

## SMSF Kit Summary

### Executive Summary

<i>Kit or Product</i>	<i>Guidance</i>	<i>Template Documentation<sup>1</sup></i>	<i>Price</i>	<i>Licence</i>	<i>Page</i>
Pension Kit: <i>Account-Based Pension ('ABP')</i>	✓	✓	\$440	Single Use <sup>2</sup>	2
Pension Kit: <i>Transition to Retirement Income Stream ('TRIS')</i>	✓	✓	\$440	" "	2
Pension Kit: <i>Market Linked Pension ('MLP')</i>	✓	✓	POA	" "	2
Pension Conversion Kit: <i>From Allocated Pension ('AP') to ABP</i>	✓	✓	\$440	" "	2
Pension Roll Back Kit: <i>Commutation or Termination</i>	✓	✓	\$330	" "	2
SMSF to SMSF Roll-Over Kit	✓	✓	\$330	" "	3
SMSF Wind Up Kit	✓	✓	\$550	" "	3
Lump Sum Kit	✓	✓	\$330	" "	3
Investment Strategy Kit	✓	✓	\$440	Multi Use <sup>4</sup>	3
Investment Reserving Kit	✓	✓	\$440	" "	3
Contribution Reserving Kit	✓	✓	\$440	" "	4
Trustee Compliance Kit	✓	✓	\$330	" "	4
SMSF Borrowing Memo	✓		\$220	" "	4
The Complete Guide to SMSFs and Planning for Loss of Capacity and Death	✓		\$550	" "	4
SMSF Materials Database	✓		\$330	" "	4
Unit Trust Compliance Kit	✓		\$440	" "	5

<sup>1</sup> Template documentation includes applicable trustee resolutions, notifications, checklists, and ATO forms.

<sup>2</sup> Prices are for single-use licences only and multi-use licence details and volume pricing are available on request.

<sup>3</sup> It is assumed the SMSF's governing rules provide for the relevant pension, feature, or strategy. The DBA governing rules provide for all of the above. Please see our website (<http://www.dbalawyers.com.au/smsf-deed-update>) for more information.

<sup>4</sup> A multi-use licence can be used as often as required but only within one client office. Thus, an adviser firm with more than one office will need to acquire a licence if it is to be used in another office.

<b>Name of Kit</b>	<b>Overview</b>	<b>What's included</b>
<p><a href="#"><u>Pension Kit: Account-Based Pension ('ABP')</u></a></p>	<p>Contains guidance and template documentation to commence an ABP.</p> <p>An ABP Product Disclosure Statement ('PDS') is specifically tailored for an ABP.</p> <p>Allows a nomination of an auto-reversionary beneficiary.</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• an ABP PDS and member application</li> <li>• trustee resolutions and relevant notifications</li> <li>• an ABP summary for the member, including guidance on how to calculate the minimum payments</li> </ul>
<p><a href="#"><u>Pension Kit: Transition to Retirement Income Stream ('TRIS')</u></a></p>	<p>Contains guidance and template documentation to commence a TRIS.</p> <p>A TRIS PDS is specifically tailored for a TRIS.</p> <p>Allows a nomination of an auto-reversionary beneficiary.</p> <p>Note that this kit includes flexibility to convert the TRIS into an ABP without further action when the member satisfies a condition of release with a nil cashing restriction (eg, attaining 65 or retirement).</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• a TRIS PDS and a member application</li> <li>• trustee resolutions and relevant notifications</li> <li>• a TRIS summary for the member, including guidance on how to calculate the minimum payments</li> </ul>
<p><a href="#"><u>Pension Kit: Market Linked Pension ('MLP')</u></a></p> <p>An MLP can generally only be commenced before 20 September 2007, unless a roll-over is received from another MLP or certain defined benefit pensions.</p>	<p>Contains guidance and template documentation to commence an MLP.</p> <p>An MLP PDS is specifically tailored for an MLP.</p> <p>Allows a nomination of an auto-reversionary beneficiary.</p> <p>Note that an MLP can only be commenced from a roll-over from another MLP or from certain defined benefit pensions (expert advice should be obtained here.)</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• an MLP PDS and member application</li> <li>• trustee resolutions and relevant notifications</li> <li>• an MLP summary for the member, including guidance on how to calculate the minimum payments</li> <li>• guidance as to what terms (time periods) are allowable for an MLP under the SISA</li> </ul>
<p><a href="#"><u>Pension Conversion Kit: From Allocated Pension ('AP') to ABP</u></a></p> <p>APs cannot be commenced after 20 September, 2007.</p>	<p>Contains guidance and template documentation to convert a member's existing AP directly to an ABP.</p> <p>An ABP PDS is specifically tailored for an ABP.</p> <p>Allows a nomination of an auto-reversionary beneficiary.</p> <p>APs were phased out and are now not as flexible or well understood as an ABP. Thus most SMSFs have converted their old APs to the more modern ABP. A conversion does not result in a recalculation of the tax free and taxable components as it is not a commutation. Note expert advice should be obtained if in doubt.</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• an ABP PDS and a member application</li> <li>• trustee resolutions and relevant notifications</li> <li>• an ABP summary for the member, including guidance on how to calculate the minimum payments</li> </ul>
<p><a href="#"><u>Pension Roll-Back Kit: Commutation or Termination</u></a></p>	<p>Contains guidance and template documentation to terminate a pension and roll the resulting lump sum back into the fund.</p> <p>This roll-back kit can be used to roll-back ABP, AP, TRIS, and TRAP pensions.</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• relevant notifications</li> </ul>

<b>Name of Kit</b>	<b>Overview</b>	<b>What's included</b>
	Outlines each stage of the roll-back process and the relevant steps that need to be taken.	<ul style="list-style-type: none"> <li>• draft trustee resolutions</li> </ul>
<a href="#"><u>SMSF to SMSF Roll-Over Kit</u></a>	Contains guidance and template documentation to roll-over a lump sum from one SMSF to another.	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• necessary forms including: <ul style="list-style-type: none"> <li>○ member's request to roll-over</li> <li>○ confirmation to member from receiving fund</li> <li>○ trustee resolutions</li> <li>○ relevant ATO form</li> <li>○ spreadsheet to assist with calculations</li> </ul> </li> </ul>
<a href="#"><u>SMSF Wind Up Kit</u></a>	<p>Contains guidance and template documentation on the steps to wind up an SMSF.</p> <p>The detailed memo outlines the key 'tips and traps' and frequently asked questions surrounding SMSF wind ups.</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• trustee and member resolutions</li> <li>• notification forms to notify relevant parties about an SMSF wind up (including the ATO)</li> <li>• a detailed SMSF wind up memo</li> </ul>
<a href="#"><u>Lump Sum Kit</u></a>	<p>Contains guidance and template documentation on the payment of a lump sum.</p> <p>A checklist outlines each stage of the process and the relevant steps.</p>	<ul style="list-style-type: none"> <li>• guidance on how to complete the documents and a completion checklist</li> <li>• a letter of request from the member</li> <li>• trustee resolutions</li> <li>• PAYG payment summary</li> </ul>
<a href="#"><u>Investment Strategy Kit</u></a>	<p>Contains guidance and template documentation with a practical, comprehensive explanation of how to draft investment strategies for SMSFs.</p> <p>This kit should be used when the investment strategy of an SMSF is being formulated or reviewed.</p>	<ul style="list-style-type: none"> <li>• background information regarding how to draft a proper investment strategy and what the strategy should contain</li> <li>• template investment strategies, including: <ul style="list-style-type: none"> <li>○ balanced investment strategy</li> <li>○ real estate only strategy</li> <li>○ gearing strategy</li> </ul> </li> </ul>
<a href="#"><u>Investment Reserving Kit</u></a>	<p>Contains guidance and template documentation on how to establish, maintain or apply reserves in an SMSF.</p> <p>It explains the benefits of reserves and where their use would be very valuable.</p> <p>Focuses specifically on investment reserves (ie, earnings from the fund's investments which are credited to a reserve account) and</p>	<ul style="list-style-type: none"> <li>• a detailed checklist outlining steps a trustee should take to establish, maintain or apply reserves of an SMSF</li> <li>• a detailed memo</li> <li>• trustee resolutions for a range of situations including: <ul style="list-style-type: none"> <li>○ establishing a reserve</li> </ul> </li> </ul>

Name of Kit	Overview	What's included
	<p>unallocated reserves.</p> <p>Uses worked examples to better illustrate the relevant concepts.</p>	<ul style="list-style-type: none"> <li>○ reviewing a reserve strategy</li> <li>○ allocating reserve</li> </ul>
<p><a href="#"><u>Contribution Reserving Kit</u></a></p>	<p>Contains guidance and template documentation on how to establish and maintain contribution reserves. It also outlines the benefits and risks associated with contribution reserving.</p> <p>Detailed memo outlining the features of contribution reserving, the requirements for relevant parties (SMSF trustees, SMSF members and employers) and the ATO's recent views.</p>	<ul style="list-style-type: none"> <li>• a detailed memo</li> <li>• trustee resolutions for a range of situations including: <ul style="list-style-type: none"> <li>○ establishing a reserve</li> <li>○ maintaining a reserve</li> <li>○ allocating reserve</li> </ul> </li> </ul>
<p><a href="#"><u>Trustee Compliance Kit</u></a></p>	<p>Contains guidance and template documentation on how to record trustee resolutions and minute keeping.</p> <p>These minutes relate to numerous changes that may occur to an SMSF including admitting a new member, retiring a member, and acquiring a new asset.</p> <p>The format of different resolutions, such as circulating resolutions (where there is no need for a meeting), meeting minutes, sole director record of decisions, etc, are included in this kit.</p> <p>The kit is also very handy for advisers whom wish to draft resolutions on behalf of their SMSF clients.</p>	<ul style="list-style-type: none"> <li>• a detailed explanation of the mechanics of having an effective trustee meeting including how to make resolutions, appoint a chairperson, action items, agendas, etc</li> <li>• 18 different sets of trustee resolutions to cater for a range of common situations faced by SMSF trustees</li> <li>• pro-formas for meeting minutes, circulating resolutions and sole director records of decisions</li> <li>• includes documents needed to record a lump sum payment when the fund only has individual trustees</li> </ul>
<p><a href="#"><u>SMSF Borrowing Memo</u></a></p> <p>This memo is also included in all of DBA Lawyers' LRBA packages.</p>	<p>Overview and guidance on the borrowing rules for SMSFs for limited recourse borrowing arrangements ('LRBA').</p>	<ul style="list-style-type: none"> <li>• SMSF borrowing memo, including: <ul style="list-style-type: none"> <li>○ a detailed outline of tax considerations (including CGT, GST and stamp duty)</li> <li>○ a 'frequently asked questions' section, which covers a range of SMSF borrowing strategies and queries</li> <li>○ an outline of the latest developments in SMSF borrowing, including the latest ATO position on uncertain issues</li> </ul> </li> </ul>
<p><a href="#"><u>The Complete Guide to SMSFs and Planning for Loss of Capacity and Death</u></a></p>	<p>This publication covers planning for SMSFs when members lose capacity or die.</p> <p>An extremely practical and strategic publication for SMSF succession planning.</p>	<ul style="list-style-type: none"> <li>• structured around a step by step process that applies to all SMSFs</li> <li>• the key steps are dealt with in separate chapters with detailed worked examples, calculations, charts, and legislative and case law references</li> </ul>
<p><a href="#"><u>SMSF Materials Database</u></a></p>	<p>This is a practical research tool for all SMSF advisers. It is a detailed database of relevant SMSF material.</p> <p>A comprehensive resource for anyone who needs to quickly access SMSF related material and has hyperlinks to the materials on the web. Designed around an easily navigable Excel format, this is a</p>	<p>Detailed database of relevant SMSF materials including:</p> <ul style="list-style-type: none"> <li>• SMSFRs, SMSFDs, Rulings, ruling compendiums, IDs, TDs, and taxpayer alerts</li> <li>• circulars, practice statements, and NTLG Superannuation Sub-</li> </ul>

Name of Kit	Overview	What's included
	practical source of information and is updated each 1 September. This product is purchased as a once-off licence.	Committee minutes <ul style="list-style-type: none"> <li>• cases and AAT decisions</li> <li>• and more that affect SMSFs</li> </ul>
<a href="#">Unit Trust Compliance Kit</a>	Contains guidance and template documentation to implement many popular unit trust strategies. This is an ideal and practical kit for SMSFs that invest in geared or non-geared unit trusts. A practical guide to documenting popular strategies within a unit trust, including step-by-step instructions. Example minutes are provided, that can be tailored to meet a unit trust's specific needs.	Includes commentary and templates for the following: <ul style="list-style-type: none"> <li>• partially issued units to minimise further compliance and valuation costs in light of legislative change</li> <li>• issuing further units (following the initial subscription)</li> <li>• transfer of units — change in trusteeship of unitholder</li> <li>• and more</li> </ul>

This document is a general summary only as of 20 May 2013. The law is subject to constant change, and accordingly, expert advice should be obtained as the above information is not designed to be acted upon. Further, the above is not a comprehensive guide of each step or document involved with a particular kit. Copyright belongs to DBA Lawyers and prior written consent should be obtained before releasing it to any person other than our client. DBA Lawyers are not licensed to provide financial product advice under the Corporations Act 2001 (Cth).

#### Terms Used

Abbreviation	Meaning
ABP	Account-Based Pension
AP	Allocated Pension
LRBA	Limited Recourse Borrowing Arrangements
MLP	Market Linked Pension
PDS	Product Disclosure Statement
SISA	<i>Superannuation Industry (Supervision) Act 1993 (Cth)</i>
TRAP	Transition to Retirement Allocated Pension
TRIS	Transition to Retirement Income Stream