

John R Keith Superannuation Pty Limited (A.C.N. 091 484 052)
As Trustee for John R Keith Pty Limited Provident Fund
PO Box 99 ALEXANDRIA NSW 2016

23 March 2021

Stirling Warton Taylor
11th Floor, St James Centre
111 Elizabeth Street
SYDNEY NSW 2000

LETTER OF REPRESENTATION

Dear Sirs,

RE: JOHN R KEITH PTY LIMITED PROVIDENT FUND
AUDIT FOR 30 JUNE 2020

In connection with your audit examination of John R Keith Pty Limited Provident Fund (the Fund) for the year ended 30 June 2020, on behalf of the Trustee, I hereby confirm, at your request, that to the best of my knowledge and belief, the following representations relating to the Fund are correct:

Accounting Policies

The Trustee is responsible for the presentation in the financial statements of the changes in net assets/operating statement for the period and the statement of financial position at balance date, in conformity with generally accepted accounting principles and in accordance with the relevant statutory requirements and applicable Accounting Standards.

All the significant accounting policies of the Fund are adequately described in Note 1 to the accounts and are consistent with the policies adopted last year.

Accounts

The financial statements have been drawn up by the Trustees so as to give a true and fair view of the state of affairs of the fund as at 30 June 2020, and for the result for the year ended on that date.

Borrowings

- The Trustee did not lend money or give other financial assistance to a member or relative of a member;
- The Trustee did not borrow or maintain an existing borrowing of money; and
- The Trustee did not give a charge over, or in relation to, an asset of the Fund.

In-house Assets

- During the period ended 30 June 2020, the Trustee did not make a loan to, or invest in, a standard employer sponsor, or an associate of a standard employer sponsor of the fund that causes the total in-house asset ratio to exceed the specified limits.

Record Keeping

- All financial books, records and related information have been made available to you including minutes of the trustee's meetings, the Trust Deed and Fund Rules.
- The Trustee retains minutes of all meetings for a minimum of 10 years;
- The Trustee retains records of changes of directors of John R Keith Superannuation Fund Pty Limited for a minimum of 10 years;
- The Trustee retains copies of reports sent to members/beneficiaries for a minimum of 10 years;
- The Trustee maintains and retains accounting records for a minimum of 5 years; and
- The preparation of the accounts and statements is the responsibility of the Trustee.

Investments

- The carrying value of investments does not exceed recoverable amount.
- The Trustee does not invest money unless the Trustee and the other party are dealing with each other at arm's length.
- Investment transactions and investments held are in accordance with the investment strategy, which has been determined with due regard to risk, return, liquidity and diversity.
- There are no commitments, fixed or contingent, for the purchase or sale of long-term investments.
- Investments have been made in accordance with the Trust Deed.

Disqualified persons

- The Trustee company directors are not disqualified persons under the definition of Corporations Act 2001 and Superannuation Industry (Supervision) Act and Regulations.

Unclaimed monies

- There were no unclaimed monies during the period ended 30 June 2020.

Tax File Number

- The Trustee does not pass on members Tax File Number's unless properly authorised.

Derivatives

- The Fund did not invest in derivatives contracts during the period ended 30 June 2020.

Governing Rules

The Fund is being conducted in accordance with its governing rules.

Legislative Requirements

The Fund is being conducted in accordance with the Superannuation Industry (Supervision) Act 1993, and the Superannuation Industry (Supervision) Regulations.

I confirm that the Trustee has distributed all required reports to members, annual information about the Fund, and exit information on leaving the fund. This information has been distributed within the time limits set out in Superannuation Industry (Supervision) Act 1993 and Regulations.

There are no breaches or possible breaches of laws or regulations whose effects should be considered for disclosure in the financial statements and to APRA.

Subsequent Events

No events or transactions have occurred since 30 June 2020, or are pending, which would have a material effect upon the fund's state of affairs at the date, or which are of such significance in relation to the fund's affairs as to require mention in notes to the financial statements in order to ensure they are not misleading as to the state of affairs or its gains or losses or movement in members' funds.

Yours faithfully

J R Keith

On behalf of the Trustee

John R Keith Superannuation Pty Limited