

ORDERING CHECKLIST

Fixed Unit Trust Establishment

Outlined below is a checklist of the information needed to complete a Fixed Unit Trust order.

TRUST DETAILS

- Name of the Trust
- State of registration of the Trust
- Meeting address of the trustees of the Trust
- The individual price of units in the Trust
- Is the Trust to be used for NSW Land Tax threshold purposes?

TRUSTEE DETAILS

If the Trust has individual trustees:

- Full name and address of each individual trustee
- Chairman of the trustees

If the Trust has a corporate trustee:

- Name of the company
- ACN of the company
- Full name and address of each director of the company
- Chairman of the company
- Registered address of the company

UNIT HOLDER DETAILS

- Full name and address of each Unit Holder
- ACN (if a company)
- Authorised representatives (if a company, two authorised representatives are required)
- Number of units to be allocated to each Unit Holder
- Class of units to be allocated to each Unit Holder
- Will these units be held in Trust for another party? If yes, the name of the party the units will be held in Trust for

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.