

**Adoption of constitution**

---

- 12 Resolved that the attached constitution at Annexure 1 be provided to the Initial Members for signing and adoption as the constitution of the Company.

**Auditors**

---

- 13 Resolved that no auditors be appointed for the time being.

Signed:

**The Directors**

---

Signed by James George Menassa and Kristen Terese Menassa:



James George Menassa  
Director

Dated: 29/9/2022



Kristen Terese Menassa  
Director

Dated: 29/9/2022

## CONSENT TO VARIATION OF CLASS RIGHTS

Menassa Family Super Pty Ltd

ACN 662 766 190

The shares on issue in the Company at the date of this consent are as follows:-

- ORD

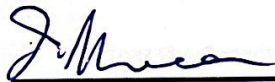
Each member holds one or more of the shares on issue and gives their prior written consent to the variation of the rights attaching to their respective shares so that those rights are identical to the rights attaching to shares of the same class (in accordance with the Constitution signed by all the members for identification purposes) as their respective shares.

Signed:

**The Members**

---

Signed by James George Menassa and Kristen Terese Menassa:



---

James George Menassa  
Member

Dated: 29/9/2022



---

Kristen Terese Menassa  
Member

Dated: 29/9/2022

## SPECIAL RESOLUTION OF MEMBERS

Menassa Family Super Pty Ltd

ACN 662 766 190

(Section 249A Corporations Act)

All the members of Menassa Family Super Pty Ltd ACN 662 766 190 (the "Company") entitled to vote on the resolution, are in favour of the special resolutions set out in this document in accordance with section 249A of the Corporations Act 2001.

### Noted:

- A. That each member of Menassa Family Super Pty Ltd ACN 662 766 190 (the "Company") has consented to the variation of the rights attaching to their shares so that those rights are identical to the rights attaching to shares of the same class (in accordance with the Constitution signed by all the members for identification purposes) as their respective shares.
- B. That each share issued to the members on registration of the Company was intended to have the same rights as those set out in the Constitution referred to in paragraph A above.

### Special Resolutions:

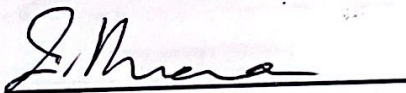
1. That the Constitution signed by all the members for identification purposes be adopted as the constitution of the Company.
2. That the Constitution takes effect from the date of this special resolution.

Signed:

**The Members**

---

Signed by James George Menassa and Kristen Terese Menassa:



James George Menassa  
Member

Dated: 29/9/2022



Kristen Terese Menassa  
Member

Dated: 29/9/2022

**INCOME TAX ASSESSMENT ACT, 1936  
(AS AMENDED FROM TIME TO TIME)**

The Deputy Commissioner of Taxation  
Australian Taxation Office

**NOTICE OF APPOINTMENT OF PUBLIC OFFICER**

Date: 29/9/2022

Dear Sir,

In accordance with the Income Tax Assessment Act 1936 (as amended from time to time),  
James George Menassa, whose signature appears below, has been appointed the Public Officer of  
Menassa Family Super Pty Ltd ACN 662 766 190.

The address for service of notices is 10 Leslie Street, NORTH RYDE, NSW 2113

Signed:

**The Public Officer**

---

Signed by James George Menassa:



James George Menassa  
Public Officer

Dated: 29/9/2022

## CONSENT TO ACT AS A PUBLIC OFFICER

Menassa Family Super Pty Ltd

ACN: 662 766 190

Full name: James George Menassa

Address: 10 Leslie Street, NORTH RYDE, NSW 2113

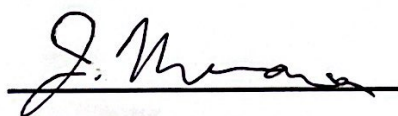
Hereby consents to my appointment as Public Officer of Menassa Family Super Pty Ltd

Signed:

**The Public Officer**

---

Signed by James George Menassa:



James George Menassa  
Public Officer

Dated: 29/9/2022

## CONSENT TO ACT AS A DIRECTOR

Menassa Family Super Pty Ltd

Full name: James George Menassa  
Former names (if any):  
Date of birth: 27 June 1990  
Place of birth: WESTMEAD, New South Wales  
Address: 10 Leslie Street,  
NORTH RYDE, NSW, 2113

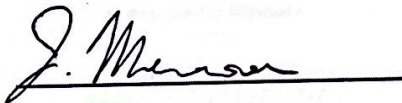
consents to act as a director of the proposed Company.

Signed:

**The Director**

---

Signed by James George Menassa:



James George Menassa  
Director

Dated: 27/9/2022

## CONSENT TO BE A MEMBER AND HOLD SHARES

### Menassa Family Super Pty Ltd

James George Menassa of 10 Leslie Street, NORTH RYDE, NSW 2113 consents to become a MEMBER and agrees to take up the following shares in the proposed Company:

Number of Shares:	1
Class of Shares:	ORD
Amount Paid per Share (\$):	\$1.00
Amount Unpaid per Share (\$):	\$0.00

Signed:

The Member

---

Signed by James George Menassa:



James George Menassa  
Member

Dated: 29/9/2022

**CONSENT TO ACT AS A SECRETARY**

**Menassa Family Super Pty Ltd**

Full name: Kristen Terese Menassa  
Former name (if any):  
Date of Birth: 17 November 1989  
Place of birth: ORLANDO, United States  
Address: 10 Leslie Street,  
NORTH RYDE, NSW, 2113

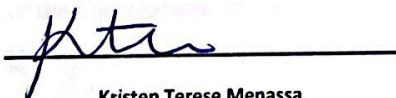
consents to act as a secretary of the proposed Company.

Signed:

**The Secretary**

---

Signed by Kristen Terese Menassa:



Kristen Terese Menassa  
Secretary

Dated: 29/9/2022



**SHARE CERTIFICATE #1**

**Menassa Family Super Pty Ltd**

**ACN: 662 766 190**

**Registered under the *Corporations Act 2001*(Cth)**

Date:

Shareholder(s): James George Menassa

Address: 10 Leslie Street,  
NORTH RYDE, NSW, 2113

is/are the registered holder(s)

of 1 ORD Shares

(serial numbers 1 - 1 inclusive)

in the Company issued on 29 September 2022

\$0.00 remains unpaid per share.

EXECUTED by

**Menassa Family Super Pty Ltd**

**ACN: 662766190**

in accordance with subsection 127(1)

of the Corporations Act 2001



Director  
James George Menassa

Dated: 29/9/2022



Director  
Kristen Terese Menassa

Dated: 29/9/2022

**CONSENT TO BE A MEMBER AND HOLD SHARES**

**Menassa Family Super Pty Ltd**

Kristen Terese Menassa of 10 Leslie Street, NORTH RYDE, NSW 2113 consents to become a MEMBER and agrees to take up the following shares in the proposed Company:

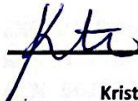
Number of Shares: 1  
Class of Shares: ORD  
Amount Paid per Share (\$): \$1.00  
Amount Unpaid per Share (\$): \$0.00

**Signed:**

**The Member**

---

Signed by Kristen Terese Menassa:

  
\_\_\_\_\_  
Kristen Terese Menassa  
Member

Dated: 29/9/2022

**SHARE CERTIFICATE #2**

**Menassa Family Super Pty Ltd**

**ACN: 662 766 190**

**Registered under the Corporations Act 2001(Cth)**

Date:

Formal Name: MFL 23

Shareholder(s):

Kristen Terese Menassa

Name of Director

Address:

10 Leslie Street,  
NORTH RYDE, NSW, 2113

is/are the registered holder(s)

of 1 ORD Shares

(serial numbers 2 - 2 inclusive)

in the Company issued on 29 September 2022

Share:

\$0.00 remains unpaid per share.


The Director

EXECUTED by

**Menassa Family Super Pty Ltd**

**ACN: 662756190**

in accordance with subsection 127(1)  
of the Corporations Act 2001




---

**Director**

James George Menassa

Dated:

29/9/2022



---

**Director**

Kristen Terese Menassa

Dated:

29/9/2022

**CONSENT TO ACT AS A DIRECTOR**

**Menassa Family Super Pty Ltd**

Full name: Kristen Terese Menassa  
Former names (if any):  
Date of birth: 17 November 1989  
Place of birth: ORLANDO, United States  
Address: 10 Leslie Street,  
NORTH RYDE, NSW, 2113

consents to act as a director of the proposed Company.

**Signed:**

**The Director**

---

Signed by Kristen Terese Menassa:

  
\_\_\_\_\_

Kristen Terese Menassa  
Director

Dated: 29/9/2022

## CONSENT TO ACT AS A SECRETARY

Menassa Family Super Pty Ltd

Full name: James George Menassa  
Former name (if any):  
Date of Birth: 27 June 1990  
Place of birth: WESTMEAD, New South Wales  
Address: 10 Leslie Street,  
NORTH RYDE, NSW, 2113

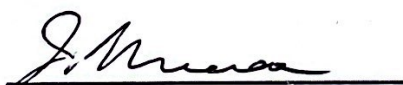
consents to act as a secretary of the proposed Company.

Signed:

**The Secretary**

---

Signed by James George Menassa:



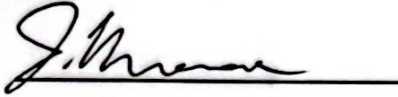
James George Menassa  
Secretary

Dated: 29/9/2022

**The Trustee**

---

Signed, Sealed and Delivered by Menassa Family Super Pty Ltd - ACN 662 766 190 by:




**James George Menassa**  
Director

- e) appoint relevant professionals including, where required, an accountant, administrator, auditor, SMSF expert, SMSF investment expert and any other professional deemed appropriate; and
- f) accept James George Menassa and Kristen Terese Menassa as initial members of the Fund.

**The Directors**

---

Signed by James George Menassa and Kristen Terese Menassa:



---

James George Menassa  
Director

Dated: 29/9/2022



---

Kristen Terese Menassa  
Director

Dated: 29/9/2022

**The Trustee**

---

Signed, Sealed and Delivered by Menassa Family Super Pty Ltd - ACN 662 766 190 by:



---

**Kristen Terese Menassa**  
Director



11 I agree to all of the terms and conditions set out in the trust deed for the Fund, as amended from time to time.

12 I declare that the information I provide to the Trustee is true and correct. I acknowledge it is my responsibility to inform the Trustee of any error or changes regarding these matters.

I hereby authorise my current employer to deduct from my salary such amounts (if any) as are from time to time agreed upon by myself and my employer as contributions to be made by me to the abovementioned Fund.

I hereby apply to make contributions to the Fund and agree to be bound by the trust deed and rules governing the Fund.

**NOMINATION OF BENEFICIARIES**

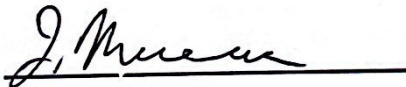
(If you wish to make a Binding Death Benefit Nomination please submit it separately)

Whilst I acknowledge the discretion the Trustees have to determine who the benefit is paid to, I hereby nominate the following persons to receive the benefit payable by the Trustees of the Fund in the event of my death:

Name and Address	Relationship to member	Proportion of benefit
<u>Kristen Menassa</u>	<u>wife</u>	<u>100</u> %
<u>10 Leslie St, North Ryde,</u> <u>2113, NSW.</u>	<u></u>	<u></u> %

**The Member**

Signed by James George Menassa:



James George Menassa  
Member

Dated: 29/9/2022

- acquiring an in-house asset if the fund's in-house assets exceed 5% of the market value of the fund's total assets, or the in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)
- entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

**Administration**

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
  - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees, the retirement of members and payment of benefits)
  - records of all changes of trustees, including directors of the corporate trustee
  - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
  - all trustee declarations
  - copies of all reports given to members
  - documented decisions about storage of collectables and personal use assets
- ensure that the following are prepared and retained for at least five years
  - an annual statement of the financial position of the fund
  - an annual operating statement
  - copies of all annual returns lodged
  - accounts and statements that accurately record and explain the transactions and financial position of the fund including asset market valuation
  - copies of Transfer balance account reports lodged
  - copies of any other statements you are required to lodge with us or provide to other super funds
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- review the independent audit report received from the approved SMSF auditor and take action as required
- notify the ATO within 28 days of any changes to the
  - membership of the fund, or trustees or directors of the corporate trustee
  - name of the fund
  - contact person and their contact details
  - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 21 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

**DECLARATION**

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.
- Administrative penalties can be imposed on me for not complying with the legislation
- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.
- I declare that the information provided in the form is true and correct.

Trustee's or director's name

Kristen Terese Menassa

Trustee's or director's signature

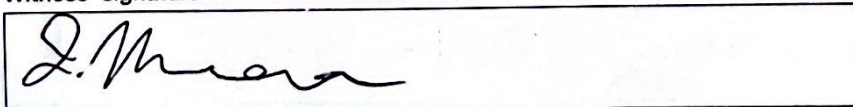


Date 29/9/2022

Witness' name (witness must be 18 years old or over)

James Menassa

Witness' signature



Date 29/9/2022

11 I agree to all of the terms and conditions set out in the trust deed for the Fund, as amended from time to time.

12 I declare that the information I provide to the Trustee is true and correct. I acknowledge it is my responsibility to inform the Trustee of any error or changes regarding these matters.

I hereby authorise my current employer to deduct from my salary such amounts (if any) as are from time to time agreed upon by myself and my employer as contributions to be made by me to the abovementioned Fund.

I hereby apply to make contributions to the Fund and agree to be bound by the trust deed and rules governing the Fund.

#### **NOMINATION OF BENEFICIARIES**

---

(If you wish to make a Binding Death Benefit Nomination please submit it separately)


Whilst I acknowledge the discretion the Trustees have to determine who the benefit is paid to, I hereby nominate the following persons to receive the benefit payable by the Trustees of the Fund in the event of my death:

<b>Name and Address</b>	<b>Relationship to member</b>	<b>Proportion of benefit</b>
<u>James Menassa</u>	<u>husband</u>	<u>100</u> %
<u>10 Wylie St North Ryde</u>	<u></u>	<u></u> %
<u>NSW 2113</u>	<u></u>	<u></u> %

#### **The Member**

---

Signed by Kristen Terese Menassa:

  
\_\_\_\_\_

Kristen Terese Menassa  
Member

Dated: 29/9/2022

- acquiring an in-house asset if the fund's in-house assets exceed 5% of the market value of the fund's total assets, or the in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)
- entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

**Administration**

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
  - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees, the retirement of members and payment of benefits)
  - records of all changes of trustees, including directors of the corporate trustee
  - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
  - all trustee declarations
  - copies of all reports given to members
  - documented decisions about storage of collectables and personal use assets
- ensure that the following are prepared and retained for at least five years
  - an annual statement of the financial position of the fund
  - an annual operating statement
  - copies of all annual returns lodged
  - accounts and statements that accurately record and explain the transactions and financial position of the fund including asset market valuation
  - copies of Transfer balance account reports lodged
  - copies of any other statements you are required to lodge with us or provide to other super funds
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- review the independent audit report received from the approved SMSF auditor and take action as required
- notify the ATO within 28 days of any changes to the
  - membership of the fund, or trustees or directors of the corporate trustee
  - name of the fund
  - contact person and their contact details
  - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 21 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

**DECLARATION**

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.
- Administrative penalties can be imposed on me for not complying with the legislation
- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.
- I declare that the information provided in the form is true and correct.

Trustee's or director's name

James George Menassa

Trustee's or director's signature

*J. Menassa*

Date 29/9/2022

Witness' name (witness must be 18 years old or over)

Kristen Menassa

Witness' signature

*Ktm*

Date 29/9/2022