

Section C: Are you electing to become an APRA fund or changing your APRA fund type?

No Go to Section D

Yes Complete this section

5 What is the new APRA fund type? (place in one box only)

➤ See Instructions page 3

Public offer fund

Small APRA fund

Non-public offer fund

Approved deposit fund

Public sector fund

Pooled superannuation trust

Public sector superannuation scheme

Section D: Do you want to change the entity's structure?

This question must be answered if you have notified a change of entity type in Section B or you are adding or removing a member for self-managed funds.

No Go to Section E

Yes Complete this section

6 What is the entity's new structure? (place in one box only)

➤ See Instructions page 4

Accumulation fund

Defined benefit fund

Both accumulation and defined benefit fund

If the entity is an APRA regulated superannuation fund, how many defined benefit members does the entity have?

⚠ Do not include accumulation members in this total.

Section E: Do you want to change the entity's residency status?

(That is, the entity became or ceased to be an Australian superannuation fund for tax purposes.)

No Go to Section F

Yes Complete this section

7 What is the new residency status of the entity?

➤ See Instructions page 4

Australian superannuation fund

Foreign superannuation fund

10 Do you want to remove a name?

No Go to Section H

Yes What name do you want to remove?

Grid of 60 empty boxes for name removal details.

If you want to remove more than one name, provide the details on a separate sheet of paper and include with this form. Include the name (provided at question 2) and ABN of the entity on each sheet. Title the additional sheets of paper with the heading, 'Other names to be removed'.

Section H: Do you want to update the entity's address details?

This section should be used to change the main business address, postal address or email address of the entity. Only provide address details for those addresses that need updating.

No Go to Section I

Yes Complete this section

11 Where is the entity's new main business location or address?

This must be a street address, for example, 123 Smith St.

It cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

Form for question 11 with fields for Suburb/town/locality, State/territory, Postcode, and Country if outside Australia.

12 What is the entity's new postal address for service of notices and correspondence?

This is the address where government departments and agencies will send notices and correspondence.

The address will also be made publicly available on Super Fund Lookup at www.business.gov.au

➤ See Instructions page 5

As above If the entity's new postal address is the same as the new main business address, cross this box.

Form for question 12 with fields for Suburb/town/locality, State/territory, Postcode, and Country if outside Australia.

Detach form here

13 What is the entity's new email address for service of notices and correspondence?

This is the address where government departments and agencies may send notices and correspondence. Use BLOCK LETTERS and print one character per box. Provide only one email address.

➤ See Instructions page 5

Grid of 40 empty boxes for email address input.

14 Which matters should the entity's new address apply to? (place in all applicable boxes)

ABN Income tax
Goods and services tax (GST) Superannuation accounts
Pay as you go (PAYG) withholding

Section I: Do you want to update the entity's contact person?

No Go to Section J

Yes Complete this section

15 Who is the new authorised contact person for the entity?

Provide details of a person who may be contacted for further information. They must be authorised to make changes or update information on behalf of the entity, for example, a registered tax or BAS agent.

For more information about what an authorised contact can do on your behalf, visit www.ato.gov.au/authorisedperson

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

Position held

Business hours phone number (a contact number must be provided)

Mobile phone number

After hours phone number

Fax number

Email address of contact person (use BLOCK LETTERS)

Preferred language, if other than English. We may not be able to speak to the contact person in their preferred language at all times.

➤ If you have nominated a registered tax or BAS agent as the new authorised contact person, provide their registration number

16 Which matters is the new authorised contact person permitted to deal with on behalf of the entity?

(place in all applicable boxes)

ABN Income tax
GST Superannuation accounts
PAYG withholding

21 Is the new associate a corporate trustee?

No Go to question 22

Yes Provide corporate trustee details below

Full name of the corporate trustee

Grid for full name of the corporate trustee (4 rows of 26 boxes each)

Australian Company Number (ACN) or Australian Registered Body Number (ARBN)

! The corporate trustee's ACN or ARBN must be provided.

Grid for ACN or ARBN (3 rows of 3 boxes each)

Tax file number

➤ Refer to the 'Tax file number disclosure' on page 6 of this form.

Grid for tax file number (3 rows of 3 boxes each)

22 Do you want to add individuals associated with the entity?

No Go to question 24

Yes Provide details below of the individual associates you want to add.

Individuals include:

- trustees
- members of the self-managed superannuation fund
- directors of the corporate trustee (for self-managed superannuation funds only), and
- legal personal representatives.

! You may be contacted to provide further evidence to confirm the appointment of a legal personal representative.

INDIVIDUAL ONE

All position/s held (place in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Grid for family name (2 rows of 26 boxes each)

Grid for first given name (2 rows of 13 boxes each)

Grid for other given names (2 rows of 23 boxes each)

Tax file number

➤ Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth Day / Month / Year

Sex Male Female

INDIVIDUAL TWO

All position/s held (place in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Grid for family name (2 rows of 26 boxes each)

Grid for first given name (2 rows of 13 boxes each)

Grid for other given names (2 rows of 23 boxes each)

Tax file number

➤ Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth Day / Month / Year

Sex Male Female

Section N: Self-managed superannuation fund trustee disclosure

Privacy

We are authorised by the *Superannuation Industry (Supervision) Act 1993* to collect the information in this section. This information will be used to assess a person's eligibility to be an individual trustee, a corporate trustee or a responsible officer of a corporate trustee of a self-managed superannuation fund. This information will only be disclosed where permitted by law. Agencies we routinely disclose this information to include the Australian Prudential Regulation Authority and the Australian Securities & Investments Commission.

30 Is the entity a self-managed superannuation fund or electing to become a self-managed superannuation fund?

No Go to Section O

Yes Complete this section

31 Is there an individual trustee who is a legal personal representative, or a parent or guardian acting on behalf of a member under a legal disability?

No

Yes Go to question 33

32 Is there a director of a corporate trustee who is a legal personal representative, or a parent or guardian acting on behalf of a member under a legal disability?

No

Yes Go to question 33

ⓘ A legal personal representative does not include a registered tax or BAS agent or accountant unless they meet the definition on **page 5** of the Instructions.

33 Does the fund intend to be a self-managed superannuation fund for 12 months or longer?

➤ See Instructions **page 7**

No

Yes

Trustee disclosure supplementary questions

ⓘ These questions must be answered on behalf of all individual trustees, a corporate trustee and responsible officers of a corporate trustee.

Individual trustees of a self-managed superannuation fund

Have any of the trustees been convicted of an offence in respect of dishonest conduct in the Commonwealth or any state, territory or foreign country?

No Yes

Has a civil penalty order ever been made in relation to any of the trustees?

No Yes

Are any of the trustees an undischarged bankrupt?

No Yes

Have any of the trustees been notified that they are a disqualified person by a Regulator (APRA or the Commissioner of Taxation)?

No Yes

Corporate trustee of a self-managed superannuation fund

Does the company know or have reasonable grounds to suspect, that a person who is, or is acting as, a responsible officer of the body corporate is a disqualified person?

No Yes

Has a receiver, or a receiver and manager of the company been appointed?

No Yes

Has the company been placed under official management?

No Yes

Has a provisional liquidator of the company been appointed?

No Yes

Is the company being wound-up?

No Yes

