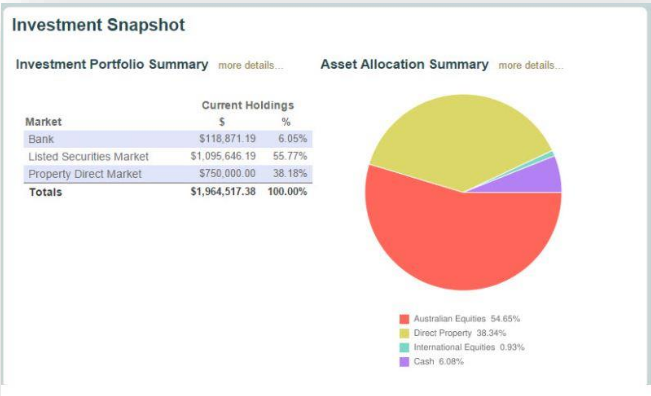
Transferring your SMSF Business to Supernova Consulting

THINGS TO CONSIDER

Thank you for your consideration of using Supernova Consulting to provide administration and audit services for your SMSF Business. Before you begin there are a few things you may wish to consider:

If you haven’t completed the prior year financials then we can easily incorporate this service as part of the transition. Contact us to confirm a one-off fee for the annual service



If you wish us to just do the current year then the sooner we can get the fund set up, the sooner we can arrange to have the data feeds set up meaning less manual work for you and no additional cost.

For Brand new funds it’s easy to set up the fund with us from day one, plus you get a discount on our first year monthly fee.

Below are the practical steps involved to get you up and running:

STEP 1

CREATING A NEW SERVICE REQUEST

ORDER FORM

You can select the ongoing service you require as well as optional services such as prior year account, actuarial certificate etc.

CHECKLIST

Included in the application form is a brief checklist for you to complete for each fund you transfer.

Within the Checklist you will be prompted to upload files related to the questions. This helps us sort the files and helps you make sure everything is uploaded.

If you have all documents in a single scanned file you are welcome to just do one upload of all documents

STEP 2

MANAGING YOUR FUNDS

Supernova Bitrix24

We will provide you with access to Supernova Bitrix24. This is a workflow and document management system we use to track progress of your funds as well as communicate and securely store documents.

BANK AUTHORITIES

We will provide you with pre-filled bank and broker authority forms for the authorised signatory to sign. Our low fees are based on automation. If you are unable to provide data feeds higher fees may apply

DAILY PROCESSING

On a regular basis we will monitor the transactions for your fund, processing and reconciling the fund

ACTION ITEMS

We maintain action items in Bitrix.

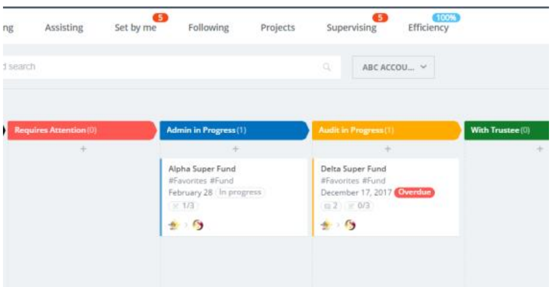
This allows us to notify you of outstanding issues such as unexplained transactions or missing documents. When you provide a response you can update the sheet accordingly to close the query

STEP 4

ONLINE ACCESS TO YOUR SMSF

Our visual kanban board means you will be able to easily track the progress of your funds online from commencement to completion. At any time you can see all of your funds status – eg in progress, waiting on information, sent for signing etc.

Our dashboards show a summary of the funds. You will also be notified when there is a change that requires your attention so even if you don't log in you will still be up to date



STEP 5

ANNUAL COMPLIANCE

At year end we will prepare the accounts and audit. Often there may be specific questions from the auditor that may require a response. These will be advised via the action items

Once complete we will upload the final documents to your portal for you to arrange trustee signatures

ADDITIONAL INFORMATION

Copies of forms and additional information can be found on our website including:

- Application Form
- Annual Checklist
- Dropbox instructions and FAQs
- Additional forms and resources

STILL HAVE QUESTIONS?

If we can assist you with any other questions you may have then please call us on 0438 438 120

We're always happy to chat to you.

SUPERNOVA CONSULTING PTY LTD

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