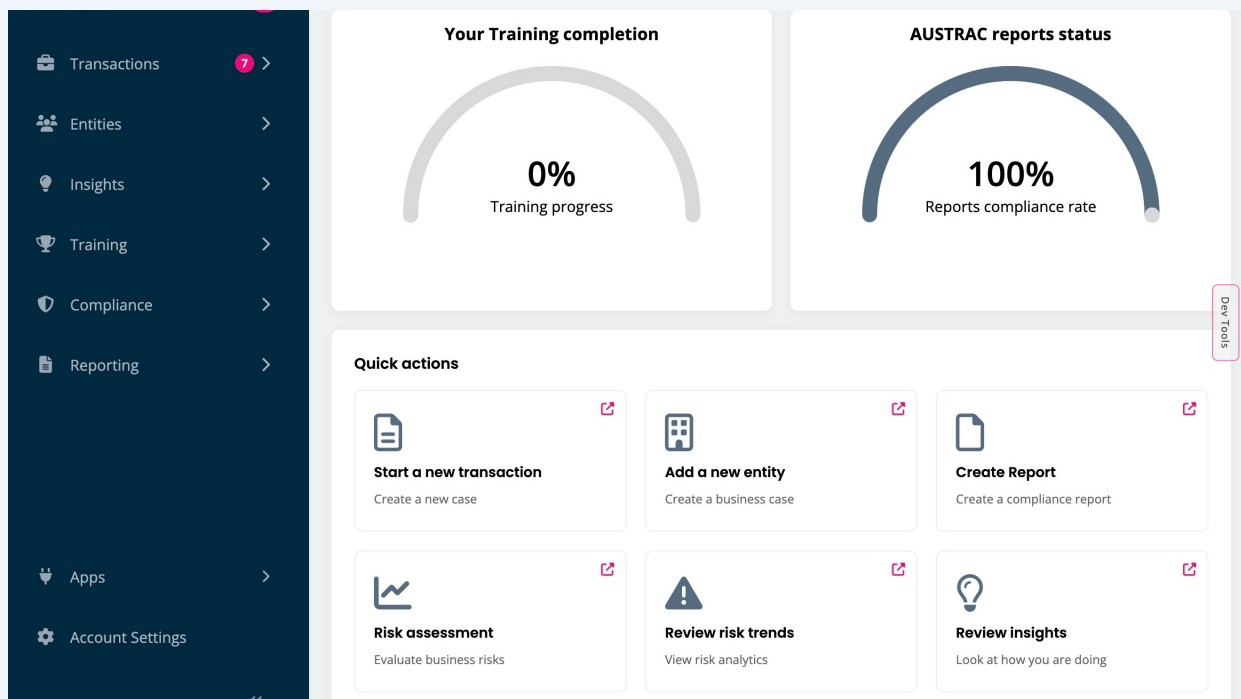


# How to Create and Manage SMSF in easyAML

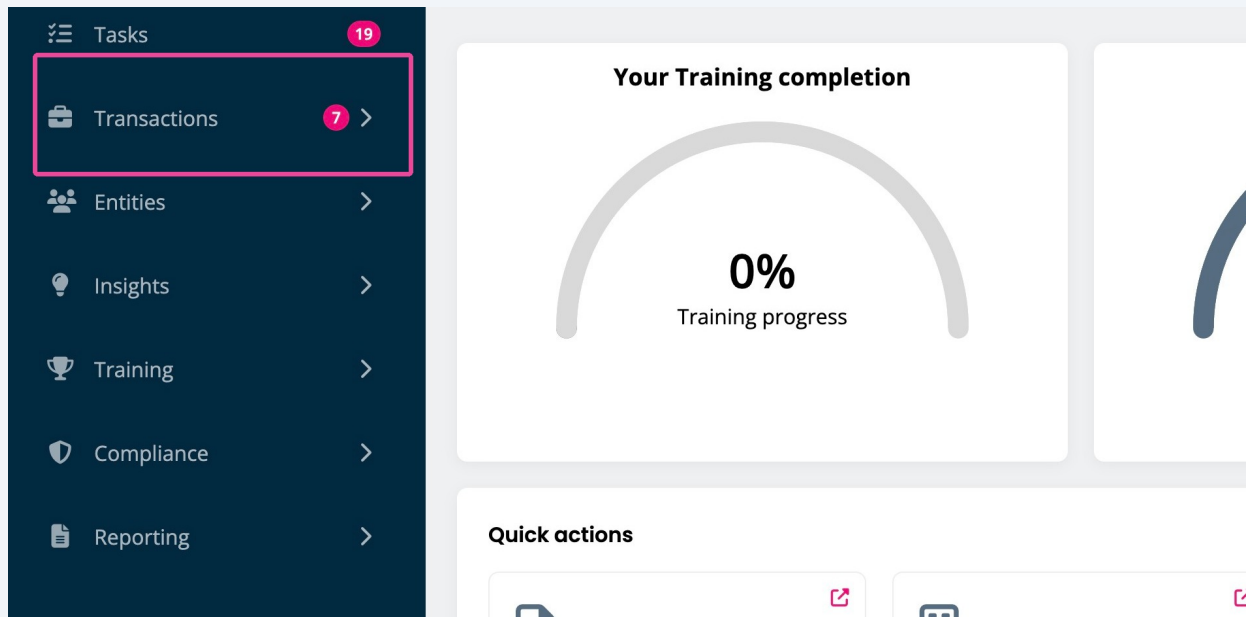
This guide provides a comprehensive walkthrough for setting up new SMSF and linking legal entities within the easyAML platform. Follow these steps to ensure SMSF details, trust information, and participant data are correctly configured and signed off for compliance.

1 First, head to <https://app.easyaml.com/dashboard>.

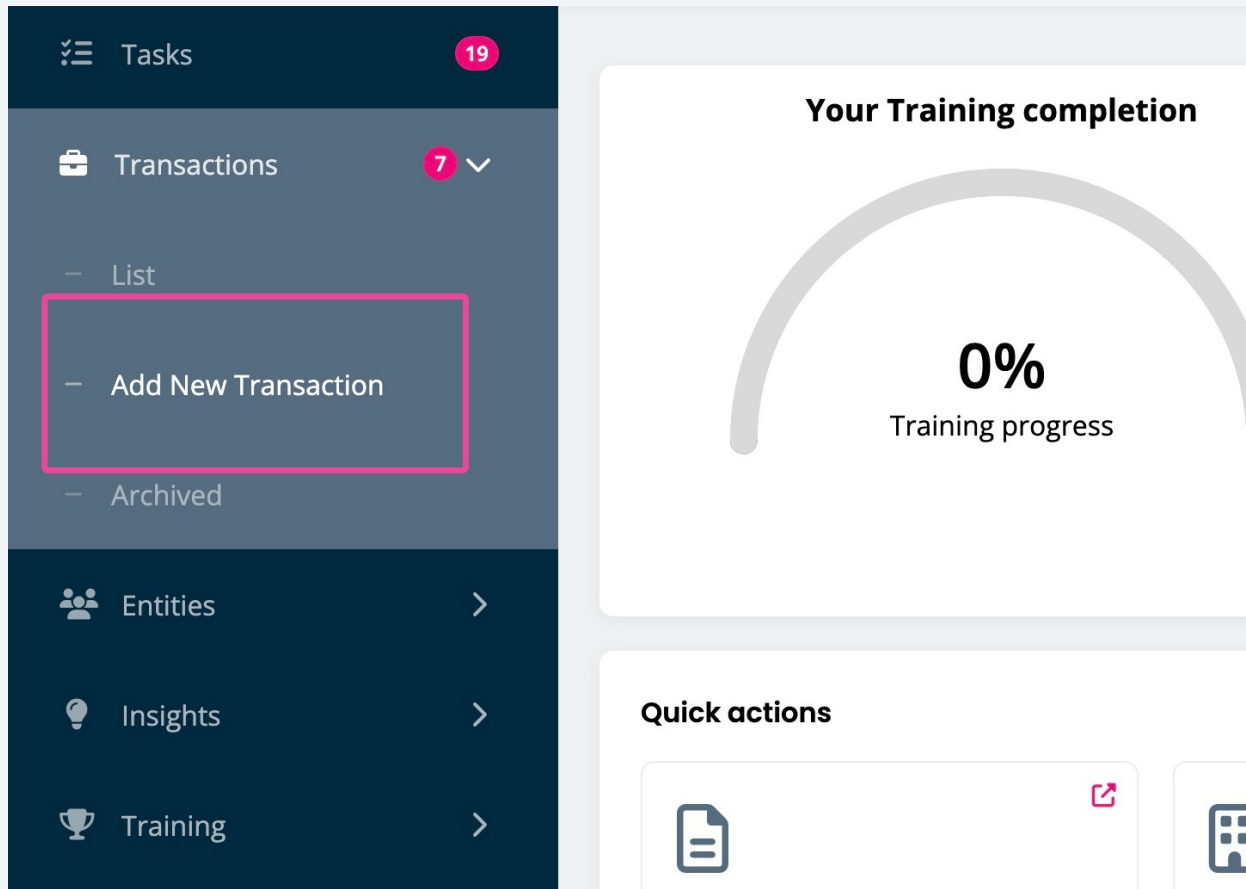


## Transaction Setup

2 From the left-hand menu, open up **Transactions**.



3 You'll want to start a new one, so select **Add New Transaction**.



# Transaction Information

4

Click into the **Select or type transaction type** field and choose whatever fits your client's matter. Under **Source**, pick the source of funds type, or leave it blank if it's the seller or you don't know yet, then pop in the **Property Value**.

STEP 1  
Transaction information

STEP 2  
Transaction entities

STEP 3  
Transaction details

Transaction Information

Type \*

Select or type transaction type

Source (leave blank if seller or unknown)

Select transaction source(s)

Currency

AUD - Australian Dollar

Transaction Value (estimate if not known)

\$ 0

Expected Completion Date

26/08/2026

Custom Reference

Optional custom reference for this transaction

Transaction Description

Enter details about this transaction

STEP 1  
Transaction information

STEP 2  
Transaction entities

STEP 3  
Transaction details

Transaction Information

Type \*

Select or type transaction type

REAL ESTATE

Residential property transaction

Residential property transaction

Commercial property transaction

Commercial property transaction

Acting in property settlements

Property transfer between related parties

Property development / subdivision

Custom Reference

Optional custom reference for this transaction

Transaction Description

Enter details about this transaction

## Transaction Information

Type \*

Residential property transaction

Source (leave blank if seller or unknown)

Select transaction source(s)

Search...

☐ Bank loan / mortgage (Australian ADI)

☐ Business income / established company with financials

☐ Cash savings (large amount, limited paper trail)

☐ Complex trust distribution (multi-layered / offshore links)

Currency

AUD - Australian Dollar

Settlement Date (expected)

26/08/2026

Groups

Select groups...

## Transaction Information

Type \*

Residential property transaction

Source (leave blank if seller or unknown)

Bank loan / mortgage (Australia... ×

Currency

AUD - Australian Dollar

Settlement Date (expected)

26/08/2026

Property Value \*

\$ 0

Custom Reference

Optional custom reference for this transaction

Reason for Transaction \*

Enter details about this transaction

Groups

Select groups...

5

Happy with everything? Click **Next**.

Type \*

Residential property transaction

Source (leave blank if seller or unknown)

Bank loan / mortgage (Australia... x v

Currency

AUD - Australian Dollar v

Property Value \*

\$ 1,000,000,000

Settlement Date (expected)

26/08/2026

Custom Reference

Optional custom reference for this transaction

Reason for Transaction \*

Enter details about this transaction

Groups

Select groups... v

Cancel

Next

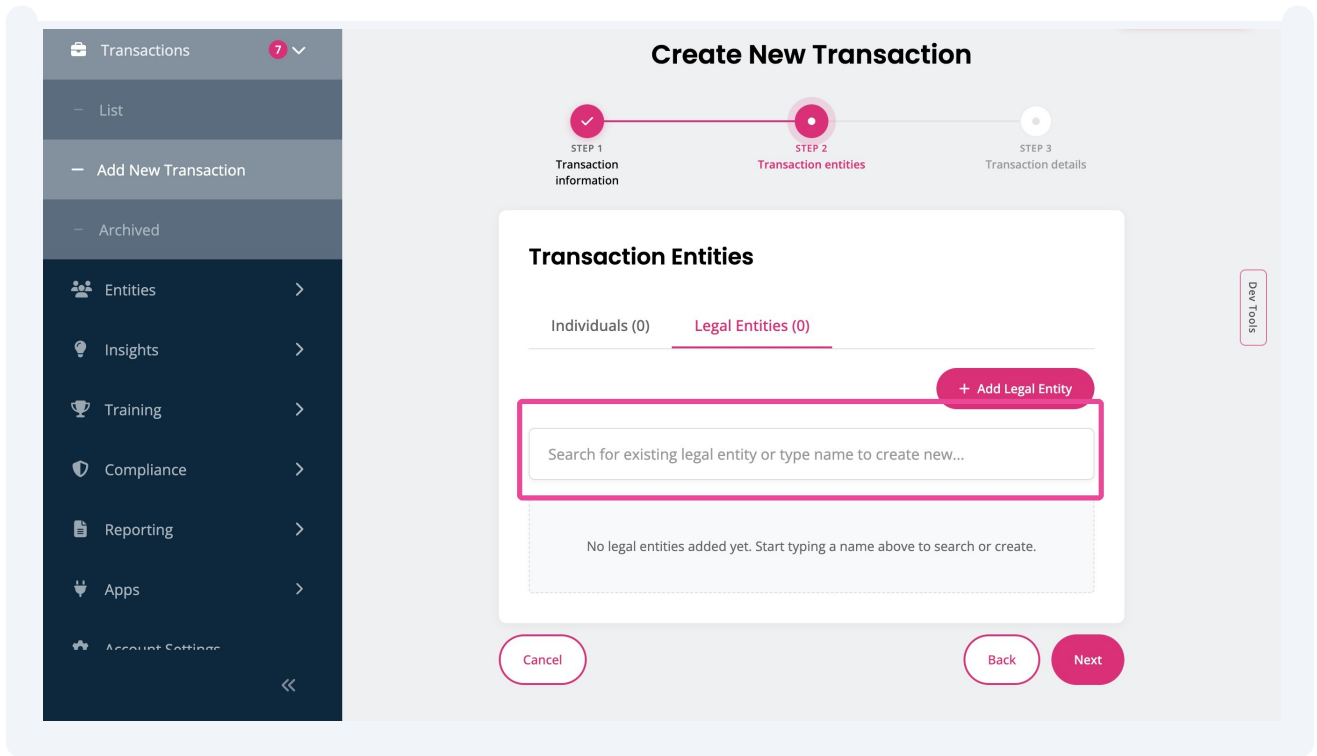
## Legal Entity Setup

6 Now let's get the legal entity sorted. Open the **Legal Entities** tab.

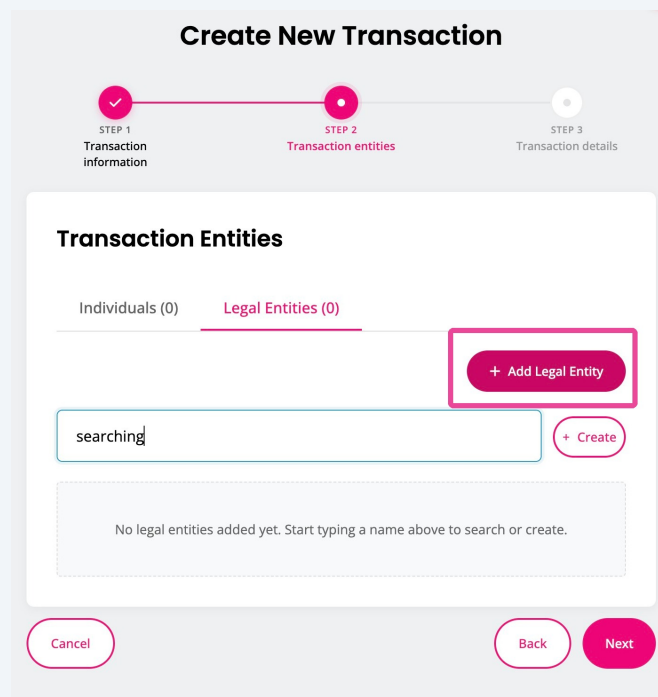
The screenshot shows the 'Create New Transaction' interface. At the top, a breadcrumb trail reads 'Home / Transactions / Add New Transaction'. A progress indicator shows three steps: 'STEP 1 Transaction information' (completed), 'STEP 2 Transaction entities' (current step), and 'STEP 3 Transaction details'. A notification bubble in the top right corner says '8 overdi'. The main heading is 'Create New Transaction'. Below it, the 'Transaction Entities' section has two tabs: 'Individuals (0)' and 'Legal Entities (0)'. The 'Legal Entities' tab is selected and highlighted with a red border. To the right of the tabs is a red button labeled '+ Add New Individual'. Below the tabs is a search input field with the placeholder text 'Search for existing individual or type name to create new...'. Underneath the search field is a dashed box containing the text 'No individuals added yet. Start typing a name above to search or create.' At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'.

7 Add a new legal entity or search in the legal entity search field to add an existing legal entity.

Skip to step 37 if adding an existing entity. From here you can either add a brand new legal entity, or search for one that already exists. If you're attaching an existing entity, feel free to skip ahead past the entity-creation steps below once it's added.

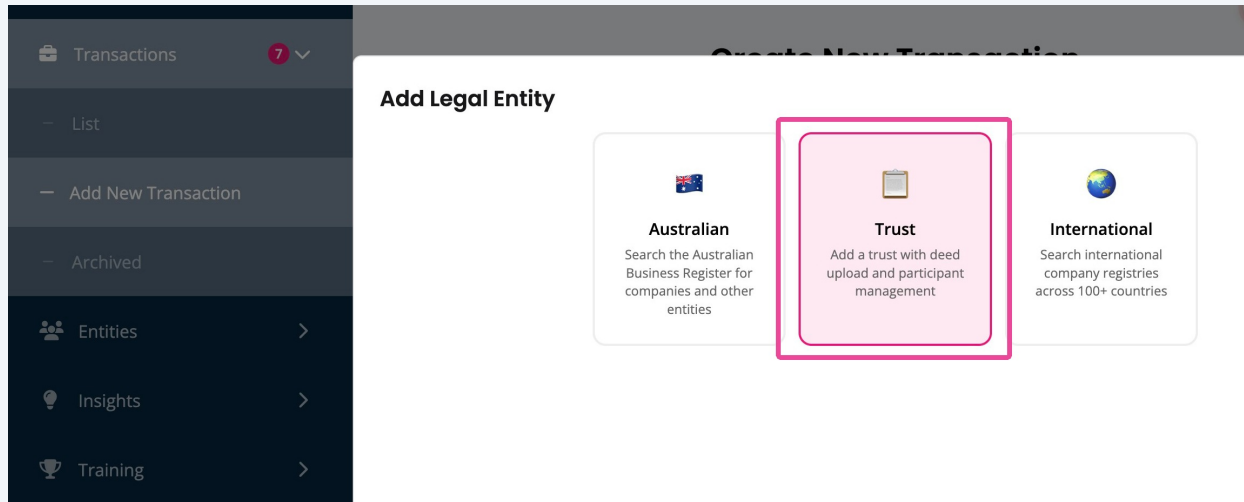


8 Select **Add Legal Entity** to get started.



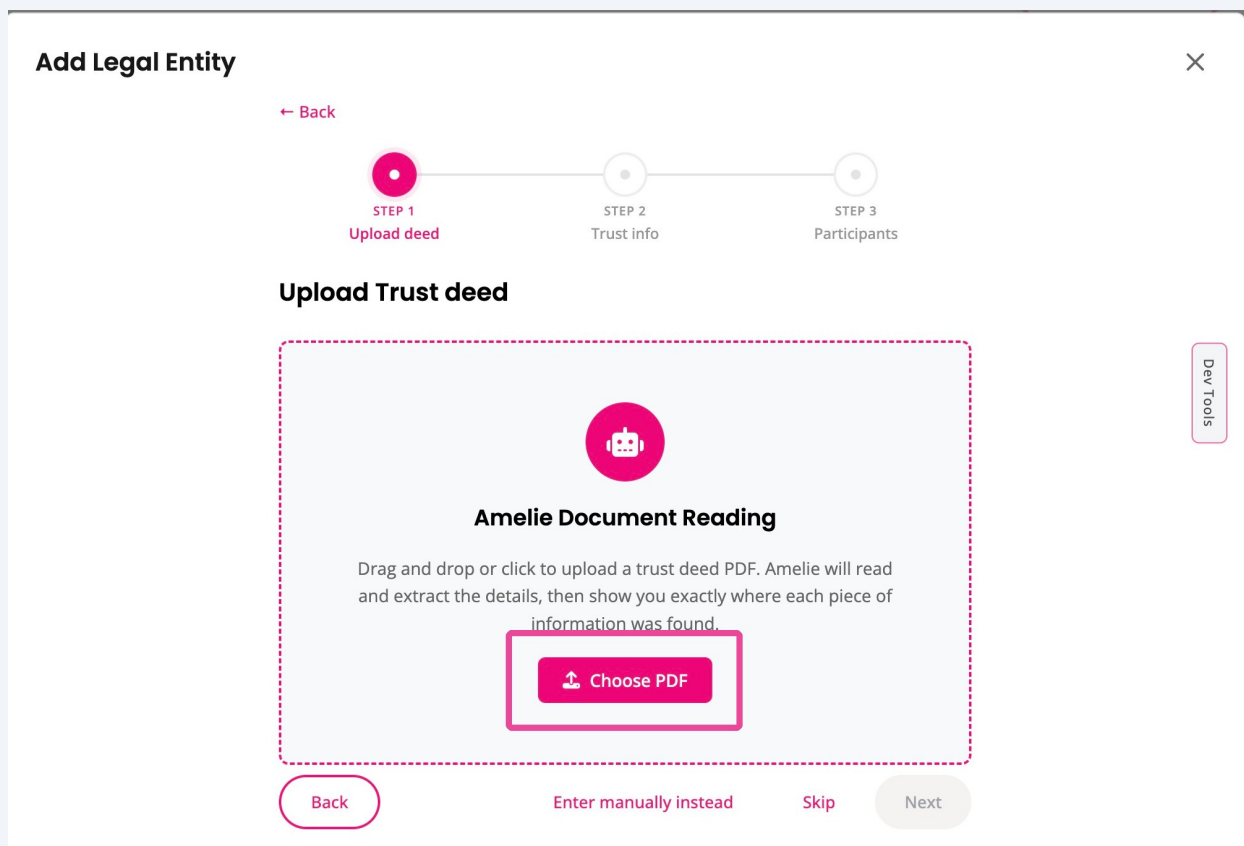
9

Since we're setting up an SMSF, choose **Add a trust with deed upload and participant management**. An SMSF is legally a trust, so it goes through the same process as any other trust.



10

Upload the trust deed by clicking **Choose PDF**.



11

easyAML will read the deed and pull out the key details for you. Have a check over everything, tick **I confirm the information above is correct**, and hit **Next**.

The screenshot shows the 'Add Legal Entity' interface. On the left, a document titled 'SCHEDULE 1- FUND PARTICULARS' is displayed with fields for NAME OF FUND, TRUSTEE, and MEMBER. On the right, a form for 'Individual' details is shown, including Date of Birth, Address, Name, and Type. Below these are sections for 'Additional Member', 'Other Parties' (with 'Additional Appointor' and 'Additional Settlor'), and a confirmation checkbox labeled 'I confirm the information above is correct'. A pink box highlights this checkbox. At the bottom, there is a 'Back' button, a message box stating 'Amelie identified this document as SMSF. After confirmation, the legal entity will be created as SMSF.', and buttons for 'Enter manually instead', 'Skip', and 'Next'.

### Add Legal Entity

This screenshot shows the same 'Add Legal Entity' interface as the previous one, but with the confirmation checkbox 'I confirm the information above is correct' checked. The 'Next' button at the bottom right is now highlighted with a pink box. The rest of the form and document preview remain the same.

12

In the industry search box, type **SMSF** and you'll see **1002 - Self-managed superannuation fund (SMSF) - passive investment** come up. Select that, then click **Next**.

## Add Legal Entity

STEP 1  
Upload deed

STEP 2  
SMSF details

STEP 3  
Participants

SMSF - STEP 2 OF 3

xx

- ☐ XX1001 - Individual — passive investor (not carrying on a business)
- ☒ XX1002 - Self-managed superannuation fund (SMSF) — passive investment
- ☐ XX1003 - Family / discretionary trust — passive investment
- ☐ XX1004 - Unit trust (unlisted / private) — passive investment
- ☐ XX1005 - Bare trust / custodian entity (e.g. SMSF LRBA holding trust)
- ☐ XX1006 - Holding company / passive investment company

Select industries

+ Select transaction roles...

**⚠ Charges may apply**

Creating this entity may incur KYB creation and unwrapping fees per your plan.

Back

Next

## Add Legal Entity

STEP 1  
Upload deed

STEP 2  
SMSF details

STEP 3  
Participants

SMSF - STEP 2 OF 3

### SMSF details

Enter the smsf information.

SMSF name \*

ABN (optional)

Australian Business Number

Number of members \*

2

Industry

XX1002 - Self-managed superannuation fund (SMSF) — passive investment

+ Select transaction roles...

**⚠ Charges may apply**

Creating this entity may incur KYB creation and unwrapping fees per your plan.

Back

Next

13

For individuals that have previously been identified, click "Reuse". If anyone involved has already been verified within the last two years, you don't need to redo their KYC - just click **Reuse** and their existing profile carries straight across.

Add Legal Entity

Participants

Add the trustees and members of this SMSF.

Some people named in the deed already exist. Reuse the existing record or create a new one.

Reuse

Create new

Reuse

Create new

Trustees (1)

Members (2)

This trust's trustees are legal entities — you can only add more legal entities as trustees.

Add a new trustee

Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new legal entity

Search existing individuals or legal entities

Type at least 2 characters to search.

14

When you're ready, click **Create SMSF**.

Add Legal Entity

This trust's trustees are legal entities — you can only add more legal entities as trustees.

Add a new trustee

Can't find them below? Type their name in the search, then add them as a new individual or legal entity.

+ Add as new legal entity

Search existing individuals or legal entities

Type at least 2 characters to search.

Search or add trustees...

PTY LTD

Legal Entity

Charges may apply

Creating this entity may incur KYB creation and unwrapping fees per your plan.

Groups

Select groups...

Back

Create SMSF

15 Click **Next** to keep going.

Individuals (0) **Legal Entities (1)**

+ Add Legal Entity

searching + Create

| Name | Type         | Country | Role                     | Actions |
|------|--------------|---------|--------------------------|---------|
|      | Legal Entity | Unknown | Client ×<br>+ Add role ▾ | Remove  |

**Lead Entities**  
Select the primary entities that represent this transaction (1 selected)

Legal Entities (1)

☒ Low

Cancel Back **Next**

## Transaction Details

16 Next up is the property itself. Search for the address in the **Property Address** field and set the date. **Intended Use** and **Proceeds Destination** are both optional, so fill these in if they're relevant (think "buying property" or "Westpac Bank"). Pop anything else worth noting into **Additional Notes**, then click **Create Transaction**.

STEP 1  
Transaction  
information

STEP 2  
Transaction entities

STEP 3  
Transaction details

## Transaction Details

### Property Address

Start typing to search for the complete address

### Contract Date



### Intended Use

### Proceeds Destination

### Additional Notes

STEP 1  
Transaction  
information

STEP 2  
Transaction entities

STEP 3  
Transaction details

## Transaction Details

Property Address

Start typing to search for the complete address

Contract Date

dd/mm/yyyy



Intended Use

Enter intended use

Proceeds Destination

Enter proceeds destination

Additional Notes

Enter any additional notes or special requirements for this transaction

## Transaction Details

Property Address

Start typing to search for the complete address

Contract Date



Intended Use

Proceeds Destination

Additional Notes

Cancel

Back

Create Transaction

## Transaction Details

Property Address

Start typing to search for the complete address

Contract Date

Intended Use

Proceeds Destination

Additional Notes

Cancel

Back

Create Transaction

— List

— Add New Transaction

— Archived

Entities >

Insights >

Training >

Compliance >

Reporting >

Apps >

Account Settings



## Transaction Details

Property Address

Start typing to search for the complete address

Contract Date

Intended Use

Proceeds Destination

Additional Notes

Cancel

Back

Create

### Transaction Details

Property Address

1223 Botany Road, Mascot NSW, Australia

Start typing to search for the complete address

Contract Date

09/08/2026

Intended Use

Residential Property Sale

Proceeds Destination

WestPac Bank

Additional Notes

Add notes here

Cancel

Back

Create Transaction

Dev Tools

## Review and Verification

### 17 Click through to the legal entity by its name.

|        |                                  |        |                                       |
|--------|----------------------------------|--------|---------------------------------------|
| Status | Pending                          | Value  | 100,000 AUD                           |
| Type   | Residential property transaction | Source | Bank loan / mortgage (Australian ADI) |

Change Lead EntityEdit DetailsReport to AUSTRACLog Unusual ActivitySign offArchive

Individuals and Legal Entities 1

Notes (1)

Attachments (0)

Audit Log (3)

Risk

Individuals 0

+ Add Individual

| Full Name           | Date of Birth | Role in Transaction | Country | KYC Status | Screening | Result | Labels | Risk | Updated | Actions |
|---------------------|---------------|---------------------|---------|------------|-----------|--------|--------|------|---------|---------|
| No individual found |               |                     |         |            |           |        |        |      |         |         |

Legal Entities 1

+ Add Legal Entity

Businesses 1Trusts 0Partnerships 0SMSFs 1

| Legal Entity Name | Type | Role in Transaction | Registration Number | Country   | KYB       | Screening | Result | Labels | Risk |
|-------------------|------|---------------------|---------------------|-----------|-----------|-----------|--------|--------|------|
| [Redacted]        | Smsf | Client              | -                   | Australia | Unwrapped | Clear     | Clear  |        |      |

Dev Tools

18

Select **View full legal entity details**.

Pending

Value

Residential property transaction

Source

Change Lead Entity

Edit Details

Report to AUSTRAC

Log Un

s and Legal Entities 1

Notes (1)

Attachments (0)

Audit Log (3)

Risk

0

No individual found

s 1

Trusts 0

Partnerships 0

SMSFs 1

Name

Type

Role in Transaction

Registration Number

Country

Smsf

Client

-

Australia

Last Updated

26/07/2026

Type

Self Managed Superannuation Fund (SMSF)

ABN

N/A

Risk

Not determined

Verification

Not Verified

Address

Australia

Sanctions

No

Adverse Media

No

Dev Tools

View full legal entity details

19 Click **Go**.

**Action Required: Additional Information Required**  
Input the final information about this legal entity to calculate its risk level.

Go

### Summary

1  
Transactions

AUD  
Total Transaction Value

No  
Sanctions

No  
Adverse Media

Dev Tools

### Associated Transactions

All Status ▾ All Risk ▾ All Labels ▾

| Transaction Reference ▾ | Expected Completion Date ▾ | Last Updated ▾ | Lead Entity | Amount ▾ |
|-------------------------|----------------------------|----------------|-------------|----------|
|                         | 26/08/2026                 | 26/07/2026     |             | AUD      |

Showing 1 to 1 of 1 transaction

< 1 >

Showing 25 per page ▾

20 Fill in the entity information fields, then click **Save**.

## Action Required: Additional Information Required

Put the final information about this legal entity to calculate its risk level.

### Complete Entity Information ✕

Please provide the following information to complete the risk calculation for this entity.

Country \*

Select country



Does The Entity Trade? \*

Yes



Select applicable industries \*

XX1002 - Self-managed superannuation fund (SMSF) — passive investment



 Ask Amelie

Cancel

Save

t the final information about this legal entity to calculate its risk level.

## Complete Entity Information ×

Please provide the following information to complete the risk calculation for this entity.

Country \*

Australia ▼

Does The Entity Trade? \*

Yes ▼

Select applicable industries \*

XX1002 - Self-managed superannuation fund (SMSF) — passive investment ▼

 Ask Amelie

Cancel

Save

## 21 Head into **Trustees & Members**.

Industry: XX1002 - Self-managed superannuation fund (SMSF) — passive investment Risk: Not determined

Last Updated: 26/07/2026

Entity Name: [Redacted]

+ Add Label + Add to group

Delete Archive

### Summary

Trustees & Members

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Attachments

Tasks

1 Transactions

AUD Total Transaction Value

No Sanctions

No Adverse Media

### Associated Transactions

Search transactions...

All Status All Risk All Labels

| Transaction Reference | Expected Completion Date | Last Updated | Lead Entity | Amount     |
|-----------------------|--------------------------|--------------|-------------|------------|
| [Redacted]            | 26/08/2026               | 26/07/2026   | [Redacted]  | [Redacted] |

Showing 1 to 1 of 1 transaction

Showing 25 per page

## 22 Click **Add legal entity trustee**.

Last Updated: [Redacted]

Entity Name: [Redacted]

+ Add Label + Add to group

### Trustees

Trustees are responsible for managing the SMSF and ensuring it complies with super law.

| Name                                      | Full Name (as registered) | Type | Risk | Actions |
|-------------------------------------------|---------------------------|------|------|---------|
| No trustees have been added to this SMSF. |                           |      |      |         |

+ Add Individual Trustee + Add legal entity trustee

### Members

Members hold the benefits in the fund.

| Name       | Full Name (as registered) | Type       | Risk           | Actions                              |
|------------|---------------------------|------------|----------------|--------------------------------------|
| [Redacted] | [Redacted]                | Individual | Not determined | Verify Manually added Re-link Remove |
| [Redacted] | [Redacted]                | Individual | Not determined | Verify Manually added Re-link Remove |

23

Search for the trustee using the **Search for existing legal entities...** field, click on the right entity (or create a new one), then confirm by clicking **Select**.

Add Legal Entity

Need to add a new Legal Entity?

Create a new Legal Entity if you can't find them in the search results below.

+ Create New Legal Entity

Search existing legal entities

Type at least 2 characters to search for existing legal entities.

Search for existing legal entities...

Cancel

Select

LINDA LEASK

LINDA LEASK

Individual

Not determined

## Add Legal Entity



### Need to add a new Legal Entity?

Create a new Legal Entity if you can't find them in the search results below.



Create New Legal Entity

### Search existing legal entities

Type at least 2 characters to search for existing legal entities.



#### YOUR LEGAL ENTITIES

Business

PTY LTD  
Business

Cancel

Select

## Add Legal Entity



### Need to add a new Legal Entity?

Create a new Legal Entity if you can't find them in the search results below.



Create New Legal Entity

### Search existing legal entities

Type at least 2 characters to search for existing legal entities.



### Selected Legal Entity



Cancel

Select

LINDA LEASK

LINDA LEASK

Individual

Not determined

24

Click the trustee's name and double check their details have come through correctly.

Last Updated 26/07/2026

Entity Name: [Redacted]

+ Add Label

+ Add to group

Delete

Archive

Summary

Trustees & Members

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

Billing

Notes

Attachments

Tasks

## Trustees

Add Individual Trustee

Add legal entity trustee

Trustees are responsible for managing the SMSF and ensuring it complies with super law.

| Name       | Full Name (as registered) | Type    | Risk           | Actions                                     |
|------------|---------------------------|---------|----------------|---------------------------------------------|
| [Redacted] | [Redacted]                | company | Not determined | <div>Manually added</div> <div>Remove</div> |

## Members

Add Individual Member

Add legal entity member

Members hold the benefits in the fund.

| Name       | Full Name (as registered) | Type       | Risk           | Actions                                                                          |
|------------|---------------------------|------------|----------------|----------------------------------------------------------------------------------|
| [Redacted] | [Redacted]                | Individual | Not determined | <div>Verify</div> <div>Manually added</div> <div>Re-link</div> <div>Remove</div> |
| [Redacted] | [Redacted]                | Individual | Not determined | <div>Verify</div> <div>Manually added</div> <div>Re-link</div> <div>Remove</div> |

25

Open up the **UBOs** tab.

Summary

Ownership

UBOs

Risk

Matches

Source of Wealth

Source of Funds

Questionnaire

## Summary

0 Transactions

0.00 AUD Total Transaction Value

### Associated Transactions

Search transactions...

26

Have a look over the details and add in any UBOs that are missing, then click **Verify** to send off a KYC request.

Summary
Ownership
**UBOs**
Risk
Matches
Source of Wealth
Source of Funds
Questionnaire
Billing
Notes

## Ultimate Beneficial Owners (UBOs)

Individuals who ultimately own or control 25% or more of the shares or voting rights, or who otherwise exercise control over the entity. CDD is required for these individuals.

| Name | Full Name (as registered) | Direct % | Effective % | Status       | Risk           | Actions |
|------|---------------------------|----------|-------------|--------------|----------------|---------|
|      |                           | 50.00    | 50.00       | Not Verified | Not determined | Verify  |
|      |                           | 50.00    | 50.00       | Not Verified | Not determined | Verify  |

+ Add UBO
Export UBO Report
Dev Tools

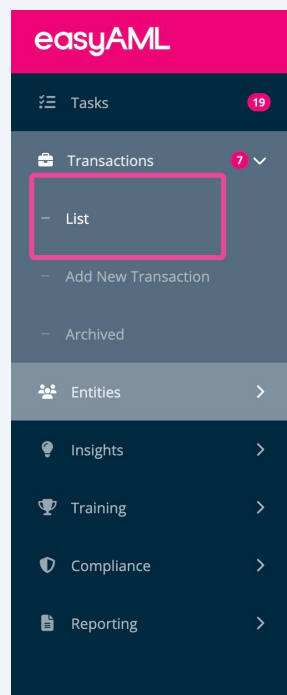
## Company Officeholders

Individuals who hold positions of control or influence in the company, including directors, secretaries, and other officers. CDD is required for these individuals.

+ Add Officeholder

27

Head back to **List**.



## 28 Open the transaction you created earlier.

Home / Transactions

### All Transactions

Shared access + Add New Tra

Search transactions...

All Status All Risk My Transactions All Labels All Groups ☐ Outsourced Only All Outsource Status

All Outsource Types All Assignments All SLA

| Transaction Reference | Custom Reference | Expected Completion Date | Created    | Last Updated | Lead Entity             | Amount   |
|-----------------------|------------------|--------------------------|------------|--------------|-------------------------|----------|
|                       |                  | 26/08/2026               | 26/07/2026 | 26/07/2026   |                         |          |
|                       |                  | 24/08/2026               | 24/07/2026 | 24/07/2026   | No lead entity selected | 1.00 AUD |

## 29 Select **View full transaction details**.

Expected Completion Date 26/08/2026

Created 26/07/2026

Last Updated 26/07/2026

Risk Low-Medium

Status Pending

Type Residential p...

Value

Source Not specified

Custom Reference Not specified

Total entities 1

Individuals 1

Businesses 0

Trusts 0

Partnerships 0

SMSFs 1

Archive

View full transaction details

### 30 Click through to the legal entity's name.

**Status** Pending **Value**

**Type** Residential property transaction **Source** Bank loan / mortgage

Change Lead Entity Edit Details Report to AUSTRAC Log Unusual Activity

Individuals and Legal Entities 1 Notes (1) Attachments (0) Audit Log (3) Risk

**Individuals** 0

| Full Name           | Date of Birth | Role in Transaction | Country | KYC Status | Screening | Result | Labels |
|---------------------|---------------|---------------------|---------|------------|-----------|--------|--------|
| No individual found |               |                     |         |            |           |        |        |

**Legal Entities** 1

Businesses 1 Trusts 0 Partnerships 0 SMSFs 1

| Legal Entity Name | Type | Role in Transaction | Registration Number | Country   | KYB       |
|-------------------|------|---------------------|---------------------|-----------|-----------|
| [Redacted]        | Smsf | Client              | -                   | Australia | Unwrapped |

### 31 Select View full legal entity details.

**Status** Pending **Value**

**Type** Residential property transaction **Source**

Change Lead Entity Edit Details Report to AUSTRAC Log Unusual Activity

Individuals and Legal Entities 1 Notes (1) Attachments (0) Audit Log (3) Risk

**Individuals** 0

| Full Name           | Date of Birth | Role in Transaction | Country | KYC Status | Screening | Result |
|---------------------|---------------|---------------------|---------|------------|-----------|--------|
| No individual found |               |                     |         |            |           |        |

**Legal Entities** 1

Businesses 1 Trusts 0 Partnerships 0 SMSFs 1

| Legal Entity Name | Type | Role in Transaction | Registration Number | Country   |
|-------------------|------|---------------------|---------------------|-----------|
| [Redacted]        | Smsf | Client              | -                   | Australia |

**Last Updated** 26/07/2026

**Type** Self Managed Superannuation Fund (SMSF)

**ABN** N/A

**Risk** Not determined

**Verification** Not Verified

**Address** Australia

**Sanctions** No

**Adverse Media** No

View full legal entity details

### 32 Click on the transaction number (TX).

Home / Transactions / [TX]

Type: Self Managed Superannuation Fund (SMSF)

Industry: XX1002 - Self-managed superannuation fund (SMSF) — passive investment Risk: Not determined

Last Updated: 26/07/2026

Entity Name:

+ Add Label + Add to group

Summary

## Trustees

Trustees & Members

### 33 Once everything checks out and every KYC's been verified, click **Sign off** to wrap up the transaction. Just keep in mind, you can still add extra information after sign off, but all the legal entities, individuals and essential documents - like the trust deed - need to be fully verified before settlement.

And that's everything you need to create and manage an SMSF in easyAML.

Need a hand? Contact the easyAML team at [support@easyaml.com](mailto:support@easyaml.com) or on 1300 425 495.

Home / Transactions / [TX]

TX- [TX]

Created: 26/07/2026 Last Updated: 26/07/2026 Expected Completion Date: 26/08/2026 Risk: Low-Medium

+ Add Label + Add to group

Risk: Low-Medium Reference: Not specified

Status: Pending Value:

Type: Residential property transaction Source: Bank loan / mortgage (Australian ADI)

Change Lead Entity Edit Details Report to AUSTRAC Log Unusual Activity **Sign off** Archive

Individuals and Legal Entities: 1 Notes (1) Attachments (0) Audit Log (3) Risk

Individuals: 0 + Add Individual

| Full Name           | Date of Birth | Role in Transaction | Country | KYC Status | Screening | Result | Labels | Risk | Updated | Actions |
|---------------------|---------------|---------------------|---------|------------|-----------|--------|--------|------|---------|---------|
| No individual found |               |                     |         |            |           |        |        |      |         |         |