

## PAPSON LEGAL – CHANGE OF TRUSTEE (SMSF)

To change the trustee of a trust, simply **complete the form below** and forward it to our office along with the **trust deed** of the trust.

### ORDER INFORMATION

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tick this box if you would like the documentation in hard copy (we will charge a small postage disbursement on top of our usual fee)

Tick this box if you would like us to invoice the fund's trustee

Would also like to update the fund's trust deed. If so, then tick this box   
*(We would be pleased to provide \$100 discount of our usual pricing to update the deed, if it is ordered with a change of trustee).*

### FUND INFORMATION

Name of Fund: \_\_\_\_\_

### CURRENT TRUSTEE INFORMATION

Please complete the trustee information below for **either** a corporate trustee or individual trustees

#### CURRENT CORPORATE TRUSTEE

Company Name: \_\_\_\_\_

Company ACN: \_\_\_\_\_

Registered Address of Company: \_\_\_\_\_

Full Names of Directors:

Director 1		Director 2	
Director 3		Director 4	

**OR CURRENT INDIVIDUAL TRUSTEES**

Full Name and Home Address of Trustee 1:

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Full Name and Home Address of Trustee 2:

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Full Name and Home Address of Trustee 3:

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Full Name and Home Address of Trustee 4:

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**NEW TRUSTEE INFORMATION**

Please complete the trustee information below for **either** a corporate trustee or individual trustees

**NEW CORPORATE TRUSTEE**

Have you ordered a company from Papson Legal to be trustee? If **yes**, then check this box  and provide us with the details on the company order form.

If **not**, then please complete the details below.

Company Name: \_\_\_\_\_

Company ACN: \_\_\_\_\_

Registered Address of Company: \_\_\_\_\_

Names of Directors:

Director 1		Director 2	
Director 3		Director 4	

**OR NEW INDIVIDUAL TRUSTEES**

Full Name and Home Address of Trustee 1:

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Full Name and Home Address of Trustee 2:

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Full Name and Home Address of Trustee 3:

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Full Name and Home Address of Trustee 4:

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### MEMBER INFORMATION

Full Name and Home Address of Member 1.

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Full Name and Home Address of Member 2.

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Full Name and Home Address of Member 3.

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Full Name and Home Address of Member 4.

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### FINAL QUESTIONS

After the change of trustee, will the members of the fund be the same as before the change?  
Please outline if there will be any changes to the members of the fund.

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Are there any additional instructions with this order? \_\_\_\_\_

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*Once you have completed this form, please return it to Papson Legal by post (PO Box 1147, Armadale North, Victoria 3143) or email [legal@papsonlegal.com.au](mailto:legal@papsonlegal.com.au). Please contact our office on (03) 9078 4430 or email us if you require further assistance.*