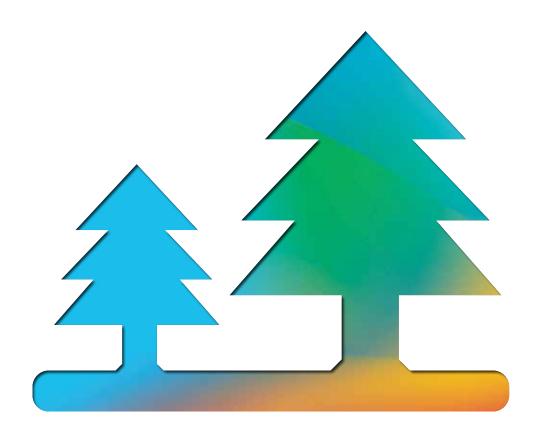
# Self Super

## Self Managed Super Fund Administration Service

1 November 2022

## Issuer/operator details:

Netwealth Investments Limited ABN 85 090 569 109 AFSL 230975



netwealth

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

This information brochure will assist you in understanding the Self Super service offered by Netwealth.

Self Super is a superannuation administration service for Self-Managed Superannuation Fund ('SMSF') trustees that use the Netwealth Wrap Service within their SMSF. Please refer to the paragraph entitled 'The Netwealth Wrap Service' on page 5 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 those who have an interest in the SMSF.

Under law, the trustee has an obligation to protect the interests and benefits of members. The trustee is ultimately responsible for all aspects of the SMSF including the administration, compliance and investment strategy. More information about these responsibilities can be found on page 5 of this document.

By delegating the administrative aspects of the SMSF to Self Super, the trustee has more time to focus on making investment decisions and securing financial benefits for fund members.

Self Super is designed for SMSF trustees who want a professional administrator to help them save time and to assist them fulfill their regulatory obligations. Self Super aims to provide a high level of specialized service, assisting trustees with the establishment (where applicable), ongoing administration and compliance obligations of the SMSF.

It is important that you read this document carefully and that you understand your responsibilities and obligations before commencing a new SMSF, or prior to transferring the administration of your existing SMSF to Self Super.

The terms of our service are set out in the Administration Agreement, which is the agreement between Netwealth Investments Limited and the trustee/s 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 outlined on page 21 of this document.

#### Contact details

#### Postal address

Netwealth Investments Limited PO Box 336 South Melbourne VIC 3205

Freecall 1800 888 223 (within Australia) Phone 03 9655 1300 Fax 03 9655 1333 Email contact@netwealth.com.au Website netwealth.com.au

#### ASIC contact details

asic.gov.au Help line 1300 300 630

## Financial Tips and Safety Checks

moneysmart.gov.au

#### ATO contact details

ato.gov.au Help line 13 10 20

## General information only

This brochure contains general information only and is not intended to imply any recommendation or opinion about a financial product. This information does not take into account your personal objectives, financial situation or needs. You should consider whether the information is appropriate for you in light of your objectives, financial situation and needs, and you should consider consulting 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 issue and is based on laws and their current interpretation at the date of issue. 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.



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## **SMSF Overview**

Self Super is a service provided to SMSF trustees who choose to use the Netwealth Wrap Service.

## The Netwealth Wrap Service

Netwealth is the operator and custodian of the Netwealth Wrap Service ('Wrap Service'), which is an investor directed portfolio service ('IDPS'). The Disclosure Documents for the version of the Wrap Service (including Netwealth Wealth Accelerator and Russell Investments Wealth Series) in which your account is held are available from our website netwealth.com.au or by contacting us on Freecall 1800 888 223. You should consider the Disclosure Documents in deciding whether to acquire, or continue to hold, a Wrap Service account.

## 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.

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 super funds

There are many types and ways of structuring super funds, one of which is an SMSF. SMSFs offer a great deal of flexibility in relation to investment choice and tailored lifetime planning.

Whatever super structure is used, proper administration is essential. All super 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	You have (within legislative requirements):	
	Greater control;	
	Greater flexibility;	
	<ul> <li>Greater portability – you can continue contributing to your SMSF even if you change employers; and</li> </ul>	
	Choice of insurance provider.	
Investment options and flexibility	Wide range of investment classes including listed securities, managed funds, direct property, etc.	
	<ul> <li>Access to your own broker(s) and /or discount brokers.</li> </ul>	
	<ul> <li>Investment strategies and investments can be tailored to individual member's circumstances and risk profiles.</li> </ul>	
	<ul> <li>Flexible investment rules such as the acquisition of business real property from related parties.</li> </ul>	
	<ul> <li>Tailored financial planning strategies to meet changing life cycle requirements.</li> </ul>	
	<ul> <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 a 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:

- In general, all members of the SMSF are trustees, or for a corporate trustee, all members are directors of the company acting as trustee;
- Membership is limited to no more than six 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

Trustees have an obligation to protect the interests and benefits of its members. This requires the trustee to exercise ongoing attention to the SMSF's administration, compliance and investments. As these responsibilities require considerable time and effort from the trustee members, SMSFs may not be suitable for everyone. To find out if an SMSF is right for you, it is recommended you seek professional advice

## 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 super, 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 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 ATO. The trustees must comply with a range of reporting requirements and provide information regularly to members and to the ATO. Further information regarding a trustee's responsibilities, running an SMSF and super in general is available from the ATO. This information can be obtained from the ATO's website 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 SMSF's investment strategy;



#### **SMSF Overview**

- 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
- 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 parties to act on their behalf (e.g. their financial adviser or Self Super), they continue to have ultimate responsibility for the SMSF.



## About the Netwealth Self Super Administration Service

The 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.

Self Super is a specialist super administrator offering you a convenient and efficient solution for administering your SMSF. 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
- Self Super plus the Netwealth Wrap Service.

## Working with financial advisers

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

#### Establishment of a new SMSF

Self Super provides a streamlined trust establishment process that aims 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

Netwealth provides trustees with a choice of two specialist trust deed suppliers, DBA Lawyers ('DBA') and NTAA Corporate ('NTAA'), to prepare the necessary documentation that will enable Self Super to establish and administer your SMSF. The chosen supplier will provide trustees with the following documents:

- a trustee deed with supporting documentation; and
- a member Product Disclosure Statement ('PDS')

for the trustees to give to members of the SMSF.



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 Lawyers is Australia's leading SMSF law firm, working primarily in the areas of members' super planning and related succession planning, as well as providing legal advice and services on various legal and taxation matters relating to SMSFs. DBA provide SMSF deeds, trust, company and a range of other documents and SMSF strategy kits. DBA also provides a broad range of related SMSF services and practical tools. The DBA team are committed to maintaining technical excellence, offering excellent service and their SMSF deed offers many value added features not available elsewhere.

## Introduction to NTAA Corporate

Established in 2003 by the National Tax Accountants' Associated Ltd, NTAA Corporate is an Incorporated Legal Practice who are specialist document providers for Companies, Trusts and SMSFs. NTAA documents are prepared by specialist tax, corporate and trust lawyers which are externally reviewed to ensure the highest quality. The trust deed is kept 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 or 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.

The trustees are expected to provide prospective members with a PDS informing them about the SMSF they are joining. Also, if a member intends to commence a pension, the member 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

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 requires a cash or bank account to receive proceeds of sales, income, contributions and transfers and to buy investments, pay benefits, expenses and tax. A Netwealth Wrap Service product cash account can be used for this purpose.

If the Netwealth Wrap Service is used, the trustees authorise Self Super to settle cash transactions on their behalf out of the cash account. If the Netwealth Wrap Service product is used exclusively within the SMSF, no Self Super Additional investments fee is incurred (the Netwealth Wrap Service product 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 apply for the processing of the transactions on this Fund Account.

For efficiency purposes, the trustees also authorise Self Super to deduct from their Netwealth Wrap Service product 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.

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 ATO who have a number of publications to assist trustees in meeting these obligations. These can be accessed at 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

Where applicable, Self Super can take over the administration of existing SMSFs. To enable Netwealth to efficiently administer your SMSF, we will undertake an internal assessment of your SMSF to ensure we are able to fulfil 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.

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, 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.

## 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.

#### Super administration and accounting

Super 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 super 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 SMSFs concessional tax status.

Self Super understands, records and documents super and investment transactions. To administer super, 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. Self Super assists the trustees with secretarial work by providing draft documents for consideration and adoption (if approved) by the trustees.

#### Taxation

Self Super understands super and investment tax matters that directly affect your SMSF.

We arrange preparation and lodgement of 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 SMSF annual return. We also deal with complex tax issues that may arise from investment corporate actions and structured investments. Where the trustees make this information available to Self Super in a timely manner, we can process data to enable lodgements to be made on a timely basis.



#### Portfolio administration

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 Self Super along with the Netwealth Wrap Service, we will become the mail hub for any paperwork in relation to external assets held off our platform by your SMSF and 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 Self Super and recorded against your SMSF and member records. The objective is to ensure we have up to date details of fund investments and member benefits.

When using the Netwealth Wrap Service for your SMSF, you can authorise Netwealth to act on your instructions to settle your investment purchases and pay expenses from your Netwealth Wrap Service product cash account. In addition, the 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, 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 the 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, Self Super will prepare the following statutory documents and reports and arrange 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
- SMSF annual return.



## **Auditing**

All super funds are required to be audited by a suitably qualified independent auditor. 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 can be a difficult task. 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.

Notifying ASIC of any changes to the SMSF Corporate Trustee Company details will remain the responsibility of the Trustee.

## Self Super plus the Netwealth Wrap Service

An SMSF package that uses Self Super and the Netwealth Wrap Service exclusively will give you benefits including the following:

- 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 Netwealth Wealth Accelerator Core include:
  - selected term deposits;
  - managed funds in the Netwealth Global Specialist Series ('GSS');
  - certain managed models available through approved managed account services; and
  - other investments made available from time to time for Netwealth Wealth Accelerator Core.



- Investment options within Netwealth Wealth Accelerator Plus include:
  - selected term deposits;
  - managed funds (including the GSS funds) and other types of managed investments;
  - ASX listed securities (including certain warrants and exchange traded funds);
  - securities listed on other stock exchanges as approved from time to time (including international securities):
  - managed models available through approved managed account services; and
  - other investments made available from time to time for Netwealth Wealth Accelerator Plus as approved by Netwealth;
- Investment options within Russell Investments Wealth Series include:
  - selected term deposits;
  - managed funds in the Russell Investments Wealth Series Accessible Managed Funds Menu;
     and
  - other investments made available from time to time for Russell Investments Wealth Series.

All fees and costs as described in the current Netwealth Wrap product's Disclosure Documents will apply.

## Borrowing (gearing) in your SMSF

Super funds are allowed to invest in certain financial products that are internally leveraged such as instalment 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 super law. These arrangements can add significant investment and regulator risk to an SMSF and require specialist administration.

#### What Self Super 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;
- notifying ASIC of any changes to the SMSF's Corporate Trustee company details; 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 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.



## How to get started

#### Step 1

Complete the applicable application forms

- 'New fund application' forms if you are establishing a new SMSF; or
- 'Fund takeover application' forms if you are transferring the administration of your existing SMSF to Self Super;
- 'Authority to deduct Self Super expenses' form;
- · 'Authority to release information' form; and
- An online application or 'Application' form for the relevant Netwealth Wrap Service product, available from Netwealth's website or on request by contacting 1800 888 223.

#### Step 2

Send us 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 VIC 3205

#### Step 3

Self Super will then

- Review the information provided.
- Undertake an internal assessment to ensure Netwealth is able to fulfil its obligations under the Administration Agreement.
- If it is able to fulfil its obligations under the Administration Agreement, Self Super will 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;

- TFN application (for the SMSF);
- ABN application (for new SMSFs); and
- PDS and application for membership.



All of the information contained in this Self Super brochure is provided subject to the terms and conditions of the 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 confirm 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 Self Super.

## **Privacy**

Netwealth will be collecting personal information about members indirectly from the trustees for the primary purpose of providing 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 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 ATO, the Australian Securities and Investment Commission ('ASIC') and other Government bodies as required by law.
- The trustees' or members' financial adviser or adviser's Australian Financial Services ('AFS') Licensee (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 on page 2 of this brochure.

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 registered financial adviser. ASIC can help trustees check if a financial adviser is registered, you can contact them on 1300 300 630 or by checking on their website: moneysmart.gov.au.

The ATO and ASIC also have a number of publications that focus on SMSFs.

If you do not have a financial adviser, contact Netwealth and we will put you in touch with someone who can help.

If you have questions about Self Super, please contact us on Freecall 1800 888 223 or by email to selfsuper@netwealth.com.au or speak to your financial adviser.

