

## MINUTES OF TRUSTEES' SPECIAL GENERAL MEETING

### *G & J Howgate Superannuation Fund*

- At:** 1 Kilbirnie Close, Mount Eliza Vic 3930  
**On:** 16 July 2021
- Present:** Mr Graham Howgate  
G And J Howgate Super Pty Ltd  
ACN: 616 884 201
- Chairperson:** Mr Graham Howgate
- Trusteeship:** The Company acts as trustee of the G & J Howgate Superannuation Fund.
- Minutes:** The Chairperson reported that the minutes of the previous meeting had been signed as a true and correct record.
- Business:** It had been brought to the Trustee's attention by the Accountant, Trentons CA, during the process of preparing the Fund's financial accounts for the financial year ended 30 Jun 2020 that the refund of \$500 for subscription overpayment has yet been received by the Fund.
- Background:** The Trustee signed a subscription agreement for 200,000 TAPP shares at \$0.10 per share, which equated to \$20,000. However, the Macquarie withdrawal form had \$20,500 written as payment for the TAPP shares subscription. The \$20,500 withdrawal was made from the Fund bank account on 18 August 2017.
- Our then Financial Adviser, Mr Stephen Bailey, contracted the company ("TAPP") on the Fund's behalf after being notified by the Trustee of this error. The company agreed that it will refund the \$500 overpayment and hope to have it rectified by 30 June 2019.
- Two financial years have passed and the Fund still hasn't received the \$500 refund. The Trustee followed up with Mr Stephen Bailey on 6<sup>th</sup> June 2021 and was advised that the repayment had been made to the incorrect bank account.
- Mr Stephen Bailey assured the Trustee that he will correct the error as soon as practical however the Trustee has been advised that Stephen Bailey is recovering from an operation so the repayment is unlikely to occur in the short term.

All resolutions for this meeting were made in accordance with Regulation 4.08 of the *SIS Act* and Regulations.

There being no further business the meeting then closed.

Signed as a true and correct record.

*Graham Howgate*

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Mr Graham Howgate  
Chairperson