



SMSF Alliance
More than just SMSFs

Financial Services Guide

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Terms of Our Engagement

This FSG is governed by the laws of the State of Queensland.

Terms used have the following meanings;

“you” means the persons identified in the application as Members/Trustees of the SMSF, in your capacity as Trustees or directors of the Trustee and in your personal capacity, jointly and severally. “your” has a corresponding meaning.

“your adviser” means your financial planner, accountant, stockbroker or other representative whom you have appointed to deal with us.

“us”, “we” or “SMSF Alliance” means SMSF Alliance Pty Ltd ABN 71 158 712 737, Reg Tax Agent 28440009. “our” has a corresponding meaning.

Our services

Our service includes tax return lodgment, audit and actuarial facilitation to make it easier for you to manage your SMSF.

Provided we receive the necessary information, your fund information will be updated daily.

Our service provides comprehensive web reporting of Fund activities and includes online access to;

- Investment portfolio holdings, unrealised gains/losses, realised profits and income
- Detailed member account information including individual member balances & preservation details
- A check of contributions against your contribution caps and
- A check of pension payments against your pension statutory limits.
- Please note that your adviser may elect to use alternative means of providing you with this information.

Our comprehensive technical back up is included to your adviser at no extra cost. This includes access to our SMSF Toolbox which contains numerous alerts and potential opportunities, based specifically on your fund data, for your adviser to consider.

Our service also includes

- Maintenance of Fund records
- Annual Member & Trustee Reporting including Member Statements, Minutes & supporting documentation
- Pension administration including establishment, commutation, transfer balance account reporting
- Mailbox service
- Preparation of drawdown and rollover documentation
- Liaison with Government agencies as required
- Calculation of allowable pension levels
- Preparation & lodgment of Annual Fund Financial Statements & Tax return
- Preparation & lodgment of Business Activity Statements at extra cost
- Facilitation of external Audit
- Facilitation of Actuarial Certificate including Solvency Certificate if required
- Production of Group Certificates
- Production of CentreLink schedules
- All communication between you and us will be via your adviser.

We undertake to use reasonable endeavours to help to support you with your SMSF compliance obligations by providing the services outlined however, as you are the trustee, you are ultimately responsible for the operation, management and compliance of your SMSF.

Your obligations and acknowledgements

- a) ensure that any activity of the Fund complies with the Fund Trust Deed and laws.
If in doubt you should refer the matter to your adviser for comment prior to implementation;
- b) open and maintain a suitable Cash Account. It must only be used for transactions relating to your SMSF and not for personal banking purposes;
- c) retain enough funds in the Cash Account to pay outgoings including pension payments and monthly fees;
- d) assist us by signing any redemption request, share transfer, data authority and/or other documents necessary to maintain the Fund's compliance;
- e) ensure that each investment pays all income or redemptions relating to it to the Cash Account or to some other Fund account established for this purpose;
- f) advise of the details of any withdrawals from, or additions to, the Cash Account for which we have not received evidence from other sources;
- g) ensure that we are provided with the Fund's current written Investment Strategy for audit purposes and ensure that the Fund's investments are made in accordance with that strategy;
- h) ensure that all investments are made in the Trustee's name but care of our postal address (SMSF Alliance, PO Box 371, Stones Corner QLD 4120) for either original or duplicate correspondence. This is to ensure that we receive necessary ongoing information including documentary proof of activities required for audit purposes without having to request it from you.
- i) authorise us to deduct and pay from the Cash Account our fees, as agreed, and to include Adviser fees if so authorised;
- j) authorise us to deduct payments for certain expenses relating to the Fund. This will include the cost of audit and actuarial reports, bank dishonour fees, trust deed variations, stamp duty charges, ASIC fees, payments to the ATO and any other such item. It will not include investment or benefit payments;
- k) authorise us to provide the regulators with any report required to satisfy your obligations on your behalf;
- l) not hold us responsible for the performance of any of the investment products or services that you choose;
- m) indemnify us against all claims made against us or suffered by us as a direct or indirect result of you failing to comply, or failing to comply in sufficient time, with any of your responsibilities.

You also acknowledge that any reference to the obligations of the Trustee includes the obligations of the member and that communication between us and your adviser (and vice versa) constitute communication between us and you. It is your adviser's responsibility to communicate with you (and vice versa).

We engage entities such as auditors, actuaries, service providers and consultants to assist us to deliver our services to you. These entities are not related to us. By accepting our services, you are consenting to the disclosure of information about you and your affairs to these entities. Where we disclose information about you or your affairs, we do so in accordance with our Privacy Policy.

Third party authorities for necessary information

For the purpose of administering your SMSF, you authorise, on an ongoing basis until you provide written notice stating otherwise, that all relevant information pertaining to your SMSF fund investments, insurances, bank accounts, or any other relevant information from third party providers (SMSF Information), be released to us in such form (including electronically) as requested by us. Your authorisation includes SMSF Alliance executing any relevant documentation on your behalf to obtain the SMSF Information, where we deem it necessary.

Fees and charges

We will deduct our fees from your SMSF Cash Account via direct debit and you agree to execute all documentation required to authorise and enable us to do so. All current fees can be found in the Fee Schedule. Our fees can change from time to time, with 30 days' prior notice to you, via your adviser. Third party fees, such as those for auditors or actuaries, may alter without notice.

You will need to ensure your cash account holds sufficient funds to cover any fees. Where fees remain unpaid for three months, we reserve the right to recover the fees from you in your personal capacity. We will charge dishonour fees where our debit fails due to insufficient funds.

Where government charges and taxes apply, these are passed onto you as part of the total fees and charges. The fees payable under this agreement are inclusive of GST. If the GST payable on those fees increases (for example, as a result of an increase in the GST rate) our fees will correspondingly increase, without notice, to take account of the increased GST payable.

Where an existing Fund requires administration reporting for previous years these will be charged at concessional rates as per our fee schedule or as agreed.

Where a new Fund has been established part way through the financial year it will pay the monthly fee for each month it is in force plus any of the yearly or one-off fees for services described in our fee schedule.

Apart from our ongoing monthly fee, yearly or one-off fees are charged separately either as incurred or when the annual returns are completed. Further information is available from our Fee Schedule.

We reserve the right to increase all fees and charges each year by the prevailing increase in the consumer price index (CPI) from 1 July each year.

Amendments and termination

If we wish to amend these Terms and Conditions in a material way, we will give you, via your adviser, 30 days' prior written notice. Where we have given you such notice, and you elect to reject the change prior to its operative date, it will terminate on the date the change was to occur. If you have not rejected the amendment it will take effect from the operative date and any termination of the service by you will be as below.

This Agreement may be terminated by you, or us, by either party giving the other 30 days' notice in writing. We may terminate this Agreement immediately if you fail to pay your fees or have otherwise breached your duties under this Agreement.

On termination, you will be entitled to a Fund report as at the end of the last full month of the term of this Agreement. You will not be entitled to a refund. You will not be entitled to any other report unless you have paid the full year's monthly fees. If a full year's monthly fees have been paid, we will complete your Fund returns for the relevant financial year if you continue to perform your obligations under this agreement and pay any additional yearly service fees required for the completion of the accounts as per our Fee Schedule.

When your Fund reporting for the financial year of termination has been completed all hard copy files will be provided to you. Electronic files will be made available for you to download for one year following termination. It is your responsibility to ensure that the individual investment managers and other parties to the Fund are advised of the Fund's change of address.

If the termination includes Fund wind up or transfer, then the fees nominated in our Fee Schedule will apply.

Indemnities and liabilities

We maintain Professional Indemnity insurance in accordance with our obligations.

Privacy

We take protection of your Personal Information, as defined in the Privacy Act 1988 (Cth), seriously. We will collect, use and disclose personal information in accordance with our Privacy Policy.

Feedback and complaints

We are committed to providing a quality service. However, in the event you, or your adviser, make a complaint we will acknowledge its receipt, assign it to an appropriate person for investigation and resolution and respond to you as quickly as we can. We will keep you informed of our progress towards resolution.

Fee Schedule and application of discounted pricing

The Fee Schedule outlines the cost of the services we supply to you. All fees in this schedule are inclusive of GST.

Fees will be deducted on a monthly basis from the Cash Account at the rate for the applicable service. Yearly and other service fees will be debited as incurred or when the fund financials are completed. You will need to ensure your cash account holds sufficient funds to avoid dishonour fees.

If we decide to change any of the fees set out in this Fee Schedule which are relevant to you (except for a CPI increase or a change to the GST rate) we will provide you, through your adviser, with at least 30 days' prior notice of the change.

Application of Part Year Administration

New Fund

When a new Fund is established, the monthly administration fee applicable to the service level begins from the first day of the month of inception. By way of clarity this means that a new fund that has commenced on January 15th would pay 6 monthly instalments until June 30th.

Transferring Fund

When an existing Fund transfers to our service it will be liable for the monthly administration fee applicable to the service from July 1st of that year as the administration period covers the full financial year. It is possible that there are previous year's accounts to be completed as well. Where non-refundable fees have already been paid to a previous accountant/administrator we may be prepared to provide you with our service to complete that work at no charge - conditions apply.

Application of the Pricing Discount for the Gold and Silver options

The pricing we will apply to any fund commencing on our service is the Platinum pricing unless we are advised that the fund will satisfy one of our discounted options for the whole of the financial year. If we are advised that this is the case, but subsequently find that the fund does not qualify for discounted pricing, the higher fee will be charged from inception.

For a fund to qualify for discounted pricing it must satisfy the criteria for that pricing for the full financial year, so the discounted fees will only apply if the necessary conditions were satisfied either from inception, for a new fund, or from July 1 for an existing fund and are maintained for the full financial year.

SMSF Fee Schedule from 1/2/2019

Service & Offers	Platinum	Gold	Silver
Foundation SMSF Services			
New Fund Set-up			
New Fund Set-up - with Individual Trustees		\$350	
New Fund Set-up - with Corporate Trustee		\$950	
Existing Fund Transfer to our service			
Transfer Fee		Nil	
Ongoing Administration including adviser access to our SMSF Toolbox ¹			
Base administration fee paid monthly	\$1,920 per annum	\$1,488 per annum	\$990 per annum
Choice of central bank account	Unlimited	Macquarie ² CMA	
Electronic Signature facility	Optional	Mandatory	
Audit process using our auditor paid yearly ²		\$450	
Investment Exclusions, Services & Fees that are levied as incurred or yearly			
Listed shares & ETFs (most brokers)	✓	✓	✓
Aust Money Market Fund (for fixed term deposits) ³	✓	✓	✓
Approved Wrap - No SMA ⁴	✓	✓	x
Unapproved Wrap or Approved Wrap with active SMA ⁴	✓	x	x
Direct Fixed Term Deposits	✓	x	x
Direct Managed Funds	✓	x	x
Property - (geared or ungeared)	Allowable at \$235 each		x
Arm's Length LRBA administration	✓	✓	x
Non-Arm's Length LRBA administration	Allowable at \$235 each		x
Unlisted Companies & Trusts (excl. managed funds)	\$235 each	x	x
Manually processed Foreign Assets or Bitcoin	\$235 each	x	x
Manual entry bank accounts with > 24 transactions	\$115 per account	x	x
Collectables & Personal Use Assets	\$115 each	x	x
Manual Derivative Trades, Dividend/Distribution Reinvestments, Fee Rebate Investments	\$25 each	x	x
Pensions set up or commutation	Included in Monthly Admin Fee		
Ongoing pension administration, payment monitoring, TBA management & reporting for 4 pensions per fund per annum counted @ 30/6	Up to 4 included in Monthly Fee then \$115 per pension	\$115 for 4 then \$115 per pension	
Actuarial Certificate by panel provider if required		\$325 or \$585 if defined benefit	
PAYG payment summary provision, per annum	Included in Monthly Admin Fee		
CentreLink Schedule	Included in Monthly Admin Fee if @ 1 July otherwise \$115		
Lump sum benefit payment	Included in Monthly Admin Fee		
Death &/or Future Service Benefit Processing	Included in Monthly Admin Fee		
BAS provision (if registered for GST)	\$250 per annum if lodged quarterly or \$150 per annum if yearly		
Mail Box Service	Included in Monthly Admin Fee		
Collection of Supplied Adviser Fees	Included in Monthly Admin Fee		
Binding Death Benefit Nomination	Included in Monthly Admin Fee		
SMSF Toolbox ¹ access & technical assistance to advisers	Included in Monthly Admin Fee		
Corporate trustee office & maintenance (excl ASIC fees)	\$110		
Set up a QROPS - trust deed & application to HMRC	\$450		
QROPS ongoing admin & event's-based reporting	\$250 per annum plus \$125 per event over 2		
Portfolio Segregation for Risk Profile or QROPS purposes with separate cash accounts	\$110 with separate cash accounts or \$350 if separate accounts are mixed & need fixing		
Portfolio Segregation for Risk Profile or QROPS purposes without separate cash accounts	\$350 per asset or split	Not Permitted	
Individual Investment Segregation (not pension)	\$350 per asset	Not permitted	

SMSF Fee Schedule from 1/2/2019

Service & Offers	Platinum	Gold	Silver
Services & Fees that are levied as incurred or yearly			
Corporate trustee establishment / set-up		\$650	
Prior year returns – possible additional fees listed above & extra services will be charged as well		\$0 to \$1920 so POA	
Set up an Arm's Length LRBA with individual trustees – deed & minutes	\$550		Not Applicable
Set up a Non-Arm's Length LRBA with individual trustees – deed & minutes	\$900		Not Applicable
Set up an Arm's Length LRBA with corporate trustee – deed, minutes & company	\$1,150		Not Applicable
Set up a Non-Arm's Length LRBA with corporate trustee – deed, minutes & company	\$1,500		Not Applicable
Change of fund membership		\$115	
Trust Deed change or upgrade		\$350	
Relationship breakdown benefit splitting		\$385	
Member Guardian Appointment		\$450	
Set up a Recognised overseas pension scheme – amendment to trust deed & application to HMRC		\$450	
Reserving excluding Pension and Contribution reserves	\$115 per process		Not Permitted
Termination or Transfer of service		\$265	
Windup (in addition to standard administration fees)		\$1,165 plus ancillaries	
Reworking of accounts due to adviser/trustee error		\$235	
Unusual External Party Liaison (ATO, Lawyers)		\$350/hour	
Base fees paid other than monthly		\$200	
Direct Debit Dishonour Fee		\$12 plus bank fees	
Certification of Deed (limited pages)		\$60	
Certification of Deed (all pages)		\$115	
Corporate Power of Attorney		1 Director - \$550, 2 directors - \$660	
Sophisticated Investor Certificate		\$230	
Adhoc technical assistance to licensed advisers		Included in Mthly Admin Fee	
Adviser access to the SMSF Toolbox ¹		Included in Mthly Admin Fee	
Other Entity Tax Returns			
Personal Tax Returns ⁵		From \$360	
Partnership, Company and Trust returns for investment portfolios ⁶		From \$750	

Notes

1. Our SMSF Toolbox provides purposeful insights, based on each fund's unique data, for advisers to consider. It acts as both an enhancement to fund compliance and value-added advice. It also includes an advanced investment strategy tool, access to specific calculators, useful technical information and more.
2. The audit fee includes a preparation component. Additional fees may be charged for contravention reports and certain investments.
3. We do not provide investment advice or receive any product inducements. The Macquarie CMA simply has greater administrative functionality than other products. AMM is mentioned as it reliably downloads to our systems so is a potential fixed interest solution for our Silver option which cannot hold direct fixed interest investments.
4. The reliability of data feeds from platform/wrap accounts varies widely. Even the best requires manual intervention so, currently, are not an option for our Silver service. Approved platforms for our Gold service include Macquarie, BT & CFS that do not hold an active SMA. Our list is examined and adjusted on an ongoing basis depending on our experience. If our experience has been consistently favourable over a twelve-month period, we will approve a Wrap for the Gold service. Please contact us to discuss your requirements.
5. Motor vehicle expenses, investment properties and some other non PAYG items are extra.
6. Excluding business activities