

Your super, your service

Ascend Self Managed Super Administration Services Guide

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 planner, have full control over the investment strategy of your fund.

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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 support, 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 planner, 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.

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 to 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.

Contributions 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 them 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 Outstanding Tasks function through the online member dashboard and we reduce the amount of paperwork by allowing you to sign many documents electronically. You can also contact us by telephone and email.

Flexible fee arrangements

Ascend has two fee structures:

Essentials—for funds that utilise a select range of investment and banking options plus the option to invest in a property asset.

Platinum—for more wide-ranging investment strategies.

See 'Fees and other costs' on page 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.

Pension card

The Ascend pension card allows you to make pension withdrawals using ATMs both in Australia and overseas.

Access to complementary services

Ascend is offered through the AMP group. AMP offers a number of other products and services that you can choose to utilise in conjunction with Ascend, including:

- AMP SuperEdge Cash Account
- Personalised Portfolio investment platform for separately managed accounts, managed funds and direct shares
- North investment platform for a wide variety of managed funds, term deposits and direct shares that also offers an optional portfolio guarantee
- life insurance to protect you and your family's future
- term deposits.

Your administration service

Ascend offers a comprehensive establishment and ongoing administration service for SMSF 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 planners
- 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
- Reserve account monitoring
- 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 member contribution reporting
- 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**. You can also grant access to your financial planner or other interested parties.

Importantly, you should read our Online Access terms and conditions on page 13. Remember to keep your login and password confidential.

Fees and other costs

Getting started

Service	Essentials	Platinum
Set up a new SMSF		
Fund establishment (for a new fund only)	\$550	\$550
Provide a trust deed ⁽ⁱ⁾	\$440	\$440
Establish a company to act as corporate trustee (optional)	\$990	\$990
Transfer your existing SMSF to Ascend		
Provide new trust deed (optional)	\$0	\$0
Prepare prior year accounts and tax returns (optional)	\$1,650 each year outstanding	\$1,650 each year outstanding

SMSF administration

Service	Essentials	Platinum
Fund administration		
The choice of two administration fee structures that charge a flat monthly fee. ⁽ⁱⁱ⁾		
Fund administration	\$162.50 each month ⁽ⁱⁱⁱ⁾ \$187.50 each month with a property ⁽ⁱⁱⁱ⁾	\$237.50 each month

Audit

Service	Essentials	Platinum
Audit		
These fees apply if you choose Ascend's provider for your annual audit and are paid directly to the external provider. See page 10 for more information.		
Audit fee where all data is sourced electronically (fund contains only data fed assets)	\$180 each year	\$280 each year
Audit fee where some data is sourced manually (fund contains non-data fed assets such as property)	From \$580 each year	From \$580 each year
Re-audit (if required)	Approximately \$330 each year	Approximately \$330 each year

Fees payable to regulators

Service	Essentials	Platinum
ATO levy		
This levy is payable to the ATO each year. See page 11 for details.		
ATO levy	As advised by ATO	As advised by ATO

Optional services

Service	Essentials	Platinum
Administration for property or other non-data fed assets		
This is an annual administration fee that applies to each asset in your fund's portfolio that requires manual input and verification. See page 10 for more information.		
Fund administration—first property or other non-data fed asset	\$300 each year	Nil—first asset is free
Fund administration—additional property or other non-data fed assets	Not available – limit of one property asset	\$300 each year for each additional asset
Borrowing		
Fees to set up and manage a Limited Recourse Borrowing Arrangement (LRBA) to purchase property or other assets.		
Initial LRBA set up and administration	\$400	\$400
LRBA documents and trust	\$1,200	\$1,200
Related party loan documents (if required)	\$400	\$400
Establish a company to act as corporate trustee for the borrowing trust (if required)	\$990	\$990
Ongoing fee for compliance maintenance—property	Nil	Nil
Ongoing fee for compliance maintenance—non-property assets	\$110 per month	\$110 per month
Knowledge centre		
You can choose to subscribe to Ascend's knowledge centre to help you stay up-to-date and informed about SMSFs. See page 7 for more information.		
Access to knowledge centre	\$220 each year	\$220 each year
Advice		
You may agree to pay your financial planner an advice fee for their services.		
Advice fees	Flat dollar or asset based percentage fee as agreed between you and your financial planner	Flat dollar or asset based percentage fee as agreed between you and your financial planner
Additional help when you need it		
These fees apply to additional services you may require from time to time. Fees may be payable to an external service provider. Hourly rates may vary according to the task required.		
Actuarial certificates for account based pensions, allocated and term allocated pensions	\$220 each year	\$220 each year
Actuarial certificates for defined benefit pensions	\$440 each year	\$440 each year
Trust deed updates ⁽ⁱ⁾	\$220 per update ^(iv)	\$220 per update ^(iv)
Remedial services for existing funds	\$165 to \$330 per hour	\$165 to \$330 per hour
Other work as requested	\$165 to \$330 per hour	\$165 to \$330 per hour

Fund wind up or transfer to another administrator

Service	Essentials	Platinum
Wind up or transfer fees		
If you choose to wind up your fund or transfer to another administrator within the first 12 months of your Ascend service you will be required to pay the balance of 12 months' administration fees, calculated as: The number of months remaining to 12 months multiplied by the administration fee for the month immediately prior to the wind up or transfer of the fund.		
Within months 1–12	Balance of 12 months administration fees as outlined above	Balance of 12 months administration fees as outlined above
Month 13 onwards	Nil	Nil

(i) Government stamp duty may also be payable.

(ii) Ascend reserves the right to individually negotiate fees for large or complex funds.

(iii) Subject to restrictions on the types of investments you hold. See page 10 for more information.

(iv) Applies to trust deeds supplied by Ascend.

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:

Essentials—preferentially priced for bundling the SMSF administration service with the AMP SuperEdge Cash Account and a wide choice of investment options through approved AMP platforms. The fund's investments must consist of any combination of the following:

- the cash account for the fund is the AMP SuperEdge Cash Account, and
- investments via the following approved platforms:
 - a holding in the Personalised Portfolio investment service, or
 - a holding in the North investment platform, or
 - a holding in *PortfolioCare* or *WealthView* investment services, or
 - a holding in the Desktop Broker share trading platform.

Additionally the following options are available:

- Term deposits from any Australian financial institution, purchased either directly or via Australian Money Market, and/or
- The Ascend pension card, if the customer chooses to open and link an AMP SuperEdge Pension Account.

There is flexibility within the Essentials structure to hold a property asset, for an additional fee.

Platinum—this is a flat dollar annual fee that is designed for funds that wish to have full flexibility of investment choice. That is, there are no restrictions on the number, the provider or the type of investments that the fund can hold (subject to superannuation rules).

The fee includes administration for one asset which requires us to manually input valuation and transactions data (eg a property). There is a charge for each additional asset of this type that the fund holds.

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. We do not receive any part of this fee. The auditor reserves the right to individually negotiate fees for large and complex funds.

Provision of trust deed and trust deed updates

If you request us to arrange this service we will deduct this fee on behalf of the legal provider.

Limited Recourse Borrowing legal costs and corporate trustee for debt instrument trust (optional)

The fees stated in the table on page 9 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 page 8–9.

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 planner 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 planner's licensee. Please discuss the payment arrangements with your financial planner.

Commission and brokerage paid by service providers

SuperIQ Pty Ltd currently has arrangements in place to receive commission or brokerage if you decide to use certain services. The product or service provider pays these amounts directly to SuperIQ Pty Ltd from their own fees—we do not deduct them as an additional charge to your fund.

Service	Amount (incl. GST)
AMP SuperEdge Cash Account	0.275% pa of account balance
Adelaide Cash Management Account	0.275% pa of account balance
Macquarie Cash Management Account	0.275% pa of account balance
Australian Money Market term deposits	Up to 0.1% of deposit balance
Desktop Broker online broking	The greater of \$5 per trade or 0.04% of the value of the trade

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 8–9, or introduce new fees, we will provide you with at least 30 days' prior notice of the change.

Payment to other service providers or agents

We may pay other service providers and third parties who support Ascend. These payments will come from the fees disclosed in the table on page 8–9 and do not represent an additional charge to you.

Other important information

Administrator

Ascend Self Managed Super is offered by Australian Securities Administration Limited (**ASAL**) ABN 83 002 905 197, AFSL No. 233182. ASAL is a member of the AMP group of companies. ASAL currently engages SuperIQ Pty Ltd ABN 27 147 105 164 to provide the Ascend Self Managed Super service. AMP owns 49% of SuperIQ Pty Ltd. ASAL reserves the right to replace SuperIQ Pty Ltd, or any other service provider, at any time.

Financial Services Guide

ASAL has prepared a Financial Services Guide that is available on our website at 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 planner 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. You can also provide instructions using the following methods:

- **Write to:**
Administration Team
Ascend Self Managed Super Administration
PO Box 602
NORTH SYDNEY NSW 2059
- **Fax:** All fax instructions must bear an original signature
- **Email:** Instructions must originate from an email address that we recognise to be yours or that of your nominated representative
- **Phone:** We will also accept your instructions via telephone.

In all cases you agree to indemnify us against all losses and liabilities arising from any actions we undertake based on any instruction (even if not genuine) that we believe to be yours or that of your nominated representative.

We will not, in our sole discretion, act on instructions if they are not clear, complete or otherwise in accordance with the terms of this agreement or superannuation law. We will advise you or your nominated representative if we will not act on any such instruction and we do not accept any liability (including liability for negligence) for instructions we do not implement in these circumstances.

However, we do not need instructions to make deductions from your fund's cash account from time to time to satisfy any obligation or outstanding amount (including our fees).

Nominated representative

You can appoint your financial planner 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:

- terminate this agreement, or
- 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 contacting us on 1300 157 173 or visiting 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 SuperIQ Pty Ltd. Information about the terms of use is available on the website. The following conditions apply:

- You can access information with a Login ID and internet password.
- We will give anyone access to your information who uses your Login ID and internet 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 Ascend Online Access 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 Ascend member dashboard.
- We may suspend or cancel your access but will give you notice beforehand if possible.
- We may vary these conditions from the time we notify you.
- We may email you about your Ascend member dashboard use.
- You authorise us and any agents we may appoint to use your personal information for the delivery of the Ascend member dashboard.
- You acknowledge that anything associated with or available through Ascend member dashboard belongs to us or other third parties and is protected by intellectual property rights.
- You release, discharge and indemnify ASAL and the AMP group from and against all liabilities and costs (including legal costs) incurred by you, ASAL, the AMP group, or SuperIQ Pty Ltd as a result (direct or indirect) of your use of (or inability to use) the Ascend member dashboard.

Trustee acknowledgements

You, as trustee, acknowledge that:

- ASAL is only responsible for providing the administration services described in this Administration Services Guide and is not responsible for the management of the fund or compliance of the fund with superannuation law and does not provide advice on aspects of fund compliance to you
- ASAL provides guidance only to help you in the administration of your fund and you should obtain professional advice regarding your specific obligations about the management and compliance of the fund
- ASAL is 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 ASAL on your behalf
- ASAL and the AMP group are not liable to you or the superannuation fund for any losses (direct or indirect) relating to Ascend Self Managed Super Administration except to the extent that the liability directly results from the fraud, wilful default, dishonesty or negligence of ASAL.

Trustee undertakings

You, as trustee, undertake to:

- ensure that you register all fund investments in the trustee's name, but care of the Ascend Self Managed Super Administration postal address (unless otherwise agreed in writing)
- ensure that Ascend Self Managed Super Administration is the sole administrator of the investments of your superannuation fund
- immediately notify Ascend Self Managed Super Administration in writing if you receive a determination that your superannuation fund is non-complying or for any reason ceases to exist or of any other matter that may affect the administration of the superannuation fund.

Termination of agreement

Either party may terminate this Agreement by giving the other party 30 days' written notice.

We may terminate this Agreement at any time without notice if you breach your obligations to us (and you have not rectified the breach within 30 days' notice from us) or become insolvent or of unsound mind. The Agreement will also cease after we finalise the fund accounts following the death of the last member of the fund.

If this Agreement terminates, we will deem this to be an instruction to finalise any incomplete aspects of your instructions, to continue to deduct our usual fees and charges until we transfer all your records to the trustees (or their nominee), and to deduct any outstanding service fees and charges.

Following termination of this Agreement, we will prepare and promptly deliver stored data, files and related material regarding the fund's administration, in our preferred format, to the trustees or their nominee.

Where this Agreement terminates by a request to wind up the fund or transfer to another administrator within 12 months of entering into the Agreement, we will also charge you the balance of 12 months' administration fees. See the 'Fees and other costs' section on page 9 for more information.

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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

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you by **AMP** 