



## Unit Trust Guidelines

Your accountant or financial adviser may have recommended the establishment of a Unit Trust.

You can use this facility to provide us with your instructions on-line, or alternatively, you may wish to complete the attached form and email or fax your instructions to us.

Before completing this form, it is important that you understand the purpose behind a unit trust, and if this business structure is right for your circumstances. If you have not already done so, please contact your adviser to obtain further information. We regularly review the terms of our unit trust deed to ensure that it complies with State and Commonwealth legislation, taxation law and succession issues.

The following guidelines may assist you when completing the form:

### Name of the Trust

The trust will not be a trading entity, and the name of the trust is only an identifiable feature of the terms documenting the provisions of the trust (the trust deed). You will not need to check the availability of the proposed name of the trust.

### Settlor

The Settlor establishes the trust by paying a nominal amount to the trustee, who holds that settlement sum upon trust for the unit holders, on the terms set out within the trust deed. The Settlor is not eligible to derive any benefit from the Trust, so it is important that you do not nominate a potential unit holder to be the Settlor of the Trust.

### Trustee

One or more eligible individuals can act as the trustee or trustees of a unit trust. Alternatively, you may have been advised to nominate a corporate trustee for your trust. Please note that if you have already instructed us in relation to the inception of a corporate trustee by completing the Company Instruction Form, we cannot finalise the trust documents until the corporate trustee has been registered with the Australian Securities and Investments Commission and has been allocated an Australian Company Number. We can however complete the documents in draft form for your perusal.

The Trustee has the power to make investments on behalf of the trust, to make income distributions to the unit holders, to accumulate any income for future distributions and to make limited variations (with the consent of the unit holders) to the terms of the trust.

### Unit Holders

Distributions of income and capital are distributed to the unit holders through the trust according to the number of units held. In some instances, there may be different classes of units issued, and each class of units may have different rights, for example different distribution or voting rights. The Unit Holders are basically the owners and controllers of the Trust. They have the power to appoint and remove trustees of the Trust, and must consent to any variations proposed to be made by the Trustee to the terms of the trust deed.

### Calls

There is provision within the trust deed to specify the amount of any calls and the period within which those calls may be made. The Trustee may choose to make a call to the Unit Holders to pay some or all of the amount outstanding in relation to each unit.