

How to Apply

SUPER BORROWING INSTALMENT TRUST SERVICE

Applications for the establishment of the Super Borrowing Instalment Trust Service must be made on the application form. The forms are available on the website www.firstcharter.com.au

Please complete all sections of the application form. The following is a guide to completing the application form.

The Application form is in 3 Parts – Part A (Trust Establishment), Part B (Custodian Company establishment) and Part C (Authority to Proceed). These are completed and submitted together. Once received First Charter will arrange the establishment of the Custodian Company so that you can formalize the Offer and Acceptance to purchase your selected property promptly and the Security Trust.

The steps in using the Super Borrowing Instalment Trust are

1. Choose an income producing property or business real property
2. Complete and submit Part A, B and C of the Application Form, (together with your cheque for \$3,300 payable to First Charter Asset Management Pty Ltd)
3. First Charter will provide you with correct wording to complete the Offer and Acceptance of the contract to purchase the property, as the contract must specify the name of the Custodian to purchase the property in (each facility will have a different Custodian name).
4. First Charter will arrange the Custodian and Security Trust Deeds, and arrange signing of the documentation and forward you the Security Trust and Company documents for your records.
5. First Charter may also liaise and provide information to your Advisers.

Completing the Application Form

Please complete all relevant sections of the Application Form using BLOCK LETTERS.

PART A – Trust Establishment

- Name of Applicant
- Address Details

- Existing Super Fund Details
- Name of Accountant
- Name of Finance Broker (if known)
- Existing Super Fund Details
- Copy of the Super Fund Trust Deed

PART B – Custodian Establishment

- Please provide a preferred name for the Custodian Company.
- If an existing company is to be used to act as Custodian, please provide a certified copy of the Certificate of Incorporation and Constitution.

PART C – Authority to Proceed

- Please complete the form and sign the bottom.

Payment of Costs & Submission of Application

The Application Form (PART A, B & C) along with your cheque for the costs of services of \$3,300, made payable to:

First Charter Asset Management Pty Ltd - **your name**

Should be either delivered or mailed to the following addresses

Mail to: First Charter Asset Management Pty Ltd
PO Box 986, SUBIACO WA 6904

Execution of Documents

Upon receipt of documents from our service providers we will arrange execution of documents with our service providers

Part A: Establishment Instruction

SUPER BORROWING INSTALMENT TRUST (SBIT)

Referrers Details

CONTACT DETAILS - ADDRESS FOR DISPATCHING ACCOUNT AND DOCUMENTS

Street address or PO Box

_____ | _____ | _____

Suburb/town State Postcode

_____ | _____ | _____

Telephone-(h) Telephone-(w) Facsimile

_____ | _____

Mobile E-mail address

DATE OF INSTRUCTIONS

Date documents required by: / / Has a Finance Broker been appointed: Yes No

If Yes,

Name of Finance Broker

Contact and firm name

Street address

_____ | _____ | _____

Postal address

_____ | _____ | _____

Telephone-(h) Telephone-(w) Facsimile

_____ | _____

Mobile E-mail Address

Name of Accountant

Who is the Accountant of the Self Managed Super Fund?

Contact and firm name

Street address

Postal address

_____ | _____ | _____

Telephone-(h) Telephone-(w) Facsimile

_____ | _____

Mobile E-mail Address

SBI Trust Establishment Information

Proposed Name of Trust

Settlement Sum \$.00 (Suggested Amount \$100) the trustee of the SMSF will need to deposit this into the SBIT bank account

SBI TRUST - SETTLOR DETAILS (PERSON SETTING UP THE TRUST). WE WILL PROVIDE IF NOT COMPLETED

Full name

Street address or PO Box

Suburb/town State Postcode

SBI TRUST - TRUSTEE DETAILS

If existing Company is to act as Custodian Company of the SBIT service
If a new custodian is to be appointed. Complete Part B

Name of Company

ABN/ACN/Registration Number

Registered Office

Include certified copy of Certificate of Incorporation

DIRECTOR 1/SOLE DIRECTOR

Full name

Street address or PO Box

Suburb/town State Postcode

DIRECTOR 2

Full name

DIRECTOR 3

Full name

DIRECTOR 4

Full name

Existing Superannuation Fund details.

The superannuation fund will be the sole beneficiary.

Name of superannuation Fund

Is a company the trustee of the SMSF or are individuals? Yes No

Existing Superannuation Trustee details

ALTERNATIVE 1 - SUPER FUND INDIVIDUAL TRUSTEES

Individual 1 - full name

Street address or PO Box

_____|_____|_____
Suburb/town State Postcode

Individual 2 - full name (if applicable)

Street address or PO Box

_____|_____|_____
Suburb/town State Postcode

Individual 3 - full name (if applicable)

Street address or PO Box

_____|_____|_____
Suburb/town State Postcode

Individual 4 - full name (if applicable)

Street address or PO Box

_____|_____|_____
Suburb/town State Postcode

ALTERNATIVE 2 - SUPER FUND COMPANY TRUSTEE

Name of Company

Registered Office

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ABN/ACN/Registration Number

Director 1/Sole director - full name

Street address or PO Box

Suburb/town

State

Postcode

Director 2 - full name (if applicable)

Director 3 - full name (if applicable)

Director 4 - full name (if applicable)

SMSF Borrowing Powers

Does the trust deed for the super fund have a sufficient borrowing power? Yes No

If unsure please tick No and we will arrange a review the trust deed.

If No - the super fund's trust deed must be updated. Please forward to us the original, or a copy of, the trust deed for the super fund together with any deeds of variation to the super fund's trust deed.

SMSF Investment Strategy

Does the super fund's investment strategy allow borrowings? Yes No

If No - the trustee must update the super fund's investment strategy. If instructed, we can provide a suggested example to update the investment strategy and trustee's resolution.

Any additional information or comments:

Please note:

(a) Instructions received after 3.00pm may not be implemented until the next day.

(b) Please return completed instructions to fax or email to sbit@firstcharter.com.au

Part B: Instruction for Establishment

OF CUSTODIAN - COMPANY REGISTRATION (IF APPLICABLE)



Preferred Custodian Company Name

_____ Custodians Pty Ltd

_____ Custodians Pty Ltd

_____ Custodians Pty Ltd

(List 3 names in order of preference)

Common seal (required): Yes No

Special constitution: Yes (If yes, extra charge) No

Address of Registered Office

Will the company occupy this office: Yes No

If no: (a) occupier's name:

(b) Do you have consent from occupier: Yes No

Principal place of business

Ultimate holding company ACN or country

Officer's and member's details

Please note this person will also be the public officer

Surname or Company Given names or ACN

Former name

□□ / □□ / □□□□
Date of name change

Street address

Place of birth

State or country

□□ / □□ / □□□□
Date of birth

Director Yes No Secretary Yes No Shareholder Yes No

_____ Class of share (if not specified, will be issued at \$1 ordinary shares)

_____ No. of shares (if not specified, 1 share will be issued)

Beneficially owned Yes No (If no then as trustee for:)

I, _____ consent to act as an officeholder of the company.
(print name of director or secretary)

Signature

Officer's and member's details

Surname or Company Given names or ACN

Former name

□□ / □□ / □□□□
Date of name change

Street address

Place of birth

State or country

□□ / □□ / □□□□
Date of birth

Director Yes No Secretary Yes No Shareholder Yes No

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No. of shares (if not specified, 1 share will be issued)

Beneficially owned Yes No

(If no then as trustee for:)

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(print name of director or secretary)

Signature

Officer's and member's details

Surname or Company Given names or ACN

Former name

□□ / □□ / □□□□
Date of name change

Street address

Place of birth

State or country

□□ / □□ / □□□□
Date of birth

Director Yes No Secretary Yes No Shareholder Yes No

Class of share (if not specified, will be issued at \$1 ordinary shares)

No. of shares (if not specified, 1 share will be issued)

Beneficially owned Yes No

(If no then as trustee for:)

I, _____ consent to act as an officeholder of the company.
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Former name

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Street address

Place of birth

State or country

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Date of birth

Director Yes No Secretary Yes No Shareholder Yes No

Class of share (if not specified, will be issued at \$1 ordinary shares)

No. of shares (if not specified, 1 share will be issued)

Beneficially owned Yes No

(If no then as trustee for:)

I, _____ consent to act as an officeholder of the company.
(print name of director or secretary)

Signature

Any additional information or comments:

Part C: Authority to Proceed

(NO ADVICE) AND ENGAGEMENT NOTICE

- (a) We have received a full copy of the Information Memorandum for the First Charter Super Borrowing Instalment Trust strategy dated 1 July 2009 "IM"..
- (b) We have reviewed the IM and satisfied ourselves (through our own research and/or from our own independent advice) that the First Charter Super Borrowing Instalment Trust strategy is suitable for our requirements and is in accordance with the investment strategy of our Self Managed Superannuation Fund (SMSF).
- (c) We acknowledge that First Charter Asset Management Pty Ltd has not provided us with any advice or representations other than the information set out the IM.
- (d) We understand that part of the strategy will require us to submit an application for a limited recourse loan from a approved Lender.
- (e) We understand that First Charter Asset Management Pty Ltd will arrange for the Security Trust & Loan Agreement, establish the Custodian through its service providers.
- (f) We understand that First Charter Asset Management Pty Ltd will contact our accountant or financial adviser and request financial information to assist in the establishment of the SBIT facility.
- (g) We understand that First Charter Asset Management Pty Ltd it may refer us to a Licensed Finance Broker if we do not provide the name of a Licensed Finance Broker (or similar) on the Application Form to assist in the Loan to purchase property.
- (h) We understand that First Charter Asset Management Pty Ltd will contact the real estate agent we are purchasing a property through.
- (i) We understand when we sign the application form and request First Charter Asset Management Pty Ltd to establish a facility for us the total fee of \$3,300 is payable.
- (j) We understand that a loan application to purchase property may be not approved by a Lender and that the offer does not guarantee our loan application will be approved until such time as we meet the stipulated conditions which include establishment of an Super Borrowing Instalment Trust and acceptable property valuation.

We confirm that each of the statements set out in paragraphs (a) to (i) above are true and accurate and that First Charter Asset Management Pty Ltd may rely on them when assessing our application. We attach payment of our Establishment Fee and hereby engage First Charter Asset Management Pty Ltd to:

- (i) procure the services of a qualified legal practitioner to draft the necessary documentation to implement the First Charter Super Borrowing Instalment Trust strategy;
- (ii) procure a Proprietary Limited company from a service provider to act a Custodian.
- (iii) liaise with our Accountant, Financial Adviser or Finance Broker to assist with the application.

Name of SMSF Trustee director No.1 [Print] Signature

Name of SMSF Trustee director No.2 [Print] Signature

Name of SMSF Trustee director No.3 [Print] Signature

Name of SMSF Trustee director No.4 [Print] Signature

Each SMSF director of the SMSF trustee, is required to sign.

Signature

Name

/ /

Date