



FREEDOM FINANCIAL SOLUTIONS FFS

SMSF Set-up Process and Timeline – 1 August 2026

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.

Please also read our [Frequently Asked Questions](#), specifically pages 8-9, which set out several things you can do before placing your order, to ensure the process is not delayed.

1. **You email us your completed SMSF setup order form**, which includes AML/CTF requirements, your TFN, Director's Identification Number, primary ID, a photo of you holding your ID and rollover instructions*
 - > you wait 1 week while we complete your AML/CTF due diligence review
 - > once your review is completed, we will invite you to pay your \$880 deposit
 - > once we receive your deposit, you wait 1-2 weeks while we prepare your legal establishment documents
 - > you research and decide on your preferred SMSF bank
 - > 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
 - > we email you when your SMSF has been marked 'complying' on the Super Fund Lookup register <http://www.superfundlookup.gov.au>
 - > we email you documents and information likely required by your preferred SMSF bank
3. **You complete your SMSF bank application**
 - > you wait 1-2 weeks while your bank processes your application
4. **You email us your SMSF bank account name, BSB, account number, and bank statement**
 - > you wait 1-2 days while we lodge your third-party authority form, SMSF bank statement and any other supporting documentation required by your outgoing 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 1-3+ weeks for the outgoing super fund(s) to transfer your money***
 - > you cheer again and pay the remainder of your invoice.



FREEDOM FINANCIAL SOLUTIONS FFS

*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 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. For more information about what we do at this stage, please read the 'waiting for your funds to rollover' section in our SMSF Set Up A-Z Frequently Asked Questions <https://freedomffs.com.au/smsf-setup/>.

Director Identification Number

You must apply for and receive a Director Identification Number before being appointed as a Director of the Company Trustee of your SMSF. The best way to describe a Director's ID 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 myID, over the phone with the ATO on 13 62 50, or with a hardcopy application sent to the ATO (you will need to call them to get the form). A paper application can take weeks, sometimes months.

Using myID or calling the ATO at 7:59 am (so you're first in the queue) on 13 62 50 is by far the quickest. Check here to make sure you have all the information you need before applying <https://www.abrs.gov.au/directoridentification-number/apply-directoridentification-number>