

ADMINISTRATION AGREEMENT

Envoy Super provides a complete administration service for self-managed superannuation funds (SMSFs).

We excel in the specialities of administration and compliance by bringing together expertise in the fields of Superannuation, Accounting, and Taxation
















Trustees can concentrate on their investments, leaving Envoy Super to continue working behind the scenes. We will help you monitor your fund's compliance with regulatory requirements with the expectation that it maintains its taxation concession.

Here at Envoy Super, we take the task of administering your superannuation fund seriously.













We strive to provide a quality service at a competitive price because we specialise in the administration of SMSFs only.

In keeping with prudential standards and sound business practice, this document has been designed to formalise your business relationship and to set out the services we provide.

Services included in our annual fee:

-  Preparation and maintenance of all statutory member records and reporting;
-  Preparation of annual financial reports;
-  Advice on compliance with the fund's trust deed and all relevant legislation;
-  Arranging annual audit in accordance with instructions from trustee;
-  Liaison with the external auditor in all matters relating to the fund;
-  Preparation and lodgement of income tax return through Consulting Advisors (Yvonne Bell, registered tax agent);
-  Preparation of minutes of trustee meetings;
-  Maintenance of accounting records;
-  Maintenance of investment records;
-  Answering of routine telephone/email/written queries;
-  Liaison with the trustee's appointed financial advisers;
-  Obtain an actuarial certificate, as required, by the relevant legislation;
-  Sending you our regular newsletter;
-  Monitoring compliance of investments held against the fund's investment strategy;
-  Calculation of annual minimum and maximum pension benefits.

Services available for an additional fee:

-  Preparing documentation for roll-overs or lump sum withdrawals;
-  Preparation of documentation for starting pensions;
-  Preparing accounts for pension-start at date other than 30 June;
-  Preparing and lodging business activity statements (BAS);
-  Amending trust deeds and other legal documentation;
-  Preparation and lodgement of PAYG payment summaries and quarterly instalment activity statements (IAS);
-  Training trustees;
-  Assisting the ATO as required;
-  Liasing with solicitors and/or ATO re breaches of relevant legislation;
-  Undertaking special assignments for management consulting etc;
-  Preparing documentation for the addition of new members to the fund;
-  Winding up fund.

DISCLAIMER

This is an information service only and therefore does not constitute financial product advice and should not be relied upon as financial product advice. None of the information provided takes into account your personal objectives, financial situation or needs. You must determine whether the information is appropriate in terms of your particular circumstances. For financial product advice, which takes account of your particular objectives, financial situation or needs, you should consider seeking independent financial advice from an Australian Financial Services Licensee before making a financial decision.

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***Specialist in Self-Managed super fund compliance
and administration***