

29 June 2022

The RD & J Shepherd Personal Superannuation Fund  
C/- Mr Robert David Shepherd  
33 Ulysses Avenue  
Port Douglas, QLD 4877

Dear Robert

**The RD & J Shepherd Personal Superannuation Fund  
Commutation of Account Based Pension**

I wish to make a full commutation of my entire account balance from my Account Based Pension (Robert Shepherd #4).

I understand that the current balance of this account is approximately \$1,519.62, 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

Mr Robert Shepherd  
33 Ulysses Avenue  
Port Douglas, QLD 4877

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE  
TAMBOTE PTY LIMITED ATF  
THE RD & J SHEPHERD PERSONAL SUPERANNUATION FUND  
HELD ON 29 JUNE 2022 AT  
33 ULYSSES AVENUE, PORT DOUGLAS QLD**

---

**PRESENT:** Robert Shepherd

**PENSION COMMUTATION:** A notice from Mr Robert Shepherd requesting the commutation of the entire balance of the pension account "Robert Shepherd #4" 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: ...../...../.....  
Robert Shepherd  
Chairperson

29 June 2022

Mr Robert Shepherd  
33 Ulysses Avenue  
Port Douglas, QLD 4877

Dear Robert

**The RD & J Shepherd Personal Superannuation Fund  
Commutation of Account Based Pension**

We confirm that the full commutation of your Account Based Pension (Robert Shepherd #4) has been completed.

An amount of \$1,519.62 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

Mr Robert David Shepherd  
33 Ulysses Avenue  
Port Douglas, QLD 4877