

**PLEASE USE BLOCK LETTERS.**

**Please forward this form complete with member signature to:**

Multiport PTY LTD  
PO Box N316,  
Grosvenor Place, NSW 1220

Please direct any enquiries to us by phone on 1300 364 672 or by email to help@multiport.com.au

**PLEASE TICK APPLICABLE BOX**

- New fund** (please complete sections 1, 2 and 4 onwards)  
 **Existing fund** (please complete section 3 onwards)

**SERVICE OPTIONS** (please select style of ongoing service)

- SMSF Platinum**  
A comprehensive full daily SMSF administration service, including accounting, taxation and compliance requirements.
- SMSF Platinum Extra**  
A full daily SMSF administration service, including compliance. Financial accounts and tax returns are prepared by your accountant.

**SECTION 1 - NEW FUND AND ESTABLISHMENT DETAILS**

Fund name

**Resolutions**

The resolutions are a record that the individual/s resolved to establish a self managed superannuation fund.

Place of meeting

Date of meeting  
(Fund commencement date)

Date of execution of documents  
(Cannot be prior to the commencement date)

**SECTION 2 - CORPORATE TRUSTEE**

Multiport can arrange the incorporation of a trustee company if required.

If you would like us to arrange the incorporation, please tick the box and complete details below.

- Multiport to arrange incorporation of corporate trustee

Preferred company name

Second preference

Please specify which individual (using A, B, C, or D from page 3) is the:  Chairman  Secretary

**Registered office address**

- Multiport – Please select if you would like to use the Multiport Corporate Trustee service available to special purpose companies. Additional charges apply

Other

**SECTION 3 - EXISTING FUND INFORMATION**

Fund name

Fund ABN

Fund TFN

**Corporate trustee details - if applicable**

Company name

Registered office address

Trust deed execution date

ACN / ABN

Please tick if you would like to use the Multiport Corporate Trustee service available to special purpose companies. Additional charges apply

Please specify which individual (using A, B, C, or D from page 3) is the:  Chairman  Secretary

**Current administrator details**

Please provide details of the fund's current administrator to allow us to obtain the records and information necessary to undertake the administration of your fund.

Company name

Contact name

Postal address

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

Facsimile

Email

**Financial statements and reporting**

Please specify the first financial year Multiport will be completing the financial statements and tax return for.

Take on date: Year ending 30 June

**Current broker details**

Please indicate if your listed shares are:

Issuer sponsored (please provide copies of all holding statements) OR  Broker sponsored (please complete below)

Holder identification number

Company name

Contact name

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

**SECTION 4 – TRUSTEE / MEMBER DETAILS**

	Person A (Primary contact)	Person B	Person C	Person D
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
TFN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please indicate	<input type="checkbox"/> Individual Trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual Trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual Trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual Trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person
If trustee/director show town and country of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How many authorised persons are required to sign instructions on behalf of the fund?

**Additional authorised contacts**

In addition to the authorised contacts specified above, your nominated adviser listed in section 6 is authorised to issue instructions to us on behalf of the fund.

**Membership information**

Is the member employed by any other member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are the members related?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a disqualified person under superannuation laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Nomination of beneficiaries**

If you do not wish to make a nomination please indicate

Beneficiary name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proportion %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nomination	<input type="checkbox"/> Binding <input type="checkbox"/> Non-Binding <input type="checkbox"/> Non Lapsing Binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-Binding <input type="checkbox"/> Non Lapsing Binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-Binding <input type="checkbox"/> Non Lapsing Binding	<input type="checkbox"/> Binding <input type="checkbox"/> Non-Binding <input type="checkbox"/> Non Lapsing Binding

**Rollover assistance**

Multiport can help to organise the transfer of your existing superannuation benefits into your Fund. Simply complete the fields below and **provide a certified copy of your I.D.** for each rollover you require assistance for.

	Transfer 1	Transfer 2	Transfer 3	Transfer 4
Member name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership/ policy number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated value of transfer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund postal address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full or partial rollover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Certified ID provided	<input type="checkbox"/> Certified ID provided	<input type="checkbox"/> Certified ID provided	<input type="checkbox"/> Certified ID provided

**SECTION 5 - ADMINISTRATION AND REPORTING**

**Fund investment strategy**

Every superannuation fund is required to have a written investment strategy. We can prepare a draft written document outlining the strategy for your fund if one is not already in existence.

**Risk profile**

Please indicate which risk profile you require:

Conservative  Balanced  Growth  High growth  Aggressive

Please complete the target percentage in the following asset allocation table and specify a rate of return over inflation.

	Example	Range Min %		Max %	Target %
Cash	0 - 100	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Fixed interest	0 - 50	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Australian equities	0 - 50	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
International equities	0 - 40	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Property	0 - 25	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Other	0 - 25	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
					100%

The likely overall investment return of the fund in the medium term (3-5 years) should be no less than  % above the average rates of inflation over the period.

Does the strategy need to include (tick if applicable):  Gearing  Derivatives  Collectibles

**Taxation management**

Unless otherwise specified below we will calculate a realised gain so as to minimise the capital gains.

If you would like to use an alternative method, please indicate:  LIFO (Last in first out)  FIFO (First in first out)

**Fund auditor and fund accountant** (if applicable)

We will arrange for your fund to be audited by an independent auditor unless otherwise instructed below.

**Appointed auditor** (only complete if we are not to arrange appointment)

Company/Firm name

Professional body

ASIC Auditor Registration Number

Contact

Postal address

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

Facsimile

Email

**SMSF Daily Services** Application form

We will arrange the appointment of the tax agent for your fund unless otherwise instructed. If you have selected the SMSF Platinum Extra service, please provide details for your fund accountant below:

**Accountant** (only complete if we are not to act as the nominated fund accountant)

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Company/Firm name

Tax agent number (for purpose of ABN application)

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Contact

--

Postal address

--	--	--	--

Street number and name

Town/Suburb

State

Postcode

--	--	--

Telephone

Mobile

Facsimile

--

Email

**Cash account**

Under the administration arrangements between you and us, we use the cash account options listed below as we have a nightly download facility with these organisations.

Accordingly, if an existing SMSF is currently not using any of these accounts, it will be necessary to change the SMSF bank/cash account. To facilitate this change, we will prepare an application together with a bank closure letter for your signing to close the existing account arrangements and open the new account.

I/We request you to arrange for the opening of a working cash account as follows:

AMP SuperEdge Cash Account

Macquarie Cash Management Account

The fund has an existing bank account with  AMP  Macquarie

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Account name

BSB

Account number

Please confirm your operating instructions for the cash account:

Any one of the trustees  Any two of the trustees

Under Multiport's daily administration service, Multiport's authorised officers will act as an authority on the fund's cash account.

**SECTION 6 - ADVISER DETAILS**

--	--

Surname

Given name

--	--

AFSL Number

Licensee name

--

Postal address

--	--	--	--

Street number and name

Town/Suburb

State

Postcode

--	--

Telephone

Facsimile

--

Email

X
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Adviser's signature

/ /
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Date

## SECTION 7 – MULTIPOINT CONSOLE ACCESS TERMS AND CONDITIONS

As a Multipoint client you receive free exclusive access to our console system - your own fund management portal. This system enables you to get the complete picture of your portfolio and download reports whenever and wherever you are in the world.

To register for your account please insert a user ID and password of your choice in the fields below. **Please note that the user ID and password must be in line with the following conditions:**

- The user ID and password must be different
- Must be a minimum of 5 but no more 12 characters in length
- The username cannot be an email address.

Please advise your nominated user ID and password below:

User ID

Password

### Multipoint Console terms and conditions

The details below provide you with some key information about using Multipoint Console. Please take a moment to read and understand this before submitting this application form.

#### 1. Security

As a user of the website, you may nominate your own user ID and password. To maintain security, you must keep your user ID and password confidential and store them separately at all times. You must not disclose your user ID or password to any other person or circulate or reveal any confidential information regarding it. Access to the website is only available to you whilst you hold a current user ID and password. Once access is granted, all actions will be deemed to be made by you or made with your authority.

If you feel that your user ID or password have been compromised, lost or misplaced, please contact us immediately by telephone on 1 300 364 672, fax 02 9257 5399 or email [help@multipoint.com.au](mailto:help@multipoint.com.au). You may cancel your registration with us at any time in writing.

#### 2. Indemnity

You agree to indemnify us, and all other users of [www.multipoint.com.au](http://www.multipoint.com.au) against any claim, loss, cost, damage, action or expense which we or any other user may experience arising from your unlawful, negligent or wrongful use of the website, your failure to keep your user ID or password confidential, the use of [www.multipoint.com.au](http://www.multipoint.com.au) by any other person on your behalf, the use of your password by any other person, the unauthorised use or circulation of information not in the public domain accessed and available to you through your access to [www.multipoint.com.au](http://www.multipoint.com.au).

#### 3. Liability of our provider Multipoint Pty Ltd ACN 097 695 988

The website allows you access to information regarding your portfolio and it also provides reports and information including (but not limited to) current portfolio details, investment comparisons, bank statements and asset allocation. We will take all reasonable steps to ensure the information provided on the website is accurate, current and complete. We will not be liable for any loss or damage resulting from:

- any omission, error or inaccuracy in information provided to us, including information provided by third parties
- any unauthorised access to information on the website (including your portfolio details), and
- any unavailability of the website or the failure of any function to perform in whole, or in part, on the website.

We will use our best efforts to provide access to the website on a 24 hour basis. However, there may be interruptions to the site to facilitate maintenance or other reasons. We will not be liable for interruptions to the website.

#### 4. Changes to the website

We reserve the right to change, remove or add to the information provided on the website, and to also limit access or cease providing information or certain information on the website.

#### 5. Change of conditions

We reserve the right to change these terms and conditions of use at any time without notice to you.

#### 6. Fees

Fees may be charged in relation to the access and use of the website. We will provide you with 30 days prior written notice and details of any fees before they are introduced or changed, however, it is not intended that fees will be charged.

#### 7. Denial of access

We reserve the right to deny access to the website and/or particular portfolio details including where:

- you fail to keep your user ID or password secure, and
- in our opinion, there are concerns regarding security or unauthorised access.

We have discretion to terminate access to the services and any information on this website and to terminate your user ID or password without notice.

#### 8. Internet access

We have put in place specific security systems on the website, but we are unable to guarantee that in all circumstances that the site or the information contained on the site will not be subject to unauthorised access. We will not be liable for any loss, damage, claims, expenses arising from the unauthorised access to the site or information (including client records) retained on the site.

## 9. Transactions

Any transactions involving the movement of funds (for example, switches or withdrawals) will be processed in line with our current documentation relating to your investments.

## 10. Information from other providers

We use third party providers to provide investor information for the website. This information has not been prepared to take into account individual investment needs and objectives and therefore are not intended to be, and should not be relied upon for the purpose of making investment decisions. You should consult your financial adviser before making any investment decisions.

## 11. Ownership

We publish the website. All information contained within the website is the copyright of Multiport Pty Ltd. You may not modify, tamper or alter the website, or the information contained on the site in any way. There are a number of registered trademarks, logos and symbols on this website which are either owned by Multiport Pty Ltd, or used with the permission of the trademark owners. You may not download, reproduce, transfer, publish, alter or use any such logos, symbols or trademarks for any purpose.

## SECTION 8 - DECLARATIONS AND CONSENTS

### Privacy statement

Multiport collects personal information from you, your nominated adviser and other (prospective) members of your SMSF.

Our main purpose in collecting personal information is to establish and/or administer your SMSF. If you do not provide the information necessary to process your application for SMSF services, then we may not be able to process it.

We may collect personal information if it is required or authorised by under the various financial services laws. If you use our services through an intermediary (such as a financial adviser, stockbroker or accountant), we will not use your information for the purposes of direct marketing without the consent of that intermediary. If you use our services directly (not through an intermediary), we may also use your personal information for related purposes, such as keeping you informed of new services or special arrangements offered or distributed by us. Again, when conducting our marketing activities, we may disclose some personal information to our service providers. You can opt out of receiving direct marketing information from us at any time.

We usually disclose information of this kind to:

- other members of the AMP group
- other members of your SMSF
- your financial planner or broker (if any)
- external service suppliers both here and overseas. A list of countries where these providers are likely to be located can be accessed via our Privacy Policy
- to Regulators such as Australian Taxation Office (ATO)
- anyone you authorise/nominate, or if required by law.

If sensitive information is collected, for example health information or membership of a professional association, additional restrictions apply. The primary purpose for collecting and holding sensitive information is to administer your SMSF's records of insurance held through your SMSF. We may disclose sensitive information to your nominated adviser or other trustees/trustee directors of your SMSF, anyone you have authorised or if required by law.

Under the Multiport Privacy Policy, you may access personal information about you held by us. The Multiport Privacy Policy sets out our policy on management of personal information, including information about how you can access your personal information, seek to have any corrections made on inaccurate, incomplete or out-of-date information, how you can make a complaint about privacy and information about how we deal with such complaints. You may obtain a copy by contacting us on 1300 364 672 or visiting multiport.com.au

### Declarations and consents

I/We acknowledge that you and my/our adviser (as nominated in section 6) will collect my/our personal information in relation to my/our self managed superannuation fund in accordance with the above privacy statement.

I/We agree to the Multiport Console access terms and conditions set out in section 7.

I/We hereby declare that the above information is true and correct.

I/We acknowledge and agree that Multiport (and any person appointed by Multiport to act on its behalf) is appointed on the date set out below as the administrator of the fund.

I/We acknowledge that Multiport will register the fund with the Australian Taxation Office for the purpose of acquiring an Australian Business Number and Tax File Number (where applicable).

I/We agree to Multiport and my/our adviser as set in section 6 (and any other person so designated by me/us) providing all information, documents and records to each other regarding my/our interests in the fund so that Multiport may perform the administration of the fund. I/We also understand that this may be by phone, facsimile, internet or other electronic means.

I/We acknowledge that I/we have read and understood the Multiport fee schedule available at multiport.com.au and agree to pay the applicable fees.

I/We hereby authorise Multiport to deduct and pay from the fund's cash account/bank account the applicable fees from the Multiport fee schedule.

In the case of an existing self managed superannuation fund, I/we authorise Multiport to contact the previous administrator of the fund to obtain necessary records and information to enable Multiport to undertake the administration of the fund. I/We acknowledge that Multiport will require certain documents and information to perform the administration of the fund. I/We agree to the fee specified if Trust Deed amendments are required upon transfer to Multiport.

In the case of a new self managed superannuation fund, I/we instruct Multiport to provide the necessary documentation to establish the named fund.



I/We agree that neither I/we nor any person claiming through me/us has any claim to Multiport in relation to a payment made or action taken by Multiport under any of the facilities, if the payment or instruction is made in accordance with the relevant conditions and includes instructions that are later not shown to have been made by me/us.

I/We acknowledge that Multiport is entitled either to cancel or change the terms and conditions of the facilities, including the replacement of the administrator, but may not do so without written notice.

Fund name

Trustee name

Trustee signature

Date

Trustee name

Trustee signature

Date

Trustee name

Trustee signature

Date

Trustee name

Trustee signature

Date

Address  
Level 10,  
50 Bridge Street  
Sydney NSW 2000

Postal address  
PO Box N316,  
Grosvenor Place  
NSW 1220

Telephone 1300 364 672  
Facsimile 02 9257 5399  
Email [help@multiport.com.au](mailto:help@multiport.com.au)  
Website [multiport.com.au](http://multiport.com.au)

