Thank you for the opportunity to work together. We will start by collecting some details about your business and how you expect us to manage your funds. Using your responses we shall provide you with a tailored proposal.

If you have any feedback in addition to the form below, please add them to the comments section. This will be invaluable to ensure our service meets your requirements. Thanks again.

# **Contact Details**

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Company | Click here to enter text. |
| Email | Click here to enter text. |
| Phone | Click here to enter text. |

# Funds & Services

The following information will provide us with the information to tailor the right service offering to suit your practice.

|  |  |  |
| --- | --- | --- |
| Fund Administration Software | Click here to enter text. | |
| Total Number of Funds | Click here to enter text. | |
| Lodgements up-to-date | Click here to enter text. | |
| Lodgements in arrears | Click here to enter text. | |
| Current Fund Administrator | Click here to enter text. | |
| Current Fund Auditor | Click here to enter text. | |
| In-house services | Accounting & Tax  Property Services | Personal Investment Advice  General Investment Advice  Credit / Finance |
| Other Click here to enter text. | |
| Out-sourced services required | Fund administration & compliance  Audit  Direct client contact | Tax agent & Tax lodgement  ASIC agent  Fund mailbox  Branded website |
| Billing preference | Invoice each client | Invoice practice for all clients |
| Complexity of Funds | Crypto Currency  Option Trading  LRBA | Artwork & Collectibles  Overseas Members |
| Total Number of Complex Funds | Click here to enter text. | |
| Current Fund Document Repository | Digital / Local Storage  Digital / 3rd Party Storage | Hard Copies |
| Pain Points with existing service | Time  Expertise | Quality  Cost |
| Other Click here to enter text. | |
| Preferred Admin Start Date | Click here to enter text. | |
| Notes/Comments | Click here to enter text. | |

# **Our Service**

SMSF Engine understands that a reliable and efficient service is critical for you and your SMSF clients. Access to current valuations, contribution reporting, pensions, cash-flow transactions, technical assistance and timely completion of annual accounts is the minimum you’d expect.

Our Melbourne-based team are qualified, experienced and ready to provide the services you need. You’ll be allocated a primary contact responsible for each of your funds allowing you to liaise directly with that team member, prioritising and resolving any issues that arise. Our workflow and document systems also ensure that other team members can easily step in if your primary contact is away.

# **Our Guarantee**

We pledge that if you appoint SMSF Engine Pty Ltd as the administrator for your SMSFs that we will act in the utmost good faith at all times and that clients introduced to SMSF Engine remain the intellectual property of your practice during the engagement and after the termination of our services.

We shall work to obtain the necessary records and information, work with the trustees, your practice, the auditor and if required the regulator to ensure the proper administration of the fund.

We will only deduct the authorised fees as agreed monthly.

While we may collect, use and store personal information, this is only for the purpose of providing ongoing Administration and Audit services. This complies with the relevant laws as well as in accordance with SMSF Engine Privacy Policy, a copy of which can be provided on request.

# **Next Steps**

Thanks for completing the expression of Interest form, please scan and email it to **info@smsfengine.com.au** and we shall come back to you as soon as possible with a detailed proposal. If you have any issues which we can help with in the meantime, please call our office on **1300 364 597**.