

Dear <first Name last name of accountant>

<Date>

Re: Instruction to Set up an SMSF for my family

Thank you for providing me factual information on Self Managed Superannuation Fund and advising me the maximum amount which I can salary sacrifice into super and the tax effect of this contribution and the maximum amount which I can contribute after tax in super.

I understand that you did not recommend that I set up an SMSF or made a statement of opinion with the intention of influencing me to decide to set up an SMSF. I agree that none of your discussions could reasonably be regarded as intending to have such an influence on me.

I agree that you did not

- provide financial product advice under section 766B of corporations Act
- suggested that you deal in a financial product under section 766C of corporations Act
- ask me how much super I have currently and suggested that I should roll over my superannuation interest to my SMSF
- give me any advice on where I should invest when I set up an SMSF
- advice me on how much insurance I should have currently or after I set up an SMSF

You have also advised me that since you do not have financial services licence you can provide only exempt service as per Regulation 7.1.29 of corporations act as it is reasonably necessary to provide the eligible service being the set up a SMSF.

I agree that you have advised me that once I roll over my superannuation interest to an SMSF, I will cease life insurance and risks relating to having no life insurance. I also understand that since you are not licensed you cannot provide advice on how much life insurance I should have for my family and dependants in case of my untimely death or life insurance for my other family members who may join my SMSF.

I agree that you have explained to me that any engagement of your services will be covered under Regulation 7.1.2(3) (f) & (g) of the Corporations Act where you will be simply arranging a SMSF trust deed and related documents for me and helping me to apply for Australian Business Number and Tax File Number of the fund for me and helping me to roll over my superannuation interest to my SMSF or helping me to make in-specie contribution to my SMSF. My engagement of your services will be limited to administrative tasks and the decision to set up an SMSF is completely mine.

The fee which are charging me is only to provide tax advice and factual information of SIS Act and all the administrative tasks which you will provide. I understand that the fee which you have quoted me is for obtaining a trust deed from your reliable legal sources and completing all the administrative tasks to set up an SMSF and providing me with factual tax and SIS Act information and not for any financial advice.

I agree that you have not given me any financial product advice and made any statement or formed an opinion that can constitute financial product advice. I understand that you are not licensed to provide any financial product advice and you have provided me only taxation relating to SMSF's and taxation and penalty consequences of various investment restrictions in SIS Act.

I also acknowledge that you have provided me with following details of a financial planner who can provide me advice if an SMSF is suitable to my situation

<Name of Financial Planner>

<Financial Planning Firm Name>

<Phone Number, email and Address of Financial Planner>

<Name of dealer group and the Authorised Representative number of the financial planner>

I confirm that I have spoken with the above financial planner / conducted my own research / spoken to another financial planner. I acknowledge that you cannot provide advice if I should set up an SMSF or not or compare my superannuation interest with an offering of another provider or with an SMSF. I acknowledge that you have advised me that you cannot provide any retirement planning or estate planning advice.

I agree that all the advice which you have provided is for the sole purpose and only to the extent reasonably necessary for the purpose of ensuring compliance by me and my SMSF with SIS Act.

I also acknowledge that you have not provided

- any advice relating to acquisition or disposal by the superannuation fund of specific financial products or classes of financial product
- a recommendation that
 - I should acquire or dispose of a superannuation product
 - relating to my existing holding in a superannuation product or to modify my investment strategy or my contribution level
 - to borrow with funds in my SMSF
 - to commence a pension or the amount of pension to be withdrawn
 - prepare or review investment strategy of the fund

Scope of Engagement

I have been requested to provide this letter to you as to define your scope of work which I want to engage you as following and is limited to:

- arrange a trust deed and related documents
- apply for ABN and TFN of the fund
- prepare rollover of my funds as per my instructions
- only document an investment strategy as per my instructions
- implement LRBA strategy when I request you
- prepare pension documents when I request you
- prepare annual financial statements and income tax returns
- provide taxation only advice on holding and disposing certain investments
- liaise with the SMSF auditor when required
- maintain proper minutes as per SIS Act
- monitor contributions and pension payments so that they comply with SIS Act
- keep track of member balances and valuation of fund assets as per SIS Act
- record purchase and sale of assets by me and record income and capital gain in holding such assets in an operating statement
- review my trust deed to comply with SIS Act as amended
- value assets as per market value as required by SIS Act for preparing financial statements
- advise me if any of the investments are likely to breach any provision of SIS Act
- provide tax consequences and factual information on investment or disinvestment of any particular asset

<Signatures of all prospective trustees>

<Names of all the trustees>

<Signature of a witness - preferred>