



documentshop

Instructions for establishing a Discretionary Trust

Your details

Name

Date

Organisation

ACN/ABN

Member No.

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Address

Delivery
Address (if
different)

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Name of trust

Trust purpose

What will the Trust be used for?

Settlor

[Must be a person who is independent of the trustee and beneficiaries]

Name:

Address:

Initial sum: \$

Trustee(s) details

(Individual(s) or Corporate Trustee)

☐

Individuals

Full Name/s:

(over 18 years
old and not the
Settlor)

Address/es:

☐

Company

Name:

ACN:

Registered Office Address:

Name of each director:

Will the Company execute the deed by affixing the common seal? Y/N

Meeting Address

Primary Beneficiary/Beneficiaries

Full Name/s:

What you need to know

Our Trust Deed is drafted to include a wide range of beneficiaries. The beneficiaries of the Trust Fund are defined by reference to their relationship with the Primary Beneficiary/Beneficiaries.

Appointor

(The Appointor has the power to remove and appoint trustees)

(The Appointor must have consented to their appointment)

Full Name

Address

Default Beneficiary/Beneficiaries

[if any]

Full Name

Address

What you need to know

The Trust Deed makes provision for default beneficiaries. If the trustee fails to make a determination to distribute the income of the Trust in any year then the default beneficiary or beneficiaries from time to time will be entitled to the income.

Whether or not it is appropriate for there to be default beneficiaries and who they should be will depend on the circumstances of the beneficiaries from time to time. A nomination can be changed from time to time. If no default beneficiaries are nominated, some or all of the undistributed income will be treated as having been accumulated which may have adverse income tax consequences.

Which jurisdiction's laws will apply to the Trust?

[State or Territory]

Stamping

The Trust deed may be required to be stamped in the relevant jurisdiction. Please advise if you require our assistance with this process and we can provide you with a quote to do so. (Trust Deeds are exempt in SA)

Logo

Would you like us to include your logo on the documents?

- ☐ Yes - please e-mail to us your logo for insertion
- ☐ No - we will include the Document Shop logo
-

Other requirements

(if any)

Identity verification

As part of our obligations as a professional services provider under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act) we are required to gather certain information to ensure compliance with anti-money laundering and counter-terrorism financing obligations.

Please provide the following information by email to info@documentshop.com.au:

- Please provide a copy of photographic ID (eg drivers licence or passport) for each Trustee, Appointor and Primary Beneficiary.
-

Acceptance of terms and conditions

☐ By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us on 1300 667 817 or info@documentshop.com.au and we will e-mail or post a copy to you].

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