corporate Trustee) <b>or</b> DBA: \$465 (individual Trustees) \$1,230 (corporate Trustee)  <b>plus netwealth fee:</b> \$220
<b>Deed of variation, if required for an existing fund fee<sup>2</sup></b> Assisting with the process of updating the Trust Deed for the Fund and the preparation of member records including Trustee Resolution, Variation to Trust Deed, PDS and Notice to members.	NTAA: \$330 <b>or</b> DBA: \$565  <b>plus netwealth fee:</b> \$220
<b>Take over fee</b> On taking over the administration of the Fund <b>netwealth</b> must undertake a review of the Fund's existing trust deed and the last set of audited and signed financial accounts and tax return to enable us to determine complying status of the Fund (these documents must be provided to us directly or via the prior administrator).	<b>netwealth fee</b> \$150 per hour, capped at \$450. This fee is payable if the Fund leaves <b>netwealth</b> before the end of 2 full financial years after <b>netwealth</b> takes over administration of the Fund, after which time <b>netwealth</b> will waive this fee. <b>Please note:</b> <b>netwealth</b> reserves the right to charge a higher Take over fee on the transfer of more complicated Funds. Any such fee will be discussed with you before the Takeover is implemented.
<b>Superannuation administration fee</b> <ul style="list-style-type: none"> <li>Day-to-day administration to help ensure that the Trustees meet their obligations under the deed, meet regulatory requirements and maintain proper records.</li> <li>Ongoing and end of year administration and reporting services that includes all member administration, annual audited financial statements, tax return preparation and lodgement.</li> <li><b>netwealth</b> will also deal with Regulatory Authorities and will be your registered contact for the Fund on many regulatory matters.</li> </ul>	<b>netwealth fee:</b> \$1,980 per annum, payable by monthly instalments.
<b>Additional investments fee<sup>3</sup></b> <ul style="list-style-type: none"> <li>If the Fund has any additional investments that are not held on the <b>netwealth</b> Wrap Service or another approved <b>netwealth</b> product, then an additional cost per investment held any time during the year (listed, unlisted, cash, term deposits, etc.) will be charged – capped at 50 investments (adding to an existing investment does not count as a separate investment).</li> <li>If the Fund has a residential or commercial property not managed by a property agent then an additional fee will apply.</li> </ul>	<b>netwealth fee:</b> \$45 per investment capped at \$2,250 per annum (equivalent to 50 investments).  <b>netwealth fee:</b> \$600 for additional work involved in accounting for transactions per annum.

<b>Pension establishment fee<sup>3</sup></b> Establishing a pension and associated paperwork.	<b>netwealth</b> fee: \$250 per pension.
<b>New member and change of trustee fee<sup>2</sup></b> Documentation to facilitate the admission of a new member or a change of Trustee. Where a new member is admitted to the Fund and the Trustees are individual Trustees, a change of trustee will also be necessary which will need to be documented.	NTAA: \$297 to \$490 <b>or</b> DBA: \$405 to \$820 <b>plus netwealth</b> fee: \$100
<b>Termination fee</b> <ul style="list-style-type: none"> <li> <b>Transfer of Administration</b>            Transferring administrative functions elsewhere as a result of termination of the Administration Agreement by either party.         </li> <li> <b>Windup</b>            Winding up the Fund. This will be charged as part of the final invoice for the last financial year <b>netwealth</b> lodges the annual return, or separately if no annual return is required to be lodged by <b>netwealth</b>.         </li> </ul>	<b>netwealth</b> fee: \$150 per hour capped at \$2,000.  Standard annual fees apply as the cost of completing the windup – there is no pro-rata reduction of this fee, and no other additional charges apply.
<b>Annual audit fee<sup>3</sup></b> Annual audit by an independent external registered company Auditor.	<ul style="list-style-type: none"> <li>           A Fund that utilises <b>netwealth</b>'s Wrap Service or another approved <b>netwealth</b> product for all its investments:            Auditor Fee: \$350 + <b>netwealth</b> audit facilitation fee: \$50         </li> <li>           A Fund that does not fully utilise <b>netwealth</b>'s Wrap Service or another approved <b>netwealth</b> product (i.e. certain investments are held off the <b>netwealth</b> platform):            Auditor Fee: \$440 + <b>netwealth</b> audit facilitation fee: \$110         </li> </ul> <b>Additional Charges</b> Where the SMSF contains a property, the auditor will conduct a title search every 2 years which will be a disbursement to the SMSF and will be in line with current title search fees that vary from state to state, and may increase each year.
<b>Other disbursements</b>	
<b>ATO levy</b> Annual regulatory fee payable to the ATO on lodgement of the Fund's Annual Return	\$259
<b>Actuarial<sup>3</sup></b> Annual actuarial certificate for tax purposes, if required.	\$187 to \$429

1. All fees and costs include GST where applicable. If the Government changes the rate of GST or the method of determining the GST, fees and costs may change.

2. These fees are usually charged after completion of the relevant task.

3. These fees are charged on lodgement of the Fund's annual return.

**Please note:** third party charges are current as at the date of printing of this fee schedule and are subject to change. Please contact us to verify current prices.



## How to get started

### Step 1

Complete these forms

- New fund details
- Authority to deduct Self Super expenses
- Authority to release information
- **netwealth** Wealth Accelerator application form available from **netwealth**'s website or on request by contacting 1800 888 223.

### Step 2

Send the forms and required documents

- If you are proposing to establish a new SMSF, please send the completed forms to the address below; or
- If you have an existing SMSF, please send the completed forms together with the trust deed of your SMSF (including any amendments to the trust deed and details of any trustee changes) to the address below.

**netwealth** Investments Limited

Reply Paid 336  
South Melbourne  
Victoria 3205

### Step 3

**netwealth**  
Self Super will then

- Review the information provided.
- Undertake an internal assessment to ensure **netwealth** is able to fulfill its obligations under the Administration Agreement.
- If it is able to fulfill its obligations under the Administration Agreement, pass on your deed order details to DBA or NTAA, arrange for preparation of the required documentation and once prepared forward to you for signing to establish or transfer your fund.
- We will send you a copy of the Administration Agreement for you to sign and return.

## What you will receive from us

Depending on your specific requirements the documentation supplied by DBA or NTAA will include all or some of the following:

- All relevant minutes for the establishment or variation of the SMSF;
- Trust deed or deed of variation;
- Death benefit nomination forms;
- Tax File Number application (for the SMSF);
- Australian Business Number application (for new SMSFs); and
- Product Disclosure Statement and application for membership.

All of the information contained in this **netwealth** Self Super brochure is provided subject to the terms and conditions of the **netwealth** Self Super Administration Agreement and the service that you select for the administration of your SMSF. Full details of those terms and conditions will be provided in the documentation forwarded to you to support the establishment or transfer of administration of your SMSF. If you wish to examine these terms and conditions prior to selecting a **netwealth** service, please contact your financial adviser or **netwealth**.

## Privacy

**netwealth** will be collecting personal information about members indirectly from the trustees for the primary purpose of providing **netwealth** Self Super administration services to the trustees. There are also a number of related purposes for which members' personal information will be used. These are to establish the SMSF, process applications, lodge regulatory and compliance returns, and comply with Australian superannuation and taxation laws.

It may be difficult for **netwealth** to provide the trustees with services in respect of **netwealth** Self Super or process transactions affecting members if we do not collect all the information required. We will disclose members' information to certain outside organisations, including:

- The Australian Taxation Office, the Australian Securities and Investment Commission and other Government bodies as required by law.
- The trustees' or members' financial adviser or adviser's dealer group (only with your consent).
- Any third party service provider engaged by **netwealth** to provide legal, administration, custody, investment management, valuation, technology, auditing, mailing or printing services.

The personal information that **netwealth** collects from the trustees about members will be used for marketing purposes, unless the member indicates that they do not wish this to happen. If a member has any questions about the personal information we collect, the member can call or write to us. Our contact details are set out below.

If members wish to access their personal information which is held by us, they will need to send us a request in writing.

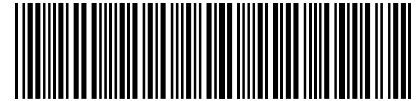
## Need help or have a question

If you need help with investing generally, you should speak to a financial adviser. The Australian Securities & Investments Commission (ASIC) can help trustees check if a financial adviser is an authorised representative of a particular dealer group.

The ATO and ASIC have a number of publications that focus on Self Managed Superannuation Funds.

If you don't have a financial adviser, contact **netwealth** and we will put you in touch with someone who can help.

If you have questions about **netwealth** Self Super in particular, please can contact us on Freecall 1800 888 223 or your financial adviser.



NWSELFNFDS

Please use **BLACK** pen and **BLOCK** letters.

In this form “**netwealth**” means **netwealth** Investments Limited (ABN 85 090 569 109, AFSL 230975).

## Step 1. Provide fund details (“the Fund”)

[illegible]**Complete for existing funds only**

Financial year administration to commence from (inclusive)   /   /

ABN  -  -  -  TFN  -  -

## Step 2. Nominate firm for establishment or update of deed

NTAA Corporate (NTAA) DBA Lawyers Pty. Ltd. (DBA)

Do you also wish to use the services of the above firm to prepare paperwork to arrange incorporation of a Corporate Trustee company?

☐ Yes      ☐ No

### Step 3. Provide existing deed details (existing funds only)

Date of original deed	<div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div>	
Date of any variations of the original deed, plus any resolutions or changes of trustee	<div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div>	<div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div> <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div>

Please supply all deeds, resolutions, consents and notifications in respect of all prior variations. Note that unless a complete document trail is made available, a disclaimer will be issued reflecting the documents supplied.

### Step 4. Provide trustee details

### Where a corporate trustee

Company name																																			
ACN				-				-																											
Registered address																																			
Suburb/town																																			
State				Postcode																															
Director 1																																			
Director 2																																			
Director 3																																			
Director 4																																			

### Where individual trustees

[illegible]

## Step 5. Provide member details

## Member 1

Mr/Mrs/Miss/Ms/Dr/Other	<input type="text"/>	Family name	<input type="text"/>
Given name(s)	<input type="text"/>		
Residential address	<input type="text"/>		
	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Place of birth	<input type="text"/>		
Occupation	<input type="text"/>		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	TFN	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Name of dependant	<input type="text"/>		
Relationship to member	<input type="text"/>	Dependant's percentage	<input type="text"/> %

## Member 2

Mr/Mrs/Miss/Ms/Dr/Other	<input type="text"/>	Family name	<input type="text"/>
Given name(s)	<input type="text"/>		
Residential address	<input type="text"/>		
	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Place of birth	<input type="text"/>		
Occupation	<input type="text"/>		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	TFN	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Name of dependant	<input type="text"/>		
Relationship to member	<input type="text"/>	Dependant's percentage	<input type="text"/> %

## Member 3

Mr/Mrs/Miss/Ms/Dr/Other	<input type="text"/>	Family name	<input type="text"/>
Given name(s)	<input type="text"/>		
Residential address	<input type="text"/>		
	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Place of birth	<input type="text"/>		
Occupation	<input type="text"/>		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	TFN	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Name of dependant	<input type="text"/>		
Relationship to member	<input type="text"/>	Dependant's percentage	<input type="text"/> %

**Step 5. Provide member details** continued**Member 4**

Mr/Mrs/Miss/Ms/Dr/Other	<input type="text"/>	Family name	<input type="text"/>
Given name(s)	<input type="text"/>		
Residential address	<input type="text"/>		
	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Place of birth	<input type="text"/>		
Occupation	<input type="text"/>		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	TFN	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Name of dependant	<input type="text"/>		
Relationship to member	<input type="text"/>	Dependant's percentage	<input type="text"/> %

**Step 6. Provide adviser details**

I/we hereby appoint the following adviser until I/we notify **netwealth** otherwise and agree to allow **netwealth** to provide the following adviser with information about the Fund

Adviser name	<input type="text"/>
Adviser code	<input type="text"/>
Dealer code	<input type="text"/>
	Adviser stamp: <input type="text"/>

**Step 7. Declaration and signature/s**

By signing this New fund details form I/we;

- confirm I/we have read and understood the information disclosed in the document to which this form is attached.
- instruct **netwealth** to arrange the necessary documentation to establish/takeover the administration of the Fund.
- authorise **netwealth** to extract any fund and member data required from this form, and request that it is forwarded to NTAA or DBA on my/our behalf.
- authorise **netwealth**, where **netwealth** is to take over the administration of the existing named Fund, to contact the existing Fund administrator to request the financial, member and other records of the Fund as required, and will instruct the existing Fund administrator to provide **netwealth** with those records as requested by **netwealth**.
- acknowledge that I/we have not received and am/are not relying on any advice from **netwealth** concerning the establishment/restructuring of a Self Managed Super Fund ("SMSF"), or whether an SMSF is an appropriate superannuation fund for me/us.
- acknowledge that **netwealth** is not providing any legal advice to me/us and is only acting as my/our agent:
  - to convey our order to NTAA or DBA as requested to prepare a Deed/Deed of Variation and Product Disclosure Statement together with supporting documentation; and
  - to subsequently forward to me/us the Deed/Deed of Variation and Product Disclosure Statement together with the supporting documentation prepared by them; and
  - acknowledge and accept that this may cause **netwealth** to have a conflict of interest by acting in this limited agency capacity and by also providing the services outlined in this brochure.
- authorise **netwealth** to provide any additional Fund and member information contained in this form to NTAA or DBA on my/our behalf to facilitate their preparation of the Deed/Deed of Variation and Product Disclosure Statement together with the supporting documentation in accordance with our instructions to them.

**Step 7. Declaration and signature/s** continued

8. request and authorise the payment of NTAA or DBA legal fees to prepare:
  - a Deed and Product Disclosure Statement together with the supporting documentation from the **netwealth** New fund establishment fee; or
  - a Deed of Variation and Product Disclosure Statement and supporting documentation from the **netwealth** Deed of variation, if required for an existing fund fee, upon **netwealth** receiving a statement of fees from them; and
  - understand that if NTAA or DBA find shortcomings or unexpected problems with the documentation of the existing named fund on a takeover of administration which will result in additional legal fees to be paid by me/us, they will contact me/us with a fee estimate for my/our approval prior to incurring those fees.
9. agree that in the event that I/we do not proceed with the appointment of **netwealth** to administer my/our SMSF, **netwealth** will not refund the New fund establishment/Deed of variation, if required for an existing fund fee.
10. agree that where this declaration is made by me/us as prospective trustees, it is made with the intention that the provisions of this declaration will be adopted and confirmed by me/us as trustee of the Fund upon its establishment.
11. declare that the information provided in this form is to the best of my/our knowledge and belief true and correct.

Fund name

**Trustee 1\***

Full name

Position/title ☐ Individual trustee ☐ Director ☐ Sole director/sole company secretary

Signature

Date   /   /

**Trustee 2**

Full name

Position/title ☐ Individual trustee ☐ Director ☐ Company secretary

Signature

Date   /   /

**Trustee 3**

Full name

Position/title ☐ Individual trustee ☐ Director ☐ Company secretary

Signature

Date   /   /



### Trustee 4

Full name

[illegible]

Position/title

☐ Individual trustee      ☐ Director      ☐ Company secretary

Signature

--

Date   /   /

**Step 8. Once completed please send to us**

**Please ensure you also attach a completed:**

- 'Authority to release information' form (for existing funds); and/or
- 'Authority to deduct Self Super expenses' form (for netwealth Wealth Accelerator clients).

**Email** [contact@netwealth.com.au](mailto:contact@netwealth.com.au)

**Mail** **netwealth** Investments Limited

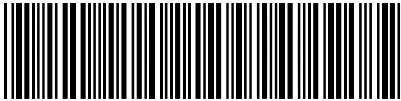
**Fax** (03) 9655 1333

Reply Paid 336  
SOUTH MELBOURNE VIC 3205

If you have any questions please contact your adviser or call us on Freecall 1800 888 223.

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**netwealth** Self Super  
 Authority to deduct Self Super expenses



NWSELFATDE

Please use **BLACK** pen and **BLOCK** letters.

**Step 1. Provide fund details ("the Fund")**

Fund name	<div></div>
Client number	<div></div>
WRAP account number	<div>W</div> <div>R</div> <div>A</div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

**Step 2. Read and sign this authority**

I/We, the Trustee/s (Trustee), hereby authorise **netwealth** Investments Limited (**netwealth**), as the Administrator of the Fund to deduct from the Fund's **netwealth** Wealth Accelerator cash account, at the sole discretion of **netwealth**, the following Service Fees (as defined in the **netwealth** Self Super fee schedule between the Trustee and **netwealth**), as well as any other Fund liabilities that may fall due, including but not limited to:

- |   |   |
|---|---|
| 1. New fund establishment fee;                              | 8. Termination fee;   |
| 2. Deed of variation, if required for an existing fund fee; | 9. Annual audit fee;  |
| 3. Take over fee;   | 10. Any other service fee if the trustee does not object to the service fee being paid within 10 days of receipt of a valid notice; |
| 4. Superannuation administration fee;                       | 11. Australian Taxation Office liabilities (income tax, IAS/BAS, etc.);   |
| 5. Additional investments fee;                              | 12. ASIC fees for corporate trustees; and   |
| 6. Pension establishment fee;                               | 13. Insurance expenses.   |
| 7. New member and change of trustee fee;                    |   |

This authority will continue until revoked in writing.

**Important. Please ensure you are familiar with the Administration Agreement entered into with netwealth with regard to the administration of the Fund, before signing this authority.**

**Trustee/Director 1\***

Full name	<div></div>
	<div></div>
	<div></div>
Signature	<div></div> <div>Date <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div></div>

**Trustee/Director 2**

Full name	<div></div>
	<div></div>
	<div></div>
Signature	<div></div> <div>Date <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div></div>

**Trustee/Director 3**

Full name	<div></div>
	<div></div>
	<div></div>
Signature	<div></div> <div>Date <div><div>D</div><div>D</div></div> / <div><div>M</div><div>M</div></div> / <div><div>Y</div><div>Y</div></div></div>

### Trustee/Director 4

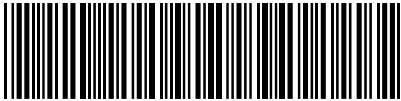
[illegible]

\_\_\_\_\_

Date  /  /

MOI-SS-SMSFAS\_0216

netwealth Self Super  
Authority to release information



NWSELFATRI

Please use **BLACK** pen and **BLOCK** letters.

I/we authorise the provider named below

Provider name

Mailing address

Suburb/town

State

Postcode

**To release to** netwealth Investments Limited  
Reply Paid 336  
SOUTH MELBOURNE VIC 3205

**Freecall** 1800 888 223  
**Fax** (03) 9655 1333  
**Email** contact@netwealth.com.au

ALL information relating to my/our Self Managed Superannuation Fund named below; including:

- Tax Records
- Investments Records
- Member Records
- Fund Records
- Any other information they should request

Fund name

Trustee/Director 1

Full name

Signature

Date

Trustee/Director 2

Full name

Signature

Date

Trustee/Director 3

Full name

Signature

Date


### Trustee/Director 4

[illegible]

\_\_\_\_\_

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---





A dedicated investor services line is available  
for all client enquiries on 1800 888 223.

SS-SMSFAS-FEB/2016 (MOT3345)

POSTAL ADDRESS

**netwealth** Investments Limited  
PO Box 336  
SOUTH MELBOURNE VIC 3205