

SMSF Pension Pack

To create a SMSF Pension Pack document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Fund and meeting details

- The name of the SMSF from which the pension will be paid.
- Trustee meeting details at which the trustee resolves that the member is to be paid the pension:
 - attendees of the meeting.
 - person who will chair the meeting.
 - the venue, date and time that the meeting will be held.

Notes

Trustee details

- Whether the trustee is a company.
 - if yes, then provide:
 - trustee name, address and ACN.
 - the person executing the Pension Payment Agreement by having it signed.
 - if the trustee is not a company then provide:
 - the number of trustees.
 - the name of the trustees.
 - address of each trustee.

Notes

Member details

- The following details of the member for whom the fund is being set up:
 - name.
 - gender.
 - date of birth.
 - address.

Notes

Pension and Term details

- The number of the clause in the SMSF's current deed that allows the trustee to pay the pension.
- The type of pension the member wants to be paid.
- Whether the member wants to nominate a reversionary beneficiary from the beginning.
- Whether the trustee will pay the pension in advance or in arrears.
- The frequency of the pension payments.
- The 'commencement day' for the pension.
- Whether the balance of the member's pension payment account will be recorded at the pension's commencement day in the minutes of meeting.

Notes

Meeting

- If the directors will pass the resolution to enter into the shareholders agreement at a meeting or by circulating resolution.
- The minimum amount of times a year that the board must meet.
- The matters that are to be decided by unanimous resolution of the board of directors.

Notes

Signing

- The date on which the shareholders agreement be signed.
- Whether the company will execute the agreement by affixing its common seal.

Notes
