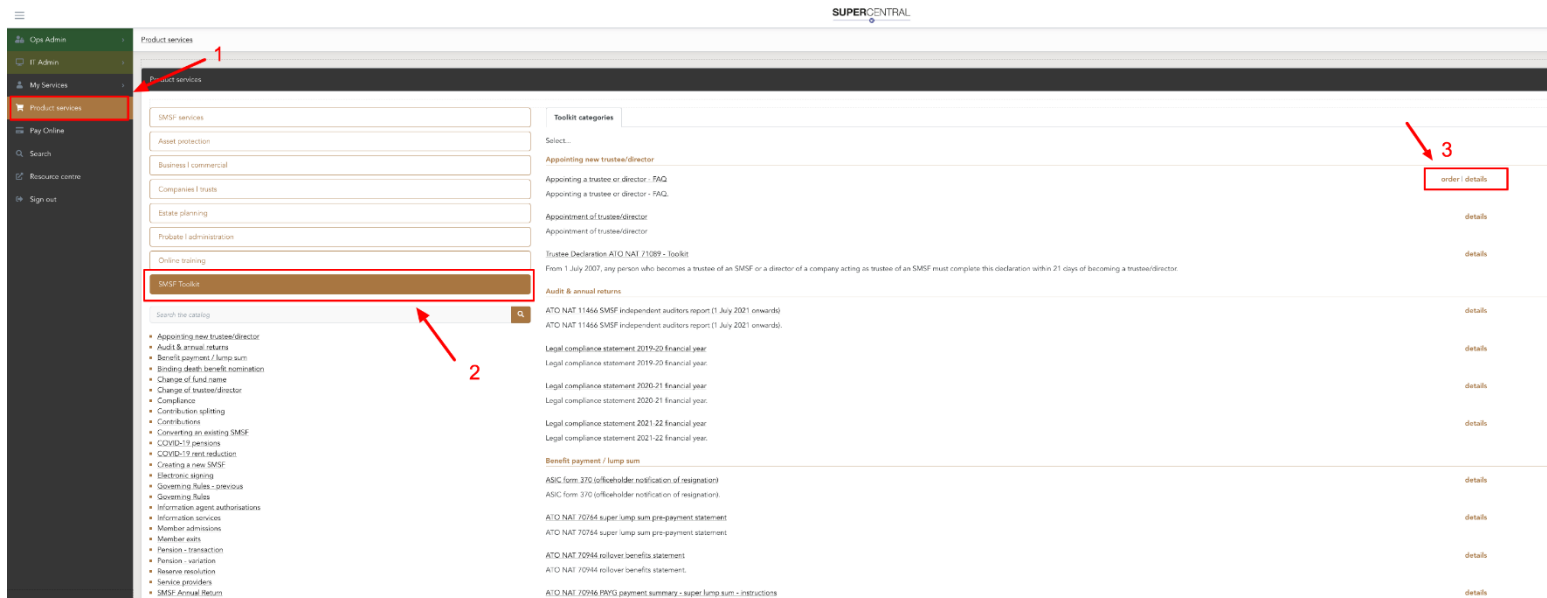


SUPERCENTRAL SMSF TOOLKIT

HOW TO ORDER

- 1- Go to Product Services
- 2- Select SMSF Toolkit
- 3- Click on “Order” link next to the required toolkit document



4- Click on "Create New Order" to complete online form

The screenshot shows a web application interface. On the left is a dark sidebar with a menu containing: Ops Admin, IT Admin, My Services, Product services (highlighted in orange), Pay Online, Search, Resource centre, and Sign out. The main content area has a breadcrumb trail: Product services / Appointment of trustee/director / Order. Below this is a header for 'Appointment of trustee/director' with three tabs: Details, Enquiry, and Order. Underneath is a section titled 'Saved Appointment of trustee/director Orders' with a form field for 'Order name'. At the bottom of the form area, there are two buttons: 'Back' and 'Create New Order'. The 'Create New Order' button is highlighted with a red rectangle, and a red arrow points to it from the number '4'.

5- Check Summary to ensure information entered is correct, accept T&C's and select submit.

Your Toolkit document will then generate immediately (with a small 10 second delay) in your My services account for download.

The screenshot shows the 'Appointment of trustee/director' Summary page in the SUPERCENTRAL system. The page is divided into sections for 'Fund Details' and 'First Member/Trustee'. A red box highlights the summary information, and a red arrow points to it with the number 5.

Fund Details	
Numbers of members	1
Structure	Individual
SC Fund?	Yes
SuperCentral Fund	
Name of fund	MKHOO FUND
ABN	0
First Member/Trustee	
Title	Mr
First name	Mike
Middle names	James
Surname	Khoo
Residential address	22 Etnan St
Suburb	Sydney
State	NSW
Postcode	2000
Date of birth	22/04/2000
Email	m@james.com.au
Second Member/Trustee	
Title	Mrs
First name	Mei
Middle names	Sarah
Surname	Khoo
Residential address	22 Etnan St
Suburb	Sydney

After you've submitted the order, you have the option to download the document immediately or order another.

- 6- Click on "View Order TK0032" and download document
- 7- Click on "Order another" to order another toolkit document

Product services / Appointment of trustee/director / Order / Submitted

Order was submitted

Order # TK0008 Status ● Complete

Order name Appointment of trustee/director Date created 3/05/2023

Products	
Product name	Status
TK0008 - Appointment of trustee/director	● Complete

Payment status		
Ref #	Amount	Status
TK0008	\$0.00	● Paid

[View Order TK0008](#) 6

[Order another](#) 7

For further information or assistance please contact the Help Desk on 02 8296 6266