

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



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