

Fixed Unit Trust Establishment

Outlined below is a checklist for information required to complete a Fixed Unit Trust order.

Trust details

- Name of the trust
- Jurisdiction

Trustee

If individual

- Full name and address of each individual trustee

If corporate

- ACN
- Company name
- Full name/address of each director of the corporate trustee
- Registered address of the company

Unit Holder details

- Number of units, price per unit

If individual

- Full name/address of each unit holder

If corporate

- ACN
- Company name
- Registered address
- Director/s name/s

If trust

- Trust name
- Corporate or individual trustee details

Once you have completed the interview form, the Integrations section of the collaboration page will be available for the following options. Outlined below is a checklist for information required to complete these applications:

ABN/TFN Application (Australian Business Register)

To complete your ABN application – depending on your circumstances – you'll need your:

- Tax file number (TFN) and the TFNs of any associates, e.g. partners, directors and trustees.
- Tax or BAS agents registered agent number, if you use a registered agent
- Professional adviser number – if you're using the services of a professional adviser, you can provide their licence number, e.g. Australian Financial Services licence (AFS licence)
- Previously held ABN
- Australian company number (ACN) or Australian registered body number (ARBN). Companies and registrable organisations can register for an ACN or ARBN through the Australian Securities and Investments Commission (ASIC)
- Date your ABN is required. This should be the date that you expect to start any business activities, e.g. buying stock. This date can't be more than six months in the future when you apply
- Entity legal name – appears on all official documents or legal papers
- Authorised contacts – this can be a registered tax or BAS agent if they are authorised to make changes or update information on behalf of the entity
- Associates' details* – associate requirements are different for each entity type (see [page 3](#))
- Business contact details including an address, postal address, email address and phone number. Your email address must meet requirements such as; being between 5 - 200 characters, contain no spaces and not start with 'support@', 'sales@' or 'info@'
- Business activity – usually the main source of income for your enterprise, e.g. agriculture, construction, investment and manufacturing. Self-managed super funds may not be carrying on a business and therefore might not have a main business activity
- Business locations – provide businesses physical locations for all premises operated by your enterprise, unless there's a risk to safety of individuals as a result of the disclosure, e.g. a women's refuge.

Website: <https://www.abr.gov.au/business-super-funds-charities/applying-abn>

*Associate details

For all of your associates, you will need to provide:

For individuals

- Name
- Date of birth
- Position
- Either their tax file number (TFN) or residential address

For companies

- Legal name
- Australian company number (ACN), Australian registered body number (ARBN) or Australian business number (ABN)
- Either their TFN or address and date of formation.

Resident associate details provided must match ATO records. If they don't match, your application will be refused.

Non-resident associates without TFNs need to supply proof of identity documents. If information is incomplete or inaccurate, your application may be refused or delayed.

Associates by entity type

Entity type	Associates required
Australian private company	<ul style="list-style-type: none"> • Directors • Public Officer • Top 20 company shareholders for each class of share, if applicable
Unlisted public company	<ul style="list-style-type: none"> • Directors • Public Officer • Top 20 company shareholders for each class of share, if applicable
Australian public company	<ul style="list-style-type: none"> • Directors • Public Officer • Company secretary
Pooled development fund	<ul style="list-style-type: none"> • Public Officer • Directors
Co-operative or strata title	<ul style="list-style-type: none"> • Public Officer • Office bearers • Directors
Other incorporated entity	<ul style="list-style-type: none"> • Directors • Office bearers
Other unincorporated entity	<ul style="list-style-type: none"> • Office bearer e.g. President • Public officer
Closely held trust	<ul style="list-style-type: none"> • Trustee • Top 20 trust beneficiaries (by the value of the benefit) - these can be individuals or organisations <p>Note: A trust can only have an individual or company as the trustee.</p>
All other trusts	<p>Trustees</p> <p>Note: A trust can only have an individual or company as the trustee.</p>
Limited partnership	Limited partnerships with an ACN registered with ASIC can have partners or directors. If it doesn't have an ACN it must only have partners.
Family partnership	Partners
Other partnership	Partners

Entity type	Associates required
Super fund	<ul style="list-style-type: none"> • Trustees • Corporate trustees • Legal personal representatives <p>Associates can be the following entity types:</p> <ul style="list-style-type: none"> • Individuals • Australian private company • Australian public company • Other incorporated entity • Co-operative <p>Note: An APRA regulated super fund can only have one corporate trustee as the associate.</p>
Self-managed super fund	<ul style="list-style-type: none"> • Members • Trustees • Corporate trustees • Directors • Legal personal representatives <p>Associates can be the following entity types:</p> <ul style="list-style-type: none"> • Individuals • Australian private company • Australian public company • Other incorporated entity • Co-operative <p>Note: An ATO-regulated super fund can have multiple individual trustee or one corporate trustee.</p>

Should you have any queries regarding this checklist, please contact the Support Team.