

**APPLICATION FOR SELF-MANAGED SUPER FUND ACCOUNT (SMSF) OR TRUST**

Prior to establishing a Self-Managed Super Fund (SMSF) Account you **must** provide the below documentation. In addition, you are also required to provide proof of identification documents for all persons registered on the account.

TABLE A – Required Documents to Establish a SMSF Account	
<input type="checkbox"/>	Completed SMSF Account Application Form (Page 1 & 2)
<input type="checkbox"/>	Letter of Authority authorising the opening of the account from all Trustees of the SMSF (or directors, if a corporate trustee).
<input type="checkbox"/>	<b>Certified copies the Front Page, Schedule 1 Page/s and all Signatory pages of the SMSF / Trust Deed.</b> <i>We will only accept certified copies of these pages from the original document at account establishment. Please note we will <u>not</u> make copies of original documents.</i>
<input type="checkbox"/>	Australian Securities & Investments Commission (ASIC) Registration Form <i>(If applicable.)</i>
<input type="checkbox"/>	ACN and or ABN issued to the company <i>(If applicable.)</i>
<input type="checkbox"/>	Personal Identification including photo ID and Proof of address of all parties to the account. This includes all authorising Directors and/or any other parties to the account. <b>For acceptable personal identity documents, please see ‘Proof of Identification Document’ requirements. (Please request this from our office until available for download from our website)</b>

Guardian Vaults Holdings Pty Ltd, its officers, agents, representatives and employees do not hold an Australian Financial Services Licence (AFSL). If you require advice about a financial product, you should contact a licensed or authorised financial advisor.

Proof of identification documents not physically presented to the office will only be accepted as certified colour copies of the front and back.

In most occasions Guardian Vaults can open an account immediately. However, reserve the right to decline the opening of an account due to our internal processes without further explanation.

There is a fee of \$50 charged above our standard price list on all SMSF Safe Deposit account rental fees (First year only).

If you have a general question regarding an application for a SMSF account please contact us by email at [compliance@guardianvaults.com.au](mailto:compliance@guardianvaults.com.au)

SUPER FUND INFORMATION	
<b>Superfund Name:</b>	
<b>ATF:</b>	
<b>Registered Address:</b>	
<b>Principal Place of Business Address:</b>	
<b>ABN:</b>	<b>ACN:</b>
<b>Country of Establishment:</b>	

**TRUSTEES**

**Name of All Trustees** \*Letter of Authority must be received from all persons listed here\*

<b>1.</b>	<b>2.</b>
<b>3.</b>	<b>4.</b>

*Please Complete Page 2*

APPLICATION FOR SELF-MANAGED SUPER FUND ACCOUNT (SMSF) OR TRUST

<b>LOCATION</b>	MELBOURNE   <input type="checkbox"/> 100 William <input type="checkbox"/> 55 Collins	SYDNEY   <input type="checkbox"/> 151 Castlereagh
<input type="checkbox"/> SMSF ACCOUNT	<input type="checkbox"/> TRUST ACCOUNT	<input type="checkbox"/> JOINT ACCOUNT

Accounts can have a maximum of 4 Registered Persons

LEASE/REFERENCE \_\_\_\_\_ SDB/SIZE \_\_\_\_\_

**All Bold fields must be completed**

REGISTERED PERSON (1)	
<b>Surname:</b>	<b>Given Name:</b>
<b>Middle Name:</b>	<b>Date of Birth:</b> /     /
<b>Residential Address**:</b>	
	<b>Suburb:</b>
<b>State:</b>	<b>Post Code:</b>
	<b>Country:</b>
<b>Mobile PH:</b>	<b>Home PH:</b>
<b>Email:</b>	
Postal Address:	
<b>State:</b>	<b>Post Code:</b>
	<b>Suburb:</b>
	<b>Country:</b>

**\*\*Cannot be a PO BOX**

**PREFERRED CONTACT METHOD**

EMAIL    SMS/PHONE    POST      SIGNATURE (1) \_\_\_\_\_      DATE \_\_\_\_\_

REGISTERED PERSON (2)	
<b>Surname:</b>	<b>Given Name:</b>
<b>Middle Name:</b>	<b>Date of Birth:</b> /     /
<b>Residential Address**:</b>	
	<b>Suburb:</b>
<b>State:</b>	<b>Post Code:</b>
	<b>Country:</b>
<b>Mobile PH:</b>	<b>Home PH:</b>
<b>Email:</b>	
Postal Address:	
<b>State:</b>	<b>Post Code:</b>
	<b>Suburb:</b>
	<b>Country:</b>

**\*\*Cannot be a PO BOX**

**PREFERRED CONTACT METHOD**

EMAIL    SMS/PHONE    POST      SIGNATURE (2) \_\_\_\_\_      DATE \_\_\_\_\_

**NEXT OF KIN INFORMATION**

<b>NAME:</b>	<b>NAME:</b>
<b>RELATIONSHIP:</b>	<b>RELATIONSHIP:</b>
<b>DOB:</b>	<b>DOB:</b>
<b>CONTACT:</b>	<b>CONTACT:</b>

**OFFICE USE ONLY:**    Consultant Signature \_\_\_\_\_      Date \_\_\_\_\_

Authorising Signature \_\_\_\_\_      Date \_\_\_\_\_

**PROOF OF IDENTIFICATION DOCUMENT**

*For any Account Type you will be required to provide a minimum of 2 documents when opening an account with Guardian Vaults Melbourne Pty Ltd or Guardian Vaults Sydney Pty Ltd.*

Present 1 document from Table A and 1 document from Table B when opening an account with Guardian Vaults.

Proof of identification documents (Table A) not physically presented to the office will only be accepted as certified colour copies of the front and back.

Guardian Vaults will not accept identity documents that have expired. Passports that are 6 months from expiry will also not be accepted.

TABLE A – Proof of Your Identity	Important Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Current Australian Passport</li> <li><input type="checkbox"/> Current International Passport</li> <li><input type="checkbox"/> Current Australian Drivers Licence</li> <li><input type="checkbox"/> Current International Drivers Licence</li> <li><input type="checkbox"/> National Identity Card</li> <li><input type="checkbox"/> Proof of Age Card</li> </ul>	<p>Proof of your identity documents must be valid and contain a colour photograph.</p> <p>Australian Drivers licence may be used as proof of your address provided this is not also being used as proof of your identity.</p> <p>We will not accept a passport that shows V.I.P.P. (visa in previous passport), without seeing the original visa. You will need to present your existing current passport, plus the passport that contains the valid visa.</p>

TABLE B – Proof of Your Address <i>*Clearly showing full name and residential address</i>	Important Notes
<p><b>Statement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank, Credit Card, Mortgage etc.</li> </ul> <p><b>Utility Household Bill</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas, Electricity, Water, Telephone, Internet.</li> </ul> <p><b>Local Authority</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rates Notice issued by local council.</li> </ul> <p><b>Government</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial Benefits Statement issued by the Commonwealth/State or Territory issued to you.</li> <li><input type="checkbox"/> Australian Tax Office (ATO) notice issued to you.</li> </ul>	<p>Statements should be less than 6 months old.</p> <p>Bills should be less than 6 months old.</p> <p>Local authority notices should be less than 6 months old.</p> <p>Government or Tax notices should be less than 6 months old.</p> <p><i>Please Note: Any other type of documentation will only be accepted at the discretion of the site manager at the time of registration.</i></p>

**Overseas Documentation**

In relation to **overseas documentation** we require:

- 2 identity documents from Table A
- 1 proof of address document from Table B. **It must correspond with an address on one of the identity documents.**

Documents should be in English or translated into English. Any translation should be legalised by the Embassy of the foreign national or Notary Public/Lawyer in the country of residence of the foreign national. All legalised documents and translations when presented should be no more than 6 months old.

*In most occasions Guardian Vaults can open an account immediately. However, we reserve the right to decline to the opening of an account due to our internal processes without further explanation.*