



4 March 2015

Our Ref: JH: 1529827

The Trustee
The HB and AP Superannuation Fund
C/- Ms Heather Byrne
Heather Byrne Accountant
PO BOX 832
BOWRAL NSW 2576

by email only: heatherbyrne@bigpond.com

Dear Trustee

THE HB AND AP SUPERANNUATION FUND – LEASE COMPLIANCE DOCUMENTS PACKAGE

Name of Fund: The HB and AP Superannuation Fund
ABN of Fund: 64 675 349 412
Name of Fund Trustee: How Heavenly Pty Ltd ACN 169 433 587
Name of Holding Trustee: Mews Bowral Pty Ltd ACN 603 671 487
Address of Property: 8/11 Bundaroo Street, Bowral NSW (Folio Identifier 8/SP49134)

1. The enclosed documents should be printed, signed and dated before any lease agreement is signed by the Holding Trustee (as the legal owner of the above Property).
2. We enclose the following documents in relation to the proposed lease of the abovementioned premises:
 - (a) resolutions of the Fund Trustee;
 - (b) resolutions of the Holding Trustee;
 - (c) direction from the Fund Trustee to the Holding Trustee to execute a lease over the property; and
 - (d) direction from Holding Trustee to Tenant for the Payment of Rent (from the Tenant to Fund Trustee).
3. The Holding Trustee does not have the power or right under the Holding Trust Deed to grant a lease of the Premises to a tenant. The enclosed resolutions confirm that the trustee of the Fund wants the lease to go ahead and the direction is formal notice by the Fund as the beneficial owner of the premises to the Holding Trustee to enter the lease.
4. It is not necessary or advisable to refer to the Fund's beneficial ownership in the lease.
5. **These documents must be completed by inserting:**
 - (a) **the Tenant's full name; and**
 - (b) **bank account details for the Fund Trustee to receive rental payments.**

Please arrange to insert these details into the relevant documents (where indicated) before signing.

6. Once you insert the required information into these documents please arrange for a copy of the proposed lease to be attached to each of the resolutions and for them to be signed and dated before any lease is signed or dated. The Direction for the Payment of Rent must be signed by the Holding Trustee and provided to the Tenant with the proposed lease agreement.

If you have any questions or comments in relation to the enclosed documents please do not hesitate to let us know. Please contact us if we can be of further assistance. In the meantime we enclose our tax invoice which we note has been paid.

Yours faithfully,

TOWNSENDS BUSINESS & CORPORATE LAWYERS

A handwritten signature in black ink that reads "Hartley". The signature is written in a cursive, flowing style.

JULIE HARTLEY
BINST LLB GRAD DIP LEG PRAC
Solicitor