

DIY SMSF

Getting your Self-managed Super Fund up and running.

Here are three simple steps to follow to make sure everything runs smoothly.



U BANK

ubank.com.au
13 30 80

01

Make sure the account holders are verified.

–

Each applicant should visit the UBank website and log on using their email address and password.

–

To make sure your identity's been verified, follow the red prompts asking you to complete verification.

The screenshot shows the UBank user interface. At the top, there's a navigation bar with 'OVERVIEW', 'MOVE MONEY', 'STATEMENTS', 'MANAGING', 'ADMIN', and 'TALK TO US'. A 'LOGOUT' button is in the top right. Below the navigation, a greeting says 'Hello John,'. The main content area is divided into several sections: 'Accounts Summary' for 'USaver SMSF' showing a current and available balance of \$0.00; 'Insights' with a 'Remote Portlet Connection Refused' message; 'MyTracker - Applications' with a table showing a 'Verify your identity' application in progress; 'Notifications (1 unread)' dated 13/05/2016; and 'Quick Payments' with a form to transfer money to another account. A warning message is visible at the bottom of the quick payments section.

02

Make sure you provide the correct documents.

–

The documents required depends on whether or not your SMSF has an Individual or Corporate structure.

–

If you're set up as an individual trustee, we'll need you to provide a certified copy of the relevant parts of your SMSF Trust Deed which clearly identifies:

- The name of the Super Fund
- The individuals in the application as the Super Fund's member and trustees – this means your full legal name and the mention of you being a 'Trustee' of the SMSF trust.

Take a look at the following example. John and Jennifer are clearly identified as being Trustees for the fund.

The screenshot shows a 'SCHEDULE' document for a Super Fund. It lists eight key items:

- 1. Deed Date**: 30/09/2011
- 2. Trustee Details**: Name and Address: John Example & Jennifer Example, 123 Fake Street, Springfield, Queensland
- 3. Member Details**: Name and Address: John Example, 123 Fake Street, Springfield, Queensland; Jennifer Example, 123 Fake Street, Springfield, Queensland
- 4. Date of Trust Fund Deed (Creation Date)**: 29 April 1996
- 5. Variation Deeds**: Not Applicable
- 6. Name of Fund**: EXAMPLE SUPERANNUATION FUND
- 7. Amending Rule**: Rule 74.2
- 8. Amending Provisions**: By deleting all the provisions of the Trust Deed and replacing them with the Replacement Rules.



Here are three simple steps to follow to make sure everything runs smoothly.

When the trustee is a company, we'll need certified copies of the parts of the Super Fund deed which:

- Clearly identifies the corporate entity as the trustee and the individuals listed as members – this means your full legal name mentioned as the member.

Take a look at the following example.

These examples show how Example PTY LTD is identified as the Trustee for the fund.

This information is typically displayed on the Schedule page of the Super Fund Deed, on a Notice of Assessment from the Australian Taxation Office, or on the Australian Business Registration Notice.

SCHEDULE

1. **Deed Date** 2nd, 04, 2008
2. **Trustee Details**
 - (a) Name: Example Pty Ltd
[ACN: 123 456 789]
 - (b) Address: 123 Fake Street, SPRINGFIELD QLD 4000
3. **Member Details**
 - Name and Address: John Example
123 Fake Street, SPRINGFIELD QLD 4000
 - Jennifer Example
123 Fake Street, SPRINGFIELD QLD 4000
4. **Date of Trust Fund Deed (Creation Date)**
29 June 1993
5. **Variation Deeds**
29 March 1995
6. **Name of Super Fund**
Example Superannuation Fund
7. **Amending Rule or Clause**
Rule or Clause: 6
8. **Amending Provisions**
By deleting Rules or Clauses 1 to 12 and replacing them with the Rules in Annexure "A" to this Deed.

03

You'll need to make sure you have correctly certified your documents before sending them.

Who can certify my documents?

People qualified to certify true copies of original documents are known as 'Persons of Standing' in the community, and includes:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
- A judge of a court. A magistrate. A chief executive officer of a Commonwealth court.
- A registrar or deputy registrar of a court. A Justice of the Peace.
- A notary public (for the purposes of the Statutory Declaration Regulations 1993).
- A police officer. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
- A permanent employee of the Australian

This is true copy of the original which I have sighted

Signature 05/02/2012

Andrew Peace
Justice of the Peace Reg no. 12345
56 Abigale Street
SYDNEY NSW2000



Here are three simple steps to follow to make sure everything runs smoothly.

Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.

- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
- An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

This bit's important. While we won't need to sight the original Trust deed, we do need Original Certified Copies of the relevant pages – that means a photocopy of the original document, certified in raw pen by a person authorised in your state or territory with the following information:

- The full text, 'This is to certify that this is a true copy of the original which I have sighted'
- The Certifier's full printed name
- The Certifier's occupation
- The Certifier's signature which must be in raw pen and can't be photocopied
- The Certifier's professional or employee number
- The Certifier's address and
- The date the document was certified.

Make sure all of the above points appear on the certification - if not, we'll have to refuse the documents. Once you've checked all the information's there, send the documents through to:

U BANK
Reply Paid 1466
North Sydney
NSW 2059