

## Change of Trustee Checklist

Client Name: McLeary Super Fund

Client Code: MCL025B

Virtu Manager: DM

Responsible	Task	Initials	Date Completed
Manager	Company order form signed off by manager		
Support	Company ordered from ACIS		
	ACIS Invoice & client code forwarded to Virginia for disbursement		
	All documents forwarded to Therese (if applicable), notify if MT is ASIC agent/ Registered Office/Both		
	Save Documents from ACIS in H Drive		
Manager	Change of Trustee application Form signed off by manager	MA	11/8/15
Manager/Support	Change of Trustee for SMSF ordered from McInnes Wilson	KH	11/8/15
Manager	Documents checked compared to order form	DM	14/8/15
Manager	Change of Trustee for SMSF Pack and <del>Investment Strategy</del> completed and sent to client	DM	18/8/15
Admin	New Company Pack completed and sent to client	NA	
	Documents received back from client	SK	7/10/15
	Update/Change details on the ATO portal/ABR	SK	7/10/15
	Save copies of Permanent Documentation in H Drive	SK	7/10/15
	File in Yellow-edge file for permanent documents	NA	
	ASIC forms given to Therese	NA	
Support	Send Trust Deeds to OSR for Stamping <i>Express Post</i>	SK	7/10/15
	Trust Deeds received back from OSR	KH	16/10/15
	AE (Viz) –Signatories & Corporate Trustee “Extras”	KH	16/10/15
	Class Super	KH	21/10/15
Manager	Contact Client to confirm assets/ titles/ bank accounts changed to new Trustee name		
Support	New bank/broker details entered into Class	NA	
	New authority form sent to client	<i>As through Burrell Adviser's can change Bank Acc names.</i>	
	Authority forms returned by client		
	Data feeds active and reconciled		

## APPLICATION FORM SELF MANAGED SUPERANNUATION FUND (SMSF) – CHANGE OF TRUSTEE

### PRICES

☒ Change the trustees of an SMSF      \$500 (plus GST)

### APPLICANT/ADVISER'S DETAILS

Firm name	Virtu Super		
Contact Name	Mari Ashted		
Telephone	07 3349 1452	Fax	07 3422 8014
Email address	maria@virtusuper.com.au		
Delivery Address for documents	PO Box 83		
Suburb/City	Mount Gravatt	State	QLD      Postcode 4122

### SUPERANNUATION FUND DETAILS

Name of Fund	McLeary Superannuation Fund		
ABN	42 291 007 682	Date of Establishment	31/01/2013
Has the SMSF previously been varied?	Date	Document Title	
Please provide details of all variations to the SMSF and attach copies of these documents.	Date	Document title	
	Date	Document title	

**Please attach a copy of the current SMSF Trust Deed to this application form**

### SUPERANNUATION FUND TRUSTEE DETAILS AND MEMBER DETAILS

#### CORPORATE TRUSTEE DETAILS

<b>(A)</b>	Name of Corporate Trustee (inc. ACN/ABN/ARBN)			
	Registered Office Address			
	Suburb / City	State	Postcode	
	List the names of ALL directors	1.		
		2.		
		3.		
		4.		
This trustee is:		<input type="checkbox"/> Resigning	<input type="checkbox"/> Continuing	<input type="checkbox"/> Being Appointed

<b>(B)</b>	Name of Corporate Trustee (inc. ACN/ABN/ARBN)			
	Registered Office Address			
	Suburb / City	State	Postcode	
	List the names of ALL directors	1.		
		2.		
		3.		
		4.		
This trustee is:		<input type="checkbox"/> Resigning	<input type="checkbox"/> Continuing	<input type="checkbox"/> Being Appointed

## SUPERANNUATION FUND TRUSTEE DETAILS AND MEMBER DETAILS

### INDIVIDUAL TRUSTEES AND MEMBERS DETAILS

(A)	Full Name	Shirley Margaret McLeary			
	Tax File Number	483 970 244			
	Residential Address	54 Currong Street			
	Suburb/City	Kenmore	State	Qld	Postcode 4069
	Date of Birth	06/01/1939	Occupation	Retired	
	This person is a: (select all that apply)	<input type="checkbox"/> Resigning <input checked="" type="checkbox"/> Continuing <input type="checkbox"/> Being Appointed			
		<input checked="" type="checkbox"/> Individual Trustee / Director of Corporate Trustee <input checked="" type="checkbox"/> Member			
(B)	Full Name	Ian Alfred McLeary			
	Tax File Number	475 632 105			
	Residential Address				
	Suburb/City		State		Postcode
	Date of Birth	14/03/1938	Occupation	Deceased	
	This person is a: (select all that apply)	<input checked="" type="checkbox"/> Resigning <input type="checkbox"/> Continuing <input type="checkbox"/> Being Appointed			
		<input checked="" type="checkbox"/> Individual Trustee / Director of Corporate Trustee <input checked="" type="checkbox"/> Member			
(C)	Full Name	Bruce Ronald McLeary			
	Tax File Number	165 107 012			
	Residential Address	70 Camelia Street			
	Suburb/City	Cannon Hill	State	Qld	Postcode 4170
	Date of Birth	01/01/1969	Occupation		
	This person is a: (select all that apply)	<input type="checkbox"/> Resigning <input type="checkbox"/> Continuing <input checked="" type="checkbox"/> Being Appointed			
		<input checked="" type="checkbox"/> Individual Trustee / Director of Corporate Trustee <input type="checkbox"/> Member			
(D)	Full Name				
	Tax File Number				
	Residential Address				
	Suburb/City		State		Postcode
	Date of Birth		Occupation		
	This person is a: (select all that apply)	<input type="checkbox"/> Resigning <input checked="" type="checkbox"/> Continuing <input type="checkbox"/> Being Appointed			
		<input type="checkbox"/> Individual Trustee / Director of Corporate Trustee <input type="checkbox"/> Member			

### RETURNING THIS FORM

After completing this form please *either*:

- print, sign, and fax it to McInnes Wilson Lawyers at (07) 3221 0479; *or*
- print, sign, scan, and email it to McInnes Wilson Lawyers at mcwcorporate@mcw.com.au; *or*
- check the confirmation box below and email the form to McInnes Wilson Lawyers at mcwcorporate@mcw.com.au

To print this form for signing click here:

**PRINT**

To email this form to McInnes Wilson Lawyers, after confirming instructions below, click here:

**SUBMIT**

## MCLEARY SUPERANNUATION FUND


### CONSENT TO APPOINTMENT AS TRUSTEE OR RESPONSIBLE OFFICER

I, Bruce Ronald McLeary of 70 Camelia Street, Cannon Hill, Queensland hereby declare that:

1. I consent to act as a trustee of the Fund.
2. I agree to be bound by the Fund's trust deed, all of the rules contained within the governing rules of the Fund, the laws under the *Superannuation Industry (Supervision) Act 1993* (Cth) (**SIS Act**), the *Income Tax Assessment Act 1997* (Cth), Part VIIIB of the *Family Law Act 1975* (Cth), the *Social Security Act 1991* (Cth), the relevant State Trustee Act, any successor Acts and all regulations made for the purposes of the foregoing acts to ensure that:
  - (a) the Fund elects to be a regulated superannuation fund under the SIS Act;
  - (b) the Fund is continuously maintained as a self managed superannuation fund; and
  - (c) the Fund remains a continuously complying superannuation fund.
3. I am not a disqualified person as that term is defined under the rules of the Fund and pursuant to Part 15 of the SIS Act. A disqualified person includes:
  - (a) A person found guilty of a dishonest conduct offence in Australia or elsewhere;
  - (b) A person that is insolvent under administration pursuant to the *Bankruptcy Act 1966*;
  - (c) A person disqualified by the Regulator, as that term is defined under the rules of the Fund, according to section 120A of the SIS Act.

The appointment is to last only so long as the continuing appointment does not render the Fund a non-complying self managed superannuation fund. Where the appointment jeopardises the Fund's complying status, I hereby agree to resign with effect immediately upon becoming advised by the trustee that my continuing appointment may result in the Fund becoming a non-complying self managed superannuation fund.

Signed by:

  
\_\_\_\_\_  
Bruce Ronald McLeary

31 / 08 / 2015  
\_\_\_\_\_  
Date