# **Section1: Entity details**

|  |  |  |
| --- | --- | --- |
| Entity Name | Click here to enter text. | |
| Address | Click here to enter text. | |
| Entity Type | Click here to enter text. |  |  |
| Primary Contact |  |  |
| Name | Click here to enter text. | |
| Email | Click here to enter text. | |
| Phone | Click here to enter text. | |

# **Section 2: Trustee Details (if applicable)**

For an entity with an Individual Trustees, go to page 2.

|  |  |
| --- | --- |
| Corporate Trustee | (Please complete the following and then director details under 3) |
| Name of Corporate Trustee | Click here to enter text. |
| ACN of Corporate Trustee | Click here to enter text. |

# **Section 3: Individual Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Individual 1 |  | | |
| Full Name | Click here to enter text. | | |
| Date of Birth | Click here to enter text. | Sex | M  F  N/A |
| Postal Address | Click here to enter text. | | |
| Contact Phone | Click here to enter text. | | |
| Contact Email | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Individual 2 |  | | |
| Full Name | Click here to enter text. | | |
| Date of Birth | Click here to enter text. | Sex | M  F  N/A |
| Postal Address | Click here to enter text. | | |
| Contact Phone | Click here to enter text. | | |
| Contact Email | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Individual 3 |  | | |
| Full Name | Click here to enter text. | | |
| Date of Birth | Click here to enter text. | Sex | M  F  N/A |
| Postal Address | Click here to enter text. | | |
| Contact Phone | Click here to enter text. | | |
| Contact Email | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Individual 4 |  | | |
| Full Name | Click here to enter text. | | |
| Date of Birth | Click here to enter text. | Sex | M  F  N/A |
| Postal Address | Click here to enter text. | | |
| Contact Phone | Click here to enter text. | | |
| Contact Email | Click here to enter text. | | |

# **Agreement**

**Terms**

You agree that SMSF Engine will provide the following services to the fund noted on this application:

* Preparation of annual financial statements and member statements
* Preparation of the Tax Return information
* Online access to your investment and accounting reports.

**General Terms**

* The SMSF Engine brand is owned and managed by Sequoia Superannuation, by contracting with SMSF Engine you will be contracting with Sequoia Superannuation Pty Ltd
* Monthly fees will be deducted via direct debit
* All monthly fees are calculated and payable from 1 July of the financial year irrespective of when fund commences with SMSF Engine
* An agreed Catch up Fee will be charged at the time a fund joins the service. A 50% pro-rata reduction applies to new first year funds.
* Services can be terminated at any time with 3 Months’ notice in writing by either party
* This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
* It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request. If there are insufficient clear funds in your account to meet a debit payment:
  + you may be charged a fee and/or interest by your financial institution;
  + you may also incur fees or charges imposed or incurred by us.
* If you believe that there has been an error in debiting your account, you should notify us directly on 03 9209 9777 or info@smsfengine.com.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.
* We will keep any information about the fund processing and banking details confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

# Acceptance of Agreement

By signing below, you accept the terms of this agreement and any attached schedules.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Charges to apply | | | |  | | | | |
| Ongoing Monthly Charges | | | | $64.17 per month or $770 upfront | | | | |
| Admin Catch up Fees / Other | | | | $ Click here to enter text. | | | | |
| Total to be charged on the first month | | | | $ Click here to enter text. | | | | |
| Payment Details | | | |  | | | | |
| Direct Debit | Account Name | | Click here to enter text. | | | | | |
|  | BSB | Click here to enter text. | | | Account # | | Click here to enter text. | |
| Credit Card | Name on Card | | Click here to enter text. | | | | | |
|  | Card Number | | Click here to enter text. | | | Expiry | | Click here to enter text. |

By signing and/or providing us with a valid instruction in respect to your application, you have understood and agreed to the terms and conditions governing the arrangements between you and SMSF Engine as set out herein.

|  |  |
| --- | --- |
| Authorised Signatory |  |
| Name | Click here to enter text. |
| Signature |  |
| Date | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Individual / Director / Trustee Signatory (if applicable) | | | |
| **Signatory 1** | | **Signatory 2** | |
| Name |  | Name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |

# Entity Data Checklist

In most cases, if you are able to provide the existing software file from the previous accountant (eg BGL export file) the information we need will already be contained in the software.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Uploaded** |  | **Previously Provided** |
| Prior Year Accounts documents (Existing Entitys Only) |  |  |  |
| Prior year accounts |  |  |  |
| Investment summary report as at previous 30 June |  |  |  |
| Full CGT cost base history details for all currently held investments |  |  |  |

## Transition Documents

*Provide the following documents in respect of the current financial year*

|  |  |
| --- | --- |
| **Document** | **Uploaded** |
| Bank Transaction CSV / Excel file since last 30June |  |
| Copies of any bank statements |  |
| Copies of any Investment purchase, sale or income |  |
| Investment statements for current year |  |