

07 May 2021

Mrs Lisa Rickard  
9 OCTAGONAL AVE  
CASTLE HILL, New South Wales 2154

Dear Sir/Madam

**M & L Rickard SF**  
**Commutation of Transition to Retirement Pension**

I hereby request the trustee(s) to commute the account(s) listed below into an existing accumulation account on 07/05/2021

Account Code: RICMIC00019P  
Account Description: Transition to Retirement Pension  
Balance to Commute: \$8,976.01

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

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Mr Michael Rickard  
9 OCTAGONAL AVE  
CASTLE HILL, New South Wales 2154

# Minutes of a Meeting of the Trustee(s)

held on 07 May 2021 at 9 OCTAGONAL AVE, CASTLE HILL, New South Wales 2154

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**PRESENT:** Lisa Rickard and Michael Rickard

**PENSION COMMUTATION:** Michael Rickard has requested to commute the following account(s) to an existing accumulation account on 07/05/2021.

Account Code: RICMIC00019P  
Account Description: Transition to Retirement Pension  
Balance to Commute: \$8,976.01

**TRUSTEE ACKNOWLEDGEMENT:** It was resolved that Trustee(s) have agreed to this and has taken action to ensure the following:

- The Member's balance(s) has been updated for any contributions, withdrawals and earnings
- The fund's trust deed provides for the transfer to take place
- Any existing pensions for the above mentioned accounts have been ceased and that the pro-rated minimum amount has been met where necessary

**CLOSURE:** Signed by the trustee(s) pursuant to the Fund Deed.

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Lisa Rickard  
Chairperson

07 May 2021

Mr Michael Rickard  
9 OCTAGONAL AVE  
CASTLE HILL, New South Wales 2154

Dear Michael Rickard

**M & L Rickard SF**  
**Commutation of Transition to Retirement Pension**

We confirm that the partial commutation of your Transition to Retirement Pension (RICMIC00019P) has been completed.

An amount of \$8,976.01 has been transferred to your accumulation account.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

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Mrs Lisa Rickard  
Trustee  
9 OCTAGONAL AVE  
CASTLE HILL, New South Wales 2154