

ORDERING CHECKLIST

SMSF Establishment

Topdocs' link with A.S.A.P. means the majority of your online SMSF establishment application form with Topdocs will be populated from your statement of advice data from A.S.A.P.

This checklist outlines the additional information you will need at hand when completing the Topdocs online application form for a self managed superannuation fund.

Please note, that if you have indicated that you are ordering a new corporate trustee with your SMSF establishment, certain fields will be defaulted in your online application form, including the price, number and class of shares held in the Company. Please carefully review your form in detail before submitting it to ensure all fields accurately reflect your intentions.

FUND DETAILS

- State of registration of the Fund

TRUSTEE DETAILS – Existing Corporate Trustee

- Name of the company and ACN

IF YOU ARE ORDERING A NEW CORPORATE TRUSTEE

- Preferred company name
- State of registration of the company
- The occupier of the registered office if not the company
- Place of birth (including town and state) of each company officer

NON-MEMBER TRUSTEE DETAILS (if applicable)

If the Fund is a single member Fund with a trustee or director who is not a member of the Fund, you will need to know:

- The full name and address of the non-member trustee/director

IF YOU ARE POPULATING YOUR ABN APPLICATION (Free of charge)

ATO Contact Details

- Email address and mobile phone number of the ATO contact person

ATO Contact Trustee Details

- Email address and mobile phone number of the ATO trustee/director contact person

ATO Authorised Adviser Details (if applicable)

- Name of the ATO authorised adviser and their firm name
- Email address and mobile phone number of the ATO authorised adviser
- Tax agent number of the ATO authorised adviser (if applicable)

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.