

# Application for registration as an approved SMSF auditor: Checklist

This checklist will help you ensure that you have provided all relevant information and documentation when you apply for registration as an approved self-managed superannuation fund (SMSF) auditor.

Before begin your application on the [ASIC Regulatory Portal](http://regulatoryportal.asic.gov.au/), make sure you have read [Regulatory Guide 243](http://asic.gov.au/regulatory-resources/find-a-document/regulatory-guides/rg-243-registration-of-self-managed-superannuation-fund-auditors/) *Self-managed superannuation fund auditor registration* (RG 243) and the provisions in the *Superannuation Industry (Supervision) Act 1993* (SIS Act) and the corresponding regulations. This checklist is a guide only, intended to complement the legislation and RG 243. It is not a substitute for following them.

The portal will only accept complete applications for lodgement.

Note: We assess each application on a case-by-case basis and may require you to provide further documentation. For more information about completing an application for registration as an SMSF auditor, see RG 243.

**This checklist does not constitute legal advice. We encourage you to seek your own professional advice to find out how the SIS Act and other laws apply to you, as it is your responsibility to determine your obligations.**

## Upload supporting documents

| Supporting documents | Complete |
| --- | --- |
| You must upload all supporting documents to the [ASIC Regulatory Portal](http://regulatoryportal.asic.gov.au/) with your electronic application. |  |

### Qualifications (if you have the prescribed qualifications)

| What you must include with your application | Uploaded |
| --- | --- |
| A copy of your degree, diploma or certificate from the university or institution that has given you the qualification on which you rely. |  |
| A copy of your statement of academic record from the university or institution that has given you the qualification on which you rely. This statement should identify the subjects you have undertaken for that qualification, the results obtained and a legend explaining what the results represent. |  |
| If your degree, diploma or certificate does not include a course of study in auditing, either:   * a copy of your statement of academic record from a professional body indicating you have satisfactorily completed a course in auditing prescribed by reg 9A.02 of the Superannuation Industry (Supervision) Regulations 1994 (SIS Regulations); or * a copy of a certificate or statement of academic record indicating satisfactory completion of the self-managed superannuation fund specialist auditor program conducted by the Self Managed Super Fund Association (SMSF Association). |  |

### Qualifications (if you do not have the prescribed qualifications)

| What you must include with your application | Uploaded |
| --- | --- |
| A statement setting out your qualifications and the reasons why we should treat them as equivalent to the prescribed academic qualifications. |  |
| A copy of your degree, diploma or certificate from the university or institution that has given you the qualification on which you rely. |  |
| A copy of your statement of academic record from the university or institution that has given you the qualification on which you rely. This statement should identify the subjects you have undertaken for that qualification, list the results obtained and include a legend explaining what the results represent. |  |
| If you obtained your accounting qualification overseas, a copy of an assessment letter from an authorised assessment authority, confirming the comparability of your qualifications to an Australian undergraduate degree. See [International Education Online](http://internationaleducation.gov.au/). |  |
| If your degree, diploma or certificate does not include a course of study in auditing, a copy of your certificate or statement of academic record indicating that you have satisfactorily completed a course that you rely on as being equivalent to either:   * a course in auditing prescribed by reg 9A.02 of the SIS Regulations; or * the self-managed superannuation fund specialist auditor program conducted by the SMSF Association. |  |
| If you are relying on an overseas auditing course, a copy an assessment letter from one of the Australian accounting bodies that conducts such courses in Australia, confirming the comparability of this course and the course that Australian accounting body conducts. |  |

### Experience (if you have the prescribed practical experience)

| What you must include with your application | Uploaded |
| --- | --- |
| A statement outlining your role and involvement in the audit of SMSFs, including details of your responsibilities.  The statement must also include details of your continuing professional development (CPD) activities over the past five years.  Note: Download the statement template from the [SMSF auditors – supporting documents](http://asic.gov.au/for-finance-professionals/self-managed-superannuation-fund-smsf-auditors/applying-for-smsf-auditor-registration/smsf-auditors-supporting-documents/) page on our website. |  |
| A logbook in Excel spreadsheet format providing the following information for each SMSF audit undertaken in the three-year period before lodging your application:   * the name of the fund audited; * the Australian Business Number (ABN) of the fund audited; * the year-end date of the audit; * the date of signing the audit report; * the number of hours you spent on the audit; and * the name and SMSF auditor number (SAN) of the registered SMSF auditor who signed the audit report.   Note: Download the logbook template from the [SMSF auditors – supporting documents](http://asic.gov.au/for-finance-professionals/self-managed-superannuation-fund-smsf-auditors/applying-for-smsf-auditor-registration/smsf-auditors-supporting-documents/) page on our website. Regulation 9A.03 of the SIS Regulations requires 300 hours of practical experience. We may provide these details to the Australian Taxation Office for confirmation that these audits were signed by your supervisor. |  |
| A statement from your supervisor in support of your application, verifying the details you have provided regarding your hours of experience, role and involvement in the audit of SMSFs.  Note: Download the supervisor statement template from the [SMSF auditors – supporting documents](http://asic.gov.au/for-finance-professionals/self-managed-superannuation-fund-smsf-auditors/applying-for-smsf-auditor-registration/smsf-auditors-supporting-documents/) page on our website. |  |

### Equivalent experience (if you do not have the prescribed practical experience)

| What you must include with your application | Uploaded |
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| A written statement setting out details of your equivalent practical experience, including the following:   * any role and involvement you have had in SMSF auditing, including details of your responsibilities; * your other relevant experience obtained; and * why your experience is equivalent to the prescribed practical experience.   The statement must also include details of your CPD activities over the past five years. |  |
| A statement from your supervisor or relevant person about your equivalent practical experience, verifying the details you have provided regarding your role and involvement in the work that you are claiming is equivalent. |  |

### Competency exam

| What you must include with your application | Uploaded |
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| A copy of your ASIC SMSF auditor competency exam results. |  |
| If you have not passed the ASIC SMSF auditor competency exam, or have failed two or more times in the past 12 months, a submission that sets out why we should consider your application under s128B(2) of the SIS Act. |  |

### Criminal history checks

| What you must include with your application | Uploaded |
| --- | --- |
| If you have lived in Australia in the past 10 years, a national criminal history check:   * that is no more than 12 months old and covers 10 years before the date of your registration; and * from the Australian Federal Police, a state and territory police service or a broker organisation accredited by the Australian Criminal Intelligence Commission. |  |
| If you lived overseas for more than a year in the past 10 years:   * a criminal history check for each country in which you lived from a national government, state or provincial authority; or * if authorities in the relevant country do not provide criminal history checks, a statutory declaration declaring that you have no criminal history and detailing the attempts you have made to obtain a criminal history check from the relevant authorities.   Note: The statutory declaration must be witnessed by a solicitor, justice of the peace, notary or other qualified person—see the Statutory Declarations Regulations 1993. |  |

### Bankruptcy checks

| What you must include with your application | Uploaded |
| --- | --- |
| If you have lived in Australia in the past 10 years, a bankruptcy check from the Australian Financial Security Authority (AFSA) or via an authorised provider that is no more than 12 months old. |  |
| If you lived overseas for more than a year in the past 10 years:   * a bankruptcy check for each country in which you lived from a national government, state or provincial authority in the relevant country; or * a statutory declaration declaring that you have never been bankrupt and detailing the attempts you have made to obtain a bankruptcy check from the relevant authorities.   Note: The statutory declaration must be witnessed by a solicitor, justice of the peace, notary or other qualified person—see the Statutory Declarations Regulations 1993. |  |

### Explanation of any ‘yes’ answers to the ‘Fit and proper’ questions

| What you must include with your application | Uploaded |
| --- | --- |
| An explanation of any ‘yes’ answers you provide to any of the questions in the application that appear under the heading ‘Fit and proper’ (i.e. questions relating to disciplinary action, solvency, licences, professional indemnity insurance refusal or claims, convictions or improper conduct, and prior registration or removal as an auditor). |  |

### Professional indemnity insurance

| What you must include with your application | Uploaded |
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| A certificate of currency as evidence that you hold adequate and appropriate professional indemnity (PI) insurance. |  |

## Check your application

| Before submitting your application | Complete |
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| Check your application on the review page to ensure that you have answered all the questions on the application correctly and that the addresses you have entered are correct. |  |

## Pay the fee

| Payment of application fee | Complete |
| --- | --- |
| You must pay the application fee immediately after you submit your electronic application. You will be emailed an invoice.  Note: For information on application fees, see [Information Sheet 30](https://asic.gov.au/fees) *Fees for commonly lodged documents* (INFO 30). If we do not receive the application fee, your application will not have been lodged and cannot be assessed. |  |