

Transfer Checklist

If you have an existing SMSF and would like SMSF Superfund to take over the administration and taxation requirements, the process of moving from one service provider to another is not complicated. It requires the collection of both historic information and current financial year documents relevant to enable us to complete your fund's annual accounts and statutory reporting requirements. We will contact your current SMSF accountant or administrator and request any SMSF files and documents that they are holding on your behalf to be transferred to us. Any additional information that is required to complete the transfer will need to be supplied by yourself.

Please see below for a complete guide of the information required:

1. Trust Deed – an executed copy of the funds existing trust deed.
2. Trust Deed Variation – where applicable an executed copy of any trust deed variations.
3. Membership Applications
4. Trustee Declarations
5. Application/consent to act as trustee
6. Member Tax File Number Declarations
7. Binding Death Benefit Nominations
8. Minutes/agreements in relation to any existing pension accounts – where applicable.
9. Copy of any Loan Agreements – where applicable.
10. Copy of the current Investment Strategy
11. Asset Register – detailing date of acquisition and cost base of all assets.
12. Copy of the last financial years signed SMSF annual return, financial statements, member accounts, audit report and audit management letter.

