

Instructions for SMSF Change of Trustee

WHEN TO USE THIS FORM

- Please use this form to add or remove an individual or corporate trustee and/or add or remove members of the fund
- If you are adding or removing members without changing trustee(s) please use the "SMSF – Add or Remove Member (Without changing Trustee) form"
- 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

Authorised by: _____

Signature: _____

Question 1

Is the fund on SUPERCentral?

YES – Please provide

a. Date of signing SUPERCentral deed ___/___/___

b. Date of establishment of fund ___/___/___

NO – Please provide Full signed copy of the current deed and any deeds of amendment since its establishment

Question 2

Who is the existing trustee of the fund?

The trustees are **Individuals** – complete this part

| | | |
|----|---------------|--|
| 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"/> |

The trustee is a **company** – complete this part

| | |
|------------------------------|--|
| Company name | |
| ACN | |
| Address or Registered Office | |

Please provide details of directors

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

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

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

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

Question 3

Do you want to remove one or more of the existing trustee(s)?

(note: removal of director of a corporate trustee is not a removal of existing trustee)

YES

I would like to remove the above corporate trustee. **Please now go to question 5.**

OR

I would like to remove individual trustees as ticked below. **Please now go to question 5.**

T1

T2

T3

T4

NO – go to question 4.

Question 4

Do you want to remove a member of the fund who is a director of the corporate trustee above?

YES

I would like to remove the ticked member who is a director of the corporate trustee above.

Please now go to question 5.

D1

D2

D3

D4

NO – go to question 5.

Question 5

Do you want to add new trustee(s)?

(note: if the existing trustee is a company and you wish to add new member and keep the same company then do not complete this section)

YES – complete next page

NO – go to question 5.

The new trustees are **Individuals** – complete this part

| | | |
|-----|---------------|--|
| NT1 | Full Name | |
| | Address | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Will this person be admitted as a new member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| NT2 | Full Name | |
| | Address | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Will this person be admitted as a new member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| NT3 | Full Name | |
| | Address | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Will this person be admitted as a new member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| NT4 | Full Name | |
| | Address | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Will this person be admitted as a new member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

The new trustee is a **company** – complete this part

| | |
|------------------------------|--|
| Company name | |
| ACN | |
| Address or Registered Office | |

Please provide details of directors

| | | |
|-----|---------------|--|
| ND1 | Full Name | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| ND2 | Full Name | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| ND3 | Full Name | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | |
|-----|---------------|--|
| ND4 | Full Name | |
| | Date of birth | Currently a member of the fund? Yes <input type="checkbox"/> No <input type="checkbox"/> |

Question 6

Do you want to add member who is to be a director of the existing corporate trustee?

YES – provide details of new member/director

| | | |
|-----|---------------|--|
| ND1 | Full Name | |
| | Date of birth | |

| | | |
|-----|---------------|--|
| ND2 | Full Name | |
| | Date of birth | |

| | | |
|-----|---------------|--|
| ND3 | Full Name | |
| | Date of birth | |

| | | |
|-----|---------------|--|
| ND4 | Full Name | |
| | Date of birth | |

NO – there are no more questions to be answered.

APPLICABLE CHARGES

| Fund Type | Type of Change | Our Fees (including GST but excluding delivery charges if any**) |
|-----------------------|--|--|
| SUPERCentral Fund | Change of trustee <u>without</u> new member/s being admitted | \$192.50 |
| | Change of trustee <u>with</u> new member/s being admitted | \$302.50 |
| Non-SUPERCentral Fund | Change of trustee <u>without</u> new member/s being admitted | \$385.00 |
| | Change of trustee <u>with</u> new member/s being admitted | \$495.00 |

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

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 |
|--|---|--|---|

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 \$.....
Visa / Master Card / Amex (please circle one)

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Expiry Date: /

Cardholder's name:

Address

Authorised Cardholder's Signatory _____

Please SCAN / EMAIL or FAX signed order form to:

TOWNSENDS BUSINESS & CORPORATE LAWYERS

Level 9, 65 York Street, Sydney NSW 2000

Phone: (02) 8296 6222

Fax: (02) 8296 6200

Email: info@townsendslaw.com.au