



**Freedom Financial Solutions FFS Pty Ltd**

**ABN: 59 655 370 237**

**Financial Empowerment and Wealth Coaching**

---

**Freedom Financial Solutions Pty Ltd  
SMSF Order Form 2023**

**Copy and paste the content of this form into your email or word processing document, complete and return to [SMSFOrder@freedomffs.com.au](mailto:SMSFOrder@freedomffs.com.au)**

Please watch this video here [https://www.youtube.com/playlist?list=PLFN\\_Fv7heP\\_5eBDObvr4eoWW607qxLgg](https://www.youtube.com/playlist?list=PLFN_Fv7heP_5eBDObvr4eoWW607qxLgg)

- **I would like to** [Select one]: set up a new SMSF / join an existing SMSF
- **SMSF Name** [watch tips in video above]:
- **Do you want a Company Trustee or Personal Trustees** [Note we recommend selecting Company Trustee as it is more cost effective over time. If you only have one member you MUST select company trustee and provide a Director's Identification Number]? [Select one] Company / Personal Trustee
- **How did you hear about us?**
- **This order form is for how many members?** [enter number] member(s)

**Member Details (EACH member of the SMSF must provide the information below)**

- **Name:**
- **Prefix:** Mr/Ms/Mrs/Miss/Dr/other
- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Is this name above, the name you are known by at the ATO and/or that you applied for your DIN with?** [select one] Yes/no
- **If NO, what is that name?**
- **Have you ever been officially known by any other name?** [select one] Yes/no
- **If YES, what is that name?**
- **Are all your names, DOB and address EXACTLY the same on this order form, at the ATO, on your primary ID and at your current/outgoing superfund?** [select one] Yes/no
- **If NO, will you make those changes as required before we request your rollover?** [select one] Yes/no
- **Date of Birth:**
- **Place of Birth – Town, State & Country:**
- **Residential Address:**

**Freedom Financial Solutions FFS Pty Ltd**

**PO Box 192 DICKSON ACT 2602**

**Ph: 1300 333 121 Email: [smsforder@freedomffs.com.au](mailto:smsforder@freedomffs.com.au)**

- **Suburb:**
- **State:**
- **Postcode:**
- **Phone Number:**
- **Email Address:**
- **Industry/Occupation** (for example education/teacher):

#### **Existing Super to be rolled over**

If you have a defined benefit fund, a fund with an untaxed element, a compulsory preservation age limit fund, or a fund with other conditions, we strongly recommend you seek advice from your super fund as to the implication of rolling over to an SMSF before placing your order. If you are unsure, please contact your current/outgoing fund and ask them what conditions might prevent you from rolling your super into an SMSF.

Please note if you intend to claim a tax deduction for any personal super contributions you have made, you need to lodge a valid 'notice of intent' to your existing fund, and leave enough super in that fund to pay the tax payable. If you are unsure please contact your current/outgoing super fund and ask them.

**IMPORTANT:** If you want to keep insurances or any other items active, contact your outgoing superfund(s) and ask them what the minimum amount is you need to keep in your account. Then deduct this amount, or more, from your current total and enter the exact rollover amount in the field(s) below.

#### **Complete the information below for EACH of your current/outgoing superfunds:**

- **Current/outgoing super fund name:**
- **Member number and/or A/c number:**
- **Rollover instructions:** 100% [Select one] Yes/No
- **If no, enter the exact amount you are instructing us to transfer from this fund into your new SMSF:** \$

**If you have more super funds, copy, paste and complete the above as required.**

#### **Information for the ATO**

Note: if you have a tax debt and/or your tax returns are not up to date then the ATO is unlikely to approve your SMSF application.

- **Have you been convicted of an offence in respect of dishonest conduct?** [Select one] Yes/No
- **Are you an undischarged bankrupt?** [Select one] Yes/No
- **Are your business and individual tax up to date?** [Select one] Yes/No
- **Do you have tax debt?** [Select one] Yes/No

**IMPORTANT** - When you submit this form, you will receive an automatic email confirming we have received your order. In reply to that email from us, please email us your

- **Director ID Number**
- **Tax File Number**
- **Certified copy of your primary ID** (eg driver's licence or passport)

**NOTE:** Certified copies **MUST** include:

- Certifier's printed name



**Freedom Financial Solutions FFS Pty Ltd**

**ABN: 59 655 370 237**

**Financial Empowerment and Wealth Coaching**

---

- Certifier's signature
- Certifier's qualification/position
- Date of certification, and (if possible)
- affix an official stamp

Authorised certifiers may include financial advisers, judges, magistrates, Justices of the Peace, lawyers/solicitors, police officers and chartered accountants or persons prescribed under the Statutory Declarations Regulations 1993.

**FREEDOM FINANCIAL SOLUTIONS FFS Pty Ltd**

I have been provided with information only and have chosen to set up an SMSF without Financial advice. If you wish to seek financial planning advice do not use this form. Please contact your adviser to discuss.

**Applying for your Director Identification Number (DIN)**

All new trustee directors must apply for their Director Identification Number (DIN) before they are appointed as a director of their SMSF. To make the process quicker for our team and yourself it makes sense for you to apply for your DIN before or at the same time as when you send your SMSF order form in. The best way to describe a DIN is that it is like a Tax File Number for being a director – you will only ever need one in your life no matter how many companies you have. You can apply for your DIN either by

- using MYGOVID,
- over the phone with the ATO or
- with a hardcopy application sent to the ATO.

Applying with a paper application will take significantly longer as it can take more than 28 days which is just something to consider. MYGOV is by far the quickest. Below is the link on how to apply for your DIN using MYGOVID and the different documents you will need:

<https://www.abrs.gov.au/directoridentification-number/apply-directoridentification-number>

You can call the ATO at 13 62 50 to apply for your DIN over the phone.

Below is the link to the hardcopy application PDF which you can print out:

[https://www.abrs.gov.au/sites/default/files/2022-07/Application for a director identification number for those living outside Australia.pdf](https://www.abrs.gov.au/sites/default/files/2022-07/Application%20for%20a%20director%20identification%20number%20for%20those%20living%20outside%20Australia.pdf)

**Freedom Financial Solutions FFS Pty Ltd**

**PO Box 192 DICKSON ACT 2602**

**Ph: 1300 333 121 Email: smsforder@freedomffs.com.au**

Please note that each member/director will need to apply for a DIN. Once you have gotten your DIN please add it into the order form where it says "Director ID".

If you have any questions about the DIN application or need any help, the FFS Team who will be assisting with your SMSF establishment. The email is [smsforder@freedomffs.com.au](mailto:smsforder@freedomffs.com.au) or call 1300 333 121 (please note that if our phone lines are busy, then an email is the best option).

### **SMSF Set-up Process and Timeline**

Below is a summary of the SMSF set-up process we will guide you through. If you think you might need help to complete any of the actions you need to take below, for example printing, signing, scanning, online banking, please ask a friend or family member in advance; this will ensure your order is processed as quickly as possible.

**1. You lodge your completed order form**, including your TFN, Director's Identification Number, certified & dated primary ID and \$660 deposit

- > you wait 2 weeks while our legal department prepares your documents, including your Company, SMSF Trust Deed and Trustee Declaration paperwork
- > we email you with the documents when they are ready for your signature(s)

**2. You return your signed Establishment Documents & finalise your rollover instructions\***

- > you wait 1 week\*\* while we apply for the SMSF's ABN & TFN, wait for your SMSF to be marked 'complying' on <http://www.superfundlookup.gov.au>, and then draft your Macquarie bank account application
- > we email you with instructions when your SMSF's Macquarie bank application is ready for you to approve

**3. You approve the Macquarie bank application**

- > you wait 1-2 weeks while we upload any additional documents required by the bank, and the bank processes your application

**4. You cheer when the bank account is opened**

- > you wait 1-2 days while we lodge your lodge a third-party authority form, your certified ID and Macquarie Bank statement with your current super fund(s) to enable a smooth rollover process
- > you wait 1-2 days while we request your rollover(s)
- > we email you with 'wrap up' instructions when we have requested your rollover(s)
- > you wait 1-2 weeks for the outgoing super fund(s) to transfer your money\*\*\*
- > you cheer again and pay the remainder of your invoice.

\*Rollover instructions are usually 'full rollover' or 'partial rollover,' for example if you have insurance with your current super fund, you may choose to leave a minimum balance in the account to keep the insurance active until your new SMSF is set up and we can refer you to an insurance broker to discuss alternatives.

\*\*If the ATO marks your ABN 'to be reviewed' or your SMSF 'election to be regulated', we all wait 28 days+ before we are able to follow up on your behalf with the ATO. IF the ATO decides it wants to 'audit' or 'interview' you over the phone as part of this process, please contact us immediately as we will support you including with information you may require, or even being



**Freedom Financial Solutions FFS Pty Ltd**

**ABN: 59 655 370 237**

**Financial Empowerment and Wealth Coaching**

---

on the call with you. The ATO must be satisfied that you understand why you are setting up an SMSF, for example because you prefer more direct control over how your super is invested, and that you understand your obligations as set out on the Trustee Declaration form that you sign as part of your Establishment Documents.

\*\*\*If your outgoing super fund contacts you, please forward us their email rather than replying to them directly; this will help ensure the process is not unnecessarily or unintentionally delayed.

**Got Questions? [Join our FREE Zoom meetings](#)**

As part of this process, we ask that you join the following 1 hour FREE group zoom meetings with Catherine Smith. Click on the calendar to see lots of days/times available to suit your schedule. If you cannot attend a LIVE meeting, then [click on the link Cass Smith - YouTube](#) to watch Catherine's technical information videos or Mary-Jane's process information videos.

**Client Directed Authority – No Advice**

The Accountant  
Freedom Financial Solutions FFS Pty Ltd  
Unit 4, 6 Pelle Street, Mitchell ACT 2911  
PO Box 192, Dickson ACT 2602

I/we hereby direct Freedom Financial Solutions FFS Pty Ltd to arrange the establishment of a Self-Managed Superannuation (SMSF) on my/our behalf. In making this direction I/we acknowledge that:

- Accountants of Freedom Financial Solutions FFS Pty Ltd may have given me a factual explanation as to how an SMSF operates, the rules and regulations and the costs but they did not give any advice as to whether I should set up an SMSF or not.
- Freedom Financial Solutions FFS Pty Ltd nor any of its Representatives shall be responsible in any manner for any loss or damage suffered or arising from the potential unsuitability of the SMSF for my/our needs.
- I/We understand that by directing rollovers and/or transfers of superannuation capital from accounts with corporate, retail and/or industry superannuation funds to an SMSF, I/we risk the continuity of personal insurances.

I confirm that the direction to establish an SMSF has been initiated by the client and that I have not given any financial planning advice to the client. I am establishing the SMSF for the client as an Accountant Remuneration Agreement

**Freedom Financial Solutions FFS Pty Ltd**  
**PO Box 192 DICKSON ACT 2602**  
**Ph: 1300 333 121 Email: [smsforder@freedomffs.com.au](mailto:smsforder@freedomffs.com.au)**

**The cost of establishing a SMSF is a separate charge and is \$2000 plus GST.** This cost covers the cost of the Trust Deed, corporate trustee and ABN Registration assisting with the rollovers and advice required to get you started.

**The fee covers 2 rollovers.** Any additional rollovers will incur a fee of \$200 plus GST per rollover. Adding or removing members after order is processed will incur a fee of \$500 plus GST per member. This fee will be charged by Freedom Financial Solutions FFS Pty Ltd

To initiate your order, please confirm payment of a \$660 deposit into the following bank account and attach the receipt to your order. You can later reimburse yourself for this deposit from your SMSF once it has been set up.

BSB 032-733 Account number 303742

Account name Freedom Financial Solutions FFS Pty Ltd

Please note that by placing your order, you are agreeing to pay the minimum \$2200 fee, even if you later choose not to finalise your order.

We ask that you interact with our staff with courtesy and respect; any aggressive, rude or threatening behaviour will result in the order being cancelled and forfeiture of the \$660 deposit.

**Your SMSF fund will pay the following annual fees**

1. Payable to FFSS > an SMSF administration service fee, including the complete annual accounting and tax return lodgment with the ATO, costing 1% of the funds under administration, with a minimum of \$1,500 for smaller funds, and an upper cap of \$3,000 plus GST.

This sliding scale fee is designed to make it possible for smaller/younger funds to be established without the exorbitant costs charged by other advisers.

This fee takes into account a standard SMSF with shares, managed funds and property, and assumes you will provide the required documentation. Additional charges, (based on a recorded hourly rate of \$440 per hour for senior partner or \$180 per hour for SMSF accountant/administrator) will be incurred for items such as regular share and option trading, incomplete and unorganized paperwork, non-complying investments, other irregular activities and additional taxation or pension planning advice on a needs basis due to either a change in circumstances of your fund or a change in the applicable taxation or SIS laws that necessitates or make a review necessary or financially beneficial for the fund/trustees.

The fee is charged monthly, calculated as a proportion of the total annual fee, and is direct debited from your SMSF Bank account.

2. Payable to the ATO > an annual SMSF administration fee called the supervisory levy of \$ 259.00

3. Payable to the Auditor > an annual audit fee of \$350-\$650 plus GST

4. Payable to ASIC > a fee of \$56 (GST not payable). NOTE if we are your ASIC Agent (see below) FFSS will send you this invoice.



**Freedom Financial Solutions FFS Pty Ltd**

**ABN: 59 655 370 237**

**Financial Empowerment and Wealth Coaching**

---

5. OPTIONAL: Payable to FFSS > an annual ASIC Agent Fee of \$300 plus GST. [Read the summary of everything we will do for you as your Registered ASIC Agent \(see below\)](#)

6. Payable to the Actuary > an actuarial fee of \$220 may be payable if an actuarial certificate is required (only required when a fund has a member in pension mode)

7. Would you like us to act as your Registered ASIC Agent? : [Select one] Yes/no

I agree to comply with ATO regulations and educate myself to operate an SMSF in accordance with the ATO Trustee Declaration.

- **Consent** [Select one] Yes/no

Signature

## **What you receive when you TICK YES for**

### **“would you like FFS to act as your Registered ASIC Agent?”**

When you TICK YES, we will act as your ASIC Registered Agent and provide the following services:

- Organise the Minutes for your SMSF Company Directors to pass a solvency resolution (whether solvent or insolvent); this must be done every year when you pay your annual ASIC fee.
- Review the Company Statement to ensure consistency with company secretarial documents and those maintained by ASIC.
- Forward the completed Annual Review to the SMSF Company, together with the ASIC annual fee invoice and the Solvency Resolution for signature by the Directors.
- Lodge signed and completed documents with ASIC for any of the following changes, as and when you should require them:
  - Change of address
  - Appoint or cease company officeholder
  - Change of name (officeholders or members)
  - Change to members' register
  - Change to share structure
  - Change of details (ultimate holding company)
  - Change to special purpose company status
- Send out a courtesy reminder to your SMSF Company to pay the ASIC invoice by the due date to avoid penalties.
- Send out the ASIC Annual Review by email and by post.
- Ensure timely renewals when you change address as we always receive the Company Statements on your behalf.
- Act as your Registered Office to keep your privacy confidential.

Our annual Registered ASIC Agent fee of \$300.00 plus GST will be invoiced each year when we send you your annual ASIC Statement and Solvency Minutes for signing.

We will post out the attached ASIC statement and invoice to your address as well.