



INFORMATION NEEDED FOR NEW SMSF CLIENT

Name of Fund: _____

TFN of Fund: _____

ABN of Fund: _____

Establish an Administration File with the following tabs;

Trustee Minutes
Correspondence

Fund Investments
Trust Deeds

Member Records

Copy of Original Deed and any Variations thereto

Original Deed dated: _____

Variations Dated: _____

Minutes – covering the last financial year

Copy of Investment Strategy

Has the Investment Strategy been minuted? If so, state when _____

A signed Application for Membership of the Fund

What is the date the Application was approved? _____

A signed Audited copy of the last financial year accounts

Does this Superannuation Fund pay a pension?

Yes/No