



# SUPERANNUATION FUND DEED UPGRADE ORDER FORM

NAME: .....  
FIRM: .....  
PHONE: .....  
E-MAIL: .....

FREECALL 1800 773 477

## FUND DETAILS

Name of Fund \_\_\_\_\_

Date of original Deed \_\_\_\_\_ Date of Last Amendment \_\_\_\_\_

Please submit a copy of the original fund deed (and any documents that have amended it) together with this order form

## TRUSTEES AND MEMBERS

### Corporate Trustee Details (if applicable)

Company Name \_\_\_\_\_ ACN \_\_\_\_\_

Address \_\_\_\_\_

ALL Directors are Members  YES or  NO      ALL Members are Directors  YES or  NO

(if NO, provide) Full Name \_\_\_\_\_  DIRECTOR  SECRETARY

**#1** Full Name \_\_\_\_\_  
 To be Primary Contact Address \_\_\_\_\_  
 Email Address \_\_\_\_\_ (for service of notices)  
 Role/s Held  INDIVIDUAL TRUSTEE  MEMBER

**#2** Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Role/s Held  INDIVIDUAL TRUSTEE  MEMBER

**#3** Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Role/s Held  INDIVIDUAL TRUSTEE  MEMBER

**#4** Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Role/s Held  INDIVIDUAL TRUSTEE  MEMBER

## PRINCIPAL EMPLOYER / OTHER PARTY

Full Name \_\_\_\_\_  
 PRINCIPAL EMPLOYER  OTHER (list type of role) \_\_\_\_\_

**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 and any documents requested above to:  
**FREEFAX 1800 655 556 or Locked Bag 1, Fortitude Valley BC Qld 4006**

## COMPLETING THE ORDER FORM

PLEASE provide all of the information listed on page 1 to enable us to fully complete all documentation as quickly as possible.

### SELF MANAGED SUPERANNUATION FUNDS

**Trustee / Member** – Generally, under the Superannuation Industry (Supervision) Act 1993:

- (a) ALL fund members must be trustees (or directors of a corporate trustee) and ALL trustees (or directors of a corporate trustee) must be fund members;
- (b) Sole member funds without a corporate trustee must have at least 2 individual trustees one of whom is the sole member;
- (c) An SMSF must not have more than 4 members; and
- (d) If a member is a minor or otherwise incapacitated (infirm or mentally incapable), they must be represented by an individual trustee/director of a corporate trustee who is over 18 and having full legal capacity.

**Other Roles** – occasionally (and particularly in some older funds) a position such as a Founder, Guardian or Principal is incorporated into a fund trust deed. These roles are generally no longer required and our standard Governing Rules do not make reference to such roles. However, on some occasions, the trust deed may require the consent of the holder of such positions as a condition of amendment to the Governing Rules and therefore we require the relevant details to be provided.

**Principal Employer** – If the Fund currently has a principal employer, please advise on page 1 of the order form. In some circumstances, superannuation fund trust deeds that were established with Principal Employers require the consent of the Principal Employer for amendments to be made to the deed. Should the previous trust deed have a Principal Employer listed, they may need to be party to any deed of amendment. If the Principal Employer listed in the previous deed no longer holds that position, please advise when submitting the order form.