

Enduring Power of Attorney – for Queensland

WHEN TO USE THIS FORM

- Complete this Instruction Sheet ONLY if the assets of the fund and the Member are in Queensland.
- Please use BLOCK LETTERS.

Name of Fund

ABN of Fund

Order Placed By: _____

(Please note documents and invoice will be directed to this person, unless otherwise stated)

Company Name

Address

Email

Phone Fax

Applicable Charges

Fund Type	Our Fees (including GST but excluding delivery charges if any**)
SUPERCentral Fund	\$550.00
Non-SUPERCentral Fund	\$750.00

**Delivery charges include express post or courier charges. Please Note: no charges will apply for normal post or emails.

Important

Please select yes or no as appropriate and provide as requested:

- Yes – the fund is a SUPERCentral fund
 - a. Date of signing SUPERCentral deed ___/___/___
 - b. Date of establishment of fund ___/___/___
- No – the fund is not a SUPERCentral fund
 - a. The date fund was established ___/___/___

Please send to us a copy of the trust deed.

Details for Appointment of Enduring Power of Attorney

• If the Member has not already appointed an Enduring Attorney complete the details below.

[If the Member has already appointed an Enduring Attorney, and wants the Attorney to be appointed as substitute trustee/director please provide a copy of the existing Enduring Power of Attorney. You do not need to complete the details below.

If the Member has already made an Enduring Attorney, and wants to cancel that appointment and appoint a different Enduring Attorney please provide a copy of the existing Power of Attorney and fully complete this form.]

Full Name of Member Appointing Attorney

Address of Member Appointing Attorney

Full Name of Person Being Appointed Attorney

Address of Person Being Appointed Attorney

Place of Birth of Attorney

Date of Birth of Attorney ___/___/___

Instructions for Contents of Enduring Power of Attorney (please tick box as required)

1	Confirm Enduring Status of Power	<p>The Power of Attorney will continue to be effective if the person appointing the attorney lacks capacity through loss of mental capacity after its execution (if 'No' please contact us)</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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2	Confirm Financial Power of Attorney	<p>Confirm your Attorney will have the power to make decisions on your behalf in relation to property and financial affairs including superannuation (if "No" please contact us)</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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3	Personal/Health Matters	<p>Would you like your Attorney to have the power to make decisions on your behalf in relation to person and health care matters?</p> <p>Personal care matters include where you live, your dress and diet, where and how you work but does not allow (amongst other things) the attorney to make a Will for you or vote at an election.</p> <p>Health care matters include giving your consent to a lawful medical treatment that is needed for your wellbeing, withholding medical treatment for but do not include some decisions relating to treatment of mental illness, pregnancy termination, participation in medical research or experimental health care.</p> <p>The Attorney will not have this power until you become incapacitated.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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4	Type of Power of Attorney	<p><input type="checkbox"/> Unlimited</p> <p><input type="checkbox"/> Attorney's power limited to management of superannuation affairs</p> <p><input type="checkbox"/> Other limitations. The Attorney's power is to be limited as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Trustee Details (before appointment of attorney as trustee) **and Corporate Trustee Details** (where the trustee is a company)

- If the trustee is a company then complete this part only. If the trustee is an individual/group of individuals, complete "individual trustee details" below only.

Company name

ACN	<input type="text"/>
Address or Registered Office	<input type="text"/>
	<input type="text"/>

Details of all directors of trustee company (before appointment of attorney):

D1	Full Name:
	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

D2	Full Name:
	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

D3	Full Name:
	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

D4	Full Name:
	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

Individual Trustee Details (where the trustees are individuals and not a company)

- If the trustee is/are individuals then complete this part only. If the trustee is company complete "corporate trustee details" above only

T1	Full Name	
	Address	
	Date of birth	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

T2	Full Name	
	Address	
	Date of birth	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

T3	Full Name	
	Address	
	Date of birth	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

T4	Full Name	
	Address	
	Date of birth	Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/>

By completing this order form I understand that I am instructing **TOWNSENDS BUSINESS & CORPORATE LAWYERS** to prepare and provide the following documents in line with the details provided in this order form:

1. Letter of Advice

And if the member has not already appointed an attorney:

2. Enduring Power of Attorney

And if the fund has a corporate trustee:

3. Consent to Act as Director (Attorney)
4. Resignation as a Director (Member)
5. Resolution of Directors to appoint Attorney as a Director
6. ATO Form NAT 71089 – Trustee Declaration
7. ATO Form NAT 3036 – Change of Details of Superannuation Entities
8. ASIC Form 484 – Change to Company Details

And if the fund has individual trustee(s)

9. Written Resolution
10. Deed of Change of Trustee
11. ATO Form NAT 71089 – Trustee Declaration
12. ATO Form NAT 3036 – Change of Details of Superannuation Entities

Delivery Options – Please tick as desired

<input type="checkbox"/> Send docs by post	<input type="checkbox"/> Send docs by courier Additional charges apply	<input type="checkbox"/> Email docs in PDF Adobe format	<input type="checkbox"/> Send docs Express post Additional charges apply
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Order Confirmation

I, (print name)

Confirm that the persons/corporations named above have consented to act in the capacity shown.

PAYMENT OPTIONS

Payment payable to **TOWNSENDS BUSINESS & CORPORATE LAWYERS** Please note: Payment is required before the completed documents can be issued

Payment for the deed and/or other services will be as indicated below:

Cheque
Cheque enclosed \$.....

Credit Card

Please charge \$.....for this purchase to the following credit card account

Visa / Master Card / Amex (please circle one)

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Expiry Date: /

Cardholders' name:

Address

Authorised Signatory* _____

Please Note: If payment is by credit card - signatory must be the cardholder.

Please return to:
TOWNSENDS BUSINESS & CORPORATE LAWYERS
Level 9, 65 York Street, Sydney NSW 2000
Phone: (02) 829 66 222
Fax: (02) 829 66 200 email
Email: info@townsendslaw.com.au