

SMSF Establishment

Outlined below is a checklist of the information needed to complete a SMSF Establishment order.

Fund details

- ☐ Name of the fund
- ☐ Number of members
- ☐ 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

Members

- ☐ Full name/address/gender of each member
- ☐ Date of birth of each member

If you are setting up a **Special Purpose Corporate Trustee**, please select the 'SMSF Establishment with Special Purpose Corporate Trustee' service. This service will ask for further details, as below:

- ☐ Proposed name of company
- ☐ Is the proposed company name an existing business name?
- ☐ Jurisdiction of registration
- ☐ Have you reserved the proposed name by lodging a Form 410?
- ☐ Registered address of the company, principal place of business address
- ☐ Public officer/ office holder details – name, address for service of notices, date of birth, state or country of birth, suburb or city of birth, officer role, director ID
- ☐ Shareholder details – name, address, share details (class, number of shares, share price)

If you are ordering an 'Investment Strategy'

- ☐ Fund details (name of fund, meeting address)
- ☐ Trustee details (If individual - name/address; If corporate - ACN, company name, registered address, director)
- ☐ Members
- ☐ Investment Objective and Asset Allocation - Financial Year that the investment strategy applies to, Investment Objectives (prefilled, amend if desired), Assets of the Fund (Asset Class, Range % i.e. percentage investment spread)
- ☐ Insurance and Liabilities - Insert clause for risk management strategy for Reserves? (i.e. if the SMSF utilises any reserves of income, contributions etc. you will need to maintain this as part of the investment strategy); Select Insurance Option; Liabilities of the Fund (optional)

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

ABN/TFN Application (Australian Business Register) – Cont.

- ☐ 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 trustees or one corporate trustee.</p>

Macquarie Bank Account

The below is to be taken as a general industry list for documents required to establish a bank account:

1. A letter addressed to the Bank Manager
2. A copy of the Company's Constitution
3. A copy of the Form 201
4. A copy of the Certificate of Incorporation
5. Business name (if applicable)
6. Full address of the company's registered office
7. Industry type
8. Tax residency information including tax file number
9. Full names of each director and personal ID

Banks require the following personal ID requirements for directors are as follows:

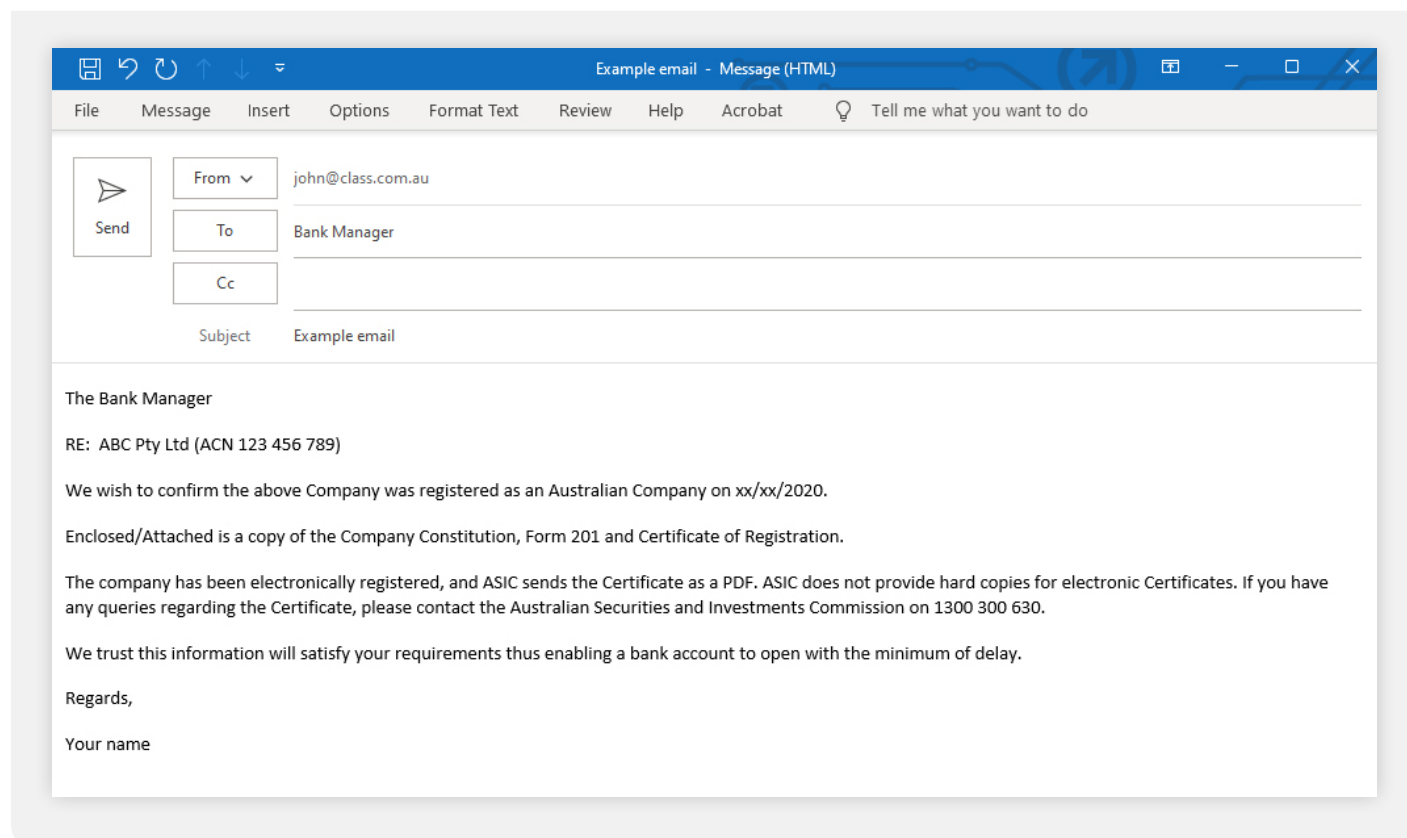
Either one of the following:

- Passport; or
- Australian driver's license

Or two of the following:

- Birth certificate
- Australian/Foreign Citizenship certificate
- Pension or Health card
- Commonwealth, State or Territory issued notice showing full name and address
- ATO notice showing full name and address
- Utilities notice full name and address
- Overseas driver's license

Example of 'a letter addressed to the Bank Manager'



The screenshot shows an email client window titled "Example email - Message (HTML)". The interface includes a menu bar (File, Message, Insert, Options, Format Text, Review, Help, Acrobat) and a toolbar. The email composition area has fields for "From" (john@class.com.au), "To" (Bank Manager), "Cc", and "Subject" (Example email). A "Send" button is visible. The email body contains the following text:

The Bank Manager

RE: ABC Pty Ltd (ACN 123 456 789)

We wish to confirm the above Company was registered as an Australian Company on xx/xx/2020.

Enclosed/Attached is a copy of the Company Constitution, Form 201 and Certificate of Registration.

The company has been electronically registered, and ASIC sends the Certificate as a PDF. ASIC does not provide hard copies for electronic Certificates. If you have any queries regarding the Certificate, please contact the Australian Securities and Investments Commission on 1300 300 630.

We trust this information will satisfy your requirements thus enabling a bank account to open with the minimum of delay.

Regards,

Your name

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