

3 July 2019

Nicola Le Couteur
Blue Sky Business Consulting
Suite 6, 12 - 18 Tryon Road
LINDFIELD NSW 2070

Dear Nicola,

B M BEVAN & R J WHITESIDE SUPERANNUATION FUND

Thank you for choosing Topdocs, the documentation specialists, to prepare the following documentation regarding the B M Bevan & R J Whiteside Superannuation Fund (**Fund**). Please note your documentation has been prepared in the following order, and should be executed in the same:

Company Registration – BMBRJW Super Fund Pty Ltd

Please refer to the Procedures Sheet included in your package, then have the respective parties sign and date the enclosed documents where indicated.

SMSF Deed Variation with Trustee Change – B M Bevan & R J Whiteside Superannuation Fund

Please refer to the enclosed letter of legal oversight from Topdocs Legal (in particular any Important Notes contained therein) and the Procedures Sheet included in your package. Then have the respective parties sign and date the enclosed documents where indicated.

When having the attached documents executed, please note that the documents have been prepared on the basis that they will be, and it is important that they are, executed in the following order:

1. Change of Trustee;
2. Trust Deed Variation.

Binding Death Benefit Nominations

Please have the respective parties sign and date the enclosed documents where indicated. **Once the enclosed nominations have been executed, please forward a copy of the executed nominations to our office for legal oversight.** We will then have Topdocs Legal peruse the nominations, and sign off to say they have been prepared correctly (note this is all included in your already paid fee).

Important Note – Guardian

Please note that the enclosed binding death benefit nomination documentation has been prepared on the basis that a *Guardian* has not been appointed under rule 37 of the current trust deed for the Fund. If a Guardian has been appointed, please contact our office **before** having the enclosed documentation executed by your client as it may affect the validity of the documents.

Important Note – Death Benefit Rule

Please note that the enclosed binding death benefit nomination documentation has been prepared on the basis that a *Death Benefit Rule* has not been established under rule 34 of the current trust deed for the Fund. If a Death Benefit Rule has been established, please contact our office **before** having the enclosed documentation executed by your client as it may affect the validity of the documents.

Important Note – Revocation of existing Binding Death Benefit Nominations

While the enclosed nominations purport to revoke any existing nominations executed by Bronwyn Margaret Bevan and Richard John Whiteside (**Members**), please note that a prior deed governing the existing nominations may have specific procedures that have to be followed in order for the revocation to be effective.

Therefore, if any nominations executed previously by the Members remain in effect, please ensure the trust deed governing them is examined to determine if any further procedures are required to revoke the existing nominations.

Should you have any queries regarding the execution of the enclosed documents, please don't hesitate to contact our office.

Disclaimer

Please note that the attached documents have been prepared based on instructions provided by Blue Sky Business Consulting detailing the relevant parties and relevant dates pertaining to the preparation of the documents.

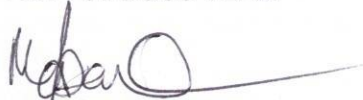
Please also note our terms of agreement in our website disclaimer including the relevant return policy at www.topdocs.com.au.

We enclose a tax invoice for the documentation prepared and thank you for your prepayment of this order. If you have any queries regarding the attached documentation, please do not hesitate to contact our office.

Thank you once again for choosing Topdocs.

Yours faithfully,

THE TOPDOCS TEAM



Phone: 1300 65 92 42

Email: info@topdocs.com.au



ABN 84 120 601 372

Blue Sky Business Consulting
Suite 6, 12 - 18 Tryon Road
LINDFIELD NSW 2070

18 June 2019

Tax Invoice

Invoice #: J00150439

For the preparation and delivery of the following documentation:

SMSF Change of Trustee with Deed Update B.M. Bevan & R.J. Whiteside Superannuation Fund	\$500.00
Register a Company to act as Trustee of the SMSF BMBRJW Super Fund Pty Ltd (ASIC fee of \$488.00 included in this price is not subject to GST.)	\$668.00

We thank you for your pre-payment of this invoice.

SUBTOTAL: \$1,168.00

GST: \$68.00

TOTAL: \$1,236.00

NICOLA LE COUTEUR

chartered accountant

Blue Sky Business Consulting | PO Box 648, Lindfield NSW 2070

m 0422 413 868 nicola@bsbconsulting.com.au ABN 98 120 547 677

TAX INVOICE

The Trustee
B.M.Bevan & R.J.Whiteside Superannuation Fund
46 Churchill Road
Killara NSW 2017

DATE: 5-8-2019
INVOICE: 2802

DESCRIPTION	HOURS	AMOUNT
SMSF administration Organise registration and documentation with respect to new corporate trustee, BMBRJW Super Fund Pty Ltd Procurement and administration of documentation to effect: *Removal of individual trustees *Adoption of corporate trustee *Trustee declarations within required timeframe *Update of trust deed, including deed of variation *Update Australian Business Register within required timeframe Scan and provide soft copies to trustee & financial planner Total professional time @ \$265 per hour (2018/2019 rate) Disbursements include: Legal documentation & trust deed: Topdocs Legal \$1,236.00	1.7	\$ 450.00

SUBTOTAL \$ 450.00

GST @ 10% \$ 45.00

TOTAL FEES \$ 495.00

DISBURSEMENTS \$ 1,236.00

TOTAL \$ 1,731.00

Paid with transfer.

Terms: nett 7 days many thanks

Bank details for direct payment:

Blue Sky Business Consulting

Westpac Banking Corporation

BSB: 032-096 Account no: 424452

Blue Sky Business Consulting is the trading name of Grapevine Admin Services Pty Ltd



CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Liability limited by a scheme approved
under Professional Standards Legislation.