

# Your super, your service

## Ascend Self Managed Super Administration Services Guide

Issued by SMSF Administration Solutions Pty Ltd

ABN 76 097 695 988, AFSL No. 291195

Issued November 2023

The aim of Ascend Self Managed Super Administration is to make it as easy as possible for you to manage your retirement savings so that you, in conjunction with your financial planner, have full control over the investment strategy of your fund.

# Contents

About Ascend Self Managed Super Administration	1
Key features	2
Why Ascend Self Managed Super Administration?	4
Your administration service	5
How to use Ascend	6
Additional explanation of fees and costs	9
Other important information	11

## About Ascend

Ascend Self Managed Super (Ascend) gives you and your financial planner a simple and easy way to set up and maintain your own superannuation fund, with full visibility of all operational aspects of the fund.

You can take control of your retirement planning while we help you manage the complex administrative and compliance burden inherent in a superannuation fund.

Examples of services that Ascend provides include:

- Fund establishment, including the provision of a trust deed, notice of election to become a regulated fund and registration for an Australian Business Number (ABN), Tax File Number (TFN) and Goods and Services Tax (GST).
- Compliance administration, including providing annual financial and member statements, tax returns and all other necessary reporting to the Australian Taxation Office (ATO).
- Independent audit facilitation.
- Supplementary services including actuarial certification, technical advice, calculation of lump sum and pension payments and trust deed amendment facilitation.
- The aim of Ascend is to make it as easy as possible for you to manage your retirement savings so that you, in conjunction with your financial adviser, have full control over the investment strategy of your fund.

# Key features

## What is offered

A comprehensive fund establishment and ongoing administration and compliance service for self managed superannuation funds (SMSFs).

## Who can use the service

SMSF Trustees and their financial planners.

## Fund establishment

We do all the work necessary to help you establish your SMSF including:

- Setting up a company to act as corporate trustee (where applicable)
- Establishing the fund with the ATO
- Processing member applications
- Providing trustee minutes
- Actioning rollovers from other superannuation funds
- Setting up pensions

## Trust deed

We will arrange for a legal services supplier to provide a compliant trust deed for a new SMSF or, if you have an existing fund, we can arrange to amend your existing trust deed as required. (If you choose not to use this trust deed then it is your responsibility to ensure that your fund's trust deed is compliant and remains up-to-date.)

## Online Member Dashboard

The member dashboard allows you to view the details of your fund, including asset valuations, transactions and eligible termination payments (ETP) and preservation details as well as manage various tasks online.

## Fund reporting

Our service will meet all superannuation and member reporting requirements including:

- Asset valuations (for market based assets)
- Financial statements
- Annual member reports

## Tax

Ascend will handle the taxation aspects of the fund including:

- Calculation and payment of tax for the fund and its members
- Preparation of tax returns
- Preparation and lodgement of business activity statements (BAS) and instalment activity statements (IAS) as applicable

## Audit

We can arrange for an independent annual audit of the fund and provide the auditor with all necessary supporting documentation and reports.

## Statutory paperwork

Ascend will take care of the statutory paperwork including:

- Preparation of ATO returns
- Lodgement of statutory report forms
- Preparation of minutes for the trustees to sign
- Arranging actuarial calculations and certificates as required.

## Ongoing administration and record keeping

Ascend will record and maintain records of:

- Member details
- Financial transactions
- The fund's investment strategy
- Investment income
- Insurance arrangements
- Superannuation specific information

## Super and pension administration

Ascend will manage the superannuation aspects of your fund including:

- Pension calculations (where applicable)
- Calculation of benefit components
- Help implement superannuation strategies such as “transition to retirement” and “re-contribution strategies”.
- Segregation of member accumulation and pension assets where applicable.

## Ongoing monitoring

Ascend will monitor the fund and notify trustees of such issues as:

- Movements of assets outside of the fund's investment strategy
- The need for revaluation of non-standard assets
- The need for actuarial certificates
- Upcoming trustee obligations.

## Contribution cap and pension alerts

Ascend will send you alerts via your choice of email, text message or letter to:

- Help you manage your contributions caps
- Help make sure you always meet the minimum withdrawal requirements.

## Fund wind-up or transfer

If you wish to wind up the fund or transfer to another administrator, we will reconcile final balances and prepare all the necessary documentation as well as advise you of the appropriate transactions and payments that you need to make from the fund. We will charge the balance of 12 months' administration fees if you request this within the first 12 months of this agreement.

# Why Ascend?

## Flexibility

Ascend gives you a wide range of administration choices and options when it comes to important aspects of your fund, such as whether to have an individual or corporate trustee structure, superannuation strategies, lump sums and pensions, and borrowing for investment.

## Control

An SMSF gives you control over your retirement planning strategy and, in particular, the investment strategy that you employ to meet your goals. That is because all members of an SMSF must also be trustees or directors of a corporate trustee, and make all the decisions concerning the fund.

## Transparency

Along with the high level of control that Ascend provides, you will receive enough information to know exactly what is happening with your fund.

Importantly, you will also know exactly how much you are paying for Ascend and what you are receiving for those fees.

## Compliance

The rules and regulations governing SMSFs are complex and the penalties for serious breaches of the rules can be severe. Ascend significantly reduces the risk associated with the compliance burden on trustees by ensuring that all of the necessary documentation and records are in place as well as offering guidance to trustees to help avoid breaches of the rules. However, ultimate responsibility for compliance remains with the trustees of the fund.

## Wide choice of investment options

We can administer a wide range of assets so as trustee, you are free to develop the investment strategy of the fund to suit your needs.

Investment options can include:

- Direct shares
- Separately managed accounts and managed funds, held either directly or through an investment platform such as a “wrap”
- Commercial or residential property
- Cash and term deposits
- Collectibles such as artworks
- Derivatives such as futures and options

## Managing your tasks and activities online

Interaction with Ascend is easy through the online Member Dashboard.

We reduce the amount of paperwork by allowing you to sign many documents electronically.

You can also contact us if you need any help.

## Flexible fee arrangements

Ascend has two fee structures:

**Foundation** – for funds that utilise a select range of investment and banking options

**Platinum** – for more wide-ranging investment strategies. See ‘Fees and other costs’ on pages 7-8 for more information

## Borrow to invest

An SMSF is able to borrow to invest on a limited recourse basis by using a borrowing arrangement that meets the requirements of superannuation law. Ascend can help you set up the structures necessary to allow your fund to borrow to invest and help ensure that the arrangement complies with the law.

# Your administration service

Ascend offers a comprehensive establishment and ongoing administration service for self managed superannuation fund trustees. The following section summarises the main activities and services that Ascend provides.

## Trust deeds

We can arrange for a legal services provider to:

- Provide a trust deed to establish the fund
- Review the current trust deed for an existing fund, where required
- Recommend changes when it may be necessary to update the trust deed from the provider.

## Fund establishment

- Apply to become a regulated fund
- Establish a company to act as a corporate trustee (optional)
- Complete ABN and TFN applications
- Prepare establishment minutes and member application documentation
- Arrange rollover of existing superannuation benefits to the SMSF.

## Statutory obligations

- Prepare and lodge a statutory Annual Return
- Lodge all statutory reporting forms
- Prepare annual financial accounts and member statements
- Prepare minutes for trustee signature
- Arrange the annual fund audit and provide appropriate information to the chosen auditor
- Arrange actuarial calculations as required.

## Fund reporting

- Full online reporting including investment valuations and movements
- Online access to documents for members and advisers
- Copies of the fund's annual financial statements, annual income tax returns and regulatory returns.

## Administration

- Retention of digital records
- Daily transaction processing
- Monthly fund reconciliation
- Maintain member records, including balances, contributions, and the allocation of contributions and drawdowns to the correct components
- Multiple pension account monitoring
- Manage minimum and maximum pension levels (within each financial year)
- Monitor contribution types and amounts by member (within each financial year).

## Trustee obligations and minutes

- Prepare minutes of meetings including transaction minutes
- Monitor the investment strategy
- Advise trustees of any new obligations
- Advise members of asset movements that are outside the fund's investment strategy
- Monitor reporting of non-standard assets and advise of need for revaluation.

## Taxation and audit

- Determine tax payments for the fund and members
- Prepare and lodge the fund's annual tax return
- Prepare and lodge GST, BAS and IAS returns as applicable
- Prepare pay as you go (PAYG) payments and statements
- Prepare rollover documentation for the regulator
- Prepare comprehensive work papers at year end to simplify the audit process.

## Actuarial

- Arrange for lump sum drawdown and pension calculations as required for actuarial certificates.



# How to use Ascend

## Getting started

It is simple to set up an SMSF using Ascend. In conjunction with your financial planner, we will provide expert support and professional service to help you through this process (although we do not provide personal advice). We will provide you with guidelines for the set up of your fund and prepare the documentation necessary to establish the fund.

Using the Ascend service you can do most of the tasks necessary to set up a new fund online. Using our fund set up process you can complete all the administrative tasks involved in setting up a new SMSF—including establishing a new company to act as corporate trustee, establishing a trust deed, selecting an auditor and confirming your identity quickly and easily

We provide a complete documentation kit consisting of:

- A compliant trust deed from a legal supplier (or you can arrange your own trust deed if you prefer)
- A Product Disclosure Statement

We will assist you by preparing:

- An application for a fund TFN, an ABN and an election to become a regulated fund and lodging these with the ATO
- Trustee resolutions and minutes for the establishment of the fund, including confirmation of membership
- A Statement of Compliance
- An auditor appointment minute.

If you already have an existing fund, we can use your current trust deed or facilitate the amendment of your existing trust deed, as required, to ensure you obtain the maximum benefit (provided the existing trust deed permits amendment).

## Transferring your existing SMSF

Using our fund transfer process you can instruct the Ascend team to do most of the work to transfer your existing SMSF onto this service—including provision of a new trust deed at no cost, opening a bank account if needed, selecting an auditor, or linking the service to your current facilities. Once the transfer of your fund is complete, we can arrange to establish a company to act as a corporate trustee.

## How we keep you informed

All fund members will have access to the member dashboard, receive an annual financial statement, the fund tax return and member statements as well as other important information relating to the fund.

## Online reporting

Once we establish your SMSF (or once you engage Ascend if you already have a fund), we will provide you with a login and password so that you can access information about your fund through the online member dashboard at [ascendsmsf.com.au](https://ascendsmsf.com.au). You can also grant access to your financial adviser or other interested parties. Importantly, you should read our Online Access terms and conditions on page 12. Remember to keep your login and password confidential.

## Fees and other costs

The Fee Schedule outlines the cost which we will charge for the administration services we supply to you. If we decide to change any of the fees set out in this Fee Schedule, we will provide you with at least 30 days' prior notice of the change. The Fee Schedule doesn't include any product fees that may be charged by a third-party product issuer, government charges, government levies, investment costs, insurance costs or other costs you may incur in running your SMSF. Where government charges and taxes apply, these are payable by you. The fees payable under this agreement are in Australian dollars and 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 further notice, to take account of the increased GST payable.

## Establishment and set up costs

Activity	Fee
Fund set-up — New (includes a trust deed from our provider)	\$650
Fund set-up — Transfer	Free
Corporate trustee establishment	\$880
Corporate trustee establishment for bare trust	\$880
LRBA set-up	\$880

## Annual cost of running your SMSF

Activity	Foundation	Platinum
Base administration fee	\$1500 accumulation \$2000 pension	\$3100
Independent audit	\$539	\$539
Property administration (per annum)	\$300 for each property	Included
LRBA administration (per annum)	\$110 for each LRBA	Included
Segregated asset administration	\$750 per segregation	\$750 per segregation

## Other service costs you may incur

Activity	Foundation	Platinum
Actuarial certificate — account based/ defined benefit	\$225/ \$580	\$225/ \$580
Pension set up	Included within pension base fees	Included
Pension commutation/lump sum withdrawal	\$85 Accumulation Included within pension base fees	Included
BAS provision per annum	\$200	\$200
PAYG payment summary provision per annum	\$200	\$200
Company secretarial and corporate trustee maintenance per company per annum	\$154	\$154
Facilitation of rollovers outside of establishment	\$110 per transfer	Included
Trust deed refresh including legal review (Previous SuperConcepts deed/ non-SuperConcepts deed)	\$350/\$450	\$350/\$450
Lost deed replacement	\$450	\$450
SMSF trusteeship restructure/amendment	\$249	\$249
Declaration/Acknowledgment of trust (when purchasing a property)	\$210	\$210
Death benefit processing (per death benefit payment)	\$220	Included
Tax and compliance consulting, per hour including consulting for remedial compliance service, assisting with non-compliance with ATO and other compliance matters	\$385	\$385
Prior year returns	\$1500	\$1650
Catch up processing	1/12 of base admin fee per month of catch up processing required	1/12 of base admin fee per month of catch up processing required
Postal service	\$264	\$264

## Exiting your SMSF

Activity	Fee
Termination of service or transfer to another administrator	2 months pro rata base administration fee
Termination of service or transfer to another administrator in the first 12 months	Balance of 12 months base administration fee plus 2 months additional base admin fee
Windup	\$1100

If you require any other services not listed in the schedule above, please contact us and we can quote you the cost prior to you obtaining the service.

We reserve the right to review and update our fees, particularly if we deem the assets involved and/or the services we provide to you are more complex than what we consider to be the standard.

# Additional explanation of fees and costs

The fees you pay will depend upon your choice of underlying investments and the nature of your SMSF. We deduct the fees from the cash account of your fund (in accordance with the Direct Debit Agreement) unless stated otherwise. This will generally occur on or around the 15th day of the month following the provision of the service.

All fees are in Australian dollars and are inclusive of GST (where applicable.)

## Establishment fees

These fees cover the costs of setting up your SMSF and are payable after the establishment of your fund.

## Annual fees

These fees cover the ongoing administration of your SMSF. We will deduct the applicable fees from the cash account of the fund each month in arrears from the date of fund establishment.

There are two administration fee structures available:

**Foundation** – Our Foundation service is designed for trustees who intend to invest in cash, term deposits, listed Australian equities, or have their assets held in a platform.

The base fee includes year-round fund administration, compliance monitoring and regular reconciliation of your fund. A list of fees applicable for additional services including property administration can be found on page 7-8.

When you become a Foundation customer, we will establish a new cash management account for your customer's SMSF from a choice of Macquarie, AMP or Bank of Queensland. Your Macquarie, AMP, or Bank of Queensland CMA must be used as the linked cash account for your SMSF. Please see the relevant Product Disclosure Statement and Financial Service Guide for more information. For a full list of fees see page 7-8.

**Platinum** – Our Platinum service is designed to cater for a wide breadth of SMSF investments, with the one fee to cover all your essential needs.

The base fee includes year-round fund administration, compliance monitoring and regular reconciliation of your fund.

It also includes the most common types of services you require from an SMSF provider such as:

- Administration of all types of assets
- Pension establishment, commutation and restructures
- Lump sum payments of benefits
- Facilitation of payments for your SMSF such as rental related payments

The addition of our payment facilitation service provides a concierge service experience. For a full list of fees see page 7-8.

## Actuarial certificates

Where your fund is paying a pension, the fund may require an actuarial certificate. If you request us to arrange this service we will deduct this fee on behalf of the actuarial provider.

## Audit

If you request us to arrange this service, we will deduct this fee on behalf of the audit provider. There may be an additional charge for re-auditing the fund if it is necessary to re-work the statutory accounts of the fund. The auditor reserves the right to individually negotiate fees for large and complex funds.

## Limited Recourse Borrowing Arrangements (LRBA) administration (optional)

The fees stated in the table on page 7 cover the legal costs for a standard arrangement from the legal provider. However setting up an SMSF borrowing arrangement can be complex and may require direct legal support. If you require support, we can arrange advice through our legal provider who will provide you with a fee estimate. We will deduct any legal fees on behalf of the provider.

## External service providers

If you choose to arrange an actuary, auditor or lawyer without our assistance, you must negotiate your own fees with them, which may differ from the fees stated in the table on pages 7-8.

## Additional fees

We may impose additional fees on more complex funds. We will discuss these with you in advance, if relevant.

## ATO levy

We will deduct and pay this levy from the cash account of the fund to the Australian Tax Office on behalf of the trustees when it falls due – it is not a fee of Ascend.

## Advice fees

This is not a fee payable to Ascend. You may agree to pay your financial adviser an upfront and/or ongoing advice fees. We can help you make these payments by deducting the Advice fee from your fund and paying this to your financial adviser. Please discuss the payment arrangements with your financial adviser.

## Commission and brokerage paid by service providers

SMSF Admin Solutions currently has arrangements in place to receive commission or distribution fees if you decide to use certain services. The product or service provider pays these amounts directly to SMSF Admin Solutions from their own fees—we do not deduct them as an additional charge to your fund. Please refer to our Financial Service Guides for more information.

## Changes to fees and costs

Fees and costs may vary over time due to changes to Ascend, changing market or economic conditions, changes in law or where third parties impose or increase their charges. If we decide to increase any of the fees set out in the table on page 7-8, or introduce new fees, we will provide you with at least 30 days' prior notice of the change.

# Other important information

## Administrator

Ascend Self Managed Super is offered by SMSF Administration Solutions Pty Ltd ABN 76 097 695 988, AFSL No. 291195 (SMSF Admin Solutions). AMP owns 100% of SMSF Admin Solutions. SMSF Admin Solutions reserves the right to transfer its rights and obligations under this agreement to any of our related bodies corporate by notice to you.

## Financial Services Guide

SMSF Admin Solutions has prepared a Financial Services Guide that is available on our website at [ascendsmsf.com.au](http://ascendsmsf.com.au) for your review.

## Your instructions

Generally, we should receive all instructions for your SMSF from you. However, we will also accept instructions from your financial adviser or another person who is authorised to instruct us on your behalf (each a nominated representative). You will be able to provide instructions online through the member dashboard.

## Nominated representative

You can appoint your financial adviser or another person as your nominated representative to act as the main point of contact for providing us with instructions regarding administration matters for your SMSF. To appoint a nominated representative you must provide us with a written nomination that both you and the nominated parties sign and date. The application process for Ascend allows you to do this.

You can cancel the appointment of your nominated representative at any time by giving us written notice. You are responsible for anything that your nominated representative does on your behalf.

If someone whom we reasonably believe to be your nominated representative acts on your behalf, we'll treat it as if you are acting personally.

We will assume that your nominated representative is authorised to do everything that you can do in respect of your Ascend service, except appoint other representatives.

## Privacy

Ascend collects personal information from you, your nominated adviser and other (prospective) members of your SMSF. Our main purpose in collecting personal information is to establish and/or administer your SMSF. If you do not provide the information necessary to process your application, then we may not be able to process it.

We may collect personal information if it is required by or authorised under the various financial services laws. If you use our services through an intermediary (such as a financial adviser, stockbroker or accountant), we will not use your information for the purposes of direct marketing without the consent of that intermediary. If you use our services directly (not through an intermediary), we may also use your personal information for related purposes, such as keeping you informed of new services or special arrangements offered or distributed by us. Again, when conducting our marketing activities, we may disclose some personal information to our service providers. You can opt out of receiving direct marketing information from us at any time.

We usually disclose information of this kind to:

- Other members of your SMSF.
- Other members of the AMP group
- Your financial planner or broker (if any)
- External service suppliers who supply administrative, financial or other services to support the ongoing administration of your fund both here and overseas. A list of countries where these providers are likely to be located can be accessed via our Privacy Policy
- Anyone you authorise, or
- If required by law.

If sensitive information is collected, for example health information or membership of a professional association, additional restrictions apply. The primary purpose for collecting and holding sensitive information is to administer your SMSF's records of any insurance held through your SMSF. We may disclose sensitive information to your nominated adviser or other trustees (or directors of a corporate trustee) directors of your SMSF, anyone you have authorised or if required by law.

Under the AMP Privacy Policy, you may access personal information about you held by the AMP group. The AMP Privacy Policy sets out the AMP group's policy on management of personal information, including information about how you can access your personal information, seek to have any corrections made on inaccurate, incomplete or out-of-date information, how you can make a complaint about privacy and information about how AMP deals with such complaints. You may obtain a copy by visiting [amp.com.au](http://amp.com.au)

## Administration agreement

This Administration Services Guide, the Financial Services Guide and your completed application together make up the legally binding agreement between you and us ('Agreement').

We encourage you to read all documents carefully to ensure that Ascend is appropriate for you and your fund. By submitting your application, you will be liable for the fees payable for using Ascend. You will be liable both personally and in your capacity as a trustee, or director of the corporate trustee, of your fund (including any newly established fund).

## Variation of agreement

We can generally amend this agreement immediately by notifying you of any changes. However, if we consider the amendment to be materially adverse to your interests we will give you 30 days' prior written notice.

## Ascend online access conditions

The Ascend member dashboard is owned and operated by SMSF Admin Solutions. Information about the terms of use is available on the website. The following conditions apply:

- You can access information with a Login ID and password to your Dashboard. You are responsible for keeping these confidential.
- We will give access to your information to anyone who uses your Login ID and password or who complies with any other security procedure that we may use.
- Any action by that person will be taken to be by you and will be binding on you.
- You must tell us immediately if you suspect that any unauthorised person has access to your Login ID or password.
- We can only accept responsibility for the reliability of data and information that is within our control.
- We are not responsible for transmissions of any computer virus or other unwanted programs or information from or associated with your Dashboard use.
- We are not responsible for the accuracy or content of information or material that we provide, which you then change and give to a third party or give this information in a different form from what was in the Dashboard.
- We may suspend or cancel your access but will give you notice beforehand if possible. You acknowledge that anything associated with or available through the Dashboard belongs to us or other third parties and is protected by intellectual property rights.

You release, discharge and indemnify us from and against all liabilities and costs (including legal costs) incurred by you as a result (direct or indirect) of your use of (or inability to use) the Dashboard.

## Trustee acknowledgements

You, as trustee, acknowledge that:

- You have either received professional advice in relation to this agreement and its tax implications or you have had the opportunity to obtain such advice and have decided not to, and that the services are appropriate for you and your SMSF and your circumstances.
- We undertake to use reasonable endeavours to help support you with your SMSF compliance obligations by providing the services outlined in this document.
- However, as you are the trustee, you are ultimately responsible for the operation, management and compliance of your SMSF. To assist you, you should obtain professional

advice regarding your specific obligations for the management and compliance of your SMSF.

- You and your SMSF comply and will continue to comply with all relevant laws.
- We are not responsible for reviewing or advising you on your Fund's investments.
- Other than the administration services we provide we are not responsible for the delivery or performance of any of the products or services that you may use or engage or that are arranged by us on your behalf including any financial products and services. We disclaim any warranties concerning the accuracy or content of any information, products or services provided to us by a third party.
- Where you have engaged us (or entities related to us) as your tax agent to report to regulators on your behalf matters relating to your compliance obligations (including transfer balance account reporting), you consent to us making such reports.
- We engage entities such as other businesses, service providers, consultants and other organisations (located in Australia and overseas) to assist us to deliver our services to you. Most, but not all, of these entities are related to us. By accepting our services (or the services of a tax agent that is related to us) you are consenting to 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](#).

## Trustee undertakings

You, as trustee, undertake to:

- You will respond, in a timely manner, to any tasks we send you in relation to your SMSF in order for us to provide our services to you.
- You will manage your SMSF in accordance with your Trust Deed and the applicable laws.
- You will immediately notify us if you receive a determination that your SMSF is noncomplying, or for any reason ceases to exist, or of any other matter that may affect the administration of your SMSF.
- You will pay the fees and charges as set out in this document on a timely basis.
- You will maintain sufficient funds in your SMSF's nominated bank account to allow us to deduct any fees owed. Failure to do so may attract additional charges.
- We will liaise with you, your adviser or such other person in accordance with your written instructions, in relation to your Fund.

- We will accept written instructions in relation to the operation of your Fund from authorised contacts. Unless you instruct us otherwise, the authorised contact may act on your behalf in all matters relating to your Fund, which may include but not be limited to investment purchases and sales, corporate actions (including dividend reinvestment plans, rights issues, bonus re-investment plans, voting rights, investment instalment payments, calls and top up schemes), pension and benefit payments, regular withdrawals, allocation of contributions, taxation payments, statutory lodgements and expenses of your Fund.

## Termination of agreement

- We can amend these Terms and Conditions immediately by notifying you of any changes. However, if we consider any amendment to be materially adverse, we will give you 30 days' prior written notice.
- Either party may terminate this agreement by giving the other party 30 days' written notice. Fees may apply. Please refer to our Fee Schedule.
- Where we have given you 30 days' prior written notice of a change to this agreement, you may elect to terminate this agreement by giving us 14 days' written notice.
- If you have not made a rollover or contribution into your SMSF or if you have made a rollover and withdrawn the full amount of your fund balance and provide us with no corresponding document by the time your SMSF's first tax return is due, we reserve the right to terminate this agreement. If we do so, we require any fees owing to us to be paid to us in your personal capacity. We may also provide this information to the appropriate regulator.
- If you do not respond in a timely manner to tasks we send you in relation to your SMSF and, as a result, we are unable to provide our services to you, we reserve the right to terminate this agreement. If we do so, we require any fees owing to us to be paid to us in your personal capacity.
- Following termination
  - We will not conduct any further work on your SMSF, including as tax agent or report to regulators on your behalf (where applicable), unless we are directed by you.
  - Subject to you having discharged all outstanding fees, we will prepare and promptly deliver stored data, files and related material regarding your SMSF's administration to you or a person nominated by you.
  - We can transfer our rights and obligations under this agreement to any of our related bodies corporate by notice to you.



#### **What you need to know**

This document does not take into account your financial situation, objectives and needs. Before you make any decision based on the information contained in this document it is important you consider the product disclosure statement (available from the issuer of the product or your financial planner), the financial services guide and your own personal circumstances.

#### **Contact us**

**Phone** 1300 049 727

**Fax** 1300 660 528

**Web** [ascendsmsf.com.au](http://ascendsmsf.com.au)

**Email** [admin@ascendsmsf.com.au](mailto:admin@ascendsmsf.com.au)

**Mail** Ascend Self Managed Super Administration

GPO Box 9981

Adelaide SA 5001