



Client information sheet - Self-Managed Super Fund

Please complete all the questions below. This document is strictly confidential and will be kept only for our own company use.

Self-Managed Super Fund (SMSF) Name:

ABN:

TFN:

Address:

Postal Address: *(if different to above)*

Home Telephone No:

Mobile No:

Email address:

SMSF Trustee: Individual trustee/s *(Complete below)*

Trustee Company *(Complete below)*

Individual trustee/s *(Complete if individual trustee/s was selected)*

Individual 1: Title: Surname: Given name/s:
Address:

Individual 2: Title: Surname: Given name/s:
Address:

Trustee company *(Complete if trustee company was selected)*

Company name:

ACN: Manage ASIC requirements *(Fee may apply)*: Yes No

Member details

Member 1: Title: Full name: DOB:
Address:

Member 2: Title: Full name: DOB:
Address:

Member 3: Title: Full name: DOB:
Address:

Member 3: Title: Full name: DOB:
Address:

Property Trustee company *(if applicable)*

Company name:

ACN: Manage ASIC requirements *(Fee may apply)*: Yes No

Former Accountant Details: *(if applicable)*

Name of firm:

Contact name:

Contact No:

Contact email:

Fund records:

Please send to us any of the following records that you may have:

- Trust deeds of the fund & any deeds of variation
- Original fund records such as Minutes of meetings, member applications, consent to act as trustees
- Most recent financial statements & income tax return of the fund
- Most recent member statements
- The original purchase price and quantity of each investment held by the fund *(if applicable)*

Client Portal:

Parramatta Accountants has a cloud-based module through our accounting software provider, Sage HandiSoft. The **Client Portal** has the functionality for clients to securely upload and download their files with the ability to digitally sign off their tax return online, eliminating the delay from postage. Client Portal has a high level of security, with 128 bit encryption and authenticated digital signatures.

Would you like to utilise our client portal services *(Further details will be provided)*: Yes No

Terms and Conditions:

- All our accounts are strictly 14 days from date of invoice or COD where requested
- All work is completed in a professional manner in accordance with the scope of works
- All fees are based on the degree of skill and acumen required to complete tasks
- An annual fee of \$110 **may** occur for us to manage ASIC on your behalf.
- Client must provide all information and documents to properly perform tasks undertaken
- All work is completed in accordance with legislation and the administration Acts
- A letter of engagement will be provided with detailed information on our terms and conditions.

By signing below, you certify all information given in this form is true, complete and accurate and that you agree to the above terms and conditions.

Signature of client:

Date: