

Name of Adviser	<input type="text"/>	Phone Number	<input type="text"/>
Adviser Firm Name	<input type="text"/>		
Adviser Street Address	<input type="text"/>		
Adviser Email Address	<input type="text"/>	Licensee	<input type="text"/>
Fund Name	<input type="text"/>		

## Type of Administration Service and the Associated Fees

<b>Digital</b>	<b>\$ 95.00 per month</b>	Administration and Tax Lodgement Fees - Full data feed only - subject to data feed menu (see website for details) - excludes property
	<b>\$ 41.25 per month</b>	Audit Fees
<b>Enhanced</b>	<b>\$161.00 per month</b>	Administration and Tax Lodgement Fees - Fits most funds plus up to 3 property assets
	<b>\$ 41.25 per month</b>	Audit Fees
<b>Premium</b>	<b>\$194.00 per month</b>	Administration and Tax Lodgement Fees - For funds that have heavy monthly turnover or traded assets - unlimited assets
	<b>\$ 41.25 per month</b>	Audit Fees

**Please note:** Fees quoted above are applicable for the 2022-2023 Financial Year and are subject to increase from time to time for CPI adjustments or where the Government make substantial changes in governing law affecting administration of SMSFs.

By signing this Application, I/We understand and authorise payment of the above monthly fees (adjusted from time to time as communicated to your adviser/accountant and issued on our website), payable monthly in advance by direct debit deduction from the Fund's bank account for the provision of administration, audit and tax lodgement services.

The Direct Debit Authority Agreement in this form outlines terms and conditions by which you authorise Triple A Super Pty Ltd to debit the prescribed fees and your obligations under this agreement.

If the investments of the fund in the Digital service fall outside the prescribed menu, an adjustment will be made to the monthly fee for as long as they remain so based on the Enhanced service under advice to your Adviser / Accountant.

Our administration fee includes the review and collection of all required documentation and fund information, processing and reconciliation of the fund bank account, completion of the financial year annual accounts, member statements and facilitation of the annual audit and lodgement of the fund's taxation return with ATO.

## Fees for completion of year end Financials, Tax Lodgement and Audit Fees for a previous 30 June

A full annual fee will be payable on the completion of the Financials to finalise the accounts, audit and lodgement of your Fund's Tax Return for any and each previous 30 June.

Please consult the transitions team for the fee/s if this situation applies to the transfer of the fund.

## Once off Transition Fee

There will be a deduction of the following cost from the fund's operating bank account upon appointment of our services.

- **\$250** Transition fee

## How Are Fees Calculated

Fees are payable effective from 1 July for twelve months to 30 June each year.

In addition to the once-off transfer fee, the total fees payable in the first year is 12 (months) by the monthly amount due, plus 1 month in advance. Catch up fees will be payable applicable to the elapsed months for the fiscal year to the date of the first fee deduction.

eg. If the first fee deduction is made on 1 April, the catch up fees for administration and audit from July through to March plus 1 month in advance (10 months) will be deducted against your Fund's Bank Account on the signing of this Application. All monthly in advance fees are treated as prepayments for the administration, audit and tax lodgement services.

## Annual Fees – Deduction Method

Fees for any services requiring an annual fee payment payable to Triple A Super will be deducted by direct debit against the Fund's Bank Account as and when the respective invoice/s become due and payable (eg. Actuarial Certificate Fees, ASIC Administration Fees, Auditor Contravention Report Fees, BAS, PAYG/ IAS, Property Title Search Fees, etc).

### Transfer of an Existing Fund Details

Fund Name

Individual Trustees OR Corporate Trustee

Name of Corporate Trustee

ACN

Current Registered Office address

Name of existing Custodian/Security Trustee (if applicable)

ACN

Current Registered Office address

Fund Establishment Date

Fund ABN

Fund TFN

Is the Fund currently registered for GST? Yes No

If yes, what payment cycle applies? A Q

Additional Fees apply for ongoing management of GST.

Tick here if you would like the GST registration cancelled.

Would you like Triple A Taxation Services Pty Ltd to be the ASIC Registered Agent for the Fund's Associated Company/ies?

Yes\*

No

**\*If yes, you will be sent and must sign an ASIC form 362 to authorise Triple A Taxation Services Pty Ltd to be the Registered ASIC Agent. Please note an annual fee of \$195.00 applies for ASIC Registered Agent services for each company. This is in addition to the normal ASIC annual renewal fee.**

### Taxation Related Services

Would you like PAYG/IAS statements (where appl) to be forwarded directly to the trustee's home address? Yes No\*

\*If no, would you like Triple A Super to arrange the tax payments? Please note that this service is only allowable for SMSF with a Macquarie CMA bank account. Yes No

**Please note for the services selected above:**

- A fee of \$35.00 per notice applies for where Triple A Super receives the payment notice to onforward to trustees to make the payment
- A fee of \$55.00 per notice applies for where Triple A Super receives the payment notice and arranges the tax payment - only allowable for Macquarie CMA bank accounts

### Previous Administrator / Accountant Details

Name of Previous Administrator

Address

Name of Contact Person

Telephone No

Email Address

Has the previous Administrator been informed of the change?

Yes

No

Would you like a letter drafted from the Trustees to the previous Accountant advising of the change prepared? Yes No

Timing and amount of current administration fees

Yearly \$

Quarterly \$

Monthly \$

### Tax Return Lodgement Status

What financial year-end date is the first Tax Return to be prepared by Triple A Super? 30 June

No Tax Return has ever been lodged for this fund (tick here if this applies)

### QROPS

Is the Fund currently registered for QROPS? Yes No If yes, please advise QROPS number

Additional fees apply each year for administration of QROPS fund.

## Bank, Broker and Wrap Details

Name of Fund's Bank Details / Institution: (for the main operating bank account hereby nominated for where deductions for administration fees and taxes are to be made)

Bank Name  BSB  Account Number

Please advise any other bank accounts (high interest accounts / loan accounts etc)

Bank  BSB  Account Number

Bank  BSB  Account Number

Name of Wrap Account  Account No.  HIN

Name of Stock Broker  Account No.  HIN

## Trustee / Member Details

### Trustee Member 1

Title  Surname/Family Name

Given Names

Full Residential Street Address

Daytime Contact No  Tax File Number  Date of Birth:

Email Address

Existing Pension Yes No How many Pensions exist?  Is/are the pension/s reversionary? Yes No

### Trustee Member 2

Title  Surname/Family Name

Given Names

Full Residential Street Address

Daytime Contact No  Tax File Number  Date of Birth:

Email Address

Existing Pension Yes No How many Pensions exist?  Is/are the pension/s reversionary? Yes No

### Trustee Member 3

Title  Surname/Family Name

Given Names

Full Residential Street Address

Daytime Contact No  Tax File Number  Date of Birth:

Email Address

Existing Pension Yes No How many Pensions exist?  Is/are the pension/s reversionary? Yes No

### Trustee Member 4

Title  Surname/Family Name

Given Names

Full Residential Street Address

Daytime Contact No  Tax File Number  Date of Birth:

Email Address

Existing Pension Yes No How many Pensions exist?  Is/are the pension/s reversionary? Yes No

## Privacy Policy

Information collected for you will only be used for the provision of services for your SMSF. All information will be stored securely and managed in accordance with the National Privacy Principles set out under the Commonwealth Privacy Act.

If you authorise us, or if legally required, we may share your information with external parties such as auditors, your banking service, your financial adviser, accountant and Government bodies. To view or correct any information please contact us.

If you would like more information about the Privacy Act, you can contact the Office of the Australian Information Commissioner on 1300 363 992, or visit the website at [www.oaic.gov.au](http://www.oaic.gov.au).

## Declarations and Consents

I / We

- Authorise my Adviser/Accountant as nominated in this form or advised separately to act on our behalf in all dealings with Triple A Super Pty Ltd and other service providers for the administration of my SMSF.
- Hereby declare that the information contained in this Application is true and correct.
- Hereby appoint Triple A Super Pty Ltd as the fund administrator to complete the financial accounts and prepare the required tax return of the fund and to arrange the Audit for the SMSF with a qualified Audit.
- Also appoint Triple A Taxation Services Pty Ltd as the Tax Agent to lodge the tax return.
- Agree to promptly provide all documents or information when requested to enable my SMSF financials, audit and Tax Return to be completed.
- Agree to Triple A Super Pty Ltd and my/our adviser (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 Triple A Super Pty Ltd may perform all tasks associated with the administration of the fund.
- Hereby authorise payment of the administration, audit and tax lodgement fees by monthly direct debit deduction from the fund's bank account, until you are notified otherwise or you are otherwise notified by our adviser/accountant. And further acknowledge that the Direct Debit Authority Agreement detailed below under which this authority is hereby given has been read.
- Acknowledge that if Financials, Audit and Tax Lodgement are required for prior years, full annual fees are payable on the completion of each set of Financials. By signing this Application, Triple A Super is further authorised to deduct from the Fund's bank account fees payable in this respect.
- Hereby authorise the deduction by direct debit of the once off transition fee of \$250 incl GST payable from the Fund's bank account upon signing this Application.
- Understand that an amount equal to the entire twelve (12) months of fees are due and payable within the first fiscal year regardless of which month the fund is transitioned. I/We authorise the deduction of any catch up administration and estimated audit fees covering the elapsed months from 1 July to the date of the first monthly administration fee deduction, plus one month in advance, (to bring the administration and audit fees for the whole year up to date) as a direct debit deduction from the Fund's bank account immediately upon signing this Application.
- Acknowledge and accept that if I/We terminate the Triple A Super administration service at any time from commencement until completion of the fund's Annual Accounts in any one year that no refund for fees paid up to the date of termination will be refunded and it is hereby agreed and accepted that Triple A Super will be under no obligation to complete the Annual Accounts save for and except if a complete year of deductions has been paid. Any fees paid, including the monthly in advance payment, will be agreed and accepted as payment for administration services for the period from commencement of the year to the date of termination (inclusive of any monthly catch up fees that would be payable from 1 July to the date of the first monthly deduction) as acknowledgement of fees due for the fiscal year to date of termination. Any audit fees deducted will be refunded if the respective annual audit is not required.
- Hereby further authorise payment for any requested services requiring an annual fee as and when these respective invoices become due and payable (e.g. Actuarial Certificate, ASIC Registered Agent, Auditor Contravention, BAS, PAYG/IAS, Property Title Search fees etc) as a direct debit deduction from the Fund's bank account.
- Acknowledge an invoice will be provided each year for all fees deducted.

## Authorising Signatures

**Fund Name:**

(All Trustees must sign)

**Trustee Name**

**Trustee Signature**

**Date**

**Trustee Name**

**Trustee Signature**

**Date**

**Trustee Name**

**Trustee Signature**

**Date**

**Trustee Name**

**Trustee Signature**

**Date**

## Direct Debit Authority Agreement

This Direct Debit Service Agreement explains the obligations for undertaking a Direct Debit Authority with Triple A Super Pty Ltd. Please keep this Agreement for future reference. It forms part of the terms and conditions of your Direct Debit Authority.

1. This Direct Debit Authority is to pay for the nominated expenses for the administration services provided by Triple A Super Pty Ltd.
2. By signing this Agreement, you are authorising us to arrange for funds to be debited from your Fund's bank account. The amounts to be deducted are shown in the Application and on our website (subject to increases from time to time as advised to your Adviser/Accountant).
3. The Direct Debit Authority remains in force until it is cancelled in writing by the trustee/s.
4. It's your responsibility to have sufficient funds in the Fund's bank account to pay for expenses on the requested or due date to permit the payment to be deducted. This is also a requirement under the SIS Act governing the operation of a Self-Managed Super Fund.
5. If the direct debit details change then the nominated contact shall contact Triple A Super with the details of the changed account to ensure continuance of the Direct Debit Authority.
6. We will keep any information in your Direct Debit Authority confidential. We will only disclose information that we have about you:
  - To the extent specifically required by law; or
  - For the purposes of this Agreement (including disclosing information in connection with any query).
7. If you believe there has been an error in debiting your account, you should notify Triple A Super as soon as possible. We will then investigate.

## Terms of Engagement if Triple A Taxation Services Pty Ltd is to act as Tax Agent

The purpose and scope of this engagement is to prepare and lodge the annual income tax returns for your SMSF and where requested to be the Registered Agent for ASIC for any related company. These services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures and services will be limited exclusively for this purpose only. As a result, no review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

This engagement only covers the tax return preparation for the Self-Managed Superannuation Fund, BAS lodgement and ASIC annual renewal activities. The annual ATO taxation return will be prepared for distribution to the Trustees for review and signing. The annual audit of the fund must be undertaken and signed by the trustees of the fund before the SMSF annual return is lodged. The audit will not be undertaken by Triple A Taxation Services. We will make arrangements for the audit to be undertaken by an external party and you will be billed and be liable for all costs associated with the completion of the audit either on a monthly or end of year basis.

In engaging us to provide ASIC related services, it is important for you to understand that although we act as your agent that you are responsible for advising us of any changes to the Annual Statement details within the required 28 day period. You are responsible for all corporate obligations including payment of the ASIC renewal fee.

There is no assumption of responsibility for any reliance on our report by any person or entity other than the Trustees. The report shall not be inferred or used for any purpose other than for which it was specifically prepared. Accordingly, our report may include a disclaimer to this effect. Any advice we provide is only an opinion based on our knowledge of your particular circumstances.

### Period of Engagement

This engagement will start from the date of signing this application. The first period where we will be responsible is for the current financial year. We will not deal with earlier periods unless you specifically ask us to do so and we agree. This engagement document will be effective for future years unless we issue an amended one to you.

### Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent. We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of CPA Australia which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

The Fund is responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. The trustees are required to arrange for reasonable access by us to relevant individuals and documents. It is the Fund's responsibility to keep those records for five (5) years. Where you are unable to provide us with complete and accurate records, we may be unable to prepare and lodge your return. Tax agents are subject to a Professional Code of Conduct which prevents them from acting for a client where insufficient records or information exists.

A taxpayer is responsible under self-assessment to keep full and proper records in order to facilitate the preparation of a correct return. Whilst the Commissioner of Taxation will accept claims made by the fund in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review. Under the taxation law such a review may take place within a period of up to four (4) years after tax becomes due and payable under the assessment. Furthermore, where there is fraud or evasion there is no time limit on amending the assessment. Accordingly, you should check the return before it is signed to ensure that the information in the return is accurate.

Liability limited by a scheme approved under Professional Standards Legislation.

## Fees

Where Triple A Taxation Services Pty Ltd is engaged as the Tax Agent, the taxation lodgement fee which is part of the total administration fee is included in the administration fee deducted.

## Ownership of Documents

All original documents obtained from the Fund arising from the engagement shall remain the property of the Fund. However, we reserve the right to make a reasonable number of copies of the original documents for our records. Our engagement will result in the production of the Fund Taxation Return. Ownership of this document will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm. Should any disputes arise, Triple A Taxation Services Pty Ltd has established dispute resolution processes.

## Regulations

We may identify one or more issues that are not clear under the tax laws and you have a right to request a Private Binding Ruling from the ATO. Upon providing the ATO with all the relevant facts, they will provide you with a ruling setting out their view on the proper tax treatment of the issue requested to be ruled upon. The *Tax Agent Services Act 2009 (TASA)* and complimentary amendments to the applicable taxation administration legislation provide statutory protections for taxpayers who engage registered tax agents. As your tax agent we are bound by a statutory Code of Conduct which is administered by The National Tax Practitioners Board. That Code requires us, amongst other things, to act lawfully in your best interests and with honesty and integrity in the performance of our duties. In addition, as the client of a registered tax agent, you have statutory "safe harbour" exemptions from penalties in certain circumstances.

## Third Party Involvement

We may from time to time engage third party specialist professionals and other public practitioners, where warranted to obtain the advice you need or to assist us to provide our service to you. These may include cloud service providers and outsourced service providers.

We may have outsourcing arrangements with overseas facilities or contractors to provide certain services to us. As a result, we may at times be required to provide access to your personal information to these overseas facilities. This may include:

- Email services
- Access to Practice Management, financial statement and income tax return preparation software via support staff located in an offshore jurisdiction.
- In providing our services to you, we utilise Microsoft which at times are supported by services based in overseas locations.

## Privacy & Confidentiality

Our collection use and disclosure of your personal information may be subject to the Privacy Act 1988 (Cth) and accordingly we will only collect information about you that relates to the engagement. We may disclose information about you with your implied consent for the primary purpose of this engagement to third parties by express consent or as required by law. This information may be stored overseas. If you would like to access any information we might hold about you contact us on 03 9021 7420.

Where an outsourced service requires the disclosure of information to an overseas recipient, we will take reasonable steps to ensure, by contract or otherwise, the recipient complies with the Australian Privacy Principles.

We have an ethical duty of confidentiality, which means we must not share or disclose your details of this engagement to anyone, except as otherwise specified in this clause, without your consent unless required to by law.

The scope of work may fall within the CPA Australia Ltd Professional Standards (Accountants) Scheme (Scheme), which facilitates improvements to industry professional standards and protects consumers. Accordingly, we need to notify you of the following: "Liability limited by a scheme approved under Professional Standards Legislation."