



SCACCOUNTING

25 Station Street
Oakleigh VIC 3166
PO Box 93
Oakleigh VIC 3166

Tel. +61 3 9569 7516
Fax. +61 3 9569 6442
info@scaccounting.com.au
www.scaccounting.com.au

CHARTERED ACCOUNTANTS

Director Steven N Creelman CA
Partner Mark Caruso CPA

09 October 2018

Mr S Ranganathan and Ms C M Snell
15 Moroney Drive
CHADSTONE VIC 3148

Dear Srimi and Chelsy,

ACTING AS REGISTERED OFFICE OF YOUR COMPANY **SRINIVASANS PTY LTD**

All companies have obligatory filing responsibilities with ASIC to maintain their registration. At least annually, ASIC will electronically send an Annual Company Statement for your company. The Statement contains pertinent directorship (and other officeholders), shareholding, registered and business addresses of the company. It is the director's responsibility to ensure all information within that Statement is correct and kept up to date and that also the company is solvent. The following changes to the Company's information will need to be updated on the ASIC database within 28 days of the change occurring, otherwise penalties for late lodgment will be charged by ASIC:-

1. appointment of new director(s);
2. resignation of existing director(s);
3. change of residential address of director(s);
4. adding a new shareholder(s);
5. replacing an existing shareholder(s);
6. increasing or decreasing shareholdings;
7. change of residential address of shareholders;
8. change of Registered Office;
9. change of Principal place of business

Whenever a change of this nature is required, a Form 484 needs to be completed to update the ASIC database as well as completing applicable minutes and consents to act etc, where required. Again it is imperative that you, as the director of the company ensure ASIC is notified of these changes within the 28 day timeframe.

In addition to the periodic changes mentioned above, the directors are responsible to ensure that they review and pay the necessary annual ASIC fees in order for their company to remain properly registered. It is the directors responsibility to ensure that your company remains solvent, and by doing so, you need to sign a Directors Minute stating that your company can "pay its debts as and when they fall due".



ACCOUNTING & TAX | BUSINESS ADVISORY | SUPERANNUATION | INVESTMENT SERVICES

SC Financial Services Pty Ltd. ACN 619 287 937. Liability limited by a scheme approved under Professional Standards Legislation.



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We have a dedicated team which would look after your ASIC responsibilities, handled in the first place by Erma Mencin and will guide you through any queries that you might have in relation to this service.

In order to be fully transparent with all clients, we are keen to serve your ASIC administration needs which would involve us attending to the following:-

- a. checking and forwarding annual Company Statement to the family head;
- b. preparing the Solvency minute for signing and filing in Company Register;
- c. liaising with ASIC on associated secretarial matters;
- d. if needed, arranging and forwarding of ASIC payments;
- e. maintaining your Company Register which contains, directorship, shareholding, minutes and other pertinent documents;
- f. acting as Registered Office, including receipt and dissemination of official documentation, maintaining our internal Company Register database etc;
- g. periodically updating the ASIC database with ongoing changes as listed in points 1 through 9 (please note that we can only action ASIC changes following the receipt of a confirmatory letter / email setting out the changes you require us to do)

The fee for attending to this service would be \$275.00 (including GST) which is tax deductible. If you would like us to act as your Registered Office, please return the attached Reply Letter (by fax, email or letter form to Erma Mencin at SC Accounting) ticking the relevant box. Please note that the fee will be charged each time we forward the annual Company Statement to you under our normal terms of business.

If you would prefer to be responsible for your own ASIC administration, we ask that you please tick the relevant box and return the attached Reply Letter to us.

WE ASK THAT YOU PLEASE RETURN THE REPLY LETTER AND ANY ATTACHMENTS TO ERMA MENCIN AT SC ACCOUNTING AS SOON AS POSSIBLE.

Should you have any questions, please do not hesitate to contact myself or Erma Mencin, during business hours on (03) 9569 7516.

Yours faithfully

Steve Creelman CA
SC Accounting



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REPLY LETTER

**PLEASE COMPLETE AND RETURN TO SC ACCOUNTING
ACTING AS REGISTERED OFFICE OF COMPANY**

SRINIVASANS PTY LTD

- 1. YES, I WOULD LIKE SC ACCOUNTING TO ACT AS REGISTERED OFFICE OF THE ABOVENAMED COMPANY AND NOTE THE ANNUAL FEE OF \$275.00 (inclusive of GST) FOR SC ACCOUNTING TO ACT AS REGISTERED AGENT ?
- 2. NO, I WOULD LIKE TO ACT AS REGISTERED OFFICE OF THE COMPANY ?

DIRECTOR'S NAME: MR S RANGANATHAN and MS C M SNELL

SIGNED BY R. Lwin [Signature]

DATED: 13 OCT 2018

**PLEASE RETURN THIS REPLY LETTER AND ANY ATTACHMENTS TO ERMA
EITHER**

- a. **BY MAIL TO** : SC Accounting, PO Box 93, Oakleigh, Vic, 3166; OR
- b. **BY EMAIL TO** : erma@scaccounting.com.au
- c. **BY FAX To** : (03) 9569 6442



Srinivasan Family Superannuation Fund

CONSENT TO ACT AS TRUSTEE

This Company, Srinivasans Pty Ltd, ACN 609 160 303, a company taken to be registered in the State of Victoria (the Declarant), and having its registered office at the offices of SC Accounting, 25 Station Street, Oakleigh in the said State HEREBY DECLARES and STATES as follows:-

- The Declarant is not disqualified from acting as a trustee of a Superannuation Fund under the *Superannuation Industry (Supervision) Act 1993* (C'th).
- The Declarant hereby consents to act as the Trustee for the Srinivasan Family Superannuation Fund to be established on 27 September, 2018 as represented in the proposed Superannuation Fund Trust Deed in which the Declarant is shown as the Trustee.
- The Declarant hereby declares that the proposed Superannuation Fund Trust Deed described in paragraph 2 above will be executed by the Declarant as Trustee.
- The Declarant hereby states that it will administer the proposed Superannuation Fund in accordance with the terms and conditions set out in the said Trust Deed and with the provisions of the *Superannuation Industry (Supervision) Act 1993* (C'th).
- The Declarant undertakes to advise in writing the Australian Taxation Office should the Declarant for any reason become disqualified from acting as a trustee of a Superannuation Fund.

DATED: 27 September, 2018

EXECUTED by SRINIVASANS PTY LTD, ACN
609 160 303, in accordance with the
Corporations Act: }



DIRECTOR



DIRECTOR/SECRETARY

Srinivasan Family Superannuation Fund

APPLICATION FOR MEMBERSHIP

To: Srinivasans Pty Ltd, ACN 609 160 303
The Trustee
Srinivasan Family Superannuation Fund
C/- SC Accounting
25 Station Street
OAKLEIGH VIC 3166

I hereby apply for admission to membership of the Srinivasan Family Superannuation Fund.

If I am admitted as a member of the Srinivasan Family Superannuation Fund, I agree and undertake as follows:-

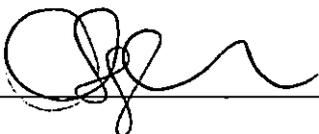
- I will be bound by the Trust Deed governing the Fund.
- I acknowledge that the Trustee has invited me to request a Product Disclosure Statement at my discretion which sets out my rights and the rights of my dependants pursuant to the Deed and of the benefits payable under the Fund.
- I consent to the Trustee named above acting as trustee of the Fund.
- I am an eligible person as defined in the Trust Deed governing the Fund, being a person who:-
 - is a resident in Australia and is not prohibited under the Relevant Law from becoming a Member; or
 - otherwise meets eligibility criteria expressly or impliedly contained in the Trust Deed.

Name: Chelsy Snell

Address: 15 Moroney Drive
CHADSTONE VIC 3148

Date of Birth: 24 August, 1970

Signed:



Chelsy Snell

Dated: 27 September, 2018

**MINUTES OF A MEETING OF THE DIRECTORS OF SRINIVASANS PTY LTD HELD AT 25 STATION STREET,
OAKLEIGH ON 27 SEPTEMBER, 2018 AT 5:30 PM**

PRESENT

Mrs C Snell (Chair)
Mr S Ranganathan

CONFIRMATION OF MINUTES

The minutes of the previous meeting of the Directors were read and confirmed as a correct record.

FORMATION OF SELF-MANAGED SUPERANNUATION FUND

It was NOTED that:-

- It was intended to form a Self-Managed Superannuation Fund to be named as the Srinivasan Family Superannuation Fund;
- each of Chelsy Snell and Srinivasan Ranganathan expressed a willingness to become a member of the Srinivasan Family Superannuation Fund; and
- pursuant to Section 17A of the Superannuation Industry (Supervision) Act, each of Chelsy Snell and Srinivasan Ranganathan expressed a willingness to act as a Director of Srinivasans Pty Ltd and each of Chelsy Snell and Srinivasan Ranganathan submitted a document entitled Consent To Act As Director Of Trustee Company to provide written evidence of that statement.

SUPERANNUATION FUND TRUST DEED

Consideration was given to:-

- a proposal to establish a new Self-Managed Superannuation Fund to be named as the Srinivasan Family Superannuation Fund; and
- the proposed deed to govern the Srinivasan Family Superannuation Fund which was tabled and perused.

It was RESOLVED that:-

- a new Self-Managed Superannuation Fund, to be named as the Srinivasan Family Superannuation Fund, be established;
- having tabled an executed consent to act, Srinivasans Pty Ltd be and is hereby appointed to the office of trustee of the Srinivasan Family Superannuation Fund with immediate effect and the resolutions passed during the balance of the meeting shall be the resolutions of the Trustee of the Srinivasan Family Superannuation Fund;
- the deed to govern the Srinivasan Family Superannuation Fund be accepted and executed.

ELECTION OF REGULATED STATUS

It was RESOLVED unanimously and irrevocably that the provisions of the *Superannuation Industry (Supervision) Act 1993* (C'th) are to apply to this Fund and that notification be made to the ATO immediately.

ADMISSION OF MEMBERS

Chelsy Snell and Srinivasan Ranganathan had expressed an interest in becoming a member of the Srinivasan Family Superannuation Fund and each had submitted:-

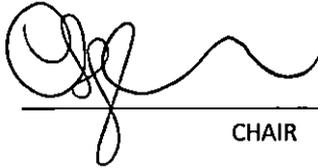
- an application for membership of the Srinivasan Family Superannuation Fund; and
- Tax File Number Notification.

It was RESOLVED to admit as a member:-

- Chelsy Snell
- Srinivasan Ranganathan

CONCLUSION

There being no further business, the meeting was declared closed.



A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a wavy line.

CHAIR

Srinivasan Family Superannuation Fund

APPLICATION FOR MEMBERSHIP

To: Srinivasans Pty Ltd, ACN 609 160 303
The Trustee
Srinivasan Family Superannuation Fund
C/- SC Accounting
25 Station Street
OAKLEIGH VIC 3166

I hereby apply for admission to membership of the Srinivasan Family Superannuation Fund.

If I am admitted as a member of the Srinivasan Family Superannuation Fund, I agree and undertake as follows:-

- I will be bound by the Trust Deed governing the Fund.
- I acknowledge that the Trustee has invited me to request a Product Disclosure Statement at my discretion which sets out my rights and the rights of my dependants pursuant to the Deed and of the benefits payable under the Fund.
- I consent to the Trustee named above acting as trustee of the Fund.
- I am an eligible person as defined in the Trust Deed governing the Fund, being a person who:-
 - is a resident in Australia and is not prohibited under the Relevant Law from becoming a Member; or
 - otherwise meets eligibility criteria expressly or impliedly contained in the Trust Deed.

Name: Srinivasan Ranganathan

Address: 15 Moroney Drive
CHADSTONE VIC 3148

Date of Birth: 10 September, 1979

Signed:



Srinivasan Ranganathan

Dated: 27 September, 2018

Srinivasan Family Superannuation Fund

BENEFIT ELECTION FORM

To: The Trustee

I, Srinivasan Ranganathan of 15 Moroney Drive, Chadstone in the State of Victoria being a Beneficiary of the above Superannuation Fund hereby wish to advise that, as at the date shown below, that:-

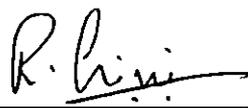
- I am a *Member/*Pensioner (*delete one) of the Srinivasan Family Superannuation Fund and am entitled to receive a benefit from the Srinivasan Family Superannuation Fund.
- I wish to receive my benefit in the following manner:-

NATURE OF BENEFIT	AMOUNT OF BENEFIT (REFER TO NOTES)	
	%	\$
Cash	80	
Annuity	20	
Pension – (please specify type)		
Transfer of assets (please supply details)		
Other method (please supply details)		

Note 1 Use one or both columns.

Note 2 You may choose more than one type of benefit and may indicate either the percentage of your account balance to be used for a benefit - or you may show the amount you wish to invest in a benefit you choose.

SIGNED:



SRINIVASAN RANGANATHAN

DATED:

13 / 10 / 2018

Srinivasan Family Superannuation Fund

BENEFIT ELECTION FORM

To: The Trustee

I, Chelsy Snell of 15 Moroney Drive, Chadstone in the State of Victoria being a Beneficiary of the above Superannuation Fund hereby wish to advise that, as at the date shown below, that:-

- I am a *Member/*Pensioner (*delete one) of the Srinivasan Family Superannuation Fund and am entitled to receive a benefit from the Srinivasan Family Superannuation Fund.

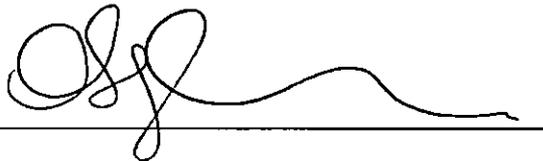
- I wish to receive my benefit in the following manner:-

NATURE OF BENEFIT	AMOUNT OF BENEFIT (REFER TO NOTES)	
	%	\$
Cash		
Annuity		
Pension – (please specify type)		
Transfer of assets (please supply details)		
Other method (please supply details)		

Note 1 Use one or both columns.

Note 2 You may choose more than one type of benefit and may indicate either the percentage of your account balance to be used for a benefit - or you may show the amount you wish to invest in a benefit you choose.

SIGNED:



CHELSY SNELL

DATED:

13 / 10 / 2018

Srinivasan Family Superannuation Fund

CONSENT TO ACT AS DIRECTOR OF TRUSTEE COMPANY

Pursuant to Section 118 of the *Superannuation Industry (Supervision) Act 1993* (C'th)

I, Chelsy Snell (the **Declarant**) of 15 Moroney Drive, Chadstone in the State of Victoria being a Director of Srinivasans Pty Ltd, ACN 609 160 303, in its capacity as Trustee (the **Corporate Trustee**) of the Srinivasan Family Superannuation Fund, DO HEREBY DECLARE:-

- that I am not *disqualified from acting as a director of the Corporate Trustee under the *Superannuation Industry (Supervision) Act 1993* (C'th); and
- that I consent to acting as director of the Corporate Trustee;
- that I shall notify the Corporate Trustee and the Australian Taxation Office immediately if I should become a disqualified person.

DATED: 27 September, 2018

SIGNATURE:



* NOTE RE DISQUALIFICATION

The *Superannuation Industry (Supervision) Act 1993* (C'th) provides that the following persons are disqualified from acting as a director of a Corporate Trustee:-

- Persons who have prior convictions involving dishonest conduct, wherever or whenever such conviction may have occurred.
- Persons who are insolvent, bankrupt or have entered into arrangements, assignments or compositions with creditors under Part X of the *Bankruptcy Act 1966* (C'th) or a similar foreign law.
- Persons in relation to whom a civil penalty order has been made under the *Superannuation Industry (Supervision) Act 1993* (C'th).

Srinivasan Family Superannuation Fund

CONSENT TO ACT AS DIRECTOR OF TRUSTEE COMPANY

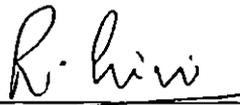
Pursuant to Section 118 of the *Superannuation Industry (Supervision) Act 1993* (C'th)

I, Srinivasan Ranganathan (the **Declarant**) of 15 Moroney Drive, Chadstone in the State of Victoria being a Director of Srinivasans Pty Ltd, ACN 609 160 303, in its capacity as Trustee (the **Corporate Trustee**) of the Srinivasan Family Superannuation Fund, DO HEREBY DECLARE:-

- that I am not *disqualified from acting as a director of the Corporate Trustee under the *Superannuation Industry (Supervision) Act 1993* (C'th); and
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