

**INSTRUCTION SHEET TO
CHANGE TRUSTEE /ADD MEMBER / RESIGN MEMBER TO
AN EXISTING SELF MANAGED SUPERANNUATION FUND**

Delivery Instructions

	Please email documents to:

	Please send completed documents to the following address:

Payment Instructions

\$275 by email	
	Please send me an account

	Please charge my credit card
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Credit Card	<input type="checkbox"/> Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
<i>(We are unable to accept American Express or Diners)</i>	
Card No.	
Expiry Date	_____ / _____
Credit Card CCV No.	_____
<i>(Last 3 digits after card no. on front / reverse of card – we cannot process your payment without this number)</i>	
Name on Card	
Amount	\$ _____
Cardholder's Signature	
<i>Where you pay our account by credit card, a surcharge equal to the amount of the merchant's fee may be added and you agree to pay such surcharge.</i>	

Name of the Superannuation Fund

The	Fund
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Date Superannuation Fund established

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Clause No. giving power to change trustee

Clause

IS EXISTING TRUSTEE

Company

Individuals

IS EXISTING TRUSTEE

Company

Individuals

EXISTING MEMBER 1

Name of the Existing Member 1

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Address of the Existing Member 1

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Is this Existing Member 1 to

RESIGN	or	CONTINUE	AS A MEMBER OF THE FUND?
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EXISTING MEMBER 2

Name of the Existing Member 2

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Address of the Existing Member 2

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Is this Existing Member 2 to

RESIGN	or	CONTINUE	AS A MEMBER OF THE FUND?
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EXISTING MEMBER 3

Name of the Existing Member 3

Address of the Existing Member 3

Is this Existing Member 3 to

RESIGN or **CONTINUE** AS A MEMBER OF THE FUND?

EXISTING MEMBER 4

Name of the Existing Member 4

Address of the Existing Member 4

Is this Existing Member 4 to

RESIGN or **CONTINUE** AS A MEMBER OF THE FUND?

**USE ONLY IF ADDING NEW MEMBER TO AN EXISTING SELF MANAGED SUPER FUND
DETAILS OF THE NEW INDIVIDUAL TRUSTEE(S) / MEMBER(S)**

NEW MEMBER 1

Name of the New Member 1

Address of the New Member 1

Date of Birth of New Member 1

Name of the New Member 1's Beneficiary (in the event of the Member's death)

Address of the New Member 1's Beneficiary

Percentage of Death Benefit attributable to each Beneficiary

NEW MEMBER 2

Name of the New Member 2

Address of the New Member 2

Date of Birth of New Member 2

Name of the New Member 2's Beneficiary (in the event of the Member's death)

Address of the New Member 2's Beneficiary

Percentage of Death Benefit attributable to each Beneficiary

NEW MEMBER 3

Name of the New Member 3

Address of the New Member 3

Date of Birth of New Member 3

Name of the New Member 3's Beneficiary (in the event of the Member's death)

Address of the New Member 3's Beneficiary

Percentage of Death Benefit attributable to each Beneficiary

Are **all** the Members of the fund "**relatives**"?

YES / NO

If **NO** – is any Member an **employee** of another Member of the Fund?
(see definition of employee attached)

YES / NO

DETAILS OF EXISTING CORPORATE TRUSTEE

Complete only if corporate trustee

Name of Trustee Company

All Members must be Directors of the trustee company and all Directors must be Members.

ACN of Trustee Company

ACN

Address of Trustee Company

DETAILS OF NEW CORPORATE TRUSTEE

Complete only if new trustee is to be corporate trustee

Name of New Trustee Company

All Members must be Directors of the trustee company and all Directors must be Members.

ACN of New Trustee Company

ACN

Address of New Trustee Company

Definition of "**relative**" [**Please note** - "spouse" includes de facto]:

For the purposes of this form, *relative* in relation to an individual means:

- (i) a parent, child, grandparent, grandchild, sibling, aunt, uncle, great-aunt, great-uncle, niece, nephew, first cousin or second cousin of the individual or of his or her spouse or former spouse; or
- (ii) another individual having such a relationship to the individual or to his or her spouse or former spouse because of adoption or remarriage; or
- (iii) the spouse or former spouse of the individual, or of any individual referred to in paragraph (a) or (b).

Definition of "**employee**":

Employee has its normal meaning but is also extended to include the following situations:

The Member is an employee of the other director [corporate trustee] or the other trustee [individual trustees] ("the other Trustee") where:

1. the employer of the Member (the "Employer") has contributed to the Fund and is a relative of the other Trustee;
2. the Employer is a body corporate and the other Trustee or a relative of the other Trustee is a director of the Employer;
3. the Employer is a body corporate, and:
 - (a) is a holding company or subsidiary or "sister" subsidiary of the body corporate referred to in point 2 above;
 - (b) is a trustee of a trust of which the other Trustee or a relative of the other Trustee is a beneficiary.
4. the Employer is a partnership, and:
 - (a) the other Trustee or a relative of the other Trustee is a partner in the partnership;
 - (b) the other Trustee or a relative of the other Trustee is a director of a body corporate that is a partner of the partnership;
 - (c) the other Trustee or a relative of the other Trustee is a beneficiary of a trust, if the trustee of the trust is a partner in the partnership.

BUT if the Member is a relative of:

- (i) any other director of the employer sponsor, where the employer sponsor is a company;
- (ii) any other partner of the employer sponsor, a director of a body corporate that is a partner in a partnership or a beneficiary of a trust if the trustee of the trust is a partner in the partnership, where the employer sponsor is a partnership;
- (iii) any other beneficiary of the employer sponsor where the employer sponsor is a trust;

then that Member will not be deemed to be an employee under this extended definition.