



# Sequoia SMSF Application Form Existing Fund

Sequoia Superannuation  
ABN: 92 140 669 692

## PART A – SELECT SERVICE (Please Tick)

- Sequoia Mini SMSF  
 Sequoia Classic SMSF

## PART B – EXISTING FUND DETAILS

### 1 Name of Self Managed Superannuation Fund (SMSF)

### 2 SMSF Primary Contact Person

Family Name

Given Names

### SMSF Primary Postal Address

No / Street

Suburb

State / Territory

Postcode

### SMSF Primary Contact Details

Work ( )

Home ( )

Fax ( )

Mobile ( )

Email

### 3 Transferring Administration Details / Accountant

Contact Person

Firm Name

### Address - Transferring Administration Details / Accountant

No / Street

Suburb

State / Territory

Postcode

Email Address

Mobile Phone

## PART C – EXISTING TRUSTEE DETAILS

### 4 Individual trustee or corporate trustee? (Please Tick)

- Individual *Go to PART D Question 6*  
 Corporate *Go to Question 5*

### 5 SMSF Corporate Trustee – Existing Company

Company Name

ACN

ABN  *Optional*

TFN  *Optional*

### Registered Address of Company

No / Street

Suburb

State / Territory

Postcode

**PART D – SMSF INDIVIDUAL TRUSTEES / DIRECTORS / MEMBER DETAILS**

**6 Member / Trustee / Director 1**

Mr  Mrs  Miss  Ms  Other

Family Name

Given Names

DOB  DAY  MONTH  YEAR

Gender  Male  Female

Occupation

TFN

Email Address

Mobile Phone

**Residential Address – Member / Trustee / Director 1**

No / Street

Suburb

State / Territory

Postcode

Trustee/Director  Member  Both

**Member / Trustee / Director 2 (if applicable)**

Mr  Mrs  Miss  Ms  Other

Family Name

Given Names

DOB  DAY  MONTH  YEAR

Gender  Male  Female

Occupation

TFN

Email Address

Mobile Phone

**Residential Address - Member / Trustee / Director 2**

No / Street

Suburb

State / Territory

Postcode

Trustee/Director  Member  Both

**Member / Trustee / Director 3 (if applicable)**

Mr  Mrs  Miss  Ms  Other

Family Name

Given Names

DOB  DAY  MONTH  YEAR

Gender  Male  Female

Occupation

TFN

Email Address

Mobile Phone

**Residential Address – Member / Trustee / Director 3**

Street

Suburb

State

Postcode

Trustee/Director  Member  Both

**Member / Trustee / Director 4 (if applicable)**

Mr  Mrs  Miss  Ms  Other

Family Name

Given Names

DOB  DAY  MONTH  YEAR

Gender  Male  Female

Occupation

TFN

Email Address

Mobile Phone

**Residential Address – Member / Trustee / Director 4**

No / Street

Suburb

State / Territory

Postcode

Trustee/Director  Member  Both

**PART E – INVESTMENT INSTRUCTIONS**

**7 Investment Details**

We will forward you any documentation relating to investment offers and opportunities

Please advise where you would like it sent:

Send to us (Trustees)

Send to my Investment Adviser

Do you want to receive company meeting notices and voting forms?

Yes

No

**Note:** if **Yes** these will be forward to you electronically.

**8 Dividends and Distributions**

If you invest in listed securities or unit trusts (managed funds), they may offer you the option to have the dividends/distributions paid in cash, or reinvested.

Please advise us of your preference:

Receive in cash

Re-invest

\* You may wish to speak to your Investment Adviser about the best option for you

**PART F – ADVISER USER ONLY**

**9**

Adviser Name

AFSL Number

License Name

Company Name

ABN

**Postal Address**

No / Street

Suburb / Territory

State

Postcode

**10 Adviser Service Fee**

If your adviser has negotiated a fee for service to be paid from your fund it will be recorder here:

% based Fee (per annum)  %

Flat \$ Fee (per annum)  \$

N/A

**PART G – SIGNATURES & CLIENT AGREEMENT**

**11 AGREEMENT – By signing this form, I agree:**

- I/we agree that Sequoia Superannuation Pty Ltd may collect, use and store my/our personal information for the purpose of processing my/our Application & to provide ongoing services. This complies with the relevant laws as well as in accordance with Sequoia Superannuation Privacy Policy, a copy of which can be provided on my / our

request. Such information may include but is not limited to Tax File Numbers ("TFNs"), Bank Account details, Drivers' Licence and Passport information. I /we also understand that I/we can request in writing this personal information that Sequoia Superannuation holds on me/us.

- I/We hereby declare that the above information is true and correct at the time of completing this application form.
- I/We acknowledge and agree that Sequoia Superannuation is appointed as the administration of my/our SMSF as at the date of this signed application form.
- I/We agree to the release of information between Sequoia Superannuation and my/our listed adviser as set out in section F of this application form.
- In the case of an existing SMSF, I/we authorise Sequoia Superannuation to contact the previous administrator of the fund or accountant in order to obtain the necessary records and information to enable Sequoia Superannuation to undertake the administration of the fund.
- I/We agree for Sequoia Superannuation to undertake the ongoing Administration & Taxation Service of my SMSF for a minimum of 2 years from the date of this application form.
- I/We agree if I/we choose to cease Sequoia Superannuation SMSF Administration & Taxation Service with Sequoia Superannuation before a period of no less than 2 years from Sequoia's first billing cycle, at that time, a fee of \$950 will be charged.
- I/We agree I have received a schedule of Sequoia Superannuation SMSF/Sequoia Mini SMSF fees (attached), agree to the pricing schedule provided and consent to the payment terms and conditions.
- I/We authorise Sequoia Superannuation to deduct its fees from the SMSF linked cash account as agreed.
- I/We agree that if I invest my SMSF in other assets that are outside the approved asset list of the Sequoia Mini SMSF offer that I agree for Sequoia Superannuation Full Administration & Taxation Service pricing to apply.
- I/We acknowledge that Sequoia Superannuation is entitled either to cancel or change the terms and conditions of the facilities, including the replacement

of the administrator but may not do so without written notice.

**Member / Director / Trustee 1**

Name

Signature

Date

**Member / Director / Trustee 2 (if applicable)**

Name

Signature

Date

**Member / Director / Trustee 3 (if applicable)**

Name

Signature

Date

**Member / Director / Trustee 4 (if applicable)**

Name

Signature

Date

**Please return your completed form:**

By post to: Sequoia Superannuation  
GPO Box 4350  
Sydney, NSW, 2001

Or  
Scan and email to: [admin@sequoia.com.au](mailto:admin@sequoia.com.au)

Please provide us with the following ID requirements to ensure that we have all the required information to process your rollover request:

- Certified copy of your driver's license or passport
- OR
- Certified copy of birth / citizenship certificate
- OR
- You have previously provided copies of your ID to Sequoia Superannuation.

# Sequoia SMSF Price List

## 2011/2012 Fee Schedule

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### Establishment

Establish New Fund	Free
Superannuation Trustee Company Incorporation	\$850
Existing SMSF Takeover	Free

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### Compliance Administration

	Accumulation	Pension
Annual Fee (charged monthly)	\$1,950 pa	\$2,200 pa

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### Audit and Lodgment

Fund Audit and Taxation Return Lodgment	\$450 pa
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### Regulatory Charges

Australian Tax Office (ATO) Supervisory Levy Payable direct to the ATO with the annual Income Tax Return	\$180 pa
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### Other Add On Fees

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#### Pension Services

Account-based Pension Commencement	\$550
Pension Recommencement (Cease and re-commence pension on the same day)	\$550
Actuary certificate	
Account-based	\$350
Defined Benefit	\$600
Pension Commutation	
Account-based	\$350
Defined Benefit	\$600

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## **Business Activity Statement**

Preparation and Lodgment *2	\$360
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## **Asset Purchase Fee**

For each non standard asset *3	\$360
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## **Lump Sum Benefit Payment**

Documentation per withdrawal (member over age 60)	\$85
Documentation per withdrawal (member under age 60)	\$195
Other Services	
Fund Wind-Up (including all rollover documentation)	\$990
Initial or Amended Asset Segregation (per segregation event)	\$270
Segregated Assets Administration (per annum per segregated account)	\$270
Rollover Documentation	\$195
Amendments to Financial Statements	\$370
Provision of Replacement Financial Statements	\$110
Trustee/Member Appointment/Removal	\$360
Trust Deed Amendment	\$550
Administration fee for funds holding unlisted installment warrants	Quotation
Assisting with Matters of Non-Compliance or ATO Audit	Quotation

### **Other services not listed here- please contact our office**

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1. The ongoing compliance/administration fees as quoted above are charged in monthly installments by direct debit from the SMSF nominated cash account. Any outstanding balances will be invoiced upon delivery of the financials. The annual pension fee will apply in respect of the year of pension commencement and all subsequent full or part years in which a pension is paid from the fund. We reserve the right to amend and quote a unique Fund Fee where extraordinary issues exist.
2. Business Activity Statement preparation and lodgment is required for funds registered for GST, typical viable if the SMSF owns commercial property.
3. Non standard assets include but are not limited to: direct real property, collectables, private unit trusts, unlisted public company shares, private company shares and agriculture. The fee is payable on initial purchase or transfer into the Fund.

**The Fees quoted in this Schedule (excluding ATO Supervisory levy) include Goods and Services Tax (GST).**

# Sequoia Mini SMSF Price List

## 2011/2012 Fee Schedule

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### Establishment

Establish New Fund - Individual Trustees (Minimum 2 maximum 4)	Free
Superannuation Corporate Trustee	\$850
Existing SMSF Takeover	Free

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### Ongoing Fees

Accumulation Phase - Fund Balance Below \$40,000	2.0425% pa + \$10 per member per month*
Accumulation Phase - Fund Balance Above \$40,000	1.7525% pa + \$10 per member per month*
Minimum Monthly Fee	\$50 + \$10 per member*

\*To be eligible for Sequoia Superannuation Mini SMSF service your SMSF can only hold approved investments by Sequoia Superannuation. In the event your fund holds investments outside the approved investment list, such as direct property the Sequoia Classic fee schedule will apply. You can download this fee schedule from our website [www.sequoia.com.au](http://www.sequoia.com.au).

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### Option Service Charges

Fund Wind-Up (including all rollover documentation)	\$990
Segregated Assets Administration (per annum per segregated account)	\$200
Rollover Documentation	\$200
Amendments to Financial Statements (Nil if due to our omission)	\$250
Provision of Replacement Financial Statement (Nil if due to our omission)	\$100
Trustee/Member Appointment/Removal	\$50
Trust Deed Amendment	Quotation
Assisting with Matters of Non-Compliance or ATO Audit	Quotation

**Other services not listed here please see your website [www.sequoia.com.au](http://www.sequoia.com.au) or contact our office.**

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\*Sequoia Superannuation ongoing fees are charged in monthly installments by direct debit from the SMSF fund nominated cash account. The ongoing fee schedule above includes full administration, financial audit & Sequoia Superannuation taxation services.

We reserve the right to amend and quote a unique Fund Fee where extraordinary issues exist.

**All Fees quoted in this Schedule include Goods and Services Tax (GST).**