

20 March 2021

Gavenwood Superannuation Fund  
C/- Ms Heather Wilson  
21A Peppertree Drive  
Rothbury, NSW 2320

Dear Heather

**Gavenwood Superannuation Fund  
Commutation of Account Based Pension**

I wish to make a partial commutation of \$9,990.56 from my Account Based Pension (502: Wilson, Heather).

I understand that the current balance of this account is approximately \$801,280.72, and I confirm that I have met my minimum pension payments for the year.

Please pay the proceeds of the commutation to my bank account.

I authorise my tax agent to lodge the Transfer Balance Account Report in relation to the Pension Commutation for this Account Based Pension to the ATO.

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

Yours sincerely



Ms Heather Wilson  
21A Peppertree Drive  
Rothbury, NSW 2320

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE  
GAVENWOOD NOMINEES PTY LTD ATF  
GAVENWOOD SUPERANNUATION FUND  
HELD ON 20 MARCH 2021 AT  
21A PEPPERTREE DRIVE, ROTHBURY NSW**

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**PRESENT:** Heather Wilson

**PENSION COMMUTATION:** A notice from Ms Heather Wilson requesting the commutation of \$9,990.56 from the pension account "502: Wilson, Heather" was tabled.

**CONDITION OF RELEASE:** It was NOTED that:

- The pension account is commutable under the circumstances,
- A condition of release has been met, and
- The requirement to either make a minimum pension payment or retain the minimum amount in the account has been met.

As a result, it was RESOLVED to accept the request as tabled.

**PAPERWORK:** It was RESOLVED to request the fund administrators to attend to the completion of the following tasks to give effect to the acceptance:

- Process the commutation,
- Transfer the funds as required
- Prepare a PAYG Payment Summary - Superannuation Lump Sum if required, and
- Advise the Member that the commutation has been processed.

**CLOSURE:** There being no further business the meeting was closed.



..... Dated: ...../...../.....  
Heather Wilson  
Chairperson

20 March 2021

Ms Heather Wilson  
21A Peppertree Drive  
Rothbury, NSW 2320

Dear Heather

**Gavenwood Superannuation Fund  
Commutation of Account Based Pension**

We confirm that the partial commutation of your Account Based Pension (502: Wilson, Heather) has been completed.

An amount of \$9,990.56 has been transferred to your bank account.

An interim Member Statement is attached to confirm the balance of your account after this transaction.

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

Yours sincerely



Ms Heather Wilson  
21A Peppertree Drive  
Rothbury, NSW 2320