

TOPDOCS' INSTANT TRUST ONLINE ORDER FORM – WITH FREE AUTOMATED ABN & TFN APPLICATION

The process of establishing your discretionary and unit trusts has become so much easier with Topdocs' new link with the Australian Business Register.

Establish your trusts with Topdocs and you now have the option to have your ABN and TFN application for the trust fully populated - in an instant - free of charge!

When you order a new discretionary or unit trust with Topdocs you now have the option to have your online ABN and TFN application with the Australian Business Register (ABR) fully populated free of charge.

In the same online order form you can also elect to register a corporate trustee for the trust and have your trust deed electronically stamped with the State Revenue Office (VIC only).

The option to create a NAB Cash Manager Account application for the trust is also provided.

To have the ABN and TFN application for the trust automatically populated, free of charge, simply select *populate my ABN & TFN application* in your trust establishment order reference screen.

Based on your selected options, your online order form will ask you all the required questions to complete the documents and services you have requested, which may include to:

- set up your trust;
- register the corporate trustee;
- fully populate your ABN and TFN application;
- create a NAB Cash Manager Account for your trust; and
- have your trust deed stamped electronically with the SRO (VIC only).

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New Order Details
 Enter your reference for this order:

Type of service for this order: [?](#)
 Full Service - \$252.00
 Instant Email Delivery - \$159.00

Order Additional Documents at the same time [?](#)
 You can order multiple documents using this one form. Select additional documents to order below:

Available Additional Documents to Order	Select	Instant Email Price
Register a Company to act as Trustee of the Trust	<input type="checkbox"/>	\$693.00
Electronic stamping of your Trust Deed with the State Revenue Office (VIC only)	<input type="checkbox"/>	\$255.00

Total Order Amount: \$159.00

Pre-populate your Order Form [?](#)
 Use the answers from a previous order to help populate this order Populate from a previous order

Free population of your ABN & TFN Application
 Topdocs' link with the Australian Business Register (ABR) means we can automatically populate your online ABN & TFN application for you, free of charge.
 Select this option and you will be able to review the online application then submit it to the ABR.
[Download our step by step instructions](#) **Populate my ABN & TFN application (free)**

Create a Cash Management Account application for your Trust
 Establish a NAB Cash Manager Account
 This option pre-fills your NAB CMA pdf application form
[Download & View the NAB CMA T&Cs including NAB's Privacy notice](#)
[View the Integration Brochure](#) | [Read more about the NAB CMA](#) \$0.00

Please note that in providing these options we are not providing any financial advice, nor are we providing any advice as to the appropriateness of these products for your particular circumstances.

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Order No.(48605) Smith Investment Trust - Company and Discretionary Trust Establishment

[Trust Details](#) [Trustee Details](#) [Officeholder Details](#) [Shareholder Details](#) [Lodgement Details](#) [Appointor Details](#) [Specified Beneficiaries](#) [General Beneficiaries](#) [NAB CMA](#) [ABN and TFN Details](#) [Order Summary](#) [Save and Exit](#) [Finish and Purchase](#)

Trust Details
 What is the Name of the Trust?
 State of Registration of the Trust

TOPDOCS' INSTANT TRUST ONLINE ORDER FORM – WITH FREE AUTOMATED ABN & TFN APPLICATION

Once you have submitted your order with Topdocs, you will receive an email to complete your ABN and TFN application.

Simply:

- click on the link provided; and
- enter the reference number and password supplied to you in the email.

From: <support@topdocs.com.au>
Date:
Subject: Your ABN application has been generated for online order #48311
To:

Dear John

Thank you for your online order #48311 which included the free population of the Australian Business Register (ABR) online application form to register the Trust for an Australian Business Number (ABN) and Tax File Number (TFN).

BEFORE SUBMITTING YOUR ABN APPLICATION

We have fully populated your ABN and TFN application on the ABR website for you, however, this application has not been submitted. You can access your fully populated application by going to the ABR website at <https://abr.gov.au/ABRWeb/ReturnToApplication.abr?pid=71> and logging in with the following details:

Reference Number: 3610877999999
Password: ONAK999999

BEFORE SUBMITTING YOUR APPLICATION

We recommend that you review the populated application form before submitting it with the Tax Office. In particular, we recommend that you confirm that the associates of the Trust have been validated by the ABR. To do this, click on the Associate Details tab on the application form, and if the names are capitalised in this section, the ABR has validated the associate. If the associates contained in the application form are validated, you have a better chance of the ABN being issued instantly. If the associates are not validated, you should check the details of the associate are correct before submitting your application.

You will then be taken to the Australian Business Register website where you will see your fully populated ABN and TFN application.

To submit your application with the ATO, simply enter your:

- Name;
- Position held; and
- Date of declaration.

then click the **Submit** button.

Your application will then be submitted immediately with the ATO.



Apply for Australian Business Number

ABN entitlement Application detail Business information Associate details Reason for application Declaration

Declaration

Declaration

I suggest that you print a copy of your completed application for your records as you will not be able to print a copy after submitting this application.

Penalties may be imposed for giving false or misleading information.

Privacy

We are authorised by taxation laws, including the Income Tax Assessment Act 1936, A New Tax System (Australian Business Number) Act 1999, A New Tax System (Goods and Services Tax) Act 1999 and the Taxation Administration Act 1953 to collect the information requested on this form. We need this information to help us administer these Acts and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by taxation laws to do so, we may give this information to other Commonwealth, State, Territory and local government agencies. Selected ABR information is available to the public.

I declare that:

- the information given on this form is true and correct

OR

I declare that:

- this document has been prepared in accordance with information supplied by the entity
- I have received a declaration in writing from the entity stating that the information is true and correct
- I am authorised by the entity to give this document to the Commissioner and/or Registrar

Name:

Position held:

For example, Director, Partner, Trustee, Tax Agent or Public Officer.

Date of declaration:

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Key Benefits

- You don't have to key in any client details for the ABN and TFN application – we do it all for you
- You have an equal opportunity to get your ABN on the spot by populating it through our Portal as you do if you manually enter all of the client data on the ABR website yourself
- You can appoint your firm as the Tax Agent for the trust in our application in the same way you could if you completed the form manually on the ABR website
- This great new feature is FREE and you can use it for your new SMSFs, Companies and Trusts!

More information

If you would like more information about this great new feature, please contact the team at Topdocs on 1300 659 242.