

**It's that simple!**

Expert SMSF Administration,  
Accounting, Taxation and Compliance

## Key Features

**We provide a comprehensive service so you can set and forget the administration of your SMSF**

- ✓ We reconcile your fund daily providing daily online access to SMSF information
- ✓ We monitor contributions and pensions daily
- ✓ We handle all matters relating to compliance – including the preparation of minutes and answering day-to-day questions about 'how-to' run your SMSF
- ✓ We handle all year-end reporting obligations, preparation of the annual return and financial statements
- ✓ We appoint and liaise with independent external Auditors to facilitate the annual audit
- ✓ As SMSF Specialists, we provide strategic advice if and when you need it

## Locations

### MELBOURNE

Level 17, HWT Tower  
40 City Road  
Southbank VIC 3006  
T: 1800 370 734  
E: [smsf@expert-super.com.au](mailto:smsf@expert-super.com.au)

### BRISBANE

Level 2  
127 Creek Street  
Brisbane QLD 4000  
T: 1800 370 734  
E: [smsf@expert-super.com.au](mailto:smsf@expert-super.com.au)

### SYDNEY

Level 16  
68 Pitt Street  
Sydney NSW 2000  
T: 1800 370 734  
E: [smsf@expert-super.com.au](mailto:smsf@expert-super.com.au)

Financial Services are provided by  
Primestock Securities Ltd AFSL 239180

## One National Team

We have a national presence, and all work is performed by qualified SMSF Accountants.





# Save Time and Money

We provide a tailored, comprehensive service that allows you to set and forget the complex administration and regular compliance requirements surrounding your Self Managed Super Fund (SMSF).

We provide a cost-effective solution, freeing you from the worry of reporting and replacing the shoebox of receipts, supplier statements and compliance records with an easy-to-understand dashboard that puts you back in control.

We pride ourselves on being a market leading specialist SMSF administrator and are renowned for client service excellence together with utilising state-of-the-art technology to provide you complete, personalised SMSF administration with a high quality of strategic advice.



A one-stop shop for SMSF establishment, administration, compliance, taxation and strategic advice



Provides 24/7 access to your SMSF information through easy-to-use software via mobile, tablet or PC



Fixed Fee structure is calculated in advance providing complete transparency over your SMSF administration costs



Australian-based SMSF Accredited Specialist partner

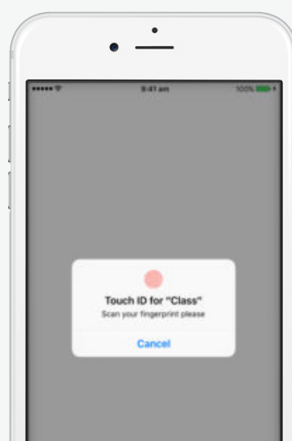
## Easy Access

Our mobile app gives you convenient, on the go access to a detailed and up-to-date overview of your investment and SMSF data on your laptop, PC or mobile device. You can securely respond to queries we send via in-app messaging and take photographs of any documents we need simply by using your phone.

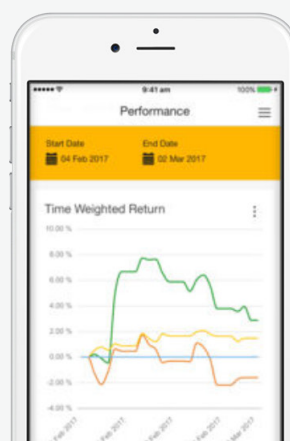
All the important information about your SMSF Portfolio



Login fast and securely with Touch or Face ID



View the performance of your SMSF Portfolio



Check balances and transactions from your linked accounts

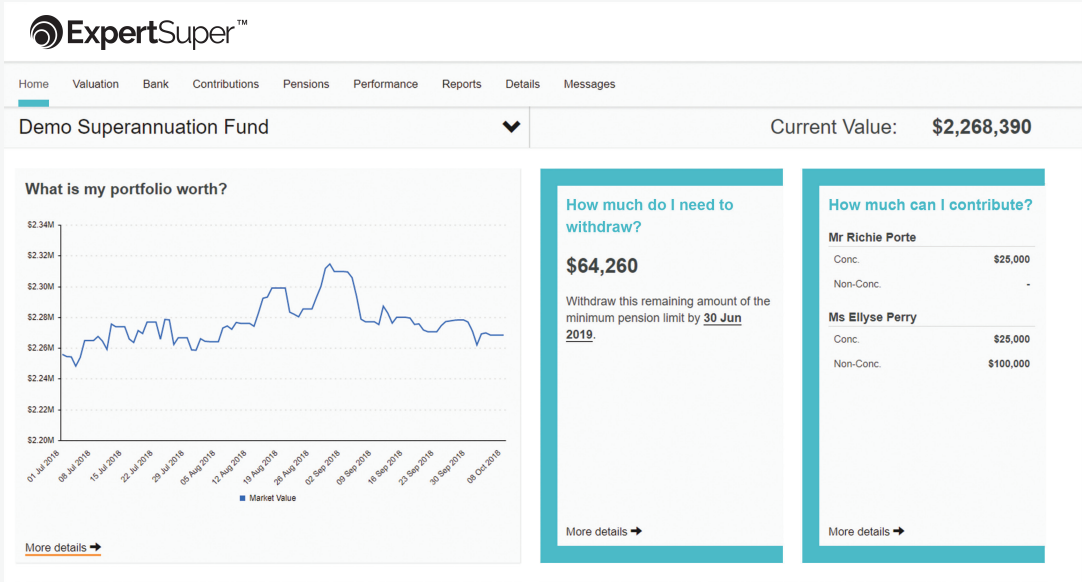
Date	Description	Amount	Balance
1 Jul 2016	Opening Balance		\$430,997.23
1 Jul 2016	Interest	\$1,400.00	\$432,397.23
1 Jul 2016	TD Buy	-\$40,000.00	\$392,397.23
1 Jul 2016	BUY RFO	-\$50,000.00	\$342,397.23

## Detailed Information

Having up to date, easy to understand information on your portfolio is a vital part of sound investment decision-making. Our online access provides you all the current data and reporting you need to support and inform your investment decisions.

Monitoring your portfolio valuation, contributions and pension information is all available in one easy to understand dashboard.

Our SMSF Solution client dashboard provides easy-to-understand and up-to-date data



# What We Do

## Establishment of a Self Managed Super Fund (SMSF)

On receipt of a completed client engagement form, your Expert Super Client Manager will make a 'welcome call' to you or your Adviser to acknowledge receipt and establish the overall purpose for the fund.

We will then:

- Prepare the SMSF trust deed and apply for the Australian Business Number and Tax File Number on your behalf and registering the fund for GST, if required
- Prepare all minutes and resolutions required to establish the fund
- Establish the Macquarie account on your behalf if you wish to use a Macquarie CMA
- Provide you with a 'Welcome Kit' with all the necessary forms and documents for signing
- Review documents on signing
- Explain how to complete a rollover if you need assistance

## Corporate Trustee Establishment

- Facilitate preparation of a company constitution
- Prepare all compliance documents including resolutions

## Company Trustee Maintenance

Prepare ASIC documentation annually and send to you for signing.

## Transitioning SMSFs

On receipt of a completed client engagement form, your Client Manager will make a 'welcome call' to you or your Adviser to acknowledge receipt and then liaise with your previous provider to obtain all fund documentation.

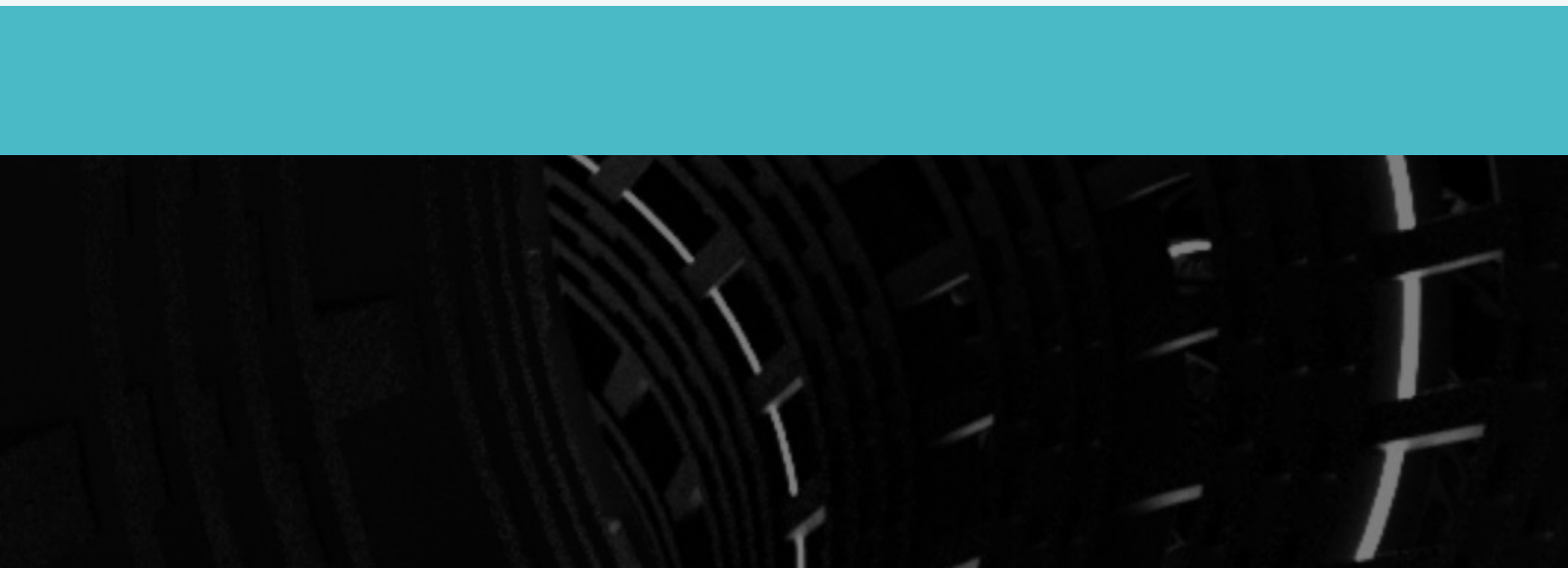
## SMSF Health Check

Undertake a compliance review of your fund to ensure all important documents are up-to-date and relevant. Prepare any additional minutes which may be required from a compliance perspective.

## Daily Administration

Where your fund receives direct data feeds from your cash account and investment platforms we will process them daily to provide you online reporting. If there are any items where we have missing information we will email to ask you to identify them.

Your fund will only stay up-to-date with your assistance in providing us with this information.



## Annual Accounting, Tax, Audit and Compliance

We will:

- Store digital records of all SMSF documents during the year
- Maintain member components and preservation status
- Prepare minutes and supporting documentation
- Prepare lump sum, rollover, pension commencement or commutation documents
- Calculate and advise clients of min/max pensions available
- Prepare BAS and IAS returns as required
- Prepare and submit PAYG summaries and statements
- Maintain cost base history of all investments
- Facilitate actuarial certificate and solvency certificate if applicable
- Deliver annual financial statements
- Facilitate registration with QROPS status with HMRC

- Attend to ongoing requirements with HMRC
- Prepare year-end accounts and audit papers
- Prepare and lodge the annual return
- Facilitate the annual independent audit
- Monitor SMSF Compliance with Superannuation Industry Legislation
- Day-to-day query resolution

## Pensions and Income Streams

We will:

- Establish new Income Streams/Pensions
- Manage commutation of Income Streams
- Prepare lump sum withdrawal documentation
- Prepare centrelink schedules
- Prepare all associated pension compliance documents
- Attend to ATO updates including TBAR
- Calculate and maintain taxable/tax free components.

# Find out how we can help you

Ring us on 1800 370 734  
Find out more at  
[www.expert-super.com.au](http://www.expert-super.com.au)



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