



# **APPLICATION FOR FINANCE OF PROPERTY**

**Self-Managed Superannuation Fund – Corporate Trustee**

## Applying for finance with National Australia Bank Limited (NAB) in your Self-Managed Superannuation Fund (SMSF)

To assess your application for finance in your SMSF, we need to understand your particular situation. That is why it is important that we collect all of the necessary information right at the start. Complete this application form online, print out and provide all signatures as requested. Then return it to your NAB Banker along with the documents requested in the below checklist.

### Checklist

- A certified copy of the SMSF trust deed, including all amendments;
- Security trust document (if using your own), including all amendments. (If you have not purchased a property yet, NAB can assist you to create a security trust using NAB's Superannuation Acquisition Financing Deed (SAF Deed). To find out more about NAB's SAF Deed, contact your Business Banker);
- Full copy of the executed Contract of Sale (if applicable);
- Evidence of current or proposed rental income (eg. copy of the lease agreement) or expected rental (agent's appraisal on letterhead);
- Copies of last six months, bank statements for all non-NAB SMSF cash accounts and loans;
- Identification documents and signature specimens for any Trustees and Custodians who are new to NAB;
- Copies of full financial statements for the past three years of the SMSF and all Corporate Guarantors – not applicable for new SMSFs;
- ATO Portal (Statement of Account) – not applicable for new SMSFs;
- Evidence of income for all Directors/Guarantors (eg. two most recent payslips, latest taxation return, or self employed financial statements); and
- Evidence of assets and liabilities for all Directors/Guarantors (eg. most recent non NAB transaction account and credit/store card statements, most recent six months statement of current loan)
- If refinancing an SMSF loan, a copy of all documents relating to the original loan, including loan agreement, security trust deed, guarantee and indemnity and any other ancillary documents (including all amendments).

**IMPORTANT:** There are a number of complex rules and regulations surrounding SMSFs and planning for retirement. The implications of investment decisions, such as borrowing under your SMSF, can have severe impacts on your current and future financial situation.

You should always seek professional financial advice on planning, tax and legal matters.

**Section A Self-Managed Superannuation Fund (SMSF) Trustee Applicant Details**

Note: The sole purpose of the company must be to act as the Trustee of the SMSF. The company must not:

- be a trading company;
- have any charges registered against it, and
- operate a business.

Full name of Self-Managed Superannuation Fund (eg. ABC Pty Ltd ACN # as Trustee for the ABC Superannuation Fund)

\_\_\_\_\_

ABN of SMSF

\_\_\_\_\_

Date of Trust Deed

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date/s of any variations (if applicable)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Settlor

\_\_\_\_\_

Country where trust established

\_\_\_\_\_

Are you an Australian resident for tax purposes?  Yes  No

If yes, provide TFN or exemption code (optional). \_\_\_\_\_

Is your business organised or incorporated in the US?  Yes  No

If yes, please provide your Employer Identification Number (EIN) \_\_\_\_\_

Is your business a financial institution?  Yes  No

If yes, please provide your Global Intermediary Identification Number (GIIN) & FATCA status.

\_\_\_\_\_

In the preceding calendar year, did your business:

- a) earn 50% or more of its gross income from investment sources\*; AND
- b) hold 50% or more of its assets^ to produce investment income; AND
- c) have US citizens or US residents as controlling persons?

Yes  No

A 'Yes' response means that you meet all three criteria.

A 'No' response means that you don't meet one or more criteria.

\*Examples of investment income sources are dividends, rental income, interest, distributions, royalties and annuities.

^Examples of investment assets are shares, property and bonds.

Is your business a tax resident of any other country?  Yes  No

If yes, please provide the name of the Country and a Taxpayer Identification Number (TIN) for each country or a reason if no TIN and an explanation if reason B is selected.

Country	TIN	Reason if no TIN	Explanation if reason code B is selected
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If no TIN is provided, select a reason from the following list:

- A - This country does not issue TINs
- B - We don't hold a TIN (please explain why above)
- C - It's not mandatory for me to disclose my TIN for this country

In the preceding calendar year, did your business:

- a) earn 50% or more of its gross income from investment sources\*; AND
- b) hold 50% or more of its assets^ to produce investment income?

Yes  No

A 'Yes' response means that you meet both criteria.

A 'No' response means that you don't meet one or more criteria.

\*Examples of investment income sources are dividends, rental income, interest, distributions, royalties and annuities.

^Examples of investment assets are shares, property and bonds.

**Company Trustee**

Company name

\_\_\_\_\_

ABN

\_\_\_\_\_

Nature of business/industry type

\_\_\_\_\_

Postcode

Registered address (must not be a PO Box)

\_\_\_\_\_

Postcode

Principal place of business (must not be a PO Box)

\_\_\_\_\_

Postcode

Contact name

Home telephone number

 ( )

Home facsimile number

 ( )

Mobile number

Email address

Work telephone number

 ( )

Work facsimile number

 ( )

### Main professional contacts (complete where applicable)

Accountant's name and firm

Telephone number

 ( )

Email address

Do you wish us to contact your Accountant to collect your financial information?  Yes  No

Solicitor's name and firm

Telephone number

 ( )

Email address

Other professional contact name and firm

Telephone number

 ( )

Email address

## Section B Bare/Custodian Trust details

Full name of Bare/Custodian Trust, including the Trustee (eg. ABC Pty Ltd ACN # as Trustee for the ABC Property Trust)

ABN of Trust

Own bare trust

NAB SAF Deed

## Section C SMSF loan request

### Loan purpose

Purchase new property  Refinance SMSF loan over existing property

Loan type

Term

Amount/credit limit

 \$

## Section D Description of property to be offered as security

Note: The SMSF may only offer the property that it is purchasing as security. NAB is not able to take security over other assets of the SMSF.

### Property

Address of property

State

Postcode

Purchase price

 \$

Purchase date

 / /

Year built

Commercial

House

Town house

Unit

Apartment

Other

**Walls**  Brick

Timber

Fibro

Other

**Roof**  Tile

Aluminium

Steel

Other

**Levels**  1

2

3

Other

No. of rooms

Description

Bedroom

Size of

Land area

 m<sup>2</sup>

_____ Bathrooms	Dwelling	_____ m <sup>2</sup>
_____ Family/Living rooms		Other features (eg. renovations, air conditioning, pool, decking, etc)
_____ (Garage/car space)		
_____ (Other rooms)		

## Section E Financial information of SMSF Applicant

### SMSF – summary of assets and liabilities

Assets (A)	\$ _____
Liabilities (B)	\$ _____
Net assets (A-B)	\$ _____

### SMSF – annual income

Existing SMSF income	Financial year ____ / ____ / ____	Net profit \$ _____	After-tax profit \$ _____
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### Proposed rental – income

Gross	\$ _____
after expenses	\$ _____

### Other income (additional contributions that are forecast in the year ahead)

Gross	\$ _____
After expenses	\$ _____

### Total net SMSF income

Total net SMSF income	\$ _____
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## Section F Facilities currently held with other banks

(Include all types of credit for your SMSF, for example property loan secured by residential property, property loan secured by commercial property, margin loans).

Does your SMSF have any facilities/borrowings with other banks/financial institutions? Yes (provide details)  No

Name of lender	Facility type	Amount limit	Monthly repayment	Amount currently outstanding
_____	_____	\$ _____	\$ _____	\$ _____

Security held by lender

\_\_\_\_\_

Name of lender	Facility type	Amount limit	Monthly repayment	Amount currently outstanding
_____	_____	\$ _____	\$ _____	\$ _____

Security held by lender

\_\_\_\_\_

## Section G Director/Guarantor Details

Please complete for all relevant Directors and/or Guarantors as advised by your NAB Banker. If more than two Directors and/or Guarantors please print up additional pages as required.

### Director/Guarantor 1

Position (please select )  Director  Guarantor

Title	Surname	First given name (no initials allowed for name)	Second given name (no initials allowed for name)
_____	_____	_____	_____

Date of birth	Drivers Licence	Number of financial dependants
____ / ____ / ____	_____	_____

Are you an Australian resident for tax purposes?  Yes  No

If yes, provide TFN or exemption code (optional). \_\_\_\_\_

Are you a U.S. citizen or U.S. resident for tax purposes?  Yes  No

If yes, please provide your Taxpayer Identification Number (TIN) \_\_\_\_\_

Are you a resident of any other country for tax purposes?  Yes  No

If yes, please provide the name of the Country and a Taxpayer Identification Number (TIN) for each country or a reason if no TIN and an explanation if reason B is selected.

Country	TIN	Reason if no TIN	Explanation if reason code B is selected

If no TIN is provided, select a reason from the following list:

A - This country does not issue TINs

B - I don't hold a TIN (please explain why above)

C - It's not mandatory for me to disclose my TIN for this country

**Contact details**

Home telephone number ( ) Work telephone number ( ) Mobile number

Email address

Home address (must not be a PO Box) State Postcode

Postal address – if different to home address State Postcode

When did you move to the above address?

/ /

Previous home address – if under three years at present home (must not be a PO Box)

State Postcode

**Employment details**

Full-time  Part-time  Self employed  Other

Employer's name

Employer's address State Postcode

Employer's telephone number ( ) Occupation/Job title

When did you commence work with this employer? Type of industry Time in industry years months

Previous employment – if under (three) years with present employer

Employer's name

Employer's address State Postcode

Occupation/Job title Worked there for years months

**Nearest relative not living with you**

Name (no initials allowed for name)

Relationship Telephone number ( )

Address (must not be a PO Box) State Postcode

**Your financial history**

Has there ever been or are there now any financial judgements, attachments or legal proceedings against you?

No  Yes – give details

**Director/Guarantor 2**Position (please select )  Director  Guarantor

Title	Surname	First given name (no initials allowed for name)	Second given name (no initials allowed for name)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth / /	Drivers Licence	Number of financial dependants
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you an Australian resident for tax purposes?  Yes  NoIf yes, provide TFN or exemption code (optional). Are you a U.S. citizen or U.S. resident for tax purposes?  Yes  NoIf yes, please provide your Taxpayer Identification Number (TIN) Are you a resident of any other country for tax purposes?  Yes  No

If yes, please provide the name of the Country and a Taxpayer Identification Number (TIN) for each country or a reason if no TIN and an explanation if reason B is selected.

Country	TIN	Reason if no TIN	Explanation if reason code B is selected
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If no TIN is provided, select a reason from the following list:

A - This country does not issue TINs

B - I don't hold a TIN (please explain why above)

C - It's not mandatory for me to disclose my TIN for this country

**Contact details**

Home telephone number ( )	Work telephone number ( )	Mobile number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address Home address (must not be a PO Box)  State  Postcode Postal address – if different to home address  State  Postcode 

When did you move to the above address?

/ / Previous home address – if under three years at present home (must not be a PO Box)  State  Postcode **Employment details** Full-time  Part-time  Self employed  OtherEmployer's name Employer's address  State  Postcode Employer's telephone number ( )  Occupation/Job title When did you commence work with this employer? / /  Type of industry  Time in industry  years  months

Previous employment – if under (three) years with present employer

Employer's name Employer's address  State  Postcode Occupation/Job title  Worked there for  years  months

**Nearest relative not living with you**

Name (no initials allowed for name)

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Relationship

Telephone number

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Address (must not be a PO Box)

State

Postcode

**Your financial history**

Has there ever been or are there now any financial judgements, attachments or legal proceedings against you?

No  Yes – give details

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**Section H Director/Guarantor Financial Position**

Please complete for all relevant Directors and/or Guarantors as advised by your NAB Banker. If more than two Directors and/or Guarantors please print up additional pages as required.

**Director/Guarantor 1 Name**

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**Assets**

**Home/Investment Properties**

Owner(s)

Sole	Joint	Address	Principal home	Investment property	Present value
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> \$

**Accounts (Bank, Credit Union, Building Soc., etc)**

Owner(s)

Sole	Joint	Financial Institution name	Balance
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<hr/> \$
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<hr/> \$

**Motor vehicle/s**

Make	Model	Year of manufacture	Present value
<hr/>	<hr/>	<hr/>	<hr/> \$
<hr/>	<hr/>	<hr/>	<hr/> \$
<hr/>	<hr/>	<hr/>	<hr/> \$
<hr/>	<hr/>	<hr/>	<hr/> \$

**All other assets – except usual home contents**

Description (Shares, Managed Investments etc)	Present value
<hr/>	<hr/> \$
<hr/>	<hr/> \$
<hr/>	<hr/> \$

**All other assets – except usual home contents**

**Total Assets** 

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\$

Sundry assets – do not add into total assets

Home contents (insured value) 

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\$

Superannuation (Estimate of your current payout) 

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\$

Goodwill of Business (Estimated value) 

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\$



**Liabilities**

**Home/Investment Property loans**

Borrower(s)

	Sole	Joint	Financial Institution name	Principal home	Investment property	Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____

**Personal loan**

Borrower(s)

	Sole	Joint	Financial Institution name	Purpose	Current limit/Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**Other loans including any business loans** (Finance co., other bank, leasing, margin lending)

Borrower(s)

	Sole	Joint	Financial Institution name	Purpose	Current limit/Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**Credit/Store card/s** (include even if balance is nil)

Borrower(s)

	Sole	Joint	Financial Institution name	Card type	Credit limit	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
4	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
5	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**All other debts and liabilities**

Borrower(s)

	Sole	Joint	Type of debt or liability	Purpose	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____
<b>Total Liabilities</b>					<b>\$ _____</b>

**Monthly Income**

	Gross salary	After tax salary
Salary (Sole)	\$ _____	\$ _____
Salary (Joint)	\$ _____	\$ _____
Other income* (Study assistance, Family Allowance, Part-time work, Dividends, Interest, etc)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**Monthly expenditure**

Loan repayments	Amount
Home/investment property loan(s)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
Personal loan/s	
1. _____	\$ _____
2. _____	\$ _____
Other loan/s including and business loans	
1. _____	\$ _____
2. _____	\$ _____

<b>Existing rental income*: – gross</b>	\$		<b>Credit/Store card(s)</b>	<b>Amount</b>
– after expenses		\$	1.	\$
			2.	\$
			3.	\$
			4.	\$
			5.	\$
<b>Self-employed Income</b>				
Financial Year	Net profit	After tax profit	Other debts	Amount
/	\$	\$	1.	\$
			2.	\$
			3.	\$
<b>Total net income per month (A)</b>		<b>\$</b>	<b>Total loan repayments (B)</b>	<b>\$</b>
			<b>Expenses</b>	
<b>Employment package*</b> – do not add into total income		\$	Rent	\$
Package includes (eg. salary sacrifice, car etc.)			Other expenses eg. general living	\$
			<b>Total fixed and other expenses (C)</b>	<b>\$</b>
			<b>Total usable funds A-(B&amp;C) =</b>	<b>\$</b>

\*Note Please produce evidence of income, for example (2) recent payslips, or if self-employed, copies of the last two (2) years financial statements.

**Director/Guarantor 2 Name**

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**Assets**

**Home/Investment Properties**

Owner(s)

Sole	Joint	Address	Principal home	Investment property	Present value
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <hr/>

**Accounts (Bank, Credit Union, Building Soc., etc)**

Owner(s)

Sole	Joint	Financial Institution name	Balance
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	\$ <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	\$ <hr/>

**Motor vehicle/s**

Make	Model	Year of manufacture	Present value
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	<hr/>	\$ <hr/>

**All other assets – except usual home contents**

Description (Shares, Managed Investments etc)	Present value
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

**All other assets – except usual home contents**

**Total Assets**

\$ \_\_\_\_\_

Sundry assets – do not add into total assets

Home contents (insured value)

\$ \_\_\_\_\_

Superannuation (Estimate of your current payout)

\$ \_\_\_\_\_

Goodwill of Business (Estimated value)

\$ \_\_\_\_\_

**Liabilities**

**Home/Investment Property loans**

Borrower(s)

	Sole	Joint	Financial Institution name	Principal home	Investment property	Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____

**Personal loan**

Borrower(s)

	Sole	Joint	Financial Institution name	Purpose	Current limit/Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**Other loans including any business loans** (Finance co., other bank, leasing, margin lending)

Borrower(s)

	Sole	Joint	Financial Institution name	Purpose	Current limit/Original loan amount	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**Credit/Store card/s** (include even if balance is nil)

Borrower(s)

	Sole	Joint	Financial Institution name	Card type	Credit limit	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
4	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____
5	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____	\$ _____

**All other debts and liabilities**

Borrower(s)

	Sole	Joint	Type of debt or liability	Purpose	Amount now owing
1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	\$ _____

**Total Liabilities**

\$ \_\_\_\_\_

**Monthly Income**

	Gross salary	After tax salary
Salary (Sole)	\$ _____	\$ _____
Salary (Joint)	\$ _____	\$ _____
Other income* (Study assistance, Family Allowance, Part-time work, Dividends, Interest, etc)	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

**Monthly expenditure**

Loan repayments	Amount
Home/investment property loan(s)	
1.	\$ _____
2.	\$ _____
3.	\$ _____
Personal loan/s	
1.	\$ _____
2.	\$ _____
Other loan/s including and business loans	
1.	\$ _____
2.	\$ _____

<b>Existing rental income* – gross</b>	\$		<b>Credit/Store card(s)</b>	<b>Amount</b>
– after expenses	\$		1.	\$
			2.	\$
			3.	\$
			4.	\$
<b>Self-employed Income</b>			5.	\$
Financial Year	Net profit	After tax profit	Other debts	Amount
/	\$	\$	1.	\$
<b>Total net income per month (A)</b>		\$	2.	\$
			3.	\$
			<b>Total loan repayments (B)</b>	\$
			<b>Expenses</b>	
<b>Employment package* – do not add into total income</b>	\$		Rent	\$
Package includes (eg. salary sacrifice, car etc.)			Other expenses eg. general living	\$
			<b>Total fixed and other expenses (C)</b>	\$
			<b>Total usable funds A-(B&amp;C) =</b>	\$

\*Note Please produce evidence of income, for example (two) recent payslips, or if self-employed, copies of the last two years financial statements.

## Section I Related party transactions

Note: This section contains information required if you are purchasing a property from a related party or propose to lease a newly purchased property to a related party. Your NAB Banker will advise what additional information may be required.

A 'related party' includes other members of SMSF, relatives of members, an employer who makes contributions to the SMSF, partners in partnerships with members, spouses and children of partners, each director of the SMSF Trustee and companies and trusts controlled by any of the above.

If purchasing property from a related party, please provide a signed and dated letter or certificate from the SMSF Trustee addressed to NAB for NAB's reliance, confirming that:

- The SMSF is a regulated superannuation fund within the meaning of the SIS Act;
- The SMSF complies with and will continue to comply with its obligations under the SIS Act;
- The SMSF has fewer than five members;
- The property being purchased is 'business real property' (as defined by the SIS Act);
- The purchase of the property by the SMSF is not a prohibited 'related party transaction' (within the meaning of the SIS Act) and will not result in the SMSF breaching the SIS Act;
- The purchase of the property by the SMSF will not cause the SMSF to breach the 'in-house asset' provisions of the SIS Act;
- The sole purpose for acquiring the property is to create retirement and death benefits for the members of the SMSF in their capacity as members;
- The acquisition of the property and the entering into the loan agreement between NAB and the SMSF Trustee are within the written investment strategy of the SMSF; and
- The SMSF Trustee has obtained independent legal and financial advice regarding acquiring the property and has understood and relied solely on that advice before acquiring the property and providing the letter or certificate to NAB.

If you are purchasing a property with a view to lease it to a related party, please provide a signed and dated letter or certificate from the SMSF Trustee addressed to NAB for NAB's reliance, confirming that:

- The SMSF has fewer than five members;
- The property is going to be leased to the related party on standard market terms (including rent and rental increases) that will be enforceable by legal proceedings;
- For the term of the lease the property meets the definition of 'business real property' under the SIS Act;
- The SMSF would buy the property even if it was going to be leased to an unrelated party;
- The SMSF is not preferring this investment over other potential investments because of the opportunity for the premises to be leased to the related party; and
- The property could easily be re-leased to a third party or sold for a profit if the related party was no longer able to tenant the property.

## Section J Privacy Notification

### Sharing and handling personal information

If you are an individual (including any individual who is a director or secretary of a company and who signs this application on behalf of that company), National Australia Bank Limited ('NAB') can give some of your personal information to credit reporting bodies and others and get information about you from them to help us assess your creditworthiness. There is more information about how NAB collects, uses, shares and handles your personal information in its Privacy Policy and Privacy Notification. This includes how you can:

- access and correct your information;
- make a complaint about how we manage your information;
- contact the credit reporting bodies we deal with if you have queries about the information they hold; and

- opt out of marketing.

Please refer to NAB's Privacy Policy which outlines how NAB may send you marketing and products offers.

NAB's Privacy Policy is at [www.nab.com.au/privacy](http://www.nab.com.au/privacy) and NAB's Privacy Notification is at [www.nab.com.au/privacynotification](http://www.nab.com.au/privacynotification). You can ask us for a copy of these documents at any time. NAB will also provide you with a copy of the Privacy Notification.

### **NAB's privacy notification and personal information about an individual**

If you give NAB or any intermediary information about another individual (e.g. your employer, spouse, referee or solicitor), you will let them know that their personal information:

- has been collected by NAB for purposes of assessing the Application, managing and administering the products or services and protecting against fraud;
- may be disclosed to organisations involved in the management or administration of any credit contract and as set out in NAB's Privacy Notification;
- may be accessed or corrected by contacting NAB or the intermediary.

Please let them know that they are able to access a copy of NAB's Privacy Notification at [www.nab.com.au/privacynotification](http://www.nab.com.au/privacynotification) or Privacy Policy at [www.nab.com.au/privacy](http://www.nab.com.au/privacy). Copies may also be requested by contacting NAB on **13 22 65**.

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## **Section K Approved Certifiers**

A **certified copy** means a document that has been certified as a true copy of an original document by one of the following persons:

1. A person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia as a legal practitioner (however described);
2. A Judge of a court;
3. A Magistrate;
4. A Chief Executive Officer of a Commonwealth Court;
5. A Registrar or Deputy Registrar of a court;
6. A Justice of the Peace;
7. A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);
8. A Police Officer;
9. An agent of Australia Post who is in charge of supplying postal services to the public;
10. A permanent employee of Australia Post with two or more years of continuous service who is employed in an office supplying postal services to the public;
11. An Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
12. An officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
13. A finance company officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declarations Regulations 1993);
14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees; or
15. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

### **Certified copy requirements**

A **certified copy** is a document that has been approved as a true copy of an original document. The following certification requirements **must appear on each page of the copy**:

- **Full printed name** of the Approved Certifier, eg. Michelle Helena Citizen;
- **Full address** of the Approved Certifier;
- **Registration number** (if applicable);
- **Date** that the document was certified;
- The text: **"This is to certify that this is a true copy of the original, which I have sighted"**;
- **Signature** of the Approved Certifier; and
- The **capacity** in which they have certified the document, eg. a **police officer**.

## **Want more information?**

To find out how we can help you grow and protect your SMSF, speak with your Business Banker or NAB Financial Planner in-store or contact us on:

**13 10 12**