



Mini SMSF Application Form

Sequoia Superannuation Pty Ltd
ABN: 92 140 669 692

1 Proposed name of Self Managed Superannuation Fund (SMSF)

2 SMSF Primary Contact Person

Family Name

Given Names

SMSF Postal Address

No / Street

Suburb

State / Territory

Postcode

SMSF Primary Contact Details

Work ()

Home ()

Fax ()

Mobile ()

Email

PART A – SMSF TRUSTEE DETAILS

3 Do you wish to use an individual trustee or corporate trustee for your SMSF? (Please Tick)

Corporate *Go to Question 4*

Individual *Go to PART C Question 7*

4 Would you like to use an existing company? (Please Tick)

No *Go to Question 5*

Yes *Go to Question 6*

PART B – NEW FUND & ESTABLISHMENT

5 Corporate Trustee – New Company

Fund Set up Fee of \$850 Applies in Advance

Proposed Name of Company

Registered Address

C/- Sequoia Superannuation

Level 1, 107 Pitt St, Sydney NSW 2000

PAYMENT DETAILS – For New Company Establishment Only (Please Tick Relevant Box)

Credit Card

Credit Card MasterCard Visa

Credit card no.

Name on card

CVV No.

Expiry DAY MONTH YEAR

Amount \$850

Signature

By signing this section I agree for Sequoia Superannuation to charge my nominated credit card the amount written above next to amount.

Cheque

Please enclose cheque made payable to "Sequoia Superannuation Pty Ltd"

Go to Question 7

6 Corporate Trustee – Existing Company

Company Name

ACN

ABN *Optional*

TFN *Optional*

Registered Address – Existing Company

No / Street

Suburb

State / Territory

Postcode

PART C – INDIVIDUAL TRUSTEES / DIRECTORS / MEMBER DETAILS

7 Member / Trustee / Director 1

Mr Mrs Miss Ms Other

Family Name

Given Names

DOB DAY MONTH YEAR

Place of Birth

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

Place of Birth

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

Place of Birth

Gender Male Female

Occupation

TFN

Email Address

Mobile Phone

Residential Address – Member / Trustee / Director 3

No / Street

Suburb

State / Territory

Postcode

Trustee/Director Member Both

Member / Trustee / Director 4 (if applicable)

Mr Mrs Miss Ms Other

Family Name

Given Names

DOB

Place of Birth

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 D – INVESTMENT INSTRUCTIONS

8 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 / Financial Planner

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

Yes

No

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

9 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 / Financial Planner about the best option for you

PART E – ADVISER USER ONLY

10

Adviser Name

AFSL Number

License Name

Company Name

ABN

Adviser Postal Address

No / Street

Suburb

State / Territory

Postcode

11 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 F – SIGNATURES & CLIENT AGREEMENT

11 AGREEMENT – By signing this form:

- I/we agree that Sequoia Superannuation 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 declare I have fully read this form and that the information completed is true and correct at the time of completing this application form.
- In the case of a new SMSF Corporate Trustee company, I/we instruct Sequoia Superannuation to provide the necessary documentation in order to establish the SMSF Corporate Trustee and agree to the fees specified.
- I/We acknowledge and agree that Sequoia Superannuation is appointed as the administrator of my/our SMSF as at the date of this signed application form.
- I/We agree for Sequoia Superannuation to undertake the ongoing Administration & Taxation Service of my/our new SMSF for a minimum of the first 3 years from the SMSF set up.
- I/We choose Sequoia Superannuation to look after the company secretarial matters (if applicable).
- I/We acknowledge that Sequoia Superannuation will register the Corporate Trustee (if applicable) & Superannuation fund with the Australian Taxation Office for the purpose of acquiring an Australian Business Number and Tax File Number (where applicable).
- I/We agree to the release of information between Sequoia Superannuation and my/our listed adviser as set out in section E of this application form.
- I/We agree I have received, read and understand the schedule of Sequoia Superannuation 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 monthly from the SMSF bank account.
- I/We agree if I/we cease Sequoia Superannuation mini SMSF Administration & Taxation Service before a period of no less than 3 years from Sequoia's first billing cycle, at that time, a fee of \$950 will be charged.
- I/We agree where an Adviser Service Fee is selected, Sequoia Superannuation will debit a service fee as identified on this application form from the superannuation fund bank account monthly in arrears and acknowledge that the debit of this Adviser Service Fee is purely a collection service by Sequoia Superannuation and that Sequoia Superannuation does not pay any referral fees or commissions. .
- 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 does not provide financial advice and that I/we should seek personal financial planning advice before opening a SMSF, transferring any funds into my/our SMSF and before making any investments.
- I/we understand and accept that Sequoia Superannuation accepts no responsibility for the quality and/or likely future performance of my/ our Superannuation investments, and that past performance does not indicate future performance.
- 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

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.

Frequently Asked Questions

What is a Mini SMSF?

A Mini SMSF provides you with all of the flexibility and control of a full Self Managed Superannuation Fund, yet you pay a similar fee traditional retail superannuation funds. That is you enjoy the benefits of both, in that you gain access to the flexibility of a SMSF at the costs of traditional super funds.

With Sequoia Mini SMSF you will have access to investment opportunities such as shares, cash, fixed interest, structured investments and a range of managed investments.

How Does a Mini SMSF Work?

A Sequoia Mini SMSF like all Self Managed Super Funds can have up to 4 people as members / Trustees. You and your spouse, for example, can be members of the SMSF. The Trustees of an SMSF 'control' the fund and make all the investment decisions.

The real benefit that this control gives is that you, as Trustee, have control over your retirement future. This is your money for your retirement and for your family.

Which type of trustee is best?

There are two options when establishing a Mini SMSF with regards to the trustee. If you have two or more individuals entering into the Mini SMSF, you have the option to be individual trustees. Alternatively, your SMSF can have a Corporate Trustee – this means that a company is established as the trustee for your SMSF. Each member will be appointed as a Director, ensuring there is full control and an easy ability to add or remove Members/Directors at any stage, while providing increased asset protection. Corporate trustees are the perfect solution for those wishing to enter into a Mini SMSF on their own. This choice will depend on your individual circumstances and we recommend consulting a Sequoia representative for more information.

How long does establishment take?

Once your application form has been reviewed, your establishment documents will be prepared and posted out to you for reviewing and signing. We expect this process to be completed within three (3) working days. Upon receipt of the completed and signed paperwork, Sequoia Superannuation will apply for an Australian Business Number (ABN) and a Tax File Number (TFN) on behalf of the fund. It normally takes 4 weeks for the Australian Taxation Office (ATO) to process these applications and issue the ABN & TFNs for your new SMSF.

What happens after establishment?

Once established, Sequoia Superannuation becomes the mailing address for your Mini SMSF and takes over the full administration, compliance and taxation services of the fund. A bank account is established as well as any related trading accounts. By this stage, your Mini SMSF is fully operational and your rollover process from your current retail super fund can begin, a complying fund letter will be issued to notify your employer to redirect your compulsory superannuation contributions and then you can start investing.

What does a Mini SMSF cost?

Please see the pricing schedule for further information.

PLEASE ENSURE SEQUOIA SUPERANNUATION POSTAL ADDRESS & EMAIL IS ADDED TO ALL CORRESPONDANCE.

Email: statements@sequoia.com.au

Postal: GPO Box 4350
SYDNEY NSW 2001

Sequoia Mini SMSF Price List

2011/2012 Fee Schedule

Establishment

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

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.

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 or contact our office.

*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).