



# Individual Trustee for SMSF

## *Application Checklist*



### Application

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- Primary Adviser – adviser access and trading enabled. This is also the Primary Adviser noted on the Trading Account and reports.
- Authority Level for Users - this is important to ensure the required individuals are linked with the relevant level of access – trading/view only.
- Brokerage – drives the default brokerage on the Trading Account once activated. This can be amended once the Trading Account is activated.
- Settlement Option - the settlement type available to your Licensee
- Account holder(s) require username – this will create a username for the client/s to log into the Platform and trading access will be granted

### Individual Trustee Details **(SMSF requires minimum 2 individual trustees, all Trustees must apply)**

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- Title/Salutation
- Name - First name, Middle name (optional), and Surname
- Date of Birth (DOB)
- Occupation
- CRS (Are you a Citizen/tax resident of USA or any other country)
- Phone number
- Email address (Contact purposes)
- Residential Address
- Driver's license number and/or passport number

### Superfund Details

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- Full name of Superfund (as registered with the ATO)
- ABN (Must be registered/complying with ATO to proceed with account)
- Members/Ultimate Beneficial Owners (as shown on deed)

### Account Details

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- Postal Address (Address client is willing to receive CHESS correspondence)
- CHESS Address – can be different to Postal address, please amend directly on the application with initial and date by client/s.
- Electronic confirmations (at least one email must belong to the client to receive original contact notes)
- External Bank Account details
  - Name of account (in exact name as registered SMSF)
  - BSB
  - Account Number
- Dividend instructions to be indicated

### Settlement Method

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- \*NEW\* Macquarie Cash Management Account (CMA)
  - Signed CMA agreement (As part of app)
- \*EXISTING\* Macquarie Cash Management Account (CMA)
  - Signed manual Direct Debit/Credit (DD/DC) Request form with CMA details

# INDIVIDUAL TRUSTEE FOR SMSF

## Application Checklist

- Signed Macquarie Third Party Authority Form (TPA)  
(The form can be sent directly to [transact@macquarie.com](mailto:transact@macquarie.com))
- ANZ V2+Broking
  - Signed V2+Broking agreement (As part of app)
- ANZ V2PLUS
  - Signed Direct Debit Agreement (As part of app)
  - Signed ANZ V2 PLUS Data Share Authority Form (if not already linked)
- DDH
  - Signed Direct Debit Agreement (As part of app)
  - Confirm the CMT linking code
- Existing Margin Loan
  - Letter of Authority Form
- Direct Debit/Direct Credit (DD/DC)
  - Signed Direct Debit Agreement (As part of app)

## Declarations and Agreements

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- Print Full name of trustees
- Signature of trustees – verify against certified ID provided
- Date of signatures

## Additional Documents

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- A copy of SMSF Trust Deed (Including: Front page, any pages including trustees and members names, execution)
- If client(s) failed EV, we require original certified copy of primary/photo ID or for CMC, can accept a copy of ID with consent to run EV manually

# INDIVIDUAL TRUSTEE FOR SMSF

## Application Checklist

- Certified ID - ANZ intermediary - ID can be copy of certified ID emailed  
CMC intermediary – ID must be posted unless there is an executed AML Agency Agreement.
- Signed Authorised Agent Form Agreement
- Middle Names – If Certified ID does not show full middle name, secondary ID must be provided showing full middle name
- Address Mismatches – If Certified ID provided does not show current residential address, utility bill must be provided showing current residential address

## Notes

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Refer to the Guidance Matrix: Providing access to a POA/EPOA/Guardian on a CMC Markets Trading Account