

CNL**INCORPORATIONS****CNL**

Companies House
74-76 Campbell St
Sydney NSW 2010

www.incorporations.com.au

**Corporate
Network
Ltd**

abn : 79 079196768
Ph : 1800 25 7123
Fax : 1800 25 2905

cnl@incorporations.com.au

COMPANIES • TRUSTS • SUPERANNUATION FUNDS

Enclosed are our : current Fees & Terms

: instruction forms for a **Superannuation Fund**

: notes re completion of the instruction forms

Note : these forms are intended for use only by accountants and solicitors

Suggestion : use these forms when collecting details from your client;
then, enter the details into our program and transmit to CNL from there.

General Features of CNL Packages:

- **CNL** is one of Australia's oldest and largest firms of its type. Our size and experience allow us to maintain the **highest standards and low fees**.
- **Flexibility.** Our packages and programs are structured to allow clients a high capacity to economically specify variations from standard.
- **Presentation.** Our packaging, documentation and explanatory notes are of the highest standards you are likely to find, regardless of the fees paid.
- **Speed.** Our well established and flexible computer systems minimise delays, and documents are delivered Australia-wide by overnight courier.
- **Leadership.** We constantly upgrade our precedents and procedures - many of our innovations over the years have later become common practice.

Compliance ++ : There is a higher probability of an internal dispute than a serious statutory compliance problem. So, as well as attending to all possible statutory compliance matters, we also pay special attention to the common law provisions re the determination of internal ownership and control disputes.

Sample Document sets : May be viewed or printed from our website.

Computer Interface: A client version of our own internally developed software is available for free to clients (download via our web site). This program contains:

- an electronic instruction facility (to CNL) + connections to government;
- extensive facilities (including notes) for you to modify the structure of a company or trust before sending the instruction;
- facilities to view and/or print all documents and constitutions in their final form (including your modifications) before you send an instruction;
- facilities to allow you to easily create unique "house styles" for repeated use - e.g: you can create as many "house" share structures as you want.

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FEES FROM 1-7-2006 (incl GST) :	ASIC	CNL	TOTAL
Company Formation - proprietary or public	\$ 400	\$ 330	\$ 730
Company - name change	\$ 330	\$ 200	\$ 530
Company - new constitution		\$ 250	\$ 250
Trusts - Superannuation, Discretionary, Unit - new		\$ 330	\$ 330
Trusts - Superannuation, Discretionary, Unit - update		\$ 250	\$ 250

Generally: All CNL packages are comprehensive and complete

All packages include paper originals + notes + PDF copies by email

Most also include free modification facilities (e.g: share classes)

Bulk Rates: Are flexible and vary according to volume - please call for a quote

Other: For miscellaneous packages not listed above - please call for a quote

TERMS & CONDITIONS:

Corporate Network Ltd ("CNL") accepts and processes instructions from instructing firms or individuals ("the Firm") only on the following basis:

- **Fees** are subject to change without notice, although they usually change only when ASIC filing fees are changed. The applicable fees are those most recently posted on CNL's web site. The Firm agrees to pay the due fees to CNL within 14 days of document delivery. If the Firm is incorporated, its directors accept personal responsibility for payment of the fees. The governing law and jurisdiction in the event of any dispute is that of the State of NSW.
- **Companies:** By giving CNL an instruction to register a company, the Firm: agrees to be the Applicant for registration; appoints CNL its agent for registration purposes; and advises CNL that it has complied with the obligations of an Applicant as set out in the Corporations Act.
- **Companies:** The Firm agrees to obtain written consents from the nominated directors and hold them on behalf of the company, and to advise the share applicants to provide cash or draw cheques payable to the company being formed (not to CNL) for the share application money.
- **Legal Advice - Companies & Trusts:** Neither the Firm nor its clients rely on CNL or its Solicitor for advice as to the suitability for purpose of any company or trust structure. CNL is not a legal advisor, and no part of the notes or precedents enclosed with its forms or software is intended or may be construed as legal advice.
- **Copyright: Software, Notes & Precedents** distributed by CNL are copyright protected by CNL and no part may be reverse-engineered or copied. They are for the use of clients of CNL and may only be used to create and manage business structures in a manner authorised by CNL.

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SUPERANNUATION FUND INSTRUCTIONS

PART 1

FROM:	FIRM	DATE:
DESCRIPTION	(Accountants/Solicitors/etc)	
PARTNER	CONTACT:	
SUITE/FL	BUILDING:	
STREET NO. & NAME	SUBURB/CITY:	
STATE	POSTCODE:	
PHONE	FAX:	
EMAIL		

WE ADVISE THAT: WE PROVIDE THE FOLLOWING DETAILS FOR YOU TO INSTRUCT YOUR SOLICITOR TO DRAW UP A TRUST DEED WITH THE STANDARD FEATURES DESCRIBED IN THE NOTES ISSUED WITH THIS INSTRUCTION FORM; AND WE ACCEPT RESPONSIBILITY FOR PAYMENT OF YOUR CURRENT FEES.

INSTRUCTION FOR: A NEW FUND or SIS UPDATE/CONVERSION PACKAGE

NAME OF FUND: THE

LEGAL JURISDICTION (NAME OF STATE): DATE DEED TO BE SIGNED:

ADDRESS OF FUND: (FOR CORRESPONDENCE, SERVICE OF NOTICES, ETC)

AT THE OFFICE OF (C/-)

SUITE/FL BUILDING:

STREET NO. & NAME SUBURB/CITY:

STATE POSTCODE:

CONTACT GIVEN NAME

SURNAME

PHONE FAX:

MISC: DEED - NUMBER (STANDARD = 3 COPIES) (ADDITIONAL COPIES @ \$15 EACH):

TRUSTEE(s) MEETINGS (PLACE)

BANK BRANCH:

SIGNATORIES

METHOD () SIGNATORIES JOINTLY ANY ONE SIGNATORY ALONE

AUDITOR (FIRM)

(ADDR)

NOTES: **PARTIES:** PROVIDE DETAILS OF CORPORATE TRUSTEE (IF ANY) & MEMBERS IN PART 2

TRUSTEE: IF THE FUND TRUSTEE IS NOT A COMPANY, ALL THE MEMBERS (EXCLUDING EMPLOYER SPONSORS) WILL BE ASSUMED TO BE TRUSTEES.

IF THE TRUSTEE IS A COMPANY, ALL MEMBERS (EXCLUDING EMPLOYER SPONSORS) WILL BE ASSUMED TO BE DIRECTORS.

RELATED INSTRUCTION: TICK HERE IF THE TRUSTEE COMPANY IS BEING INCORPORATED BY CNL

NAME GIVEN NAMES _____
 SURNAME _____ ACN (IF A COY): _____
 OCCUPATION _____ DATE BORN: _____
 ADDRESS: C/- _____
 UNIT/SUITE/FL _____ BUILDING: _____
 STREET NO. & NAME _____ SUBURB/CITY: _____
 STATE _____ POSTCODE: _____ COUNTRY: _____
 PHONE _____ FAX: _____
 ROLE IN FUND NON-MEMBER TRUSTEE EMPLOYER SPONSOR
 MEMBER TYPE EMPLOYEE SELF-EMPLOYED SPOUSE OF MEMBER OTHER

NAME GIVEN NAMES _____
 SURNAME _____ ACN (IF A COY): _____
 OCCUPATION _____ DATE BORN: _____
 ADDRESS: C/- _____
 UNIT/SUITE/FL _____ BUILDING: _____
 STREET NO. & NAME _____ SUBURB/CITY: _____
 STATE _____ POSTCODE: _____ COUNTRY: _____
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 MEMBER TYPE EMPLOYEE SELF-EMPLOYED SPOUSE OF MEMBER OTHER

NAME GIVEN NAMES _____
 SURNAME _____ ACN (IF A COY): _____
 OCCUPATION _____ DATE BORN: _____
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 STATE _____ POSTCODE: _____ COUNTRY: _____
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 MEMBER TYPE EMPLOYEE SELF-EMPLOYED SPOUSE OF MEMBER OTHER

FOLLOWING PAGES: DETAILS OF MORE PARTIES ARE ATTACHED



Notes re Instructions : Superannuation Funds

Execution of the Deed: By the Trustee(s) only. Note: generally, unless there is a corporate trustee, then all individual members will be trustees.

Features of the Deed & Rules:

- The deed and rules establish a fund which complies with the Superannuation Industry (Supervision) Act 1993 ("SIS"), as amended. Under SIS, funds with not more than 4 members may be Self Managed Funds which are not subject to as many restrictions as apply to Funds with 5 or more members. The deed and rules have been drawn so as to be appropriate for:
 - Self Managed Funds,
 - Self-Employed Persons Funds,
 - Single Member Funds,
 - and 5 or More Member Funds.
- Contributions may be made by more than one employer. Employers are termed Employer Sponsors.
- The Rules allow for different classes of members, and for employers to make contributions at different rates for the different classes. Members may also make contributions to the Fund.
- Records - Trustees are required to keep records for 10 years. Records include minutes of Trustee meetings, records of changes of Trustee, and copies of reports given to members.
- The Fund's accounts must be audited and an annual report lodged with the ATO.
- If the Fund is a Self Managed Fund, the Trustee must give each member a statement that "this Fund is not subject to detailed prudential supervision".
- SIS prohibits loans to members or relatives; imposes severe restrictions on Trustees' power to borrow money; places strict limits on a fund owning "in house assets"; prohibits investments which are not made at arm's length and places restrictions on payments to an employer-sponsor. This is not a complete list of the restrictions imposed by the Relevant Law, which includes SIS and the Tax Act.

Delivery & Presentation: Delivery is usually by Australia-wide overnight courier. All packages include 3 copies of the Trust Deed, a comprehensive range of peripheral documentation (notes, minutes, forms, etc), plus a high quality indexed binder.

The role of Corporate Network Ltd in arranging for the drawing up of trust deeds is that of facilitator for the purposes of restraining costs. We also attend to peripheral documentation - minutes, forms, etc. All trust deeds are drawn up by a solicitor selected by us. We do not carry out the work of a solicitor, and we should not be relied upon for legal advice regarding the affairs of the clients of an Instructing Firm.

Stamp Duty: Note: CNL's fees do not cover Stamp Duty. The rates as at 1-10-2001 are:

NSW:	\$NIL	The deed does not need to be lodged for stamping.
VIC:	\$NIL	The deed does not need to be lodged for stamping.
QLD:	\$NIL	The deed does not need to be lodged for stamping.
SA:	\$10	Fixed rate. The deed will need to be lodged for stamping.
WA:	\$20	Fixed rate. The deed will need to be lodged for stamping.
TAS:	\$20	Fixed rate. The deed will need to be lodged for stamping.
ACT:	\$20	Fixed rate. The deed will need to be lodged for stamping.
NT:	\$20	Fixed rate. The deed will need to be lodged for stamping.