



ABN: 55 087 486 584

LETTER OF APPOINTMENT

Bruce Hunter and Jacqueline Tracey Hunter
AS TRUSTEES FOR

THE HUNTER FAMILY SUPERANNUATION FUND

LETTER OF APPOINTMENT

TO: Ballast Superannuation Management Pty Ltd

PO Box 5143

South Lake WA 6164

(hereinafter referred to as the "Administrator")

FROM: Bruce Hunter and Jacqueline Tracey Hunter

Trustees for The Hunter Family Superannuation Fund

(hereinafter referred to as the "Trustees" and the "Fund" respectively)

- 1. The Trustees appoint the Administration to provide Administration Services for the fund. The Administrator accepts the appointment.
- 2. The Administrator's appointment continues until:
 - (a) the winding up of the Fund is complete; or
 - (b) one month after the Trustees or the Administrator gives written notice to the other terminating the appointment.
- 3. The Administration Services are:
 - (a) input of initial Member and employer records;
 - (b) maintenance of separate records and accounts relating to each Member, and responding to Member enquires concerning account balances:
 - (c) preparation and dispatch of statements annually compiled from the records maintained under (b), showing accumulated benefits of Members and listing the balance of each Member Account and the components of each Member Account;
 - (d) preparation from the records referred to in (b) of Member benefit statements for issue to Members on an annual basis and on a Member's withdrawal from the Fund;
 - (e) arranging the preparation of annual accounts, the audit of the Fund and submission of all documentation required to be submitted to the Australian Taxation Office.
 - (f) provision of information to assist in the preparation of documents referred to in (e) and in the audit of the Fund:
 - (g) maintaining bank accounts in the Trustees' names to hold fund assets on behalf of the Trustees, collecting and processing all receipts and payments and reconciling those accounts;
 - (h) processing of claims from Members, unclaimed monies and rollovers;
 - (i) arranging the drawing of cheques on behalf of the Trustees for payment in accordance with the Trustee's directions;
 - (j) arranging preparation on behalf of the Trustees, an annual income tax return for the Fund and arranging payment of any tax due;

- (k) updating of Fund records to reflect legislative or taxation changes affecting the Fund;
- (l) liaison with the Trustees, investment managers, custodians, the auditor and other professional service providers to the Fund.
- 4. The Trustees must promptly:
 - (a) forward to the Administrator and documents or records held by it and any notices, reports, circulars and other documents received by it in relation to the administration of the Fund; and
 - (b) lend any assistance to the Administrator, which it reasonable requires in the administration of the Fund.
- 5. The Trustees must indemnify the Administrator for any reasonable loss (including legal fees) which it or any of its directors or agents or employees incurs in connection with:
 - (a) any action or omission by any of them in good faith and without negligence under and in accordance with Rules of the Fund; and
 - (b) any matter for which any of them is expressed excluded from liability under the Rules of the Fund.
- 6. The Administrator is to assist in providing the Trustees half yearly reviews regarding the state of the Fund, unless specified by the Adviser. These are to be charged at \$150.00 (plus GST) per review, or as indicated in the authority to proceed.
- In consideration for providing the Administration Services, the Trustees shall pay the Administrator a monthly fee payable in arrears on the last day of each calendar month. This fee shall be equal to 1/12 of 1.50% (plus GST) of the gross value (total fund value) of all of the Fund's assets (as reasonably determined by the Administrator) at the completion of the six monthly review period.

A fee for contributions, rollovers and transfers will be charged as indicated below.

One off establishment costs (plus GST):

Legal Costs \$800

Trust Deed Preparation \$297

Wealth Management Plan \$2,470

Ongoing costs (plus GST):

Contributions 0%

Transfers/Rollovers 0%

and stamping

Bruce Hunter and Jacqueline Tracey Hunter being trustees for The Hunter Family Superannuation Fund hereby certify that the above charges are a true record of agreement between The Hunter Family Superannuation Fund and Ballast Superannuation Management Pty Ltd.

Dated: 14.8.2010

Signeu._

Roth Trustees

- 8. Additional costs may be liable by the Trustees for updates to trust deed (in relation to legislation changes or change of trustees), Eligible Termination Statement preparation, documentation preparation in relation to the retirement of members from the fund or other miscellaneous costs which may arise from time to time. However, fees for those additional services are payable only where the Administrator has consulted the Trustees and the Trustees have agreed that the provision of the services is to be subject to an additional charge.
- 9. The Administrator is also entitled to recover from the Trustees all expenses incurred in connection with the provision of the Administration Services. The Trustees are responsible for payment of all expenses in relation to the Fund, including fees to auditors, accountants and others in relation to annual accounts, documents required to be submitted to the Australian Taxation Office and tax returns, filing fees, supervisory levies and the fees of other advisers.
- 10.

The Administrator may deduct its fees and expenses from the bank or cash management accounts which it administers for the Trustees as soon as they become payable.				
Dated this	147	day of	AVOUT	2010
SIGNED by Bruce Hunt In the presence of: Signature of Witness	er		Lighature of Bruce Hunter	gard.
Address of Witness				
Name of Witness (Block				
SIGNED by Jacqueline 7. In the presence of: Signature of Witness	Ггасеу Hunter) 	-	J. Hunts- ignature of Jacqueline Trace	The find of the second
for Box 627 or	IT CANTAPO		ignature of Jacqueline Trace	y Hunter
Address of Witness				
Name of Witness (Block				

EXECUTED by Administrator of New Funds of Ballast Superannuation Management Pty Ltd

Signature – Kathryn Jobling