



DISCRETIONARY TRUST ORDER FORM

NAME:
 FIRM:
 PHONE:
 E-MAIL:

FREECALL 1800 773 477

IMPORTANT: PLEASE REFER TO THE ATTACHED PAGE FOR CRITICAL INFORMATION REGARDING THE EXECUTION OF TRUST DOCUMENTS

NAME OF TRUST _____

Trust is to be settled (please tick) DIRECT OR POWER OF ATTORNEY (see over)
 If no nomination is made, the trust will be signed under Power of Attorney.

Street Address for 1st Meeting _____

Settlor: ACIS SETTLEMENTS or _____

Settlement Sum: \$10.00 or _____

TRUSTEE/S

CORPORATE TRUSTEE/S _____
 (if applicable)
 ACN _____

Names of ALL Directors _____
 (1st listed to be Chairman & signatory/s)

INDIVIDUAL TRUSTEE/S _____
 (1st listed to be Chairman & signatory/s)

Address of Trustee/s _____

PRINCIPAL/S & BENEFICIARIES

Principal/s of Trust* _____

Alternative Principal/s (if any)* _____

* Party/s who will have the power to appoint and/or remove a Trustee/Beneficiary (see notes over)

PRIMARY BENEFICIARIES (Please provide full names)

#1 _____ #4 _____
 #2 _____ #5 _____
 #3 _____ #6 _____

SECONDARY BENEFICIARIES

Relatives of Primary Beneficiaries are included (i.e. spouses, parents, brothers, sisters, all children, grandchildren, nieces and nephews).

TERTIARY BENEFICIARIES

All companies and trusts in which any of the previous beneficiaries are interested are included, as are religious or charitable institutions.

DEFAULT BENEFICIARIES

If no nomination is made, the Primary Beneficiaries will be the Default Beneficiaries (i.e. be the takers in default). If no Default Beneficiaries are required insert "NIL".

#1 _____ #4 _____
 #2 _____ #5 _____
 #3 _____ #6 _____

PAYMENT DETAILS: Please debit the following card details by the amount of \$ _____

TYPE OF CARD: Visa Mastercard *Diners Club *Amex * 3% surcharge applies.

CARD NUMBER: _____ EXPIRY DATE: (/)

NAME ON CARD: _____ SIGNATURE: _____

Please return this Form on FREEFAX 1800 655 556 or call with any queries.

IMPORTANT: PLEASE READ PRIOR TO COMPLETING THE ORDER FORM

ESTABLISHMENT OF YOUR TRUST

ACIS provides trust establishments in 3 ways:

1. **Settled direct – we provide Settlor** - ACIS Settlements Pty Ltd acts as the Settlor and the Trust Deed is prepared and delivered to you for execution by the Trustee. The Trust's jurisdiction will be that in which the Trustee/s execute the Trust Deed and settlement stamp duty may (or may not) apply in that jurisdiction.
2. **Settled direct – you provide Settlor** - the Trust Deed is prepared and delivered to you for execution by the Settlor and Trustee. The Trust's jurisdiction will be that in which the Trustee/s execute the Trust and settlement stamp duty may (or may not) apply in that jurisdiction.
3. **Power of Attorney** – ACIS Settlements Pty Ltd acts as the Settlor and our representative will sign the Trust Deed on behalf of the Trustee under Power of Attorney. As all documents are signed in our office, the Trust's settlement jurisdiction will be Queensland and as such no settlement stamp duty will be payable on the Trust Deed in Queensland. The power of attorney is restricted to the act of signing the deed only and does not constitute a general power of attorney i.e. once the deed is signed, the power of attorney effectively ends. If not accompanying your order, the executed power of attorney **MUST** be returned to us for the trust to be properly established.

For convenience, a blank power of attorney is attached. You should note that a trustee company cannot execute a Power of Attorney prior to its registration.

DATING YOUR TRUST

When establishing your Trust, the following procedures will apply:

1. If the Trust Deed is to be settled direct using ACIS Settlements Pty Ltd as the Settlor (and your instructions do not specify a subsequent date), the Trust Deed will be dated when it is executed by the Settlor.
2. If you provide the Settlor (and your instructions do not specify a subsequent date), the Trust Deed will be supplied undated.
3. If the Trust Deed is executed under Power of Attorney, the Trust will be dated on the day we receive the properly executed Power of Attorney from you (regardless of the date appearing on the Power of Attorney).

NOTES

It is vital that your Trust Deed is properly executed and the settlement sum received and deposited to a trust bank account **BEFORE** the trust undertakes any activity or acquires any assets. If the trust deed is not properly executed:

1. The trust may be improperly established, not established at all or invalid;
2. Adverse taxation (particularly CGT) and stamp duties issues may arise.

ROLES WITHIN OUR DISCRETIONARY TRUST

Principal / Alternative Principal – this is the person who has the right to nominate additional beneficiaries and to appoint and remove trustees. We have introduced the Alternative Principal to address the situation where a Principal has died or is otherwise unable to act for any reason and it becomes difficult to exercise those powers of appointment. We have found it to be a common occurrence that this problem arises. Conversely, the deed has been prepared so that an Alternative Principal does not have to be nominated if the client does not wish to use the mechanism.

Secondary Beneficiaries / Tertiary Beneficiaries – the classes of beneficiaries listed on page 1 are the standard recommended classes which we use. We are able to tailor the classes to your needs if these do not suit. There may be a small additional charge for some amendments to these classes.

Default Beneficiaries – we will list the named Primary Beneficiaries as the Default Beneficiaries unless you specify otherwise. You may choose to have no Default Beneficiaries, however, in default of the exercise of the Trustee's discretion to distribute income, the income will be retained and taxed at the highest marginal rate of tax.

